

Continuing Education
and Industrial Center



Creating Opportunities.
Changing Lives.

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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,

Dr. Robert S. Shackelford 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 3,600 credit students and more than 8,400 noncredit students in the 2012-2013 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

Catalog Updates

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 occurring after the initial publication date will be reflected in the online version at www.randolph.edu/catalog.

Accreditation

Randolph Community College is accredited by the the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact SACSCOC 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 for all present and prospective employees and students of the College without regard to race, color, religion, gender, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, political affiliation, status as a covered veteran, or any other group legally protected in accordance with applicable federal, state and local laws.

Randolph Community College is an equal opportunity employer. Accordingly, we promote equal opportunity in the areas of recruitment, employment, training, development, transfer, and promotion. RCC will ensure that all official activities involving College personnel including compensation, benefits, transfers, layoffs, returns from layoffs, demotions, terminations, College sponsored training, education, tuition assistance, social and recreational programs, and use of College facilities will also be administered accordingly.

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, gender, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, political affiliation, status as a covered veteran, or any other group legally protected in accordance with applicable federal, state and local laws.

Credit Programs of Study

■ Arts, Social Sciences, and Public Services Division

Associate in Arts (College Transfer)

Basic Law Enforcement Training

Criminal Justice Technology

Early Childhood Education

Funeral Service Education (**This program is offered in conjunction with another community college.*)

■ Business and Commercial Arts Division

Accounting
 Advertising & Graphic Design
 Business Administration
 Business Administration: Customer Service
 Business Administration: Human Resource Management
 Global Logistics
 Healthcare Management Technology
 Interior Design
 Medical Office Administration
 Photographic Technology: Commercial Photography
 Photographic Technology: Photojournalism
 Photographic Technology: Portrait Studio Management

■ Health Sciences and Cosmetic Arts Division

Associate Degree Nursing
 Associate in General Education
 Cosmetology
 Cosmetology Instructor Certificate
 General Occupational Technology
 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 Systems Technology
 Mechatronics Engineering Technology
 Welding Technology

■ Science, Technology, Engineering and Mathematics (STEM) Division

Associate in Science (College Transfer)
 Computer Information Technology
 Networking Technology

Noncredit Programs and Services

■ Career and College Readiness Programs

Adult Basic Education
 Adult High School Diploma
 Compensatory Education
 English for Speakers of Other Languages
 General Educational Development

■ Business & Industry Training

Customized Training Program
 Small Business Center

■ Community Service/Personal Enrichment

■ Occupational Extension
 Human Resources Development

2014 – 2015 Curriculum Calendar

■ Fall Semester 2014

August 12 (T) – Fall semester late registration; tuition due
 August 18 (M) – Fall semester classes begin
 August 18 (M) – Last day for partial refund for 1st 4-week minimester
 August 18-19 (M-T) – Schedule adjustment*
 August 21 (Th) – Last day for partial refund for 1st 8-week minimester
 August 27 (W) – Last day for partial refund for 16-week semester
 September 1 (M) – Labor Day holiday+
 September 4 (Th) – Last day to withdraw from 1st 4-week minimester without grade penalty
 September 11 (Th) – End of 1st 4-week minimester
 September 15 (M) – Begin 2nd 4-week minimester
 September 15 (M) – Last day for partial refund for 2nd 4-week minimester
 September 15 (M) – Schedule adjustment for 2nd 4-week minimester
 September 23 (T) – Last day to withdraw from a 1st 8-week class without grade penalty
 October 1 (W) – Last day to withdraw from a 2nd 4-week class without grade penalty
 October 8 (W) – End of 2nd 4-week minimester
 October 13 (M) – End of 1st 8-week minimester
 October 13 (M) – Begin 3rd 4-week minimester
 October 13 (M) – Last day for partial refund for 3rd 4-week minimester
 October 13 (M) – Schedule adjustment for 3rd 4-week and 2nd 8-week minimester
 October 14 (T) – Begin 2nd 8-week minimester
 October 14 (T) – Schedule adjustment for 2nd 8-week minimester
 October 17 (F) – Last day for partial refund for 2nd 8-week minimester
 October 20-21 (M-T) – Fall break (no classes; college open)
 October 31 (F) – Last day to withdraw from 3rd 4-week minimester and 16-week semester without grade penalty
 November 10 (M) – End of 3rd 4-week minimester
 November 12 (W) – Begin 4th 4-week minimester
 November 12 (W) – Last day for partial refund for 4th 4-week minimester
 November 12 (W) – Schedule adjustment for 4th 4-week minimester
 November 20 (Th) – Last day to withdraw from a 2nd 8-week minimester without grade penalty
 November 26 (W) – Thanksgiving break (no classes; college open)
 November 27-28 (Th-F) – Thanksgiving holidays+
 December 3 (W) – Last day to withdraw from a 4th 4-week minimester without grade penalty
 December 10 (W) – End of 4th 4-week minimester
 December 15 (M) – End of 2nd 8-week minimester and fall semester

*During schedule adjustment, students may enroll in classes on a seat available basis.

+Campus is closed – holiday.

■ Spring Semester 2015

January 6 (T) – Spring semester late registration; tuition due
 January 12 (M) – Spring semester classes begin
 January 12 (M) – Last day for partial refund for 1st 4-week minimester
 January 12-13 (M-T) – Schedule adjustment*
 January 15 (Th) – Last day for partial refund for 1st 8-week minimester
 January 19 (M) – Martin Luther King Jr. holiday+
 January 22 (Th) – Last day for partial refund for 16-week semester
 January 29 (Th) – Last day to withdraw from a 1st 4-week minimester without grade penalty
 February 5 (Th) – End of 1st 4-week minimester
 February 9 (M) – Begin 2nd 4-week minimester
 February 9 (M) – Last day for partial refund for 2nd 4-week minimester
 February 17 (T) – Last day to withdraw from a 1st 8-week minimester without grade penalty
 February 25 (W) – Last day to withdraw from 2nd 4-week minimester without grade penalty
 March 4 (W) – End of 2nd 4-week minimester
 March 9 (M) – End 1st 8-week minimester
 March 9 (M) – Begin 3rd 4-week minimester
 March 9 (M) – Last day for partial refund for 3rd 4-week minimester
 March 10 (T) – Begin 2nd 8-week minimester
 March 13 (F) – Last day for partial refund for 2nd 8-week minimester
 March 25 (W) – Last day to withdraw from 3rd 4-week minimester and 16-week semester without grade penalty
 March 30-April 2 (M-Th) – Spring break (no classes; college open)
 April 3 (F) – Easter holiday+
 April 8 (W) – End of 3rd 4-week minimester
 April 13 (M) – Begin 4th 4-week minimester
 April 13 (M) – Last day for partial refund for 4th 4-week minimester
 April 21 (T) – Last day to withdraw from a 2nd 8-week minimester without grade penalty
 April 29 (W) – Last day to withdraw from 4th 4-week minimester without grade penalty
 May 6 (W) – End of 4th 4-week minimester
 May 11 (M) – End of 2nd 8-week minimester and spring semester
 May 13 (W) – Curriculum Graduation

2014 – 2015 Curriculum Calendar (continued)

■ Summer Session 2015

May 20 (W) – Summer session late registration
 May 26 (T) – Summer session classes begin
 May 26 (T) – Schedule adjustment*
 May 27 (W) – Last day for a partial refund for 1st 4-week minimester
 May 29 (F) – Last day for partial refund for 8-week summer session
 June 11 (Th) – Last day to withdraw from 1st 4-week minimester without grade penalty
 June 18 (Th) – End of 1st 4-week minimester

June 22 (M) – Begin 2nd 4-week minimester
 June 23 (T) – Last day for partial refund from 2nd 4-week minimester
 June 29-July 3 (M-F) – Summer break+
 July 7 (T) – Last day to withdraw from 8-week summer session without grade penalty
 July 15 (W) – Last day to withdraw from 2nd 4-week minimester without grade penalty
 July 22 (W) – End of 2nd 4-week minimester
 July 27 (M) – Summer session ends

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;
- an assessment 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 email, 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 Office of Student Success coordinates tutoring. For more information, visit www.randolph.edu/successcenter/tutoring.php, stop by the Welcome Center located on the Asheboro Campus, or call 336-633-0200.

Student Counseling

Professionally trained counselors are available to assist students at Randolph Community College with academic, educational, and career concerns. The Office of Student Success provides counseling services that may be used by applicants or 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. To schedule an appointment, visit www.randolph.edu/successcenter/counselor.php or call 336-633-0200.

Admissions counseling is provided to assist students to understand the various types of training programs available at the College and to help students navigate the admissions process required to become a student at RCC.

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.

For additional information regarding support services available to applicants and students, please visit www.randolph.edu/successcenter.

Writing Center

The Writing Center is a free service designed for currently enrolled RCC students who desire feedback, assistance, and guidance with their writing. It is staffed by full-time English instructors and other qualified professionals. Located on the second floor of the Learning Resources Center in room 214, the Writing Center is open during morning, afternoon, and evening hours as well as weekly online sessions to best accommodate student needs. The schedule varies each semester and is available on the College's website. The Writing Center operates on a walk-in basis; appointments are only necessary for online sessions. Writing Center services are also provided at the Archdale Center on a limited basis.

The purpose of the Writing Center is to help students with their writing by providing individualized assistance in a peer-centered environment. The goal of the Writing Center is to improve students' written communication skills in preparation for career and academic endeavors. Specifically, the Writing Center offers guidance in prewriting, drafting, and revising. Additional help is provided in the areas of research and APA/MLA styles of documentation.

Career Development/Placement

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

■ Randolph County Career Center

The Randolph County Career Center, located on Randolph Community College's Asheboro Campus, is a partnership among the Division of Workforce Solutions (formerly ESC), Department of Social Services (DSS), Vocational Rehabilitation (VR), Regional Consolidated Services (RCS), public schools, 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.

The Career Center's convenient location in the Administration/Education 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 retention skills,

employment referrals, job openings in print and on computer, résumé writing assistance, interviewing skills, and various services from the Department of Social Services. In addition, students may seek assistance through programs such as workplace training through the Workforce Investment Act (WIA); Work First provided by the Department of Social Services; and English for Speakers of Other Languages (ESOL) and Human Resources Development (HRD) classes provided by Randolph Community College.

■ 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 336-633-0216.

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.

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 the SGA office 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 organizations (e.g., clubs and support groups). Groups wishing to form an organization should first submit a written request to the vice president for student services or his/her designee. Organizational goals 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.

Organizations must maintain their financial account with the College business office. Accounts may not be maintained with external banks (N.C. G.S. 115D-58). Organizations must conduct all fundraising activities in accordance with the College fundraising policy (IV-D - Internal, External and Non-College Related Fundraising Policy).

Clubs that 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.

The current student organizations at RCC are as follows:

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.

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 the Department of Photographic Technology.

Criminal Justice club is a group of like-minded criminal justice students who have formed a network of support for their fellow students who strive to create and support academic excellence among their classmates, as well as organize community service projects. For more information about the Criminal Justice club, please contact Marlana Hancock in the Arts, Social Sciences and Public Services Division.

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

Medical Assisting: *The Vitals* are the Medical Assisting club. Though membership mostly consists of students currently enrolled in the Medical Assisting program, this club is open to all interested students. *The Vitals* provides students with education and opportunities to broaden their knowledge of the profession while building class spirit and comradeship. For more information about *The Vitals*, please contact Kia Vang in the Health Sciences and Cosmetic Arts Division.

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.

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 the Student Government Association office.

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 Clark Adams, Melissa Earliwine, Dorothy Hans, or Waymon Martin.

Radiology Club is a network of Radiography students working to promote professionalism and to help ensure success in their future careers through professional development activities. Their mission is to perform at the highest ethical and professional standards set forth by the American Society of Radiologic Technologists (ASRT) Code of Ethics and to promote continuous improvement of the radiography profession. For more information about the Radiology Club, contact Anna Phillips in the Health Sciences and Cosmetics Arts Division.

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 Cosmetic Arts Division.

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 faculty members Bryan Marbert or Lisa Paciulli.

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.

Veterans Club: The *United Warriors* is the RCC's Veterans Club. The *United Warriors* provides a network of support to military veterans, their families and civilian supporters in order to educate the College community about experiences of military veterans, meet the needs of student veterans and prospective student veterans. For more information about the *United Warriors* club, contact Cathy Aikens, financial aid specialist and VA certifying official.

Worth Club is a faith-based club on RCC's campus in conjunction with the Randolph Pregnancy Center. This group of students strive to grow their classmates understanding of their significant and valuable worth as human beings, especially related to sexual integrity. For more information about the Worth Club, contact Selina Moore, admissions evaluator.

■ 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, Randleman, 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.

■ Randleman Center

The Randleman Center is located at 100 Hilliary Street in the old police department building.

College Facilities

■ Asheboro Campus

Randolph Community College's 40-acre main campus in Asheboro is located at 629 Industrial Park Avenue. 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, and the JobLink Career Center.

The College and Career Readiness Programs Area

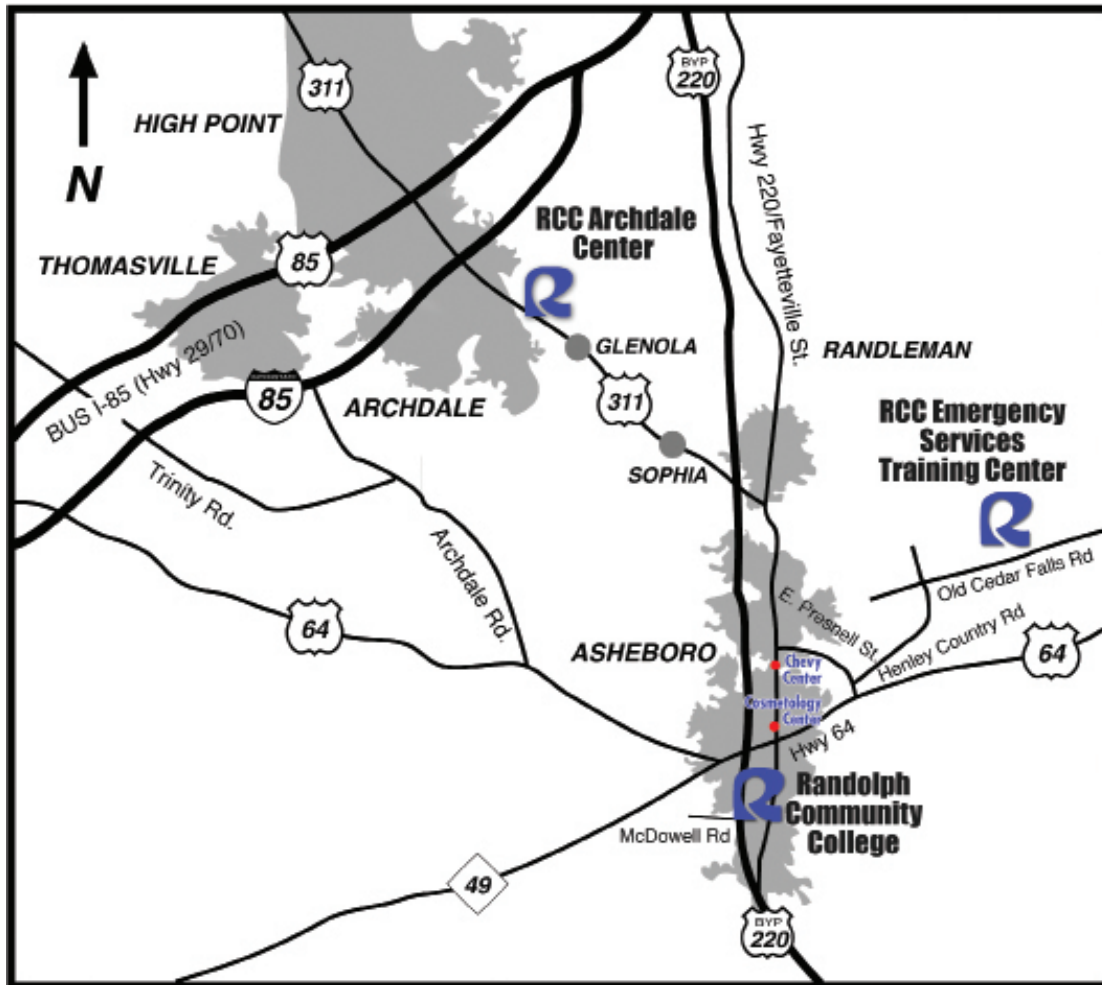
The College and Career Readiness programs area is located in the Administration/Education Center, Asheboro Campus. Professional assistance for College and Career Readiness students is available Monday – Thursday, 8 a.m. – 9 p.m., and Friday, 8 a.m. – 3 p.m. and at the Archdale Center in Archdale.

The College and Career Readiness 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 Adult Secondary Education classes, or just to brush up on their skills. Other programs include English for Speakers of Other Languages 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 over 22,000 printed books and periodicals covering all subjects related to the College curriculum. Library holdings also include a variety of audiovisual and microform materials. 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's online catalog provides access to local resources as well as resources in other participating community college libraries. Through interlibrary loan, the library is able to borrow materials from other libraries for its students, faculty and staff.

In addition to library computers, 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. A photocopy machine and computer scanners are also available.

Current operating hours are posted on the library's Web page.

Distance Education

The Distance Education Department offers support services for faculty, staff, and students. The department coordinates RCC's distance education and videoconferencing programs and provides technical assistance in the implementation and use of distance education technologies. 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 classroom space for the Randolph Early College High School, an autonomous high school located on the campus of Randolph Community College.

The M. H. Branson Business Education Center houses classrooms, labs and offices for the College's Business curricula. The Design Center provides space for Advertising & Graphic Design, Interior Design, and the Math Lab. The Computer Technology Center houses the College's Information Technology Services, the computer programs, 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 opened in January 2013, is a 47,283-square-foot facility that houses the College's Corporate & Continuing Education classes, the Small Business Center, and classroom and lab space for RCC's Computer-Integrated Machining, Electrical Systems Technology, and Mechatronics Engineering Technology programs. The building also houses a 3,000-square-foot Corporate 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. It 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 training opportunities or to enroll in a one-year, comprehensive Welding Technology diploma program or a 14-credit-hour certificate 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.

The Archdale Center is also home to RCC's exciting Global Logistics program of study for students planning careers in the expansive and lucrative fields of logistics, supply chain management, distribution, and warehousing. Students can pursue a two-year associate in applied science degree in Global Logistics, a one-year diploma, or an 18-credit-hour certificate.

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 Adult Secondary Education 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.

■ Randleman Center

The Randleman Center, opened in January 2014, is a 4,400-square-foot facility located at 100 Hilliary Street in the old police department building. It houses four classrooms, a testing room, three offices, and a reception area.

Initial offerings at the Randleman Center include workforce development classes such as basic computer skills in English and Spanish, advanced computer skills classes, Pharmacy Technician classes, and an employability lab; and Career and College Readiness classes such as English for Speakers of Other Languages (ESOL), adult basic education, and high school equivalency classes. RCC's Small Business Center director is also available on site one day a week to help local businesses.

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

Stacy C. Schmitt - Assistant Registrar for Curriculum Reporting – Registration and Admissions Information; 633-0122; scschmitt@randolph.edu

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

Selina L. Moore - Admissions Evaluator – Transfer and Noncourse Credit; 633-0205; slmoore@randolph.edu

■ Student Support (Financial Aid & Veterans Affairs and Student Success)

Chad Williams - Director of Student Support Services; 633-0183; gcwilliams@randolph.edu

Joey Trogdon - Assistant Director of Financial Aid & Veterans Affairs – Scholarships, Work-Study Jobs, Grants, Loans, VA Benefits, Child-Care Grant; 625-5614; jbtrogdon@randolph.edu

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

G. Dean Beck - Student Services Counselor – Placement Assessments; 633-0265; gbeck@randolph.edu

Susan Scott - Student Services Counselor and Coordinator of Students with Disabilities – Request for Accommodations, Tutoring; 633-0369; sascott@randolph.edu

Rebekah Kingston - Student Services Counselor – Limited Enrollment Admissions; 633-0376;
rbkingston@randolph.edu

Tammy Cheek - Student Services Counselor – International Student Admissions; 633-0246;
twcheek@randolph.edu

Hillary D. Pritchard - Limited Enrollment and Retention Specialist – Academic Probation Assistance;
 633-0222; **hdpritchard@randolph.edu**

Michael R. Trogdon – Male Minority Mentoring Program information; 633-0298;
mrtrogdon@randolph.edu

■ Instructional Programs

Anne B. Hockett - Vice President for Instructional Services; 633-0218; **abhockett@randolph.edu**

Amanda P. Byrd - Dean of Corporate & Continuing Education; 633-0217; **apbyrd@randolph.edu**

Melinda A. Eudy - Dean of Curriculum Programs; 633-0297; **maeudy@randolph.edu**

Regina L. Brewer - Director of Continuing Education; 633-0221; **rlbrewer@randolph.edu**

Lisa L. Bock - Director of the Archdale Center; 862-7986; **llbock@randolph.edu**

Daniel K. Farmer - Director of Small Business Center; 633-0240; **dkfarmer@randolph.edu**

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

Devin A. Sova - Director of Distance Education; 318-7820; **dasova@randolph.edu**

C. Ashley Moody - Director of Adult Basic Education and Adult High School; 633-0156;
camoody@randolph.edu

Jared T. Hotchkiss - Director of English for Speakers of Other Languages; 633-0152;
jthotchkiss@randolph.edu

Tonya C. Monroe - Director of Compensatory Education; 633-0254; **tcmonroe@randolph.edu**

Isai Robledo - Coordinator of Cooperative & Innovative High School Programs/Advisory Committee
 Liaison; 625-6085; **irobledo@randolph.edu**

Nancy Cross - Early College High School Liaison; 625-1137; **nlcross@randolph.edu**

Lee E. Ennis - Director of Emergency Services Training Center; 628-4553; **leennis@randolph.edu**

Paul G. Goins - BLET Director/CJC CE Coordinator; 628-4552; **pggoins@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 Services

Daffie H. Garris - Vice President for Administrative Services – Policies, General Campus Services;
 633-0290; **dhgarris@randolph.edu**

■ Supporting RCC

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

■ Student Activities and Student Government Association (SGA)

Shane C. Bryson - Student Activities Coordinator – Information on Clubs, Activities and Student
 Government; 633-0224; **scbyson@randolph.edu**

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.
- Submit a FAFSA online if applying for financial aid and provide any requested documentation.
- Provide official copies of high school transcript and/or GED test scores unless students has an associate degree or higher.
- Provide official transcripts from all colleges attended.
- Take the RCC placement assessment.
- Meet with your faculty advisor (during specified advising period).
- Register for classes (during specified registration period as published on the College website).
- Complete developmental courses as soon as possible.
- 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	\$72.00/Credit Hour
	16 and up	\$1,152.00/Semester
Out-of-State	1 through 15	\$264.00/Credit Hour
	16 and up	\$4,224.00/Semester

(rates effective July 11, 2014)

*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 assessment to meet prerequisites/corequisites, unless an exemption is met as noted in the Placement Assessment section of the catalog. 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 23.)

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, and guidance from North Carolina Community College System General Counsel, on July 12, 2010, amends and 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. (During the period of deferment, individuals who have been granted deferral under the Deferred Action for Childhood Arrivals (DACA) are exempted from the displacement requirement.)

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 curriculum programs unless student holds a bachelor's degree or higher.

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 Career and College Promise on pages 186-191).

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, placement assessment, 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 to assist with the admissions process by visiting www.randolph.edu/successcenter/counselor.php or by calling 336-633-0200.

Developmental Studies courses exist as prerequisites to Arts and Sciences courses. The College currently uses placement assessment tools to determine whether students have met Developmental Studies prerequisites for Arts and Sciences courses. This assessment is given as part of RCC's admissions process. In place of the College's placement assessment, students may present appropriate, prior college credit or adequate SAT, ACT or approved placement assessment scores to document their meeting these prerequisites. For additional information, students should review the placement assessment section of this catalog.

Students who do not remove prerequisites through assessment 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. Students receiving financial aid should review the Satisfactory Academic Progress Policy for Financial Aid Recipients to ensure those standards are met.

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 23-32. 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 23.

Placement Assessment

■ What Are Placement Assessments?

A placement assessment evaluates a student's academic skills in reading, writing and math. The score a student receives from each assessment determines which level of Math and English classes is needed to be successful in college classes. Your scores will not keep you from becoming a student at RCC.

■ Who Takes the Placement Assessment?

All students applying for an associate degree or diploma program* at RCC are required to take the COMPASS and/or NC DAP assessments unless determined to be exempt. Possible exemptions are listed:

Measure	Placement
High school ¹ GPA ² equal to or greater than 3.0 and completion of four high school math courses. ³	Student may enroll in any gateway math course, ENG 111, and any course that has a DMA or DRE prerequisite.
High school ¹ GPA ² equal to or greater than 2.6 and less than 3.0 and completion of four high school math courses. ³	Student may enroll in any gateway math course, ENG 111, and any course that has a DMA or DRE prerequisite. For Math courses, students will enroll in corresponding supplemental Lab.
ACT Reading score ⁴ equal to or greater than 22, ACT English score ⁴ equal to or greater than 18, SAT Writing score ⁴ equal to or greater than 500, or SAT Critical Reading score ⁴ equal to or greater than 500.	Student may enroll in ENG 111 and any course that has a DRE prerequisite.
ACT Math score ⁴ equal to or greater than 22 or SAT Math score ⁴ equal to or greater than 500.	Student may enroll in any gateway math course and any course that has a DMA prerequisite.
Transfer credit for ENG 111.	Student may enroll in any course that has a DRE prerequisite.
Transfer credit for college level math.	Student may enroll in any course that has the same DMA prerequisite as the transferred college level math course.
Students without a qualifying high school GPA, ACT scores, SAT scores, or qualifying transfer credit.	Student will take the subject area diagnostic assessment(s) to determine placement.
¹ The student must be a graduate of a Valid High School. GED is not valid for this measure. For students who apply prior to high school graduation, the cumulative GPA at the end of the first semester of the 12th grade, ACT/SAT scores, or qualifying transfer credit may be used. ² GPA is unweighted and within five years of the date of high school graduation. ³ Algebra 1, Geometry, Algebra II (or the Common Core equivalents), and a fourth math as listed on the NCCCS document: Eligible 4th High School Math Course for Multiple Measures Placement. ⁴ ACT and SAT scores must have been earned within five years of the date tested.	

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

■ When Do You Need to Take the Placement Assessment?

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

■ Why Do You Need to Take the Placement Assessment?

The College strives to place students into courses when they are ready to be successful. To accomplish this goal, the College uses multiple measures: the exemptions listed previously, the North Carolina Diagnostic Assessment and Placement (NC DAP) assessment, and/or COMPASS to assess students' math, English and reading skills. All students applying for a program without a qualifying exemption will take the subject-area diagnostic assessment(s) to determine course placement. The NC DAP and COMPASS scores determine exemption from developmental education courses (see page 69). The required minimum assessment scores for exemption from developmental education courses are listed below.

Mathematics	
Developmental Math Course	Minimum NC DAP Score¹
DMA 010 - Operations With Integers	7
DMA 020 - Fractions and Decimals	7
DMA 030 - Proportions/Ration/Rate/Percent	7
DMA 040 - Expressions/Lin Equation/Inequalities	7
DMA 050 - Graphs/Equations of Lines	7
DMA 060 - Polynomial/Quadratic Applications	7
DMA 070 - Rational Expression/Equations	7
DMA 080 - Radical Expressions/Equations	7
¹ - NC DAP scores are valid for 5 years.	

English and Reading	
Developmental English/Reading Course	Minimum COMPASS composite score¹
DRE 96	85
DRE 97	112
DRE 98	151
¹ - COMPASS scores are valid for 5 years.	

■ Reassessment Procedure

Reassessment is allowed in many community colleges in North Carolina. At RCC, a student may reassess one time. He/she may not reassess after enrolling in the Developmental Studies course(s) recommended by the original assessment score. However, should a student be required to enroll in DRE 96, an additional reassessment may be given after successful completion of DRE 96. Students must wait at least two weeks from the original assessment date before reassessing. It is recommended that students meet with a counselor to discuss and review options prior to a reassessment.

■ Special Needs & Accommodations for Assessments

Assessment accommodations for students with special needs are available upon advance request and with appropriate documentation. Contact the coordinator of students with disabilities at 336-633-0369 before scheduling placement assessment.

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, call 336-633-0200.

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 336-633-0222.

Note: It is the responsibility of the student to maintain an active campus email. Faculty and staff will only notify students through campus email.

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 assessment if necessary.
 - A. If a new student, complete an RCC application.
 - B. Provide official copies of high school transcript and/or high school equivalency 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 (transcripts must be received by these dates, not postmarked by these dates).
 - C. Take placement assessment, if needed. **Visit the Student Success section on the website or call 336-633-0200.** 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.
 - 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 assessment cut score for DMA 030 or has successfully completed DMA 030.
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 for the semester and year that you plan to enter program. If not admitted, you must attend an information session for next anticipated admission. Attendance serves as your intent to pursue the ADN program. 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 email of acceptance into the Associate Degree Nursing program by April 1 for fall enrollment and October 1 for spring enrollment. Students must respond by email 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 January 1 (Day) or June 30 (Evening) in order to meet this deadline.

NEW NURSING STUDENT ORIENTATION AGENDA

1. Students will be notified of date and time. Attendance at ADN Orientation is mandatory.
2. Pay tuition. Purchase liability insurance. Liability insurance is purchased at the time fees are paid each fall while enrolled in the ADN program.
3. Purchase textbooks, uniforms, and other required nursing supplies.
4. 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.

A student applying for readmission into the ADN program must

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

Transfer students must meet the same admission criteria as all new students. Students requesting transfer credit for a nursing course from another college are required to submit a copy of the course outline and syllabus for each successfully completed nursing course. The student is required to successfully complete a written and practical competency exam for those courses successfully completed at another community college within the state of North Carolina prior to transfer credit being granted. The student is required to meet with ADN department head and nursing faculty at Randolph Community College for an interview. The student must also submit a letter from their former nursing program head, which states the student is in good academic and disciplinary standing. Students will not be allowed to transfer into RCC's nursing program after completion of third semester in another nursing program. Students must have a cumulative G.P.A. of 2.0 or higher.

Transfer credit may be allowed for a course in which a student has earned a grade of "C" or better. Transfer credit for a nursing course is based upon the results of the written and practical competency exam. Placement into a nursing course is based upon exam results, as well as the discretion of the ADN department head and the nursing faculty after exams and interview have been reviewed, as well as

seat availability. Students will be notified by email if they have been allowed to transfer to Randolph Community College's Associate Degree Nursing program.

Once a student is granted transfer into RCC's Associate Degree Nursing program, he/she must complete a criminal background check and drug screen before starting nursing courses. The transfer student must also turn in all medical requirements, as well as immunizations, before beginning nursing courses.

Students may not transfer to RCC's Associate Degree Nursing program from a university nursing program.

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.



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 high school equivalency.
- 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 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.

TO BE FEE WAIVED, STUDENT MUST PROVIDE PROOF OF SPONSORSHIP FROM A NORTH CAROLINA LAW ENFORCEMENT AGENCY 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 DRE 098 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, 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.**
- Student must attend a mandatory information session for the semester and year that the student plans to enter the program. If not admitted, the student must attend an information session for the next anticipated admission. Attendance serves as the student's intent to pursue the MA program. Information session dates are posted on the RCC website.
- **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 2004 with a grade of "C" or higher will meet this requirement.
- Affiliating clinical agencies may require a criminal background check and drug screen as a prerequisite for clinical practicum experience. Positive/flagged results can result in clinical agency denying the student access to clinical practicum in the facility. Any student who is denied access to any clinical practicum facility will not be allowed to progress in the program. Students are responsible for fees associated with background check/drug screen.

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 336-633-0222.

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 high school equivalency test scores and all college transcripts.
3. Take placement tests, if needed. Students who do not meet the cut score on the COMPASS Reading placement test must complete and pass the DRE 098 course with a grade of "C" or better.
4. Meet with Financial Aid Office if necessary.

PHASE II

1. Completion of Student Medical Form, 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 require a criminal background check and may require a drug screen as a prerequisite for clinical practicum experience. Positive/flagged results can result in clinical agency denying the student access to clinical practicum in the facility. Any student who is denied access to any clinical practicum 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 six months prior to the prospective date of entry into the program is required.

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 and reliable transportation.

■ 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 Hillary Pritchard, limited enrollment program admission and retention specialist, at 336-633-0222 or email her at hdpritchard@randolph.edu.

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 June 1)

1. Complete general **admission requirements** of Randolph Community College.
 - A. Complete an RCC admissions application for the 2015 fall semester.
 - B. Provide official copies of high school transcript and/or high school equivalency test scores and all college transcripts.
 - C. Take placement assessment. Students should visit www.randolph.edu/successcenter/testing.php or speak with a counselor for information. 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.
 - D. Students are encouraged to apply for financial aid at www.fasfa.gov or contact the Office of Financial Aid and Veterans Affairs for assistance.
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 DMA 050 or has successfully completed DMA 050.
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. (Dates will be listed on the Radiography home page on the RCC website.)

Students will be notified by email of acceptance into the Radiography program during the week of June 15 for fall enrollment. Students must respond by email 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 July 7)

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. Complete student medical information form (including current immunizations and negative TB test).
Please note: Some of these immunizations may take 2-3 months to complete. These requirements are discussed in the information session. No extensions will be granted. Students may submit medical requirements to the administrative assistant for health sciences and cosmetic arts anytime after receiving the Phase I completion email, although students are encouraged to verify MMR and Varicella immunizations early. Please refer to the information session packet.
4. Current CPR certification for adults and children.

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.

Applications for fall admission into the program will not be accepted after June 1.

Applicants who are not admitted may reapply before the June 1 deadline of the next year. Up to 20 students will be accepted into the program each fall, based on clinical availability.

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 June 1 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 during the week of June 15. The student will be required to attend the fall Radiography orientation prior to the start of classes.

TRANSFER CREDIT FOR RADIOGRAPHY COURSES

Transferring from one Radiography program to RCC’s Radiography program is not allowed. If a student wants to come to RCC and has already taken RAD courses at another school, the student will have to start over at the beginning of RCC’s Radiography program.

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. Fees are associated with this process.

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 143, ENG 111, ENG 114, PSY 150, and PHI 240. The points received for MAT 143 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. Please submit documentation of active certification to Student Services by Jan. 15.

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, visit www.randolph.edu/successcenter/international.php, contact Tammy Cheek at 336-633-0246, or email at twcheek@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 assessment to meet prerequisites/corequisites. For assistance in choosing a major, contact a counselor by visiting www.randolph.edu/successcenter/counselor.php, stop by the Welcome Center located on the Asheboro Campus, or call 336-633-0200.

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 coordinator of students with disabilities.

Individuals who would like to request accommodations with disabilities, or would like more information, should contact the coordinator of students with disabilities at 336-633-0369 or by email at sascott@randolph.edu in sufficient time for the College to assist as necessary. Appointments may also be scheduled online at www.randolph.edu/successcenter/counselor.php.

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.

College and Career Readiness Programs Referral Policy

RCC offers two levels of remedial instruction. In addition to Developmental Studies, the College offers College and Career Readiness classes. Following College placement assessment, the RCC admissions counselors will advise students who would be better served in College and Career Readiness. College and Career Readiness staff will administer the TABE placement test, and students who show need below the 12th grade level may work in Adult Basic Education or Adult Secondary Education. After working in ABE or ASE, 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 College and Career Readiness 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	\$72.00/Credit Hour
	16 and up	\$1,152.00/Semester
Out-of-State	1 through 15	\$264.00/Credit Hour
	16 and up	\$4,224.00/Semester

(rates effective July 11, 2014)

*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

Adult Secondary Education – No fee

Community Service – The majority of these courses are self-supporting. Fees are determined by course length and total cost.

Compensatory Education – No fee

English as a Second Language – No fee

High School Equivalency – No fee for preparation classes. Call 336-633-0106 for testing fees.

Human Resources Development – Free to those who are unemployed, have been notified of impending layoff, or meet eligibility requirements.

Small Business Center Seminars – No fee

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.

\$70	0-24 hours
\$125	25-50 hours
\$180	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. For Tier II courses (76 hours or more and leading to 3rd party certification), the fee would be \$7.03 per hour of scheduled instruction; for Tier III courses (all other OE courses), the fee would be \$6.34 per hour of scheduled instruction.

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, except for course cancellation.

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 complete and submit the residency application located at www.randolph.edu/file_uploads/adminr/MainResidencyApplication2.pdf.

■ 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 student support services'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 residency 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

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, scholarships and private student loans 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.

Rights and Responsibilities of Students Receiving Financial Assistance

Students have the right to know

- The financial aid programs available at Randolph Community College.
- The policies 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 Office of Financial Aid and Veterans Affairs 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 those needing accommodations for disabilities.

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 of Financial Aid and Veterans Affairs.
- Keeping the Office of Financial Aid and Veterans Affairs 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 Financial Aid and Veterans Affairs of any scholarship, grant, or other resources made available from non-College sources while receiving financial aid.
- Notifying the Office of Financial Aid and Veterans Affairs 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 of Financial Aid and Veterans Affairs and/or the Business Office.
- Maintaining satisfactory progress in order to be considered for financial aid.
- Re-applying for aid each year.

How to Apply

Students can apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). Students can get help filling out financial aid applications by visiting the Office of Financial Aid and Veterans Affairs located in the Student Services Center on the Asheboro Campus. To be eligible for financial aid, students must

- Complete the Free Application for Federal Student Aid form (FAFSA);
- Be a U.S. citizen or an eligible non-citizen;
- Be enrolled in an eligible program of study at RCC;
- Not be in default on a Federal Student Loan or owe a refund on any Title IV grant at any educational institution.

Financial aid is determined each academic year, so a new FAFSA must be filled out every year.

Types of Aid Available

■ Federal Pell Grant

All students seeking financial aid at RCC begin the process by filling out and submitting the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. Determination of the grant amount is based on information provided on the student's FAFSA 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, the 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 (FSEOG) to eligible students on an individual basis. Student eligibility is determined by a student submitting the FAFSA. This grant varies in amount and is awarded based upon student need each semester. As these program funds are limited, students are encouraged to apply early.

■ Federal Work-Study

Randolph Community College participates in the Federal Work-Study (FWS) program, which provides part-time (usually 5-20 hours per week) employment for students who need both work experience and additional income to help meet costs while pursuing their education. Federal Work-Study employment is available on campus. The first step in applying is to complete the FAFSA along with completing a Federal Work-Study employment application found online at www.randolph.edu/fin_aid in the Important Forms section or by contacting the Office of Financial Aid and Veterans Affairs. 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 annually for scholarships. The scholarships are normally used for educational expenses, such as tuition, fees, books and supplies. 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.randolphccfoundation.org/scholar/.

■ 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; Vocational Rehabilitation; hospitals; 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, contact the Office of Financial Aid and Veterans Affairs 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/vet_affairs.php.

■ Child Care Assistance

The North Carolina College Child Care Grant Program was established to assist student-parents with their child care needs. The Child Care Grant at RCC is a supplemental grant that is coordinated with other types of child care assistance. For detailed information regarding this program, including the Child Care Grant Application, contact the Office of Financial Aid and Veterans Affairs or visit www.randolph.edu/fin_aid/childcare.php.

How Financial Aid Award Amounts are Determined

Award amounts are determined based on the information provided by the student on the FAFSA. The award(s) listed on the award notification is a projected amount based on full-time attendance (12 or more credit hours per semester). A student's actual grant amount is based on their enrollment status at the 10% point of each semester. The calculation of total credit hours does not include audits, proficiency/credit by exam, no shows, continuing education classes, or developmental classes in excess of 30 attempted credit hours.

If students are registered for fewer than 12 total credit hours per semester, which includes fall, spring, and summer, the award amount is prorated as follows:

- 9 to 11 credit hours = $\frac{3}{4}$ time or 75% of the award
- 6 to 8 credit hours = $\frac{1}{2}$ time or 50% of the award
- Less than 6 credit hours = 25% of the award or less

Exceptions to proration scale:

- North Carolina Community College Grant (NCCCG) and North Carolina Education Lottery Scholarship (NCELS) prorate, but require at least half-time enrollment.
- North Carolina Education Lottery Scholarship (NCELS) only has two award levels; full-time (100% of award for 12 or more credit hours per semester) and half-time (50% of award for 6 to 11 credit hours per semester).

How To Determine Financial Aid Status

In addition to receiving an award notification once a student is awarded, students may also check their status at any time by logging into WebAdvisor. For more information about WebAdvisor and how to access financial aid information, visit www.randolph.edu/fin_aid/check_finaid.php.

Additional Financial Aid Award Amount Information

■ Summer Session

The State grants, such as North Carolina Community College Grant and North Carolina Education Lottery Scholarship, are only available for fall and/or spring semesters. If a student receives a Federal Pell Grant and plans to enroll during the summer semester, he or she should know that if he or she received full-time (i.e. 12 or more credit hours) disbursements in both the fall and spring semesters, there will be no remaining funds for the summer semester. For students who do not attend full-time fall and spring semesters, they should contact the Office of Financial Aid and Veterans Affairs or view their account on WebAdvisor to determine remaining eligibility for summer.

■ Late Start Classes

If a student registers for classes that have a later start date during the semester than the first day of the semester (i.e., fall semester begins 8/20, class starts 10/12), award funds will not be available for those classes until class attendance/participation has been confirmed for those classes. Therefore, if a student is not attending classes full-time at the beginning of the semester, but will be full-time once the late start class begins, the award will be prorated to match class attendance/participation at the beginning of the semester and then increased to full-time once class attendance/participation has been confirmed for the

class. For example, if a student begins a semester in August with 9 credit hours and has 3 credit hours that will begin in October, he or she will receive the funds for the 3 additional credit hours that start in October once attendance/participation is confirmed. Students who want to add late start classes after a semester begins should contact the Office of Financial Aid and Veterans Affairs.

■ **How Financial Aid Payments are Made Toward Tuition/Fees, Books and Supplies**

All student award packages are electronically applied to their student accounts to cover charges and, if applicable, each student receives a net disbursement check. A student's tuition/fees will be charged automatically against his/her awarded funds. Students may purchase books and supplies from the RCC Campus Store using their remaining awarded funds for each term. A student choosing to do so will be able to identify the books and supplies he or she needs for each class and then access award funds through the college's linked computer system. Please contact the RCC Campus Store or Office of Financial Aid and Veterans Affairs for specific dates and times. If a student's financial aid award is not enough to cover tuition/fees, he/she is responsible for paying the difference.

■ **How Remaining Financial Aid Funds are Disbursed**

If a student is eligible to receive any remaining funds after all charges for tuition/fees and books/supplies are deducted, he or she will be issued a net disbursement check based on a disbursement schedule. This schedule is available each semester in the Office of Financial Aid and Veterans Affairs and also posted on the "FAO Announcements" section of the office website at www.randolph.edu/fin_aid.

Withdrawal Policy and Procedures (Return to Title IV)

If a student receiving financial aid withdraws, drops, or ceases attendance in all of his/her classes prior to completing 60% of the semester, he/she will in most instances be required to return funds to the college and/or the U.S. Department of Education. If there are questions about dropping/withdrawing from any course(s), students should contact the Office of Financial Aid and Veterans Affairs. If a student registers for classes at RCC and does not plan to attend, it is his/her responsibility to drop the classes prior to the date classes begin. For additional information, contact the Office of Financial Aid and Veterans Affairs or visit the "Important Forms" page at www.randolph.edu/fin_aid and click on Withdrawal Policies and Procedures (Return to Title IV).

Satisfactory Academic Progress Policy for Financial Aid Recipients

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.

Students that receive financial aid through RCC must maintain a cumulative 2.0 grade point average; must complete 67 percent of all the credit hours attempted; and must complete their program of study within 1 1/2 times the normal credit hours required to complete the program. The Office of Financial Aid and Veterans Affairs will check the students' grades and progress at the end of each semester or payment period to be sure they are meeting the standards. Students that do not meet the standards may be placed on a one-semester warning period during which time they will need to meet the minimum standards or lose eligibility for financial aid until the standards are met. For details regarding this policy, contact the Office of Financial Aid and Veterans Affairs or visit www.randolph.edu/fin_aid/sap_policy.php.

Consumer Information

For additional consumer information about RCC that includes many of the items covered in this section and much more, visit www.randolph.edu/welcome/consumer_information.php.

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 admission evaluator 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.)

- CJC 121 Law Enforcement Operations
- COS 117 Cosmetology Concepts IV
- COS 118 Salon IV
- MAT 171 Precalculus Algebra
- OST 131 Keyboarding

■ 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 instructional 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 student support services 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 support services, 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 meets with a faculty advisor or department head to complete the change of major form.
- (2) Both the student and the faculty advisor or department head signs the change of major form.
- (3) The faculty advisor or department head forwards the change of major form to the department head or division chair for additional signatures.

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.

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, the dean of curriculum programs, and the vice president for instructional services.
3. The 21 hours includes developmental, audited, and credit courses.

Work Experience (Work-Based Learning)

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 online, hybrid, 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 email, 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, email, 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 and at the Archdale Center. 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.

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 email 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, email 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:

<u>Grade</u>	<u>Description</u>	<u>Grade Point Value</u>
A	93 – 100	4.0
B	85 – 92	3.0
C	77 – 84	2.0
D	70 – 76	1.0
F	Below 70	0.0
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
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.**

■ Academic Recognition

Curriculum students enrolled in 12 credit hours for the semester excluding college preparatory hours and proficiency hours who receive no incompletes and have a cumulative GPA of at least 2.0 are eligible to be recognized on the following lists:

President’s List—GPA of 4.0

Dean’s List—GPA of 3.5 to 3.99

Curriculum students enrolled in at least six but less than 12 credit hours for the semester excluding college preparatory hours and proficiency hours who receive no incompletes and have a cumulative GPA of at least 2.0 and earn a grade point average of 3.50-4.0 are eligible to be recognized on the Academic Merit 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 involved 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 Office of Student Success 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 email 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 www.randolph.edu/academics/policies/.

Performance Measures Summary Report

The North Carolina Community College System was in the process of developing and refining new performance measures during the 2011-2012 academic year (latest reporting period), so no data is being reported at this time.

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

RCC charges a \$5 parking fee per student per semester. The fee will be collected from all curriculum students, except students enrolled in eligible high school programs and students enrolled exclusively in distance education courses. 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. However, a third parking violation by the same vehicle will result in towing. 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 is committed to maintaining a safe, healthy, and positive work and learning environment. Campus Security policies, procedures, and statements have been adopted by the College in compliance with federal and state mandates and in a good faith effort to ensure the health and safety of all members of the campus community.

The following summary should aid in the understanding of and participation in ensuring a safe campus. The complete Campus Safety Report can be accessed at www.randolph.edu/administration/campsafe.php.

Reporting Criminal Actions

During the hours of operation, individuals should report a crime/emergency by calling 911 first and then notifying the appropriate college official and/or the SRO at the campus location.

Main Campus: Contact the switchboard operator at the Student Information Desk at ext. 200 (open Monday – Thursday 7:30 a.m. – 10 p.m., and Fridays 7:30 a.m. – 3 p.m.) or any College official.

Archdale Center: Contact the Information Desk at (336) 862-7980 or any College official. The Archdale Center has a sworn law enforcement officer on campus. The officer can be contacted through the Information Desk.

ESTC: Contact Lee Ennis, director, at (336) 633-4165 or any College official.

Access to Campus Facilities

All of the College’s campuses are closed for business from 10 p.m. until 8 a.m., Monday through Saturday, as well as on Sundays and holidays. Students using classrooms and laboratories after scheduled class hours must obtain prior approval from the appropriate faculty/staff member.

Campus Law Enforcement Authority

RCC has sworn law enforcement officers on campus. Their office is located in the Student Services Center at the Information Desk. In situations where law enforcement authority is required, the School Resource Officers (SROs) can be reached at extension 200 or 220. In case of emergency call 911 first.

College Policy on Campus Crime

In accordance with the Student Right-to-Know, the Campus Security Act of 1990, and the Clery Act, RCC promotes zero tolerance toward violence on campus, including sexual assault, harassment or any sexual offense, aggravated assault, physical confrontations of any kind, verbal threats or intent to cause harm, harassment designed to intimidate another, hate crimes, robbery, burglary, and property crimes such as larceny, destruction, and theft.

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	<u>Asheboro Main Campus</u>					
	Crimes on Campus			Public Property		
	2010	2011	2012	2010	2011	2012
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	0	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	3	1	0	2	0	0
Drug Arrests	1	0	2	0	0	0
Liquor Violations	1	0	0	0	0	0

Criminal Offense/Hate Crime	<u>Archdale Center</u>					
	Crimes on Campus			Public Property		
	2009	2010	2011	2009	2010	2011
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	0	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	0	0	0	0	0
Drug Arrests	0	0	0	0	0	0
Liquor Violations	0	0	0	0	0	0

■ 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/.

■ 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.

■ 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 director 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 director of the Archdale Center (if at the Archdale Center) or the director of the Emergency Services Training Center (if at the Training Center).
- (6) House Bill 937/Session Law 2013-369 enacts: G.S. 14-269.2 (k) a firearm is permissible on a community college campus only under the following limited circumstances:
 - a. The firearm is a handgun; AND
 - b. The person has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
 - c. The handgun remains in either: a closed compartment or container within the person's locked vehicle or in a locked container securely affixed to the person's vehicle: AND
 - d. The vehicle is only unlocked when the person with the permit is entering or exiting the vehicle; AND
 - e. The firearm remains in the closed compartment at all times.

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.

■ 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. 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.
7. Harassment (Title IX) - See Student Grievance Procedures, page 60, for specific details.

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.
- Outside groups may request permission for food and beverage on the Building Utilization Request Form.

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

- Administration/Education Center 018 and Photographic Technology (AE 135 through 154; AE 156 through 176)
- Business Education Center 107, 111, 113, 114, 116, and 117
- Campus Store
- Computer Technology Center 103, 104, 114, 118, and 120
- Design Center 102 (Testing Room), 103 (Computer Lab), 104 & 108 (Math Labs), 105A (CAD Lab), 109, 110, Resource Room, and Sample Room
- Greenhouse
- Health & Science Center Computer Lab, Nursing Lab, Biology Lab, and Chemistry Lab
- Learning Resources Center - First Floor: Auditorium, Library, Computer Lab; Second Floor: Lab Area, Writing Center, Classrooms
- Student Services Center Testing Center
- Vocational/Technical Center 201 and 203
- Archdale Center 107, 108
- CEIC 102, 103, 104, 106 (Computer Lab), 107, 108 (Computer Lab), 109, 117, 119, 121, 122, 124, 126, 127, 131 (Computer Lab), 151, 153, and 223.

■ 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 (including electronic cigarettes) 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, and electronic cigarettes.
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

■ 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. Harassment Grievance (Title IX) – harassment and intimidation, whether in the form of words, actions, or both, that may be inherently personal such as gender, sex, race, ethnicity, sexual orientation, etc. Sexual harassment may be Quid Pro Quo (e.g., benefits promised in exchange for sexual activity) or hostile environment (e.g., unwanted comments/touches, unreasonable expectations, stalking, dating violence, etc.).

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. Under no circumstances will retaliation be tolerated. Students requesting due process will not be harassed, intimidated, discouraged, or denied access to the Grievance Procedures (Due Process). When the situation warrants it, the president or the vice president serving in any of the grievance procedures may make an interim decision concerning the student's status during the appeal process by determining the feasibility of allowing the student to continue to attend class or removing the student from class/campus until the due process is completed.*

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 harassment complaints, which may be taken directly to the Student Services counselor serving as the Title IX coordinator, as described below.
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. The President's decision is final.

5. **The Personnel Committee of the Board of Trustees**— The President's decision regarding the original grievance may not be appealed. 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, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008. 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, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008.
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, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008.

Academic Grievance Procedure

An Academic Grievance must be initiated within one semester of the completion of the curriculum course in question and within three months of the completion of the continuing education or the adult basic education 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. **Supervisory Chain** – If the informal conference with the instructor does not resolve the grievance, the student may appeal through the supervisory chain. Each appeal must be in writing within five working days from the date the student is notified of the decision.
 - a. For curriculum courses, the supervisory chain is the program head, division chair, dean of curriculum programs, and vice president for instructional services.
 - b. For continuing education and adult basic education courses, the supervisory chain is coordinator (when applicable), director, and vice president for workforce development and continuing education.
3. **Standard Grievance Procedure** – If the grievance is not resolved by the supervisory chain, then the student has access to the standard grievance procedure beginning with the Appeals Committee, which must be initiated within five working days of notification of the vice president's decision.

Harassment (Title IX) Grievance Procedure

The following procedure is used to investigate allegations of harassment (Title IX).

1. **Title IX coordinator** – If the student grievance pertains to an allegation of harassment by either another student or an employee, the student may go directly to the Student Services counselor serving as the Title IX coordinator rather than to the offending person. Any person who receives knowledge of a student allegedly being harassed must report it to the Student Services counselor serving as the Title IX coordinator who will conduct an investigation. The Title IX coordinator may be able to remedy the situation and implement programming to prevent its re-occurrence. Both the accused and the accuser will be informed in writing of the investigation's results. Students may choose to or decline to report allegations to law enforcement such as the School Resource Officer (SRO). Harassment grievances involving Randolph Early College High School (RECHS) students must be reported to RECHS teacher/staff. The employee harassment grievance procedures are in Employment Matters, Harassment and Discrimination, VI B 9. **Note:** The Title IX coordinator will inform the vice president for student services of investigations who may make recommendations for both remedies of the situation and program/policy changes that are beyond the scope of the Title IX coordinator's responsibilities.
2. Standard Grievance Procedure – If the grievance is not resolved by the Title IX coordinator, then either the accused or the accuser have access to the standard grievance procedure beginning with the Appeals Committee.

■ 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

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. 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.

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

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

- 9. violating any copyright laws;
- 10. engaging in personal social networking activities that conflict with work commitments and misusing state Internet resources for personal use;
- 11. visiting Internet sites that contain obscene, hateful, pornographic or otherwise illegal material;
- 12. publishing defamatory and/or knowingly false material about RCC, RCC employees and/or RCC students on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.

■ 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 email 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, if possible, 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” email 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 60 semester credit hours in general education and elective courses is required.

■ Associate in Science

Satisfactory completion of no fewer than 60 semester credit hours in general 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 and Associate in Science programs provide opportunities for students to complete coursework that will transfer to four-year colleges and universities as baccalaureate credit. RCC complies with the 2014 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, Social Sciences, and Public Services Division

Associate in Arts (College Transfer) – Associate Degree (day, evening & online)

Basic Law Enforcement Training – Certificate (day & evening)

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)

■ Business and Commercial Arts Division

Accounting – Associate Degree, Diploma & Certificate (day, evening/online/hybrid)

Advertising & Graphic Design – Associate Degree (day, evening/online/hybrid); Certificate (day & evening)

Business Administration – Associate Degree, Diploma & Certificate (day, evening/online/hybrid)

Business Administration: Customer Service – Associate Degree (day, evening/online/hybrid)

Business Administration: Human Resource Management – Associate Degree (day, evening/online/hybrid)

Global Logistics – Associate Degree, Diploma & Certificate (day, evening/online)

Healthcare Management Technology – Associate Degree & Certificate (day, evening/online/hybrid)

Interior Design – Associate Degree (day & online/hybrid)

Medical Office Administration – Associate Degree, Diploma & Certificate (day, evening/online/hybrid)

Photographic Technology: Commercial Photography – Associate Degree (day)

Photographic Technology: Photojournalism – Associate Degree (day)

Photographic Technology: Portrait Studio Management – Associate Degree (day)

■ Health Sciences and Cosmetic Arts Division

Associate Degree Nursing – Associate Degree (day and evening/weekend)

Associate in General Education – Associate Degree (day, evening & online)

Cosmetology – Associate Degree, Diploma & Certificate (day)

Cosmetology Instructor – Certificate (day)

General Occupational Technology – Associate Degree (day, evening & online)

Manicuring/Nail Technology – Certificate (day)

Medical Assisting – Associate Degree (day)

Nursing Assistant – Certificate (day)

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, evening/online/hybrid)

Collision Repair and Refinishing Technology – Associate Degree, Diploma & Certificate (day, evening/online/hybrid)

Computer-Integrated Machining – Associate Degree, Diploma & Certificate (day & evening)

Electrical Systems Technology – Associate Degree, Diploma & Certificate (day & evening)

Mechatronics Engineering Technology – Associate Degree, Diploma & Certificate (day & evening)

Welding Technology – Diploma (day) & Certificate (evening)

■ Science, Technology, Engineering and Mathematics (STEM) Division

Associate in Science (College Transfer) – Associate Degree (day, evening & online)

Computer Information Technology – Associate Degree & Certificate (day, evening/online/hybrid)

Networking Technology – Associate Degree (day, online/hybrid)

**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/AS/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/AS/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/AS/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/AS/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.

DEVELOPMENTAL STUDIES

Courses Offered

		Hours/Week		Sem. Hrs.
		Class	Lab	Credit
DMA 010	Operations with Integers	0.75	0.50	1
DMA 020	Fractions and Decimals	0.75	0.50	1
DMA 030	Propor/Ratio/Rate/Percent	0.75	0.50	1
DMA 040	Express/Lin Equat/Inequal	0.75	0.50	1
DMA 050	Graphs/Equations of Lines	0.75	0.50	1
DMA 060	Polynomial/Quadratic Appl	0.75	0.50	1
DMA 070	Rational Express/Equation	0.75	0.50	1
DMA 080	Radical Express/Equations	0.75	0.50	1
DRE 096	Integrated Reading and Writing I	2.5	1	3
DRE 097	Integrated Reading and Writing II	2.5	1	3
DRE 098	Integrated Reading and Writing III	2.5	1	3
SCI 095	Developmental Science	3	4	5

Arts, Social Sciences, and Public Services Division

■ Associate in Arts (College Transfer)

[A10100] Degree (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. Within the 60 – 61 hours of coursework required for the degree is a 30-hour universal general education transfer component (UGETC) with courses in English Composition, Humanities/Fine Arts, Social/Behavioral Sciences, and Natural Sciences/Mathematics. Because institutions differ in admission requirements, students intending to transfer should contact the institution(s) of their choice to learn about specific admissions requirements.

The transcripts of students transferring prior to completing the UGETC 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 UGETC courses are listed below grouped by their specific discipline area.

English Composition

ENG 111 Writing and Inquiry

ENG 112 Writing/Research in the Disc

Humanities/Fine Arts

ART 111 Art Appreciation

ART 114 Art History Survey I

ART 115 Art History Survey II

COM 231 Public Speaking

ENG 231 American Literature I

ENG 232 American Literature II

MUS 110 Music Appreciation

PHI 215 Philosophical Issues

PHI 240 Introduction to Ethics

Social/Behavioral Sciences

ECO 251 Prin of Microeconomics

ECO 252 Prin of Macroeconomics

HIS 111 World Civilizations I

HIS 131 American History I

HIS 132 American History II

POL 120 American Government

PSY 150 General Psychology

SOC 210 Introduction to Sociology

Natural Sciences

BIO 110 Principles of Biology

BIO 111 General Biology I

CHM 151 General Chemistry I

GEL 111 Geology

PHY 110/110A Conceptual Physics

Mathematics

MAT 143 Quantitative Literacy

MAT 152 Statistical Methods I

MAT 171 Precalculus Algebra

Course Selection

Students should consult their academic advisor, and their transfer institution, for assistance with course selection. There are certain requirements that must be met. These include the following:

- ACA 122 is required for the degree.
- ENG 111 and ENG 112 are required.
- Within the Humanities/Fine Arts area, 9 hours are required, and courses must come from 2 different prefixes.
- Within the Social/Behavioral Sciences area, 9 hours are required, and courses must come from 2 different prefixes.
- Within the Mathematics area, an introductory math is required. These include MAT 143, MAT 152, and MAT 171.

Students must meet the prerequisites to take certain courses. Developmental Studies courses are available for those who need them.

The general education/elective courses can be selected from any of the UGETC courses or from the following list of courses:

ACC 120 Prin of Financial Acct	ACC 121 Prin of Managerial Acct
BIO 112 General Biology II	BIO 163 Basic Anat & Physiology
BIO 168 Anatomy and Physiology I	BIO 169 Anatomy and Physiology II
BUS 110 Introduction to Business	BUS 115 Business Law I
BUS 137 Principles of Management	CHM 152 General Chemistry II
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
CSC 139 Visual Basic Prog.	CTS 115 Info Sys Business Concept
DRA 111 Theatre Appreciation	ENG 114 Prof. Research & Reporting
ENG 242 British Literature II	GEO 111 World Regional Geography
HIS 236 North Carolina History	HUM 110 Technology and Society
HUM 115 Critical Thinking	MAT 172 Precalculus Trigonometry
MAT 271 Calculus I	MAT 272 Calculus II
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	PHY 151 College Physics I
PHY 152 College Physics II	PSY 241 Developmental Psychology
REL 110 World Religions	REL 221 Religion in America
SOC 225 Social Diversity	SPA 111 Elementary Spanish I
SPA 112 Elementary Spanish II	SPA 211 Intermediate Spanish I
SPA 212 Intermediate Spanish II	

* Students are encouraged to follow the Associate in Arts checklist as a guideline (see page 70).

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.

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. Some programs have specific courses that are to be taken. Please refer to that program.

■ 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
ENG 231	American Literature I	3	0	0	3
ENG 232	American Literature II	3	0	0	3
ENG 242	British Literature II	3	0	0	3
HUM 110	Technology and Society	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 215	Philosophical Issues	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 221	Religion in America	3	0	0	3

■ Social/Behavioral Sciences

		Hours/Week			Sem. Hrs
		Class	Lab	Wk. Exp.	Credit
ECO 251	Prin of Microeconomics	3	0	0	3
ECO 252	Prin of Macroeconomics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
HIS 236	North Carolina History	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psych	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

■ 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 fall and spring semesters 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 pages 26-27 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			Semester Hours Credit
	Class	Lab	Wk. Exp.	
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	9 30	0 0	9 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 231	Constitutional Law	3
Total Credit Hours:		13

■ Criminal Justice Technology

[A55180] Associate in Applied Science Degree; [D55180] Diploma, [C55180] 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 page 71 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

Criminal Justice Technology [A55180]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours
		Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester					
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	Writing and Inquiry	3	0	0	3
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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 143	Quantitative Literacy	2	2	0	3
	OR				
MAT 152	Statistical Methods I	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		17/18	2	0	18/22
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 •	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	2	0	16

Total Semester Hours Credit for Degree: 68 or 72

* 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 163	BIO 168	BIO 169	CJC 241	ECO 251	ECO 252	HIS 111
HIS 131	HIS 132	SOC 225	SPA 111	SPA 112	SPA 211	SPA 212		

Criminal Justice Technology [D55180]

Courses for this diploma program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
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	Writing and Inquiry	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	0	0	12
Second Year: Fall Semester					
CJC 212	Ethics & Comm. Rel.	3	0	0	3
CJC 231*	Constitutional Law	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	2	0	13

Total Semester Hours Credit for Diploma: 41

* Credit granted for successful completion of BLET (after January 2000)

Criminal Justice Technology [C55180]

Courses for this certificate program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
CJC 111	Intro to Criminal Justice	3	0	0	3
CJC 112	Criminology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6
First Year: Spring Semester					
CJC 113	Juvenile Justice	3	0	0	3
CJC 131*	Criminal Law	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6

Total Semester Hours Credit for Certificate: 12

* Credit granted for successful completion of BLET (after January 2000)

■ Early Childhood Education

[A55220] Associate in Applied Science Degree; [D55220] Diploma; [C55220] Certificate; [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.

Students must meet all English/Reading prerequisites for all EDU courses.

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 two areas - Early Childhood Education Certificate (16 semester hours of academic credit) and Infant/Toddler Care 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 page 71 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

Early Childhood Education [A55220]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester Hours		Hours/Week			Semester Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 131	Child, Family, & Commun	3	0	0	3
EDU 144	Child Development I (<i>first 8-weeks</i>)	3	0	0	3
EDU 145	Child Development II (<i>second 8-weeks</i>)	3	0	0	3
EDU 146	Child Guidance	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		17	0	0	17
First Year: Spring Semester					
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrit	3	0	0	3
EDU 221	Children with Exceptional	3	0	0	3
EDU 234	Infants, Toddlers & Twos	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	0	0	15
Second Year: Spring Semester					
EDU 235	School-Age Dev & Program	3	0	0	3
EDU 284	Early Child Capstone Prac	1	9	0	4
MAT 143	Quantitative Literacy	2	2	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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9/10	9/11/12	0	13/14

Total Semester Hours Credit for Degree: 66 or 67

Early Childhood Education [D55220]

Courses for this diploma program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1
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 (<i>first 8-weeks</i>)	3	0	0	3
EDU 145	Child Development II (<i>second 8-weeks</i>)	3	0	0	3
EDU 146	Child Guidance	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		17	0	0	17
First Year: Spring Semester					
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrit	3	0	0	3
EDU 221	Children with Exceptional	3	0	0	3
EDU 234	Infants, Toddlers & Twos	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		20	2	0	21

Total Semester Hours Credit for Diploma: 38

Early Childhood Education [C55220]

Courses for this certificate program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
EDU 119	Intro to Early Child Edu	4	0	0	4
EDU 144	Child Development I	3	0	0	3
EDU 146	Child Guidance	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	0	0	10
First Year: Spring Semester					
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrit	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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 Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester (16-week semester)					
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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	0	0	10
First Year: Spring Semester					
EDU 153	Health, Safety, & Nutrit	3	0	0	3
EDU 234	Infants, Toddlers & Twos	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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 71 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]

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.

Curriculum Courses by Semester		Hours/Week			Sem. Hrs. Credit
		Class	Lab	Wk. Exp.	
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	Writing and Inquiry	3	0	0	3
FSE 112	Principles of Funeral Services (online)	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
OR					
MAT 143	Quantitative Literacy	2	2	0	3
SOC 210	Introduction to Sociology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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					
WBL 111	Work-Based Learning 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)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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					
WBL 121	Work-Based Learning II	0	0	10	1
FSE 215	Funeral Home Operations (online)	4	0	0	4
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		16	0/2	0/10	17
Second Year: Summer Semester					
FSE 217	Funeral Service Projects (online)	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		1	2	0	2

Total Semester Hours Credit for Degree: 74

(Continued on next page)

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.

Curriculum Courses by Semester		Hours/Week			Sem. Hrs. Credit
		Class	Lab	Wk. Exp.	
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	Writing and Inquiry	3	0	0	3
FSE 112	Principles of Funeral Services (online)	3	0	0	3
SOC 210	Introduction to Sociology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	2	0	13
Second Year: Fall Semester					
FSE 116	Funeral Law and Ethics (online)	3	0	0	3
FSE 214	Pathology (at RCC)	3	0	0	3
FSE 215	Funeral Home Operations (online)	4	0	0	4
PSY 141	Psych of Death & Dying (online)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	0	0	13

Total Semester Hours Credit for Degree: 40

Business and Commercial Arts Division

■ Accounting

[A25100] Associate in Applied Science Degree; [D25100] Diploma; [C25100] Certificate

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 page 71 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

Accounting [A25100]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester Hours		Hours/Week			Semester
		Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester					
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	Writing and Inquiry	3	0	0	3
OST 131	Keyboarding	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		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	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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 110	Math Measurement & Literacy	2	2	0	3
---	Social/Behavioral Science Course	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	6	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					
WBL 111	Work-Based Learning 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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	Hours/Week			Semester Credit
	Class	Lab	Wk. Exp.	
First Year: Fall Semester				
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 Writing and Inquiry	3	0	0	3
OST 131 Keyboarding	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
	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	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
	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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	5	4	0	7

Total Semester Hours Credit for Diploma: 39

Accounting [C25100]

Courses for this certificate program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester Hours	Hours/Week			Semester Credit
	Class	Lab	Wk. Exp.	
First Year: Fall Semester				
ACC 120 Prin of Financial Accounting	3	2	0	4
BUS 115 Business Law I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	6	2	0	7
First Year: Spring Semester				
ACC 121 Prin of Managerial Accounting	3	2	0	4
ACC 129 Individual Income Taxes	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
	5	4	0	7

Total Semester Hours Credit for Certificate: 14

■ Advertising & Graphic Design

[A30100] Associate in Applied Science Degree; [C30100] 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. Utilize computer technology for principles of design development and production.
2. Demonstrate the ability to utilize knowledge of color theory.
3. Demonstrate concept development and illustration skills for promotional materials.
4. Utilize industry standard business practices and communication.
5. Demonstrate the ability to utilize knowledge of typography.

Please see page 71 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		Hours/Week			Semester
		Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1
ART 111	Art Appreciation	3	0	0	3
OR					
ART 114	Art History Survey I	3	0	0	3
OR					
ART 115	Art History Survey II	3	0	0	3
DES 135	Prin. & Elem. of Design I	2	4	0	4
ENG 111	Writing and Inquiry	3	0	0	3
GRA 151	Computer Graphics I	1	3	0	2
GRD 121	Drawing Fundamentals I	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		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 110	Math Measurement & Literacy	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		8	14	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	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		6	14	0	12
Second Year: Fall Semester					
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
WBL 112	Work-Based Learning I	<u>0</u>	<u>0</u>	<u>20</u>	<u>2</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	10	0	14
Total Semester Hours Credit for Degree: 67					

(Continued on next page)

Advertising & Graphic Design [C30100]

Courses for this certificate program are offered day and evening

Curriculum Courses by Semester**First Year: Fall Semester**

DES 135 Prin. & Elem. of Design I
 GRA 151 Computer Graphics I

Hours/Week		
Class	Lab	Wk. Exp.
2	4	0
<u>1</u>	<u>3</u>	<u>0</u>
3	7	0

Semester Hours
 Credit

4
2
6

First Year: Spring Semester

DES 136 Prin. & Elem. of Design II
 GRD 121 Drawing Fundamentals I
 GRD 271 Multimedia Design I

2	4	0
1	3	0
<u>1</u>	<u>3</u>	<u>0</u>
4	10	0

4
 2
2
8

First Year: Summer Semester

GRD 272 Multimedia Design II

<u>1</u>	<u>3</u>	<u>0</u>
1	3	0

2
2

Total Semester Hours Credit for Certificate: 16

■ Business Administration

[A25 | 20] Associate in Applied Science Degree; [D25 | 20] Diploma; [C25 | 20] Certificate

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 page 71 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

Business Administration [A25120]

Courses for this A.A.S. degree program are offered day, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
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	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		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
BUS 137	Principles of Management	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
ENG 111	Writing and Inquiry	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	4	0	16
First Year: Summer Semester					
MKT 120	Prin of Marketing	3	0	0	3
OST 136	Word Processing	2	2	0	3
---	Major Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	2	0	9
Second Year: Fall Semester					
ACC 130	Business Income Taxes	2	2	0	3
ECO 251	Prin of Microeconomics	3	0	0	3
	OR				
ECO 252	Prin of Macroeconomics	3	0	0	3
ENG 114	Prof Research & Reporting	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	4	0	15
Second Year: Spring Semester					
BUS 225	Business Finance	2	2	0	3
BUS 280	REAL Small Business	4	0	0	4
	OR				
WBL 111	Work-Based Learning I	0	0	10	1
INT 110	International Business	3	0	0	3
	OR				
LOG 110	Intro to Logistics	3	0	0	3
---	Major Elective	3	0	0	3
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11/15	2	0/10	13/16
Total Semester Hours Credit for Degree: 69 or 72					
Major Course Electives (select one per semester)					
BUS 153	Human Resource Mgmt	3	0	0	3
BUS 255	Org Behavior in Business	3	0	0	3
MKT 223	Customer Service	3	0	0	3
OST 286	Professional Development	3	0	0	3

Business Administration [D25120]

Courses for this diploma program are offered day, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
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	Writing and Inquiry	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	4	0	14
First Year: Spring Semester					
ACC 121	Prin of Managerial Accounting	3	2	0	4
BUS 116	Business Law II	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
ECO 251	Prin of Microeconomics	3	0	0	3
OR					
ECO 252	Prin of Macroeconomics	3	0	0	3
ENG 114	Prof Research & Reporting	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	2	0	16
First Year: Summer Semester					
MKT 120	Prin of Marketing	3	0	0	3
OST 136	Word Processing	2	2	0	3
CTS 130	Spreadsheet	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		7	4	0	9

Total Semester Hours Credit for Diploma: 39

Business Administration [C25120]

Courses for this certificate program are offered day, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ACC 120	Prin of Financial Accounting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
MKT 120	Prin of Marketing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	2	0	10
First Year: Spring Semester					
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		5	2	0	6

Total Semester Hours Credit for Certificate: 16

■ Business Administration

Customer Service

[A25 12B] Associate in Applied Science Degree

Customer Service is a concentration under the curriculum title of Business Administration. This curriculum provides a broad foundation of communication and interpersonal skills designed to prepare the individual for customer contact roles within a business organization.

Emphasized are concepts in retailing, credit and collections, resolving customer complaints, service follow-up, consumer law, and consumer behavior. Concepts include communicating effectively, using interpersonal skills, establishing credit worthiness, analyzing common accounting financial and credit documents, and operating a computer.

Employment opportunities include customer services representative, customer services manager, consumer relations, credit analyst, credit card specialist, credit and collection specialist, retail sales, accounts control analyst, administrative assistant, authorizations analyst, and telephone sales representative in both service- and production-oriented businesses.

PROGRAM COMPETENCIES

Upon successful completion of the Business Administration: Customer Service program, the student should be able to

1. Demonstrate an understanding of basic theory and practice of business administration and customer service.
2. Demonstrate the ability to read, understand, and prepare standard types of business communications.
3. Demonstrate analytical, problem-solving, and decision-making skills applicable to business administration and customer service.
4. Demonstrate proficiency in the use and interpretation of data and information as applied to the various applications in business administration and customer service.

Please see page 71 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

Business Administration: Customer Service [A2512B]

Courses for this A.A.S. degree program are offered day, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
		Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester					
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	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		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
BUS 137	Principles of Management	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
ENG 111	Writing and Inquiry	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	4	0	16
First Year: Summer Semester					
CSV 110	Introduction to Customer Service	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
OST 136	Word Processing	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		8	2	0	9
Second Year: Fall Semester					
CSV 210	Advanced Customer Service	3	0	0	3
ECO 251	Prin of Microeconomics	3	0	0	3
	OR				
ECO 252	Prin of Macroeconomics	3	0	0	3
ENG 114	Prof. Research & Reporting	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	2	0	15
Second Year: Spring Semester					
CSV 220	Customer Credit	3	0	0	3
CSV 221	Letters of Credit	3	0	0	3
MKT 222	Credit Procedures	3	0	0	3
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	0	0	12

Total Semester Hours Credit for Degree: 68

■ Business Administration

Human Resource Management

[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 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 page 71 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

Business Administration: Human Resource Management [A2512C]

Courses for this A.A.S. degree program are offered day, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
		Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester					
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
CIS 110	Introduction to Computers	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		12	4	0	14
First Year: Spring Semester					
ACC 121	Prin of Managerial Accounting	3	2	0	4
BUS 116	Business Law II	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
OST 136	Word Processing	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		13	4	0	15
First Year: Summer Semester					
BUS 217	Employment Law and Regs	3	0	0	3
BUS 234	Training and Development	3	0	0	3
MKT 120	Principles of Marketing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	0	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
CTS 130	Spreadsheet	2	2	0	3
ENG 114	Prof. Research & Reporting	3	0	0	3
MAT 110	Math Measurement & Literacy	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		13	4	0	15
Second Year: Spring Semester					
BUS 259	HRM Applications	3	0	0	3
ECO 251	Prin of Microeconomics	3	0	0	3
	OR				
ECO 252	Prin of Macroeconomics	3	0	0	3
OST 286	Professional Development	3	0	0	3
---	Humanities/Fine Arts	3	0	0	3
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	0	0	15

Total Semester Hours Credit for Degree: 68

■ 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 APICS (Educational Society for Resource Management) and AST&L (American Society of Transportation and Logistics).

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 page 71 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. For information, contact Mark Strider, instructor; 336-862-7997; wmstrider@randolph.edu.

Global Logistics [A25 | 70]

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 Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
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 110	Math Measurement & Literacy	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		14	4	0	16
First Year: Spring Semester					
BUS 137	Principles of Management	3	0	0	3
DBA 110	Database Concepts	2	3	0	3
ECO 251	Prin of Microeconomics	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
LOG 211	Distribution Management	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		13	5	0	15
First Year: Summer Semester					
LOG 215	Supply Chain Management	3	0	0	3
LOG 235	Import/Export Management	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6
Second Year: Fall Semester					
CTS 130	Spreadsheet	2	2	0	3
ENG 114	Prof. Research & Reporting	3	0	0	3
INT 110	International Business	3	0	0	3
LOG 240	Purchasing Logistics	3	0	0	3
---	Social/Behavioral Science*	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	2	0	15
Second Year: Spring Semester					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
LOG 250	Advanced Global Logistics	3	2	0	4
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	4	0	17

Total Semester Hours Credit for Degree: 69

*GEO 111 is the preferred Social/Behavioral Science course.

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
		Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester					
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 110	Math Measurement & Literacy	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		14	4	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	Writing and Inquiry	3	0	0	3
LOG 211	Distribution Management	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		13	5	0	15
First Year: Summer Semester					
LOG 215	Supply Chain Management	3	0	0	3
LOG 235	Import/Export Management	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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
		Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester					
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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	2	0	12
First Year: Spring Semester					
DBA 110	Database Concepts	2	3	0	3
LOG 211	Distribution Management	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		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 the ability to use financial reports to understand and solve operational and financial problems in a healthcare setting.
2. Demonstrate an understanding of various third party payers and the requirements of each for the medical insurance billing cycle.
3. Demonstrate an understanding of the legal and regulatory healthcare environment (including HIPAA).

Please see page 71 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

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 Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
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	Writing and Inquiry	3	0	0	3
HMT 110	Intro to Healthcare Mgt	3	0	0	3
OST 141	Medical Terms I-Med Office	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		7	2	0	8
Second Year: Fall Semester					
HMT 210	Medical Insurance	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
MED 232	Medical Insurance Coding	1	3	0	2
MKT 120	Principles of Marketing	3	0	0	3
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	5	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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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 Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	2	0	9
First Year: Spring Semester					
OST 142	Medical Terminology II-Med Office	3	0	0	3
OST 149	Medical Legal Issues	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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 fundamental principles and elements of design to create a unified environment.
2. Design an environment using sound space planning principles.
3. Visually communicate design concepts.
4. Create harmonious hue schemes.
5. Identify and design interiors based on historical periods or design styles.
6. Apply ethical business practices.

Please see page 71 for a list of Social/Behavioral Sciences courses approved for this program.

Interior Design [A30220]

Courses for this A.A.S. degree program are offered day, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
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	Writing and Inquiry	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		4	12	0	8
Second Year: Fall Semester					
DES 210	Bus. Pract. For Interior Design	2	0	0	2
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 110	Math Measurement & Literacy	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		9	14	0	14
Second Year: Spring Semester					
ARC 235	Architectural Portfolio	2	3	0	3
DES 225	Textiles and Fabrics	2	2	0	3
DES 256	History/Interiors & Furn. II	3	0	0	3
WBL 112	Work-Based Learning I	0	0	20	2
---	Social Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	5	20	14
Total Semester Hours Credit for Degree: 69					

■ Medical Office Administration

[A25310] Associate in Applied Science Degree; [D25310] Diploma; [C25310] 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. Demonstrate ability to understand charges on encounter form and apply those charges to the patient's account.
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 page 71 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

Medical Office Administration [A25310]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		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 110	Math Measurement & Literacy	2	2	0	3
MED 116	Intro to A & P	3	2	0	4
	OR				
OST 241	Medical Office Transcription I	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		8/10	8	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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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:

WBL 111 Work-Based Learning I

MKT 223 Customer Service

Medical Office Administration [D25310]

Courses for this diploma program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		6	8	0	10

Total Semester Hours Credit for Diploma: 39

Medical Office Administration [C25310]

Courses for this certificate program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		7	2	0	8

Total Semester Hours Credit for Certificate: 17

■ Photographic Technology Commercial Photography

[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 page 71 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

Photographic Technology: Commercial Photography [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 Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1
ENG 111	Writing and Inquiry	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
PHO 113	History of Photography	3	0	0	3
---	Social/Behaviorial Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	12	0	17
First Year: Spring Semester					
ENG 114	Prof. Research and Reporting	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
PHO 122	Design Laboratory II	0	3	0	1
PHO 125	Basic Object Lighting	0	3	0	1
PHO 126	Basic Portrait Lighting	0	3	0	1
PHO 127	Photo Materials and Processes	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
		8	14	0	13
First Year: Summer Semester					
PHO 132	Small Format Photography	2	6	0	4
PHO 134	Custom Color Printing	1	2	0	2
PHO 135	Product Lighting	0	3	0	1
PHO 139	Introduction to Digital Imaging	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		4	14	0	9
Second Year: Fall Semester					
PHO 215	Photographic Illustration	2	8	0	6
PHO 241	Digital Image Technology	2	3	0	3
WBL ---	Work-Based Learning	0	0	20	2
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		7	11	20	14
Second Year: Spring Semester					
PHO 220	Business of Photography	3	0	0	3
PHO 224	Multimedia Production	2	3	0	3
PHO 229	Advertising Photography	2	8	0	6
WBL ---	Work-Based Learning	<u>0</u>	<u>0</u>	<u>20</u>	<u>2</u>
		7	11	20	14
Second Year: Summer Semester					
PHO 231	Commercial Portfolio Prep.	<u>0</u>	<u>6</u>	<u>0</u>	<u>2</u>
		0	6	0	2

Total Semester Hours Credit for Degree: 69

ART 111 or ART 114 is the preferred Humanities/Fine Arts Course

Students will choose from the following cooperative education courses: WBL 112, WBL 122.

■ Photographic Technology Photojournalism

[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 page 71 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

Photographic Technology: Photojournalism [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 Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1
ENG 111	Writing and Inquiry	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
PHO 113	History of Photography	3	0	0	3
---	Social/Behaviorial Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	12	0	17
First Year: Spring Semester					
ENG 114	Prof. Research and Reporting	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
PHO 122	Design Laboratory II	0	3	0	1
PHO 125	Basic Object Lighting	0	3	0	1
PHO 126	Basic Portrait Lighting	0	3	0	1
PHO 127	Photo Materials and Processes	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
		8	14	0	13
First Year: Summer Semester					
PHO 132	Small Format Photography	2	6	0	4
PHO 134	Custom Color Printing	1	2	0	2
PHO 135	Product Lighting	0	3	0	1
PHO 139	Introduction to Digital Imaging	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		4	14	0	9
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
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	14	0	16
Second Year: Spring Semester					
PHO 220	Business of Photography	3	0	0	3
PHO 227	Photojournalism II	2	12	0	8
WBL ---	Work-Based Learning	<u>0</u>	<u>0</u>	<u>20</u>	<u>2</u>
		5	12	20	13
Second Year: Summer Semester					
PHO 232	Photojournalism Portfolio Prep	0	6	0	2
WBL ---	Work-Based Learning	<u>0</u>	<u>0</u>	<u>20</u>	<u>2</u>
		0	6	20	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: WBL 112, WBL 122

■ Photographic Technology Portrait Studio Management

[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 page 71 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

Photographic Technology: Portrait Studio Management [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 Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1
ENG 111	Writing and Inquiry	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
PHO 113	History of Photography	3	0	0	3
---	Social/Behaviorial Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	12	0	17
First Year: Spring Semester					
ENG 114	Prof. Research and Reporting	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
PHO 122	Design Laboratory II	0	3	0	1
PHO 125	Basic Object Lighting	0	3	0	1
PHO 126	Basic Portrait Lighting	0	3	0	1
PHO 127	Photo Materials and Processes	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
		8	14	0	13
First Year: Summer Semester					
PHO 132	Small Format Photography	2	6	0	4
PHO 134	Custom Color Printing	1	2	0	2
PHO 135	Product Lighting	0	3	0	1
PHO 139	Introduction to Digital Imaging	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		4	14	0	9
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	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		7	24	0	17
Second Year: Spring Semester					
PHO 220	Business of Photography	3	0	0	3
PHO 221	Professional Portraiture II	1	8	0	5
WBL 112	Work-Based Learning I	0	0	20	2
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		7	8	20	13
Second Year: Summer Semester					
PHO 228	Advanced Correction & Finishing	1	3	0	2
PHO 233	Portrait Portfolio Preparation	<u>0</u>	<u>6</u>	<u>0</u>	<u>2</u>
		1	9	0	4
Total Semester Hours Credit for Degree: 73					

ART 111 or ART 114 is the preferred Humanites/Fine Arts Course.

Health Sciences and Cosmetic Arts 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: 4516 Lake Boone Trail, Raleigh, N.C. 27607; phone: 919-782-3211; website: www.ncbon.org.

Further information regarding approval and accreditation status of the RCC ADN program can be obtained by contacting the division chair for health sciences and cosmetic arts at 336-633-0270.



Associate Degree Nursing [A45110]

Courses for this A.A.S. degree program are offered day, evening and weekend

Day Option

Curriculum Courses by Semester

First Year: Fall Semester

Class		Hours/Week			Semester Hours Credit
		Lab	Wk. Exp.		
ACA 111	College Student Success	1	0	0	1
BIO 168	Anatomy & Physiology I	3	3	0	4
MAT 110	Math Measurement & Literacy	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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	3	12	17

First Year: Summer Semester

CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
NUR 211	Health Care Concepts	<u>3</u>	<u>0</u>	<u>6</u>	<u>5</u>
		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	<u>3</u>	<u>0</u>	<u>6</u>	<u>5</u>
		9	0	12	13

Second Year: Spring Semester

NUR 213	Complex Health Concepts	4	3	15	10
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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 115, PHI 215, PHI 240.

See pages 23-26 of the 2014-2015 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)

(Continued on next page)

Associate Degree Nursing [A45110] Evening/Weekend Option

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Spring Semester					
ACA 111	College Student Success	1	0	0	1
BIO 168	Anatomy & Physiology I	3	3	0	4
MAT 110	Math Measurement & Literacy	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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	3	12	17
First Year: Fall Semester					
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
NUR 211	Health Care Concepts	<u>3</u>	<u>0</u>	<u>6</u>	<u>5</u>
		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	<u>3</u>	<u>0</u>	<u>6</u>	<u>5</u>
		9	0	12	13
Second Year: Summer Semester					
NUR 213	Complex Health Concepts	4	3	15	10
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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 115 (Critical Thinking), PHI 215 (Philosophical Issues), PHI 240 (Introduction to Ethics).

■ Associate in General Education

[A10300] Degree

The Associate in General Education curriculum is designed for individuals wishing to broaden their education, with emphasis on personal interest, growth and development. The two-year General Education program provides students opportunities to study English, literature, fine arts, philosophy, social science, science, and mathematics.

Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer. Courses must be at the 110-199 or 210-299 level. Within the degree program, the college shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

Diplomas and certificates are not allowed under this degree program.

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			Sem. Hrs.		Hours/Week			Sem. Hrs.	
	Class	Lab	Credit			Class	Lab	Credit		
General Education Core (44 Semester Hours Credit)*					Social/Behavioral Sciences (3 Semester Hours Credit)					
English Composition (6 Semester Hours Credit)					<i>Select one course from those listed below.</i>					
<i>The following course is required:</i>					ECO 251	Prin of Microeconomics	3	0	3	
ENG 111	Writing and Inquiry	3	0	3	ECO 252	Prin of Macroeconomics	3	0	3	
<i>The second composition course must be selected from the following:</i>					GEO 111	World Regional Geography	3	0	3	
ENG 112	Writing/Research in the Disc	3	0	3	HIS 111	World Civilizations I	3	0	3	
ENG 114	Prof. Research & Reporting	3	0	3	HIS 131	American History I	3	0	3	
Humanities/Fine Arts (3 Semester Hours Credit)**					HIS 132	American History II	3	0	3	
<i>Select one course from those listed below.</i>					HIS 236	North Carolina History	3	0	3	
ART 111	Art Appreciation	3	0	3	POL 120	American Government	3	0	3	
ART 114	Art History Survey I	3	0	3	PSY 150	General Psychology	3	0	3	
ART 115	Art History Survey II	3	0	3	PSY 241	Developmental Psychology	3	0	3	
DRA 111	Theatre Appreciation	3	0	3	SOC 210	Introduction to Sociology	3	0	3	
ENG 231	American Literature I	3	0	3	SOC 225	Social Diversity	3	0	3	
ENG 232	American Literature II	3	0	3						
ENG 242	British Literature II	3	0	3						
HUM 110	Technology and Society	3	0	3						
HUM 115	Critical Thinking	3	0	3						
MUS 110	Music Appreciation	3	0	3						
PHI 215	Philosophical Issues	3	0	3						
PHI 240	Introduction to Ethics	3	0	3						
REL 110	World Religions	3	0	3						
REL 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 (SPA 111) cannot be used to satisfy this requirement; however, these courses are credited under Other Required Hours.

(Continued on next page)

		Hours/Week Sem. Hrs.		
		Class	Lab	Credit
Natural Sciences/Mathematics (3 Semester Hours Credit)				
Natural Sciences				
BIO 110	Principles of Biology	3	3	4
BIO 111	General Biology I	3	3	4
BIO 112	General Biology II	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
PHY 110	Conceptual Physics	3	0	3
PHY 110A	Conceptual Physics Lab	0	2	1
PHY 151	College Physics I	3	2	4
PHY 152	College Physics II	3	2	4
OR				

		Hours/Week Sem. Hrs.		
		Class	Lab	Credit
Mathematics				
<i>Select one course from the following:</i>				
CIS 110	Introduction to Computers	2	2	3
CIS 115	Intro. to Programming & Logic	2	2	3
MAT 143	Quantitative Literacy	2	2	3
MAT 152	Statistical Methods I	3	2	4
MAT 171	Precalculus Algebra	3	2	4
MAT 172	Precalculus Trigonometry	3	2	4
MAT 271	Calculus I	3	2	4
MAT 272	Calculus II	3	2	4

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	ALT	ARC	ART
ARS	ATR	ATT	AUB	AUC	AUM
AUT	BIO	BUS	CHM	CIS	CJC
COM	CSC	CTS	DBA	DES	DFT
DRA	ECO	EDU	EGR	ELC	ELN
ENG	GEL	GEO	GRA	GRD	HEA
HIS	HMT	HUM	HYD	INT	ISC
JOU	LDD	LOG	MAC	MAT	MEC
MED	MKT	MNT	MUS	NET	NOS
OST	PED	PHI	PHO	PHY	POL
PSY	REL	SCI	SEC	SOC	SPA
TRN	WEB	WLD			

Total Semester Hours Credit: 64 - 65

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		Sem. Hrs.	Credit
		Class	Lab		
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	Writing and Inquiry	3	0		3
ENG 114	Prof. Research & Reporting	3	0		3
MAT 110	Math Measurement & Literacy	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 115 Critical Thinking, 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		Sem. Hrs. Credit
	Class	Lab	
Courses required in the PTA program			
BIO 168 Anatomy & Physiology I	3	3	4
BIO 169 Anatomy & Physiology II	3	3	4
ENG 111 Writing and Inquiry	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 115 Critical Thinking, 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		Sem. Hrs. Credit
	Class	Lab	
Courses required in the Radiography program			
BIO 163 *Basic Anatomy & Physiology	4	2	5
ENG 111 Writing and Inquiry	3	0	3
ENG 114 Prof. Research & Report	3	0	3
MAT 143 Quantitative Literacy	2	2	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

Associate In General Education Courses For Cosmetology

		Hours/Week		Sem. Hrs.
		Class	Lab	Credit
COM 110	Introduction to Communication	3	0	3
BUS 280	REAL Small Business	4	0	4
CIS 110	Intro to Computers	2	2	3
ENG 111	Writing and Inquiry	3	0	3
ENG 114	Prof. Research & Report	3	0	3
MAT 143	Quantitative Literacy	2	2	3
SOC 210	Introduction to Sociology	3	0	3
---	Humanities/Fine Arts	3	0	3
Semester Hours Credit (Above List):				25
Semester Hours Credit:				41 or 42
Total Semester Hours Credit For Degree:				64 or 65

Associate In General Education Courses For Medical Assisting

		Hours/Week		Sem. Hrs.
		Class	Lab	Credit
BIO 163	Basic Anatomy & Physiology	4	2	5
CIS 113	Computer Basics	0	2	1
ENG 111	Writing and Inquiry	3	0	3
ENG 114	Prof. Research & Report	3	0	3
MAT 110	Math Measurement & Literacy	2	2	3
PSY 150	General Psychology	3	0	3
---	Humanities/Fine Arts	3	0	3
Semester Hours Credit (Above List):				21
Semester Hours Credit:				52
Total Semester Hours Credit For Degree:				64 or 65

Federal Financial Aid Guidelines for AGE Students

Students receiving financial who are in the AGE program and awaiting admission into the Nursing or Radiography programs should limit taking courses to only those that transfer into the Nursing or Radiography programs to avoid jeopardizing financial aid eligibility.

For additional information, please review the Satisfactory Academic Progress Policy, particularly the Maximum Timeframe requirements, in the Financial Aid and Veterans Affairs section of this catalog or by visiting www.randolph.edu/fin_aid/sap_policy.php. You may also contact the Office of Financial Aid and Veterans Affairs at 336-633-0223.

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.

■ Cosmetology

[A55 I40] Associate in Applied Science Degree; [D55 I40] Diploma; [C55 I40] 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 DRE 098 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 page 71 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

Cosmetology [A55140]

COS courses for this A.A.S. degree program are offered day only; other courses may be offered evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
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	Writing and Inquiry	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 143	Quantitative Literacy	2	2	0	3
---	Humanities/Fine Arts	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
		11	2	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]

COS courses for this diploma program are offered day only; other courses may be offered evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
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	<u>0</u>	<u>24</u>	<u>0</u>	<u>8</u>
		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	Writing and Inquiry	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		9	15	0	14

Total Semester Hours Credit for Diploma: 45

Cosmetology [C55140]

COS courses for this certificate program are offered day only; other courses may be offered evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	<u>0</u>	<u>24</u>	<u>0</u>	<u>8</u>
		5	24	0	13
First Year: Spring Semester					
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	<u>0</u>	<u>24</u>	<u>0</u>	<u>8</u>
		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	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		5	15	0	10

Total Semester Hours Credit for Certificate: 35

Cosmetology [A55140]**Spring Admission Curriculum**

COS courses for this A.A.S. degree program are offered day only; other courses may be offered evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Spring Semester					
ACA 111	College Student Success	1	0	0	1
ENG 111	Writing and Inquiry	3	0	0	3
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	<u>0</u>	<u>24</u>	<u>0</u>	<u>8</u>
		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	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		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	<u>0</u>	<u>24</u>	<u>0</u>	<u>8</u>
		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	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		5	26	0	14
Second Year: Fall Semester					
ENG 114	Prof Research & Reporting	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	3
---	Humanities/Fine Arts	3	0	0	3
SOC 210	Introduction to Sociology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	2	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]

Spring Admission Curriculum

COS courses for this diploma program are offered day only; other courses may be offered evening, online and/or hybrid.

Curriculum Courses by Semester

First Year: Spring Semester

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
ACA 111 College Student Success	1	0	0	1
ENG 111 Writing and Inquiry	3	0	0	3
COS 111 Cosmetology Concepts I	4	0	0	4
COS 112 Salon I	<u>0</u>	<u>24</u>	<u>0</u>	<u>8</u>
	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	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
	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	<u>0</u>	<u>24</u>	<u>0</u>	<u>8</u>
	7	24	0	15

Total Semester Hours Credit for Diploma: 45

Cosmetology [C55140]

Spring Admission Curriculum

COS courses for this certificate program are offered day only; other courses may be offered evening, online and/or hybrid.

Curriculum Courses by Semester

First Year: Spring Semester

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
ACA 111 College Student Success	1	0	0	1
COS 111 Cosmetology Concepts I	4	0	0	4
COS 112 Salon I	<u>0</u>	<u>24</u>	<u>0</u>	<u>8</u>
	5	24	0	13

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	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
	5	15	0	10

First Year: Fall Semester

COS 113 Cosmetology Concepts II	4	0	0	4
COS 114 Salon II	<u>0</u>	<u>24</u>	<u>0</u>	<u>8</u>
	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

First Year: Fall Semester

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

		Hours/Week			Semester Hours
		Class	Lab	Wk. Exp.	Credit
		5	0	0	5
		0	21	0	7
		5	21	0	12
		5	0	0	5
		0	21	0	7
		5	21	0	12

■ General Occupational Technology [A55280] Associate Degree in Applied Science

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn a diploma by taking courses suited for their occupational interests and/or needs. The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree level courses by the College. Graduates will become more effective workers, better qualified for advancement within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

Federal Financial Aid for GOT Students

Students receiving financial aid or veterans benefits while enrolled in the GOT program should review the financial aid and veterans information provided in this catalog, as well as the Office of Financial Aid and Veterans Affairs website at www.randolph.edu/fin_aid. To speak with someone regarding financial aid or veterans affairs, please call 336-633-0223.

■ Manicuring/Nail Technology

[C55400] 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 Manicuring/Nail Technology 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.
3. Specific uniform and shoes are required.
4. Students are exposed to many products and should not be overly sensitive to nail products.

Manicuring/Nail Technology Certificate [C55400]

Courses for this certificate program are offered day only.

Curriculum Courses by Semester

First Year: Fall Semester

COS 121 Manicure/Nail Technology I

Class	Hours/Week			Semester Hours Credit
	Lab	Wk. Exp.		
	<u>6</u>	<u>0</u>		<u>6</u>
	6	0		6

First Year: Spring Semester

COS 222 Manicure/Nail Technology II

	<u>6</u>	<u>0</u>		<u>6</u>
	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 student should be able to

1. Demonstrate critical thinking based on knowledge of subject matter required for competence in the profession.
2. Communicate professionally and effectively, both orally and in writing, while demonstrating respect for individual diversity.
3. Incorporate cognitive knowledge implementing psychomotor domains in performing clinical and laboratory procedures.
4. Demonstrate cognitive knowledge and awareness of providing patient care in accordance with local, state, and federal regulations, policies, laws, and patient rights, in the practice setting
5. Incorporate protective practices and quality control measures, relating to health and safety policies and procedures, to prevent accidents and maintain a safe work environment.

See pages 27-28 of the 2014-2015 RCC Catalog for additional admissions requirements.

Please see page 71 for a list of Humanities/Fine Arts courses approved for this program.

NOTE: The Medical Assisting program is offered at RCC's Archdale Center. For more information, contact Kia Vang; 336-862-7988; kyvang@randolph.edu.

Accreditation Statement

The Randolph Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assistant Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
(727) 210-2350
www.caahep.org

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 Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1
CIS 113	Computer Basics	0	2	0	1
ENG 111	Writing and Inquiry	3	0	0	3
MAT 110	Math Measurement & Literacy	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	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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 Credit
		Class	Lab	Wk. Exp.	
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
NAS 106	Geriatrics	2	0	3	3
NAS 107	Medication Aide	0	2	0	1
		10	8	12	18

Total Semester Hours Credit for Certificate: 18

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.

Physical Therapist Assistant I + I [A45640]

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 Credit	
	Class	Lab	Wk. Exp.		
First Year: Fall Semester					
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	Writing and Inquiry	3	0	0	3
ENG 114	Prof. Research & Reporting	3	0	0	3
PSY 150	General Psychology	3	0	0	3
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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 & Functional 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	<u>0</u>	<u>12</u>	<u>0</u>	<u>4</u>
		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,

1. Students will demonstrate clinical competence.
2. Students will learn to think critically and how to apply problem-solving strategies.
3. Students will model professionalism.
4. Students will communicate proficiently.

Randolph Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges. SACSCOC 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.

Radiography [A45700]

Courses for this A.A.S. degree program are offered day only

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1
BIO 163	Basic Anatomy & Physiology	4	2	0	5
ENG 111	Writing and Inquiry	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	<u>0</u>	<u>0</u>	<u>6</u>	<u>2</u>
		13	8	6	18
First Year: Spring Semester					
ENG 114	Prof. Research & Reporting	3	0	0	3
MAT 143	Quantitative Literacy	2	2	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	<u>0</u>	<u>0</u>	<u>15</u>	<u>5</u>
		10	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	<u>0</u>	<u>0</u>	<u>12</u>	<u>4</u>
		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	<u>0</u>	<u>0</u>	<u>21</u>	<u>7</u>
		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	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
		4	6	21	13

Total Semester Hours Credit for Degree: 74

Students **must obtain** a grade of “C” or better in all RAD courses, BIO 163, MAT 143, and PSY 150 in order to progress in the Radiography program.

Industrial, Engineering and Transportation Division

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

■ Automotive Systems Technology

[A60160] Associate in Applied Science Degree; [D60160] Diploma; [C60160] Certificate

A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

■ Alternative Transportation Technology Track

[A60160A] Associate in Applied Science Degree; [C60160A] Certificate

A program that prepares individuals to apply technical knowledge and skills to the maintenance of alternative fuel vehicles (AFV), hybrid electric vehicles and the conversion of standard vehicles to AFV status. Includes instruction in electrical vehicles, hybrid electric vehicles, liquefied petroleum gas (LPG) vehicles, compressed natural gas (CNG) vehicles, hybrid fuel technology, electrical and electronic systems, engine performance, diagnosis and repair, and conversion/installation.

■ Automotive Light-Duty Diesel Technology Track

[A60160D] Associate in Applied Science Degree; [C60160D] Certificate

A program that prepares individuals to apply technical knowledge and skills to diagnose, adjust, repair, or overhaul light duty diesel vehicles under one ton classification. Includes instruction in electrical systems, diesel-electric drive, engine performance, engine repair, emission systems, and all types of diesel engines related to the light duty diesel vehicle. Includes technicians working primarily with automobile diesel engines.

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.

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 Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
ENG 111	Writing and Inquiry	3	0	0	3
TRN 110	Intro to Transportation	1	2	0	2
TRN 120	Basic Transportation Electricity	4	3	0	5
TRN 170	PC Skills for Transp	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	18	0	15
First Year: Summer Semester					
AUT 116	Engine Repair	2	3	0	3
AUT 116A	Engine Repair Lab	0	3	0	1
AUT 183	Engine Performance 2	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		4	12	0	8
Automotive Systems Technology Track					
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					
WBL 111	Work-Based Learning I	0	0	10	1
TRN 130	Intro to Sustainable Transp	2	2	0	3
TRN 140	Transportation Climate Control	1	2	0	2
TRN 140A	Transportation Climate Control Lab	1	2	0	2
---	Humanities/Fine Arts	3	0	0	3
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	12/9	0/10	17
Second Year: Spring Semester					
ATT 140	Emerging Transp Tech	2	3	0	3
AUM 111	Managing Automotive Org	3	0	0	3
AUT 221	Automatic Transm.Transaxles	2	3	0	3
AUT 221A	Automatic Transm.Transax Lab	0	3	0	1
OR					
WBL 121	Work-Based Learning II	0	0	10	1
PHY 121	Applied Physics I	3	2	0	4
TRN 145	Adv Transp Electronics	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		12	14/11	0/10	17

Total Semester Hours Credit for Degree: 74

Humanities/Fine Arts Electives (choose one)

HUM 110	Technology and Society
HUM 115	Critical Thinking
PHI 240	Introduction to Ethics

Social/Behavioral Science Electives (choose one)

ECO 251	Prin of Microeconomics
PSY 150	General Psychology
SOC 210	Introduction to Sociology

(Continued on next page)

Automotive Systems Technology - Alternative Transportation Track [A60160A]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
ENG 111	Writing and Inquiry	3	0	0	3
TRN 110	Intro to Transportation	1	2	0	2
TRN 120	Basic Transportation Electricity	4	3	0	5
TRN 170	PC Skills for Transp	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	18	0	15
First Year: Summer Semester					
AUT 116	Engine Repair	2	3	0	3
AUT 116A	Engine Repair Lab	0	3	0	1
AUT 183	Engine Performance 2	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		4	12	0	8
Alternative Transportation Track					
Second Year: Fall Semester					
ATT 115	Green Transp Safety & Svc.	1	2	0	2
ATT 130	Biofuels for Transp	2	3	0	3
ATT 135	Gaseous Fuels for Transportation	2	3	0	3
TRN 130	Intro to Sustainable Transp	2	2	0	3
TRN 140	Transportation Climate Control	1	2	0	2
TRN 140A	Transportation Climate Control Lab	1	2	0	2
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	14	0	18
Second Year: Spring Semester					
ATT 125	Hybrid-Electric Transportation	2	4	0	4
ATT 140	Emerging Transp Tech	2	3	0	3
ATT 150	Sustainable Transportation Technology	2	2	0	3
PHY 121	Applied Physics I	3	2	0	4
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	11	0	17

Total Semester Hours Credit for Degree: 75**Humanities/Fine Arts Electives (choose one)**

HUM 110	Technology and Society
HUM 115	Critical Thinking
PHI 240	Introduction to Ethics

Social/Behavioral Science Electives (choose one)

ECO 251	Prin of Microeconomics
PSY 150	General Psychology
SOC 210	Introduction to Sociology

Automotive Systems Technology - Automotive Light-Duty Diesel Track [A60160D] Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
ENG 111	Writing and Inquiry	3	0	0	3
TRN 110	Intro to Transportation	1	2	0	2
TRN 120	Basic Transportation Electricity	4	3	0	5
TRN 170	PC Skills for Transp	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	18	0	15
First Year: Summer Semester					
AUT 116	Engine Repair	2	3	0	3
AUT 116A	Engine Repair Lab	0	3	0	1
AUT 183	Engine Performance 2	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		4	12	0	8
Light-Duty Diesel Track					
Second Year: Fall Semester					
LDD 112	Intro to Light Duty Diesel	2	2	0	3
LDD 116	Diesel-Electric-Drive	2	6	0	4
LDD 181	LDD Fuel Systems	2	6	0	4
TRN 140	Transportation Climate Control	1	2	0	2
TRN 140A	Transportation Climate Control Lab	1	2	0	2
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	18	0	18
Second Year: Spring Semester					
LDD 183	Air, Exh, Emissions	2	6	0	4
LDD 284	LDD Test and Diagnosis	2	3	0	3
PHY 121	Applied Physics I	3	2	0	4
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	11	0	14

Total Semester Hours Credit for Degree: 72

Humanities/Fine Arts Electives (choose one)
 HUM 110 Technology and Society
 HUM 115 Critical Thinking
 PHI 240 Introduction to Ethics

Social/Behavioral Science Electives (choose one)
 ECO 251 Prin of Microeconomics
 PSY 150 General Psychology
 SOC 210 Introduction to Sociology

Automotive Systems Technology [D60160]

Courses for this diploma program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
ENG 111	Writing and Inquiry	3	0	0	3
TRN 110	Intro To Transportation	1	2	0	2
TRN 120	Basic Transportation Electricity	4	3	0	5
TRN 170	PC Skills for Transp	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	18	0	15
First Year: Summer Semester					
AUT 116	Engine Repair	2	3	0	3
AUT 116A	Engine Repair Lab	0	3	0	1
AUT 183	Engine Performance 2	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		4	12	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 Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
TRN 120	Basic Transportation Electricity	<u>4</u>	<u>3</u>	<u>0</u>	<u>5</u>
		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	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
		4	12	0	8
Total Semester Hours Credit for Certificate: 17					

Alternative Transportation Technology [C60160A]

Courses for this certificate program are offered day and evening

Curriculum Courses by Semester		Hours/Week			Semester Hours
		Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester					
ATT 130	Biofuels for Transp	2	3	0	3
ATT 135	Gaseous Fuels for Transportation	2	3	0	3
TRN 120	Basic Transportation Electricity	<u>4</u>	<u>3</u>	<u>0</u>	<u>5</u>
		8	9	0	11
First Year: Spring Semester					
ATT 125	Hybrid-Electric Transportation	2	4	0	4
ATT 150	Sustainable Transportation Technology	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		4	6	0	7
Total Semester Hours Credit for Certificate: 18					

Automotive Light-Duty Diesel [C60160D]

Courses for this certificate program are offered day and evening

Curriculum Courses by Semester		Hours/Week			Semester Hours
		Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester					
LDD 112	Intro to Light Duty Diesel	2	2	0	3
LDD 116	Diesel-Electric-Drive	2	6	0	4
LDD 181	LDD Fuel Systems	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		6	14	0	11
First Year: Spring Semester					
LDD 183	Air, Exh, Emissions	2	6	0	4
LDD 284	LDD Test and Diagnosis	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		4	9	0	7
Total Semester Hours Credit for Certificate: 18					

■ Collision Repair & Refinishing Technology

[A60130] Associate Degree; [D60130] Diploma; [C60130] Certificate

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

A program that prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

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, plan and conduct repairs.
3. Explain and perform refinishing procedures.
4. Prepare written estimates on damaged vehicles.

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 Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
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
TRN 110	Intro to Transportation	1	2	0	2
TRN 170	PC Skills for Transp	1	2	0	2
TRN 180	Basic Welding for Transp	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		9	22	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
ENG 111	Writing and Inquiry	3	0	0	3
PHY 121	Applied Physics	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		11	18	0	18
First Year: Summer Semester					
AUB 114	Special Finishes	1	2	0	2
AUB 132	Structural Damage II	2	6	0	4
AUB 141	Mech & Elec Components I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		5	10	0	9
Second Year: Fall Semester					
AUB 144	Mech & Elect Specialties	2	2	0	3
AUB 160	Body Shop Operations	1	0	0	1
	OR				
AUM 111	Managing Automotive Org	3	0	0	3
AUB 162	Autobody Estimating	1	2	0	2
ARS 112	Auto Restoration Research	3	0	0	3
	OR				
WBL 111	Work-Based Learning I	0	0	10	1
ENG 114	Prof. Research & Reporting	3	0	0	3
TRN 140	Transportation Climate Control	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		11/13	4	0/10	12/16
Second Year: Spring Semester					
AUC 112	Auto Custom Fabrication	2	4	0	4
ARS 115	Restoration Skills	2	4	0	4
	OR				
WBL 121	Work-Based Learning II	0	0	10	1
---	Humanities/Fine Arts	3	0	0	3
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8/10	4/8	0/10	11/14

Total Semester Hours Credit for Degree: 71 or 76

Humanities/Fine Arts Electives (choose one)

HUM 110	Technology and Society
HUM 115	Critical Thinking
PHI 240	Introducton to Ethics

Social/Behavioral Science Electives (choose one)

ECO 251	Prin of Microeconomics
PSY 150	General Psychology
SOC 210	Introduction of Sociology

(Continued on next page)

Collision Repair and Refinishing Technology [D60130]

Courses for this diploma program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
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
TRN 110	Intro to Transportation	1	2	0	2
TRN 170	PC Skills for Transp	1	2	0	2
TRN 180	Basic Welding for Transp	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		9	22	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
ENG 111	Writing and Inquiry	3	0	0	3
PHY 121	Applied Physics	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		11	18	0	18
First Year: Summer Semester					
AUB 132	Structural Damage II	2	6	0	4
AUB 141	Mech & Elec Components I	2	2	0	3
AUB 160	Body Shop Operations	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
		5	8	0	8

Total Semester Hours Credit for Diploma: 45

Collision Repair and Refinishing Technology [C60130]

Courses for this certificate program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
AUB 121	Non-Structural Damage I	1	4	0	3
TRN 180	Basic Welding for Transp	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		2	8	0	6
First Year: Spring Semester					
AUB 111	Painting & Refinishing I	2	6	0	4
AUB 131	Structural Damage I	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
		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; [C50210OP] 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 Automaiion 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 page 71 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

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 Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1
CIS 113	Computer Basics	0	2	0	1
ENG 111	Writing and Inquiry	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	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
		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 (<i>first 8-weeks</i>)	1	3	0	2
MAC 124	CNC Milling (<i>second 8-weeks</i>)	1	3	0	2
MAC 152	Adv. Machining Calc	1	2	0	2
MEC 110	Intro to CAD/CAM	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		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	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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 Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1
CIS 113	Computer Basics	0	2	0	1
ENG 111	Writing and Inquiry	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	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
		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 (<i>first 8-weeks</i>)	1	3	0	2
MAC 124	CNC Milling (<i>second 8-weeks</i>)	1	3	0	2
MAC 152	Adv. Machining Calc	1	2	0	2
MEC 110	Intro to CAD/CAM	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		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	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		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 Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
MAC 111A	Machining Technology I	1	6	0	3
MAC 131	Blueprint Reading/Mach I	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		2	8	0	5
First Year: Spring Semester					
MAC 111B	Machining Technology I	1	6	0	3
MAC 151	Machining Calculations	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		2	8	0	5
Second Year: Fall Semester					
MAC 112A	Machining Technology II	1	6	0	3
MAC 152	Adv. Machining Calc	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		2	8	0	5
Second Year: Spring Semester					
MAC 112B	Machining Technology II	<u>1</u>	<u>6</u>	<u>0</u>	<u>3</u>
		1	6	0	3

Total Semester Hours Credit for Certificate: 18

CNC Programming Turning & Milling Certificate [C50210TM]

Courses for this certificate program are offered day and evening.

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
MAC 122	CNC Turning	1	3	0	2
MAC 131	Blueprint Reading/Mach I	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		2	5	0	4
First Year: Spring Semester					
MAC 222	Advanced CNC Turning	1	3	0	2
MEC 110	Intro to CAD/CAM	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		2	5	0	4
Second Year: Fall Semester					
MAC 124	CNC Milling	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		1	3	0	2
Second Year: Spring Semester					
MAC 224	Advanced CNC Milling	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		1	3	0	2

Total Semester Hours Credit for Certificate: 12

CNC Operator Certificate [C50210OP]

Courses for this certificate program are offered day and evening.

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
MAC 131	Blueprint Reading/Mach I	1	2	0	2
MAC 171	Measure/Material & Safety	0	2	0	1
MAC 172	Job Plan, Bench & Layout	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
		1	6	0	4
First Year: Spring Semester					
MAC 173	Manual Milling/Drilling	1	3	0	2
MEC 110	Intro to CAD/CAM	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		2	5	0	4
Second Year: Fall Semester					
MAC 124	CNC Milling	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		1	3	0	2
Second Year: Spring Semester					
MAC 122	CNC Turning	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		1	3	0	2

Total Semester Hours Credit for Certificate: 12

■ Electrical Systems Technology

[A35130] Associate in Applied Science Degree; [D35130] Diploma; [C35130] Certificate; [C35130A, C35130PC] PLC Certificate; [C35130B, C35130WC] Wiring Certificate

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

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

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

PROGRAM COMPETENCIES

Upon successful completion of the Electrical Systems Technology program, the student should be able to

1. Plan and construct Residential/Commercial/Industrial wiring circuits.
2. Analyze, explain, program and troubleshoot electrical, electronics, and fluid controls including programmable logic controllers and robotics used in industry.
3. Solve, construct, analyze, and troubleshoot electronic circuits.
4. Classify, analyze, explain, and troubleshoot DC and AC circuits.
5. Show proficiency in the use of digital and analog test equipment.

Electrical Systems Technology [A35130]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1
ELC 111	Intro to Electricity	2	2	0	3
ELC 113	Residential Wiring	2	6	0	4
ELC 125	Diagrams & Schematics	1	2	0	2
ENG 111	Writing and Inquiry	3	0	0	3
MAC 118	Machine Shop Basics	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		10	13	0	15
First Year: Spring Semester					
ELC 112	DC/AC Electricity	3	6	0	5
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Intro to PLC	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		9	21	0	16
First Year: Summer Semester					
ELC 215	Electrical Maintenance	2	3	0	3
ELC 228	PLC Applications	2	6	0	4
ELN 131	Semiconductor Applications	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
		7	12	0	11
Second Year: Fall Semester					
AHR 215	Commercial HVAC Controls	1	3	0	2
ALT 120	Renewable Energy Tech	2	2	0	3
ELC 116	Telecom Cabling	1	2	0	2
ELN 133	Digital Electronics	3	3	0	4
ENG 114	Prof Research & Reporting	3	0	0	3
	OR				
ENG 116	Technical Report Writing	3	0	0	3
SOC	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	10	0	17
Second Year: Spring Semester					
ATR 212	Industrial Robots	2	3	0	3
ELN 229	Industrial Electronics	3	3	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
HUM	Humanities/Fine Arts	3	0	0	3
PHY 121	Applied Physics I	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		13	11	0	17

Total Semester Hours Credit for Degree: 76

Humanities/Fine Arts Electives (choose one)

HUM 110	Technology and Society
HUM 115	Critical Thinking
PHI 240	Introduction to Ethics

Social/Behavioral Science Electives (choose one)

ECO 251	Prin of Microeconomics
PSY 150	General Psychology
SOC 210	Introduction of Sociology

Electrical Systems Technology [D35130]

Courses for this diploma program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1
ELC 111	Intro to Electricity	2	2	0	3
ELC 113	Residential Wiring	2	6	0	4
ELC 125	Diagrams & Schematics	1	2	0	2
ENG 111	Writing and Inquiry	3	0	0	3
MAC 118	Machine Shop Basics	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		10	13	0	15
First Year: Spring Semester					
ELC 112	DC/AC Electricity	3	6	0	5
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Intro to PLC	2	3	0	3
PHY 121	Applied Physics I	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		12	23	0	20
First Year: Summer Semester					
ELC 228	PLC Applications	2	6	0	4
ELN 131	Semiconductor Applications	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
		5	9	0	8

Total Semester Hours Credit for Diploma: 43

Electrical Systems Technology [C35130]

Courses for this certificate program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ELC 111	Intro to Electricity	2	2	0	3
ELC 113	Residential Wiring	2	6	0	4
ELC 125	Diagrams & Schematics	1	2	0	2
MAC 118	Machine Shop Basics	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		6	13	0	11
First Year: Spring Semester					
ELC 112	DC/AC Electricity	<u>3</u>	<u>6</u>	<u>0</u>	<u>5</u>
		3	6	0	5

Total Semester Hours Credit for Certificate: 16

Electrical Systems Technology PLC Certificate [C35130A] [C35130PC]

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ELC 111	Intro to Electricity	2	2	0	3
ELC 125	Diagrams & Schematics	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		3	4	0	5
First Year: Spring Semester					
ELC 128	Introduction to PLC	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		2	3	0	3
First Year: Summer Semester					
ELC 228	PLC Applications	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		2	6	0	4

Total Semester Hours Credit for PLC Certificate: 12

Electrical Systems Technology Wiring Certificate [C35130B] [C35130WC]

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ELC 111	Intro to Electricity	2	2	0	3
ELC 113	Basic Wiring I	2	6	0	4
ELC 125	Diagrams & Schematics	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		5	10	0	9
First Year: Spring Semester					
ELC 112	DC/AC Electricity	3	6	0	5
ELC 115	Industrial Wiring	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		5	12	0	9

Total Semester Hours Credit for Wiring Certificate: 18

■ Mechatronics Engineering Technology

[A40350] Associate in Applied Science Degree; [D40350] Diploma; [C40350] Certificate

The Mechatronics Engineering Technology curriculum is designed to prepare students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures.

Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

PROGRAM COMPETENCIES

Upon successful completion of the Mechatronics Engineering Technology program, the student should be able to

1. Plan and construct Commercial and Industrial wiring circuits.
2. Identify, explain and troubleshoot hydraulic/pneumatic circuits.
3. Create various simple PLC programs using the appropriate instruction set and apply appropriate troubleshooting methods to PLCs.
4. Understand the basic concepts and demonstrate knowledge of automation, robotic and data communication systems.
5. Demonstrate proper use of general mechanical maintenance knowledge.

Mechatronics Engineering Technology [A40350]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
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	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		10	18	0	17
First Year: Spring Semester					
ELC 112	DC/AC Electricity	3	6	0	5
ELC 115	Industrial Wiring	2	6	0	4
ELC 128	Intro to PLC	2	3	0	3
ENG 111	Writing and Inquiry	3	0	0	3
MAT 121	Algebra/Trigonometry I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		12	17	0	18
First Year: Summer Semester					
ATR 112	Intro to Automation	2	3	0	3
EGR 125	Application Software for Technicians	1	2	0	2
ELC 228	PLC Applications	2	6	0	4
WLD 112	Basic Welding Processes	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		6	14	0	11
Second Year: Fall Semester					
ELC 213	Instrumentation	3	2	0	4
ENG 114	Prof Research & Reporting	3	0	0	3
	OR				
ENG 116	Technical Report Writing	3	0	0	3
PHY 131	Physics - Mechanics	3	2	0	4
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	4	0	14
Second Year: Spring Semester					
DFT 119	Basic CAD	1	2	0	2
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
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	14	0	16
Total Semester Hours Credit for Degree: 76					

Humanities/Fine Arts Electives

HUM 110	Technology and Society
HUM 115	Critical Thinking
PHI 240	Introduction to Ethics

Social/Behavioral Science Electives

ECO 251	Prin of Microeconomics
GEO 111	World Regional Geography
PSY 150	General Psychology
SOC 210	Introduction of Sociology

Mechatronics Engineering Technology [D40350]

Courses for this diploma program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
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	<u>2</u>	<u>12</u>	<u>0</u>	<u>6</u>
		8	16	0	14
First Year: Spring Semester					
ELC 112	DC/AC Electricity	3	6	0	5
ELC 115	Industrial Wiring	2	6	0	4
ELC 128	Intro to PLC	2	3	0	3
ENG 111	Writing and Inquiry	3	0	0	3
MAT 121	Algebra/Trigonometry I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		12	17	0	18
First Year: Summer Semester					
ATR 112	Intro to Automation	2	3	0	3
EGR 125	Application Software for Technicians	1	2	0	2
WLD 112	Basic Welding Processes	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		4	8	0	7
Second Year: Fall Semester					
ELC 213	Instrumentation	3	2	0	4
PHY 131	Physics - Mechanics	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		6	4	0	8

Total Semester Hours Credit for Diploma: 47

Mechatronics Engineering Technology [C40350]

Courses for this certificate program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
ELC 111	Intro to Electricity	2	2	0	3
ELC 125	Diagrams & Schematics	1	2	0	2
ISC 112	Industrial Safety	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		5	4	0	7
First Year: Spring Semester					
ELC 112	DC/AC Electricity	3	6	0	5
ELC 128	Intro to PLC	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		5	9	0	8
First Year: Summer Semester					
ATR 112	Intro to Automation	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		2	3	0	3

Total Semester Hours Credit for Certificate: 18

■ Welding Technology

[D50420] Diploma; [C50420] Certificate

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

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

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. For more information, contact David Holcomb; 336-862-7995; dkholcomb@randolph.edu.

Welding Technology [D50420]

Courses for this diploma program are offered at the Archdale Center.

Curriculum Courses by Semester

First Year: Fall Semester

	Hours/Week			Semester Hours Credit	
	Class	Lab	Wk. Exp.		
WLD 110	Cutting 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	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		9	26	0	18

First Year: Spring Semester

ENG 102	Applied Communications	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 122	GMAW (MIG) Plate/Pipe	1	6	0	3
WLD 132	GTAW (TIG) Plate/Pipe	<u>1</u>	<u>6</u>	<u>0</u>	<u>3</u>
		8	23	0	16

First Year: Summer Semester

WLD 151	Fabrication I	2	6	0	4
WLD 215	SMAW (Stick) Pipe	1	9	0	4
WLD 231	GTAW (TIG) Pipe	<u>1</u>	<u>6</u>	<u>0</u>	<u>3</u>
		4	21	0	11

Total Semester Hours Credit for Diploma: 45

Welding Technology [C50420]

Courses for this certificate program are offered at the Archdale Center.

Curriculum Courses by Semester

First Year: Fall Semester

	Hours/Week			Semester Hours Credit	
	Class	Lab	Wk. Exp.		
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 141	Symbols & Specifications	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		4	11	0	8

First Year: Spring Semester

WLD 110	Cutting Processes	1	3	0	2
WLD 121	GMAW (MIG) FCWA Plate	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		3	9	0	6

Total Semester Hours Credit for Certificate: 14

Science, Technology, Engineering and Mathematics (STEM) Division

■ Associate in Science (College Transfer)

[A10400] Degree (Day, Evening & Online)

The Associate in Science (College Transfer) program is designed for students who plan to pursue a four-year degree in areas of study such as computer science, engineering, mathematics, the sciences or professional programs that require strong mathematics and science backgrounds. These students typically 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. Within the 60 – 61 hours of coursework required for the degree is a 30-hour universal general education transfer component (UGETC) with courses in English Composition, Humanities/Fine Arts, Social/Behavioral Sciences, Natural Sciences, and Mathematics. Because institutions differ in admission requirements, students intending to transfer should contact the institution(s) of their choice to learn about specific admissions requirements.

The transcripts of students transferring prior to completing the UGETC 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 UGETC courses are listed below grouped by their specific discipline area.

English Composition

ENG 111 Writing and Inquiry

ENG 112 Writing/Research in the Disc

Humanities/Fine Arts

ART 111 Art Appreciation

ART 114 Art History Survey I

ART 115 Art History Survey II

COM 231 Public Speaking

ENG 231 American Literature I

ENG 232 American Literature II

MUS 110 Music Appreciation

PHI 215 Philosophical Issues

PHI 240 Introduction to Ethics

Social/Behavioral Sciences

ECO 251 Prin of Microeconomics

ECO 252 Prin of Macroeconomics

HIS 111 World Civilizations I

HIS 131 American History I

HIS 132 American History II

POL 120 American Government

PSY 150 General Psychology

SOC 210 Introduction to Sociology

Natural Sciences

BIO 110 Principles of Biology

BIO 111 General Biology I

and*

BIO 112 General Biology II

CHM 151 General Chemistry I

and*

CHM 152 General Chemistry II

GEL 111 Geology

PHY 110 Conceptual Physics

and*

PHY 110A Conceptual Physics Lab

PHY 151 College Physics I

and*

PHY 152 College Physics II

*Must take both

Mathematics

MAT 171 Precalculus Algebra

MAT 172 Precalculus Trigonometry

MAT 271 Calculus I

Course Selection

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

- ACA 122 is required for the degree.
- ENG 111 and ENG 112 are required.
- Within the Humanities/Fine Arts area, 6 hours are required and courses must come from 2 different prefixes.
- Within the Social/Behavioral Sciences area, 6 hours are required and courses must come from 2

different prefixes.

- Within the Natural Sciences area, 8 hours are required. Students who take BIO 111, CHM 151 or PHY 151 are required to take the second course of that prefix (BIO 112, CHM 152, or PHY 152) to satisfy the UGETC science requirement.
- Within the Mathematics area, 8 hours are required to satisfy the UGETC mathematics requirement. These courses include MAT 171, MAT 172, and MAT 271.

Students must meet the prerequisites to take certain courses. Developmental Studies courses are available for those who need them.

The general education/elective courses can be selected from any of the UGETC courses or from the following list of courses:

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	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
CSC 139 Visual Basic Prog.	CTS 115 Info Sys Business Concept
DRA 111 Theatre Appreciation	ENG 114 Prof. Research & Reporting
ENG 242 British Literature II	GEO 111 World Regional Geography
HIS 236 North Carolina History	HUM 110 Technology and Society
HUM 115 Critical Thinking	MAT 143 Quantitative Literacy
MAT 152 Statistical Methods I	MAT 272 Calculus II
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	PSY 241 Developmental Psychology
REL 110 World Religions	REL 221 Religion in America
SOC 225 Social Diversity	SPA 111 Elementary Spanish I
SPA 112 Elementary Spanish II	SPA 211 Intermediate Spanish I
SPA 212 Intermediate Spanish II	

***Students are encouraged to follow the Associate in Science checklist as a guideline (see page 158).**

COMPETENCIES

Upon successful completion of the Associate in Science degree, 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.

UGETC - Universal General Education Transfer Component Courses			34 SHC
English Composition - 6 semester hours credit required			
ENG 111	(3)	ENG 112	(3)
Humanities/Fine Arts - 6 semester hours credit required			
<i>Select 2 courses from at least 2 different prefixes</i>			
Art	Literature	Music	Philosophy
ART 111	(3)	ENG 231	(3)
ART 114	(3)	ENG 232	(3)
ART 115	(3)		
		Communication	
		COM 231	(3)
Social/Behavioral Sciences - 6 semester hours credit required			
<i>Select 2 courses from at least 2 different prefixes</i>			
Economics	History	Political Science	Psychology
ECO 251	(3)	HIS 111	(3)
ECO 252	(3)	HIS 131	(3)
		HIS 132	(3)
			Sociology
			SOC 210
			(3)
Natural Sciences - 8 semester hours credit required			
Biology	Chemistry	Geology	Physics
BIO 110	(4)	CHM 151 ⁺	(4)
BIO 111 ⁺	(4)	CHM 152 ⁺	(4)
BIO 112 ⁺	(4)		
			<i>+must take both courses</i>
			<i>+must take both courses</i>
			<i>*co-requisites; take together</i>
			PHY 110* (3)
			PHY 110A* (1)
			PHY 151 ⁺ (4)
			PHY 152 ⁺ (4)
			<i>+must take both courses</i>
Mathematics - 8 semester hours credit required			
<i>Select 2 courses from the following:</i>			
		MAT 171	(4)
		MAT 172	(4)
		MAT 271	(4)
GENERAL EDUCATION			45 SHC
<i>Select 11 semester hours credit from any courses listed here or above.</i>			
<i>Courses should be selected based on your intended major and transfer university.</i>			
Computers	English Composition	Humanities	Psychology
CIS 110	(3)	ENG 114	(3)
CIS 115	(3)		
		HUM 110	(3)
		HUM 115	(3)
Communication	Foreign Language	Literature	Religion
COM 110	(3)	SPA 111	(3)
		SPA 112	(3)
		SPA 211	(3)
		SPA 212	(3)
Drama	Geography	Mathematics	Sociology
DRA 111	(3)	MAT 143	(3)
		MAT 152	(4)
		MAT 272	(4)
			SOC 225
			(3)
DEGREE			60-61 SHC
The following course is required:			
		ACA 122	(1)
<i>Select 14 semester hours credit from any courses listed above or below.</i>			
<i>Courses should be selected based on your intended major and transfer university.</i>			
ACC 120	(4)	BIO 169	(4)
ACC 121	(4)	BUS 110	(3)
BIO 163	(5)	BUS 115	(3)
BIO 168	(4)	BUS 137	(3)
		CJC 111	(3)
		CJC 121	(3)
		CJC 141	(3)
		CSC 139	(3)
		CTS 115	(3)
		HIS 236	(3)
		PED 110	(2)
		PED	(1)

■ Computer Information Technology

[A25260] Associate in Applied Science Degree; [C25260] 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 page 71 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

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
		Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester					
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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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 110	Math Measurement & Literacy	2	2	0	3
WEB 110	Internet/Web Fundamentals	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		10	12	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	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		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	Writing and Inquiry	3	0	0	3
NET 125	Networking Basics	1	4	0	3
NOS 230	Windows Admin I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	8	0	15

Total Semester Hours Credit for Degree: 67**Computer Information Technology [C25260]**

Courses for this certificate program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
		Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester					
CIS 110	Introduction to Computers	2	2	0	3
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating Systems Concepts	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		5	9	0	9
First Year: Spring Semester					
CTS 120	Hardware/Software Support	2	3	0	3
WEB 110	Internet/Web Fundamentals	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		4	5	0	6

Total Semester Hours Credit for Certificate: 15

■ Networking Technology

[A25340] Associate in Applied Science Degree

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. 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 page 71 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

Networking Technology [A25340]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours Credit
		Class	Lab	Wk. Exp.	
First Year: Fall Semester					
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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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 110	Math Measurement & Literacy	2	2	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		6	7	0	9
Second Year: Fall Semester					
CSC 139	Visual BASIC Prog	2	3	0	3
ENG 111	Writing and Inquiry	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	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		9	13	0	15
Second Year: Spring Semester					
ENG 114	Prof. Research & Reporting	3	0	0	3
NET 225	Routing & Switching I (<i>first 8-weeks</i>)	1	4	0	3
NET 226	Routing & Switching II (<i>second 8-weeks</i>)	1	4	0	3
NET 289	Networking Project	1	4	0	3
WEB 110	Internet/Web Fundamentals	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		8	14	0	15

Total Semester Hours Credit for Degree: 67

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, 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.

Pfeiffer University Bachelor of Arts in Elementary Education (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 many RCC general education classes before applying to Pfeiffer University. 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
MAT 143 Quantitative Literacy
MAT 171 Precalculus Algebra (or higher math)
ENG 111 Writing and Inquiry
ENG 112 Writing/Research in the Disciplines
ENG 131 or above, a Literature
HIS 236 North Carolina History
HIS 131 American History I or HIS 132 American History II
SOC 210 Introduction to Sociology (or another Psychology or Sociology course)
REL *** any 3 credit Religion course
PED courses if under 25 years old

(Continued on next page)

PED 110 Fit and Well for Life
 PED *** any 1 credit activity course
 PED *** any 1 credit activity course
 *** 3 College Transfer elective courses

More information about the Pfeiffer University Elementary Education degree can be found at www.randolph.edu/academics/pfeiffer.php.

Interested students should contact Maria LeBaron, RCC psychology instructor/Pfeiffer elementary education liaison, at mblebaron@randolph.edu or 336-633-0226; or Dr. Angela H. Kern, Pfeiffer assistant professor of elementary education at angie.kern@pfeiffer.edu or 704-463-3173.

North Carolina A&T State University Bachelor's degree in Electronics Technology with a concentration in Information Technology (B.S.)

The North Carolina A & T University bachelor's degree in Electronics Technology with a concentration in Information Technology is a 4-year degree offered on Randolph Community College's Asheboro Campus through N.C. A & T University. The collaborative agreement between N.C. A & T University and Randolph Community College began in fall of 2013 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 N.C. A & T University.

Students must complete a total of 40 courses (126 credit hours) in order to obtain the degree, 18 courses (60 credit hours) of which can be transferred into the program and 22 courses (66 credit hours) must be taken through N.C. A & T University. 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. Beginning Fall Semester 2013, N.C. A & T University's classes will be held on Randolph Community College's Asheboro Campus at N.C. A & T University's tuition rates. The collaborative program is set up to have the student taking classes from both institutions concurrently, but all classes can be accessed on RCC's Asheboro Campus.

If you are interested in pursuing the Bachelor of Science in Electronics Technology with a concentration in Information Technology degree through the N.C. A & T University and Randolph Community College collaboration, you must apply to Randolph Community College and N.C. A & T University.

- An application for Randolph Community College can be found by clicking on Admissions at www.randolph.edu.
- An application for N.C. A & T University can be found by clicking on Admissions at www.ncat.edu.

Students should contact Curby Simerson, clsimerson@randolph.edu, for assistance with registration.

Current students who wish to enroll into this program must also complete a change of major at the Registrar's office on Randolph Community College's Asheboro Campus and have their transcripts evaluated.

Students will not receive a 4-year degree until they have successfully completed both the RCC general education and N.C. A & T University course requirements.

More information about the N.C. A & T Bachelor of Science in Electronics Technology with a concentration in Information Technology degree can be found at www.randolph.edu/academics/ucrc_aandt.php.

Interested students should contact Curby Simerson, RCC Networking Technology instructor/N.C. A&T University liaison, at clsimerson@randolph.edu or 336-633-0326.

Winston-Salem State University Bachelor of Science in Nursing (B.S.)

The RN-BSN Outreach Option offered at Randolph Community College by Winston-Salem State University recognizes registered nurses as adult learners with experience in nursing and an active personal life. This is a very student-friendly program with enough flexibility to meet your specific needs.

While the RN-BSN option functions within the parameters of the generic nursing curriculum, course objectives are met with critical thinking, imagination and creativity. Students must be self-directed and actively involved in the process of learning.

Winston-Salem State offers classes at 16 off-site locations (including RCC) as well as an online option. Depending on the location, a new class is admitted each year either in spring (January) or summer (May). RCC's class begins in January. Students may attend the program at any site on a part-time or full-time basis.

The BSN and RN-BSN Option programs in the Division of Nursing at Winston-Salem State University are accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the North Carolina Board of Nursing. The graduate receives a Bachelor of Science Degree in Nursing. One hundred twenty-nine (129) semester hours are required for graduation with a minimum of 30 semester hours of WSSU courses.

RN-BSN Option eligibility is met through the following criteria:

- Admission as a student to WSSU
- Current, unrestricted license to practice as a registered nurse in North Carolina. (The license must be maintained throughout course of study.)
- A grade of C or better for all courses transferred
- A cumulative GPA of 2.4 or better
- Priority for full-time admissions will be given to students with three (3) or fewer remaining general education courses. As space permits, other students may be allowed to enter part-time. Space is limited and awarded first to students meeting all the criteria. Verification of admission to the university comes to the student by letter from WSSU. Upon recommendation of the RN-BSN Option Committee, WSSU sends to the student (by letter) verification of invitation into the RN-BSN Option.

Contact Ms. Beth Stafford (336-750-2563) or Ms. Christina Hale (336-750-2828) for further information on the process of eligibility and admission to the program.

Pfeiffer University Master of Science in Elementary Education (M.S.) Master of Arts in Teaching Special Education (M.A.)

The Master of Science degree in Elementary Education offered by the University Center of Randolph County and Pfeiffer University is for teachers with an elementary license looking to enrich their content knowledge and refine their ability to design and deliver effective instruction. The Master of Arts degree in Teaching Special Education is for teachers with an elementary license looking to provide research-based instruction for students with mild disabilities.

The same full-time, high-quality faculty who teaches Pfeiffer's on-campus programs will teach the University Center classes. The program will be offered in hybrid format, a mix of traditional classroom meetings and online learning opportunities. Classes will meet one night weekly and the course load is six semester hours per term with students finishing in six semesters or two years.

Admissions requirements include a Pfeiffer application, official transcripts, writing sample, three recommendations, a copy of the applicant's teaching license, and the Miller Analogies Test, which Pfeiffer will offer on the RCC campus. The program uses a cohort model, which means students will work through the program with the same group for every class.

The program is accredited by the National Council for the Accreditation of Teacher Education and approved by the N.C. Department of Public Instruction. Financial aid is available for those who qualify. Candidates currently working in school settings are eligible for a 40% tuition-reduction scholarship.

For more information, contact Dr. Christopher Boe, director of graduate programs, christopher.boe@pfeiffer.edu, 704-945-7352

(Continued on next page)

Carolina Graduate School of Divinity

Master of Arts in Ministry

Master of Divinity

Carolina Graduate School of Divinity, in Greensboro, has joined a growing number of higher educational institutions as a member of the University Center of Randolph County at Randolph Community College.

Carolina Graduate School of Divinity offers the following degrees at Randolph Community College:

Master of Arts in Ministry

Master of Divinity

Please review the following links for specific information about CGSD:

Admission requirements <http://carolinagrad.edu/admissions.html>

Academic requirements <http://carolinagrad.edu/academics.html>

Tuition and fees <http://carolinagrad.edu/tuition.html>

Mission Statement

Education Objectives

Core Values

Statement of Faith

Accreditation <http://carolinagrad.edu/about.html>

At Randolph Community College, prospective students may email or call Dean Beck at gdbeck@randolph.edu or (336) 633-0265. Also, prospective students may connect with CGSD via Facebook or Twitter at <http://carolinagrad.edu/social.html>.

Career & College Promise (High School)

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. North Carolina community colleges may offer the following Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:

■ College Transfer Pathway

The CCP College Transfer Pathway requires the completion of at least 30 semester hours of transfer courses, including English and mathematics, and ACA 122-College Transfer Success. To be eligible for enrollment, a high school student must meet the following criteria:

- Be a high school junior or senior;
- Have a weighted GPA of 3.0 or higher on high school courses; and
- 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:

- Have cumulative weighted GPA of 3.5;
- Have completed two years of high school English with a grade of “C” or higher;
- Have completed high school Algebra II (or a higher level math class) with a grade of “C” or higher;
- Obtain the written approval of the high school principal or his/her designee; and,
- 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 who falls below a 2.0 GPA after completing two college courses will be subject to the college’s policy for satisfactory academic progress.

A student must enroll in one 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 College Transfer Pathway while still enrolled in high school may continue to earn college transfer credits leading to the completion of the Associate in Arts or Associate in Science;
- a student may enroll in both a College Transfer pathway program of study and a Career Technical Education program of study.

■ Career Technical Education Pathway (Juniors and Seniors)

The Career and College Promise Career Technical Education Pathway for juniors and seniors 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:

- Be a high school junior or senior;
- 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
- 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 high school graduation, and

- b. Maintain a 2.0 in college coursework after completing two courses.
- c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.

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. A student may concurrently enroll in two CTE programs of study provided the exception has been approved by the College's chief academic officer or his/her designee.

■ Placement Testing for Career and College Promise Students

High school students desiring to enroll in 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.

P1012C		CCP College Transfer Pathway Leading to the Associate in Arts		Fall 2014
UGETC - Universal General Education Transfer Component Courses				31-32 SHC
English Composition - 6 semester hours credit required				
ENG 111	(3)	ENG 112	(3)	
Humanities/Fine Arts - 9 semester hours credit required				
<i>Select 3 courses from at least 2 different prefixes</i>				
Art		Literature		Music
ART 111	(3)	ENG 231	(3)	PHI 215 (3)
ART 114	(3)	ENG 232	(3)	PHI 240 (3)
ART 115	(3)			
				Communication
				COM 231 (3)
Social/Behavioral Sciences - 9 semester hours credit required				
<i>Select 3 courses from at least 2 different prefixes</i>				
Economics		History		Political Science
ECO 251	(3)	HIS 111	(3)	PSY 150 (3)
ECO 252	(3)	HIS 131	(3)	
		HIS 132	(3)	Sociology
				SOC 210 (3)
Natural Sciences - 4 semester hours credit required				
Biology		Chemistry		Geology
BIO 110*	(4)	CHM 151	(4)	PHY 110^ (3)
BIO 111	(4)			PHY 110AA (1)
<i>*preferred BIO</i>				
				<i>^ co-requisites; take together</i>
Mathematics - 3-4 semester hours credit required				
<i>Select 1 course from the following:</i>				
		MAT 143	(3)	
		MAT 152	(4)	
		MAT 171	(4)	
Academic Transition - the following course is required				1 SHC
ACA 122	(1)			

UGETC - Universal General Education Transfer Component Courses				34 SHC
English Composition - 6 semester hours credit required				
ENG 111	(3)	ENG 112	(3)	
Humanities/Fine Arts - 6 semester hours credit required				
<i>Select 2 courses from at least 2 different prefixes</i>				
Art		Literature		Music
ART 111	(3)	ENG 231	(3)	MUS 110
ART 114	(3)	ENG 232	(3)	(3)
ART 115	(3)			Philosophy
				PHI 215
				PHI 240
				(3)
				(3)
Social/Behavioral Sciences - 6 semester hours credit required				
<i>Select 2 courses from at least 2 different prefixes</i>				
Economics		History		Political Science
ECO 251	(3)	HIS 111	(3)	POL 120
ECO 252	(3)	HIS 131	(3)	(3)
		HIS 132	(3)	Psychology
				PSY 150
				(3)
				Sociology
				SOC 210
				(3)
Natural Sciences - 8 semester hours credit required				
Biology		Chemistry		Geology
BIO 110	(4)	CHM 151 ⁺	(4)	GEL 111
BIO 111 ⁺	(4)	CHM 152 ⁺	(4)	(4)
BIO 112 ⁺	(4)	<i>+must take both courses</i>		Physics
<i>+must take both courses</i>				PHY 110 [*]
				(3)
				PHY 110A [*]
				(1)
				<i>*co-requisites; take together</i>
				PHY 151 ⁺
				(4)
				PHY 152 ⁺
				(4)
				<i>+must take both courses</i>
Mathematics - 8 semester hours credit required				
<i>Select 2 courses from the following:</i>				
		MAT 171	(4)	
		MAT 172	(4)	
		MAT 271	(4)	
Academic Transition - the following course is required				1 SHC
ACA 122	(1)			

Career & College Promise (HS)

**Career & Technical Education Pathway
Accounting [C25100AC]**

First Year: Fall	Credit
ACC 120 Prin. Of Financial Acct.	4
Total Hours	4
Second Year: Fall	Credit
BUS 115 Business Law I	3
Total Hours	3
Total Semester Hours Credit for Certificate: 14	

First Year: Spring	Credit
ACC 121 Prin. Of Managerial Acct.	4
Total Hours	4
Second Year: Spring	Credit
ACC 129 Individual Income Taxes	3
Total Hours	3

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**Career & Technical Education Pathway
Advertising & Graphic Design [C30100AG]**

<u>First Year: Fall</u>	<u>Credit</u>
DES 135 Prin. & Elem. Of Design I	<u>4</u>
Total Hours	4

<u>First Year: Spring</u>	<u>Credit</u>
DES 136 Prin. & Elem. Of Design II	<u>4</u>
Total Hours	4

<u>Second Year: Fall</u>	<u>Credit</u>
GRA 151 Computer Graphics I	<u>2</u>
Total Hours	2

<u>Second Year: Spring</u>	<u>Credit</u>
GRD 121 Drawing Fundamentals I	2
GRD 271 Multimedia Design I	<u>2</u>
Total Hours	4

<u>Summer Semester</u>	<u>Credit</u>
GRD 272 Multimedia Design II	<u>2</u>
Total Hours	2
Total Semester Hours Credit for Certificate: 16	

**Career & Technical Education Pathway
Automotive Systems Technology [C60160AD]**

<u>First Year: Fall</u>	<u>Credit</u>
TRN 120 Basic Transportation Elec.	<u>5</u>
Total Hours	5

<u>First Year: Spring</u>	<u>Credit</u>
AUT 141 Suspension & Steering Sys.	3
AUT 141A Susp. & Steering Lab	<u>1</u>
Total Hours	4

<u>Second Year: Fall</u>	<u>Credit</u>
AUT 151 Brake Systems	3
AUT 151A Brake Systems Lab	<u>1</u>
Total Hours	4
Total Semester Hours Credit for Certificate: 17	

<u>Second Year: Spring</u>	<u>Credit</u>
AUT 181 Engine Performance I	3
AUT 181A Engine Performance I Lab	<u>1</u>
Total Hours	4

**Career & Technical Education Pathway
Collision Repair & Refinishing Technology [C60130CR]**

<u>First Year: Fall</u>	<u>Credit</u>
TRN 180 Basic Welding for Transp.	<u>3</u>
Total Hours	3

<u>First Year: Spring</u>	<u>Credit</u>
AUB 131 Structural Damage I	<u>4</u>
Total Hours	4

<u>Second Year: Fall</u>	<u>Credit</u>
AUB 121 Non-Structural Damage I	<u>3</u>
Total Hours	3
Total Semester Hours Credit for Certificate: 14	

<u>Second Year: Spring</u>	<u>Credit</u>
AUB 111 Painting & Refinishing	4
Total Hours	4

**Career & Technical Education Pathway
Computer Information Technology [C25260CI]**

<u>First Year: Fall</u>	<u>Credit</u>
CIS 110 Introduction to Computers	<u>3</u>
Total Hours	3

<u>First Year: Spring</u>	<u>Credit</u>
WEB 110 Internet/Web Fund.	<u>3</u>
Total Hours	3

<u>Second Year: Fall</u>	<u>Credit</u>
NOS 110 Operating Sys. Concepts	3
NET 125 Networking Basics	<u>3</u>
Total Hours	6
Total Semester Hours Credit for Certificate: 15	

<u>Second Year: Spring</u>	<u>Credit</u>
CTS 120 Hardware/Software Supp.	<u>3</u>
Total Hours	3

**Career & Technical Education Pathway
Computer-Integrated Machining [C50210IM]**

<u>First Year: Fall</u>	<u>Credit</u>	<u>First Year: Spring</u>	<u>Credit</u>
MAC 171 Measure/Mat. & Safety	1	MEC 110 Intro to CAD/CAM	2
MAC 172 Job, Plan, Bench & Layout	1	MAC 173 Manual Milling/Drilling	<u>2</u>
MAC 131 Blueprint Reading/Mach I	<u>2</u>	Total Hours	4
Total Hours	4		

<u>Second Year: Fall</u>	<u>Credit</u>	<u>Second Year: Spring</u>	<u>Credit</u>
MAC 124 CNC Milling	<u>2</u>	MAC 122 CNC Turning	<u>2</u>
Total Hours	2	Total Hours	2

Total Semester Hours Credit for Certificate: 12

**Career & Technical Education Pathway
Criminal Justice Technology [C55180CJ]**

<u>First Year: Fall</u>	<u>Credit</u>	<u>First Year: Spring</u>	<u>Credit</u>
CJC 111 Intro to Criminal Justice	<u>3</u>	CJC 131 Criminal Law	<u>3</u>
Total Hours	3	Total Hours	3

<u>Second Year: Fall</u>	<u>Credit</u>	<u>Second Year: Spring</u>	<u>Credit</u>
CJC 112 Criminology	<u>3</u>	CJC 113 Juvenile Justice	<u>3</u>
Total Hours	3	Total Hours	3

Total Semester Hours Credit for Certificate: 12

**Career & Technical Education Pathway
Early Childhood Education Foundation [C55220EF]**

<u>First Year: Fall</u>	<u>Credit</u>	<u>First Year: Spring</u>	<u>Credit</u>
EDU 119 Intro to Early Child Edu.	4	EDU 151 Creative Activities	<u>3</u>
EDU 131 Child, Family, & Comm.	<u>3</u>	Total Hours	3
Total Hours	7		

<u>Second Year: Fall</u>	<u>Credit</u>	<u>Second Year: Spring</u>	<u>Credit</u>
EDU 146 Child Guidance	<u>3</u>	EDU 234 Infants, Toddlers, & Twos	<u>3</u>
Total Hours	3	Total Hours	3

Total Semester Hours Credit for Certificate: 16

**Career & Technical Education Pathway
Electrical Systems Technology [C35130ES]**

<u>First Year: Fall</u>	<u>Credit</u>	<u>First Year: Spring</u>	<u>Credit</u>
ELC 111 Intro to Electricity	<u>3</u>	ELC 112 DC/AC Electricity	<u>5</u>
Total Hours	3	Total Hours	5

<u>Second Year: Fall</u>	<u>Credit</u>	<u>Second Year: Spring</u>	<u>Credit</u>
ELC 113 Basic Wiring I	<u>4</u>	ELC 115 Industrial Wiring	<u>4</u>
Total Hours	4	Total Hours	4

Total Semester Hours Credit for Certificate: 16

**Career & Technical Education Pathway
Electrical Systems Technology Wiring [C35130CW]**

<u>First Year: Fall</u>	<u>Credit</u>	<u>First Year: Spring</u>	<u>Credit</u>
ELC 111 Intro to Electricity	3	ELC 112 DC/AC Electricity	<u>5</u>
Diagrams and Schematics	<u>2</u>	Total Hours	5
Total Hours	5		

ELC 125

<u>Second Year: Fall</u>	<u>Credit</u>	<u>Second Year: Spring</u>	<u>Credit</u>
ELC 113 Residential Wiring	4	ELC 115 Industrial Wiring	<u>4</u>
Total Hours	4	Total Hours	4

Total Semester Hours Credit for Certificate: 18

**Career & Technical Education Pathway
Global Logistics Technology [C25170GL]**

<u>First Year: Fall</u>	<u>Credit</u>	<u>First Year: Spring</u>	<u>Credit</u>
CIS 110 Intro to Computers	3	DBA 110 Database Concepts	<u>3</u>
LOG 110 Intro to Logistics	<u>3</u>	Total Hours	3
Total Hours	6		

<u>Second Year: Fall</u>	<u>Credit</u>	<u>Second Year: Spring</u>	<u>Credit</u>
BUS 110 Intro to Business	3	LOG 211 Distribution Managemt.	<u>3</u>
LOG 125 Transportation Logistics	<u>3</u>	Total Hours	3
Total Hours	6		

Total Semester Hours Credit for Certificate: 18

**Career & Technical Education Pathway
Healthcare Management Technology [C25200HM]**

<u>First Year: Fall</u>	<u>Credit</u>	<u>First Year: Spring</u>	<u>Credit</u>
HMT 110 Intro to Healthcare Mgt.	<u>3</u>	OST 149 Medical Legal Issues	<u>3</u>
Total Hours	3	Total Hours	3

<u>Second Year: Fall</u>	<u>Credit</u>	<u>Second Year: Spring</u>	<u>Credit</u>
OST 141 Medical Terminology I	3	OST 142 Medical Terminology II	<u>3</u>
CIS 110 Introduction to Computers	<u>3</u>	Total Hours	3
Total Hours	6		

Total Semester Hours Credit for Certificate: 15

**Career & Technical Education Pathway
Manicuring/Nail Technology [C55400MN]**

<u>Senior Year: Fall</u>	<u>Credit</u>	<u>Senior Year: Spring</u>	<u>Credit</u>
COS 121 Manicuring/Nail Tech. I	<u>6</u>	COS 222 Manicuring/Nail Tech. II	<u>6</u>
Total Hours	6	Total Hours	6

Total Semester Hours Credit for Certificate: 12

**Career & Technical Education Pathway
Medical Office Administration [C25310MO]**

<u>First Year: Fall</u>	<u>Credit</u>	<u>First Year: Spring</u>	<u>Credit</u>
OST 141 Medical Terminology I	<u>3</u>	OST 142 Medical Terminology II	<u>3</u>
Total Hours	3	Total Hours	3
<u>Second Year: Fall</u>	<u>Credit</u>	<u>Second Year: Spring</u>	<u>Credit</u>
OST 149 Medical Legal Issues	3	OST 148 Med. Coding, Billing & Ins.	3
CIS 110 Introduction to Computers	<u>3</u>	MED 130 Admin. Office Proced. I	<u>2</u>
Total Hours	6	Total Hours	5
Total Semester Hours Credit for Certificate: 17			

**Career & Technical Education Pathway
Welding Technology [C50420WD]**

<u>First Year: Fall</u>	<u>Credit</u>	<u>First Year: Spring</u>	<u>Credit</u>
WLD 115 SMAW (stick) Plate	5	WLD 110 Cutting Processes	2
WLD 141 Symbols & Specs	<u>3</u>	WLD 121 GMAW (MIG) FCAW/Plate	<u>4</u>
Total Hours	8	Total Hours	6
Total Semester Hours Credit for Certificate: 14			

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 College and Career Readiness programs (Adult Basic Education, Adult Secondary Education, Adult High School Diploma, English for Speakers of Other Languages, 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.

College and Career Readiness Programs

The College and Career Readiness programs area is located in the Administration/Education Center on RCC's Asheboro Campus. Additionally, classes offered through College and Career Readiness 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 College and Career Readiness 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 Adult Secondary Education programs. Adult Basic Education is academic work on levels below the secondary level. Adult High School and Adult Secondary Education are programs of study on the secondary level.

Upon entering College and Career Readiness, 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 Adult Secondary Education 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 high school equivalency diploma 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 College and Career Readiness.

■ Full-Time Enrollment

Full-time enrollment in College and Career Readiness 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 the high school equivalency exam is by testing in four areas of academic studies: mathematical reasoning; reasoning through language arts; science; and social studies. Students must pass all four tests to receive their General Educational Development diploma.

Completion of the Adult High School Diploma is by earning credits for a total of 21 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, 21 total units of courses to include four units of English, four 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 College and Career Readiness 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 High School Equivalency Diploma under the authority of the State Board of the North Carolina Community College System.

The above authorities assure that programs of Randolph Community College College and Career Readiness 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 /Adult Secondary Education**

Adults who have not graduated from high school and high school graduates who need instruction below the 12th grade level may enroll in Adult Basic Education or Adult Secondary Education. Instruction is provided in the areas of basic reading, English, math, spelling, and writing. ABE and ASE classes help to prepare adults who want to enter an Adult High School class or take the high school equivalency exam. 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.

■ **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 21 units of credit (including those that are transferable from their high school transcripts). The 21 competency-based units include English (4), math (4), social studies (3), science (3), health (1), and electives (6). This program is offered online. Seated classes are available on the Asheboro Campus and at the Archdale Center.

■ **Online Programs**

College and Career Readiness offers Adult Basic Education, Adult Secondary Education and Adult High School classes online. Interested students will take a placement test to determine eligibility. A minimum test score is required to ensure student success. The College and Career Readiness distance education specialist closely monitors student progress and communicates through email on a regular basis. To learn more about this program, please contact the College and Career Readiness distance education specialist at 336-633-0160.

■ **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 for Speakers of Other Languages (ESOL)**

Students whose first language is not English may enroll in the English for Speakers of Other Languages 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 the high school equivalency exam 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. ESOL courses are free and study materials are provided at no cost.

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 336-633-0216.

■ 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 Credit
	Class	Lab	Wk. Exp.	
■ 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). National ID (CIP) 37.0101.				
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). National ID (CIP) 37.0101.				
ACA 122 College Transfer Success	0	2	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 policies and 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.				
Competencies				
1. Develop a strategic plan for completing community college academic goals, including certificates, diplomas, and/or associate degrees.				
2. Develop a strategic plan for transferring to a university and preparing for a new career.				
3. Identify the rights and responsibilities of transfer students under the Comprehensive Articulation Agreement (CAA), including Universal General Education Transfer Component (UGETC) designated courses, the Transfer Assured Admissions Policy (TAAP), the CAA appeals process, and university tuition surcharge.				
4. Evaluate learning strategies, including note-taking, test-taking, information processing, time management, and memorization techniques, and identify strategies for improvement.				
5. Identify essential college resources, including financial aid, advising, registration, tutoring, library services, computer labs, and counseling services and recognize the importance of these resources on student success.				
6. Identify essential college policies and procedures, including academic integrity such as avoiding plagiarism; calculating a GPA, and maintaining satisfactory academic progress for financial aid eligibility and/or good academic standing.				
<i>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.</i>				
<i>This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</i>				
(FA and SP). National ID (CIP) 37.0101.				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
■ ACC – Accounting				
ACC 120 Prin of Financial Accounting	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. <i>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.</i> (FA and SP). National ID (CIP) 52.0301 Accounting.				
ACC 121 Prin of Managerial Accounting	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. <i>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.</i> State prerequisite: Take ACC 120. (FA and SP). National ID (CIP) 52.0301 Accounting.				
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). National ID (CIP) 52.0301 Accounting.				
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). National ID (CIP) 52.0301 Accounting.				
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). National ID (CIP) 52.0301 Accounting.				
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). National ID (CIP) 52.0301 Accounting.				
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). National ID (CIP) 52.0301 Accounting.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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). National ID (CIP) 52.0301 Accounting.				
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). National ID (CIP) 52.0301 Accounting.				
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). National ID (CIP) 52.0301 Accounting.				
■ 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). National ID (CIP) 47.0201 Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician.				
AHR 215 Commercial HVAC Controls	1	3	0	2
This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems, pneumatic control systems, DDC temperature sensors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety. State prerequisites: Take one: AHR 111, ELC 111, or ELC 112. (FA). National ID (CIP) 47.0201 Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician.				
■ ALT – Alternative Energy Technology				
ALT 120 Renewable Energy Tech	2	2	0	3
This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydroelectric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment. (FA). National ID (CIP) 14.9999 Engineering, Other.				
■ 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). National ID (CIP) 15.0101 Architectural Engineering Technology/Technician.				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
■ ARS – Automotive Restoration				
ARS 112 Auto Restoration Research	3	0	0	3
This course covers identification and collection of information needed to restore classic automobiles. Emphasis is placed on using books, numbers, emblems, titles, bills of sale, and other documents as resources. Upon completion, students should be able to use reference materials in the area of auto restoration to restore classic vehicles. (FA). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				
ARS 115 Restoration Skills II	2	4	0	4
This course covers advanced mechanical, electrical, and upholstery restoration. Emphasis is placed on advanced techniques applied to engines, transmissions, brakes, starters, generators, distributors, and replacement or fabrication of upholstery. Upon completion, students should be able to apply advanced techniques to restore, rebuild, or replace specific components of a wide range of classic vehicles. (SP). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				
■ 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. <i>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.</i> (FA and SP). National ID (CIP) 50.0701 Art/Art Studies, General.				
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. <i>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.</i> (FA only). National ID (CIP) 50.0701 Art/Art Studies, General.				
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. <i>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.</i> (SP only). National ID (CIP) 50.0701 Art/Art Studies, General.				
■ ATR – Automation & Robotics				
ATR 112 Intro to Automation	2	3	0	3
This course introduces the basic principles of automated systems 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). National ID (CIP) 15.0406 Automation Engineer Technology/Technician.				
ATR 212 Industrial Robots	2	3	0	3
This course covers the operation of industrial robots. Topics include the classification of robots, activators, grippers, work envelopes, computer interfaces, overlapping work envelopes, installation, and programming. Upon completion, students should be able to install, program, and troubleshoot industrial robots. (SP). National ID (CIP) 15.0406 Automation Engineer Technology/Technician.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
■ ATT – Alternative Transportation Tech				
ATT 115 Green Trans Safety & Service	1	2	0	2
This course covers workplace safety, hazardous material and environmental regulation relevant to electric, hybrid and alternative fueled vehicles. Topics include safety of high voltage vehicle systems, gaseous fuel systems and alternative liquid fuels. Upon completion, students should be able to demonstrate safe work practices, utilize appropriate shop tools and explain government regulations associated with alternative transportation. (FA). National ID (CIP) 47.0614 Alternative Fuel Vehicle Technology/Technician.				
ATT 125 Hybrid-Electric Trans	2	4	0	4
This course covers the theory and operation of hybrid-electric drive vehicles. Topics include maintenance, diagnostics, repair and safety procedures for electrically propelled and hybrid vehicles. Upon completion, students should be able to perform diagnostics, maintenance and repair hybrid-electric drive vehicles. State prerequisite: Take TRN 120. (SP). National ID (CIP) 47.0614 Alternative Fuel Vehicle Technology/Technician.				
ATT 130 Biofuels for Transp	2	3	0	3
This course covers handling and usage procedures for liquid biofuels used in internal combustion engines. Emphasis is placed on recognizing, evaluating and diagnosing the impact of Biodiesel and Ethanol on fuel, engine and emission systems. Upon completion, students should be able to maintain, diagnose and service vehicles using straight or blended liquid biofuels. (FA). National ID (CIP)47.0614 Alternative Fuel Vehicle Technology/Technician.				
ATT 135 Gaseous Fuels for Transp	2	3	0	3
This course covers handling and usage procedures for liquefied petroleum gas and compressed natural gas used in internal combustion engines. Emphasis is placed on safety and service procedures for liquefied petroleum gas and compresses natural gas fuel systems, fuel system design differences, and engine and emission systems. Upon completion, students should be able to maintain, diagnose and service vehicles using liquefied petroleum gas or compressed natural gas fuel systems. (FA). National ID (CIP) 47.0614 Alternative Fuel Vehicle Technology/Technician.				
ATT 140 Emerging Transp Tech	2	3	0	3
This course covers emerging technologies in the automotive industry and diagnostic procedures associated with those technologies. Topics include exploring new technologies, diagnostic tools, methods and repairs. Upon completion, students should be able to demonstrate practical skills applicable to emerging automotive technologies. (SP). National ID (CIP) 47.0614 Alternative Fuel Vehicle Technology/Technician.				
ATT 150 Sustainable Transp Tech	2	2	0	3
This course introduces fuel neutral technologies used on all classes of transportation equipment. Topics include idle stop technology and idle reduction techniques, low rolling resistance tires, super capacitors and exhaust heat regeneration. Upon completion, students should be able to describe perform maintenance and repair sustainable technology devices and systems used in transportation. (SP). National ID (CIP) 47.0614 Alternative Fuel Vehicle Technology/Technician.				
■ 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). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
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). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				
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). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				
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). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				
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). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				
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). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				
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). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				
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). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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. (SU). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				
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). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				
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. (FA). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				
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). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				
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). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				
■ 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). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				
■ AUM – Automotive Management				
AUM 111 Managing Automotive Org	3	0	0	3
This course will cover the principles and procedures involved in managing an automotive facility. Emphasis is placed on record maintenance, facility layout, technical service training, personnel management, parts management, and computer-based shop management systems. Upon completion, students should be able to demonstrate procedures used in the day-to-day operations of an automotive facility. (FA/SP). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
■ AUT – Automotive				
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. (SU). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
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. (SU). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
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). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
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). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
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). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
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). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
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 TRN 120. (SP). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
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). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
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). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
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). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
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). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
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). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
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). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
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). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
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). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
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, 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. <i>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.</i> (FA or SP). National ID (CIP) 26.0101.				
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, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. <i>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.</i> RCC prerequisite: Take one set: Set 1: RED 090; Set 2: DRE 098 or acceptable placement score. (FA and SP). National ID (CIP) 26.0101.				
BIO 112 General Biology II	3	3	0	4
This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, 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. <i>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.</i> State prerequisite: Take BIO 111. (SP only). National ID (CIP) 26.0101.				
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. <i>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.</i> RCC prerequisite: Take one set: Set 1: RED 090; Set 2: DRE 098; or acceptable placement score. (FA and SP). National ID (CIP) 26.0403.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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. <i>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.</i> RCC prerequisite: Take one set: Set 1: RED 090; Set 2: DRE 098; or acceptable placement score. (FA only). National ID (CIP) 26.0403.				
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. <i>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.</i> State prerequisite: Take BIO 168. (SP only). National ID (CIP) 26.0403.				
■ 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. <i>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.</i> (FA). National ID (CIP) 52.0201 Business Administration and Management, General.				
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. <i>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.</i> (FA and SP). National ID (CIP) 52.0201 Business Administration and Management, General.				
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). National ID (CIP) 52.0201 Business Administration and Management, General.				
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. <i>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.</i> (SP). National ID (CIP) 52.0201 Business Administration and Management, General.				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
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). National ID (CIP) 52.0201 Business Administration and Management, General.				
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. (SU). National ID (CIP) 52.0201 Business Administration and Management, General.				
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). National ID (CIP) 52.0201 Business Administration and Management, General.				
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). National ID (CIP) 52.0201 Business Administration and Management, General.				
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. (SU). National ID (CIP) 52.0201 Business Administration and Management, General.				
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). National ID (CIP) 52.0201 Business Administration and Management, General.				
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). National ID (CIP) 52.0201 Business Administration and Management, General.				
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). National ID (CIP) 52.0201 Business Administration and Management, General.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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 prerequisites: Take All: BUS 217, BUS 234, BUS 256, and BUS 258. (SP). National ID (CIP) 52.0201 Business Administration and Management, General.				
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). National ID (CIP) 52.0201 Business Administration and Management, General.				
■ CHM – Chemistry				
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. <i>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.</i> RCC prerequisite: Take one set: Set 1: DMA 010, DMA 020, and DMA 030; Set 2: MAT 060. (FA only). National ID (CIP) 40.0501 Chemistry, General.				
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. <i>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.</i> State prerequisite: Take CHM 151. (SP only). National ID (CIP) 40.0501 Chemistry, General.				
■ 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. <i>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).</i> (FA, SP, SU). National ID (CIP) 11.0103 Information Technology.				
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. (FA, SP, SU). National ID (CIP) 11.0103 Information Technology.				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
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. State prerequisites: Take one set: Set 1: DMA 010, DMA 020, DMA 030, and DMA 040; Set 2: MAT 121; Set 3: MAT 171. <i>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).</i> (SU). National ID (CIP) 11.0103 Information Technology.				
■ 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. <i>This is a certificate-level course.</i> (FA or SP). National ID (CIP) 43.0107 Criminal Justice/Political Science.				
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. <i>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.</i> (FA). National ID (CIP) 43.0107 Criminal Justice/Political Science.				
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). National ID (CIP) 43.0107 Criminal Justice/Political Science.				
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). National ID (CIP) 43.0107 Criminal Justice/Political Science.				
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. <i>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.</i> (SU). National ID (CIP) 43.0107 Criminal Justice/Political Science.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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). National ID (CIP) 43.0107 Criminal Justice/Political Science.				
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). National ID (CIP) 43.0107 Criminal Justice/Political Science.				
CJC 141 Corrections	3	0	0	3
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. <i>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.</i> (FA). National ID (CIP) 43.0107 Criminal Justice/Political Science.				
CJC 160 Terrorism: Underlying Issues	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). National ID (CIP) 43.0107 Criminal Justice/Political Science.				
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). National ID (CIP) 43.0107 Criminal Justice/Political Science.				
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). National ID (CIP) 43.0107 Criminal Justice/Political Science.				
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). National ID (CIP) 43.0107 Criminal Justice/Political Science.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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). National ID (CIP) 43.0107 Criminal Justice/Political Science.				
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). National ID (CIP) 43.0107 Criminal Justice/Political Science.				
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). National ID (CIP) 43.0107 Criminal Justice/Political Science.				
■ 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. <i>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).</i> (FA and SP). National ID (CIP) 09.0100.				
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. <i>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).</i> RCC prerequisites: Take one set: Set 1: ENG 090 and RED 090; Set 2: DRE 098; or acceptable placement score. (SP only). National ID (CIP) 09.0101.				
■ 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 one set: Set 1: RED 090; Set 2: DRE 098; or acceptable placement score. State corequisite: Take COS 112. (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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 one set: Set 1: RED 090; Set 2: DRE 098; or acceptable placement score. State corequisite: Take COS 111. (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
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). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
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). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
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). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
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). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
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. <i>Credit by proficiency exam is available.</i> State corequisite: Take COS 118. (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
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. <i>Credit by proficiency exam is available.</i> State corequisite: Take COS 117. (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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) National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
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). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
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). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
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). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
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). National ID (CIP) 12.0413 Cosmetology, Barber/Styling, and Nail Instructor.				
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). National ID (CIP) 12.0413 Cosmetology, Barber/Styling, and Nail Instructor.				
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). National ID (CIP) 12.0413 Cosmetology, Barber/Styling, and Nail Instructor.				

	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). National ID (CIP) 12.0413 Cosmetology, Barber/Styling, and Nail Instructor.				
■ 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. <i>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.</i> RCC prerequisite: Take CIS 115. (FA).				
■ CSV – Customer Service Technology				
CSV 110 Intro to Customer Service	3	0	0	3
This course introduces the fundamentals of customer service technology. Topics include retail sales, order entry, credit, collection, authorization services, and fraud control. Upon completion, students should be able to exhibit an extensive vocabulary of customer service terminology and be prepared for advanced study in customer service technology. (SU). National ID (CIP) 52.0411 Customer Service Support/Call Center/Teleservice Operation.				
CSV 210 Advanced Customer Service	3	0	0	3
This course focuses on improving communication and negotiation skills within a customer service environment. Emphasis is placed on working in fast-paced operations where speed and accuracy are important. Upon completion, students should be able to respond to complex customer requirements and efficiently handle stressful situations. State prerequisite: Take CSV 110. (FA). National ID (CIP) 52.0411 Customer Service Support/Call Center/Teleservice Operation.				
CSV 220 Consumer Credit	3	0	0	3
This course introduces the techniques and regulatory requirements of installment lending. Emphasis is placed on establishing credit, obtaining and checking credit information, servicing loans, and collecting amounts due. Upon completion, students should be able to demonstrate knowledge of the consumer lending process from application through closing and collection. (SP). National ID (CIP) 52.0411 Customer Service Support/Call Center/Teleservice Operation.				
CSV 221 Letters of Credit	3	0	0	3
This course introduces the use of letters of credit and the examination of related documents. Topics include shipping documents, mechanics of the letter of credit, payment and reimbursement, and document examination. Upon completion, students should be able to demonstrate knowledge of the documents required, processes included, and closing procedures for letters of credit. (SP). National ID (CIP) 52.0411 Customer Service Support/Call Center/Teleservice Operation.				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
■ 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. <i>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.</i> (FA). National ID (CIP) 11.0103 Information Technology.				
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. (SP). National ID (CIP) 11.0103 Information Technology.				
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, CIS 111, or OST 137. (FA, SP, SU). National ID (CIP) 11.0103 Information Technology.				
CTS 217 Computer Training/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). National ID (CIP) 11.0103 Information Technology.				
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). National ID (CIP) 11.0103 Information Technology.				
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). National ID (CIP) 11.0103 Information Technology.				
■ 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). National ID (CIP) 11.0802 Data Modeling/Warehousing and Database Administration.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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). National ID (CIP) 11.0802 Data Modeling/Warehousing and Database Administration.				
■ 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). National ID (CIP) 15.1301.				
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). National ID (CIP) 50.0408 Interior Design.				
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). National ID (CIP) 50.0408 Interior Design.				
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). National ID (CIP) 50.0408 Interior Design.				
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). National ID (CIP) 50.0408 Interior Design.				
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. (FA). National ID (CIP) 50.0408 Interior Design.				
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). National ID (CIP) 50.0408 Interior Design.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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. (SP). National ID (CIP) 50.0408 Interior Design.				
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). National ID (CIP) 50.0408 Interior Design.				
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). National ID (CIP) 50.0408 Interior Design.				
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). National ID (CIP) 50.0408 Interior Design.				
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). National ID (CIP) 50.0408 Interior Design.				
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). National ID (CIP) 50.0408 Interior Design.				
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). National ID (CIP) 50.0408 Interior Design.				
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. (SP). National ID (CIP) 50.0408 Interior Design.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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). National ID (CIP) 50.0408 Interior Design.				
■ 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). National ID (CIP) 15.1302 CAD/CADD Drafting and/or Design Technology/Technician.				
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. <i>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.</i> (SP). National ID (CIP) 15.1302 CAD/CADD Drafting and/or Design Technology/Technician.				
■ DMA – Developmental Mathematics				
DMA 010 Operations With Integers	.75	.50	0	1
This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions. (FA and SP).				
Competencies				
<ul style="list-style-type: none"> ·Visually represent an integer and its opposite on the number line ·Explain the concept of the absolute value of an integer ·Demonstrate the conceptual understanding of operations with integers to solve application problems ·Correctly apply commutative and associative properties to integer operations ·Apply the proper use of exponents and calculate the principal square root of perfect squares ·Simplify multi-step expressions using the rules for order of operations ·Solve geometric application problems involving area and perimeter of rectangles and triangles, angles, and correctly apply the Pythagorean theorem. 				
Student Learning Outcomes				
1.1 Demonstrate an understanding of the concept of integers within contextual application problems				
1.2 Correctly represent integers on a number line				
1.3 Demonstrate the correct use of additive inverses				
1.4 Evaluate the absolute value of a number				
1.5 Apply integer operations in solving contextual application problems				
1.6 Correctly apply the associative and commutative properties				
1.7 Demonstrate understanding of exponents by converting between exponential and expanded form				
1.8 Evaluate exponents				
1.9 Calculate the square root of numbers containing perfect squares				
1.10 Evaluate integer expressions by using the correct order of operations				
1.11 Distinguish between appropriate use of area and perimeter formulas to solve geometric application problems				
1.12 Use the Pythagorean Theorem to solve geometric problems				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
1.13 Represent the events of a geometric application problem included in this module pictorially and evaluate the correct solution using the appropriate formula				
1.14 Demonstrate an understanding of what a variable represents				
1.15 Evaluate variable expressions and formulas				
National ID (CIP) 32.0104 Developmental/Remedial Mathematics.				
DMA 020 Fractions and Decimals	.75	.50	0	1
This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals. (FA and SP).				
Competencies				
·Solve contextual application problems involving operations with fractions and decimals				
·Visually represent fractions and their decimal equivalents				
·Simplify fractions				
·Find the lowest common denominator of two fractions				
·Correctly perform arithmetic operations on fractions				
·Explain the relationship between a number and its reciprocal				
·Correctly order fractions and decimals on a number line				
·Convert decimals between standard notation and word form				
·Round decimals to a specific place value				
·Estimate sums, differences, products, and quotients with decimals				
·Demonstrate an understanding of the connection between fractions and decimals				
·Convert between standard notation and scientific notation				
·Solve geometric applications involving the circumference and area of circles				
Student Learning Outcomes				
2.1 Solve conceptual problems involving fractions and decimals				
2.2 Visually represent fractions and decimals				
2.3 Simplify fractions				
2.4 Visually represent equivalent fractions and correctly place the values on the number line				
2.5 Add and subtract fractions with like denominators				
2.6 Write an equivalent fraction with a given denominator				
2.7 Add and subtract fractions with unlike denominators using the correct LCD				
2.8 Visually represent the sum and difference of two fractions with unlike denominators				
2.9 Multiply fractions				
2.10 Visually represent multiplication of fractions				
2.11 Divide fractions using reciprocals				
2.12 Correctly round decimals to a specific place value				
2.13 Estimate sums, differences, products, and quotients with decimals				
2.14 Demonstrate an understanding of the connection between fractions and decimals				
2.15 Distinguish between the appropriate use of circumference and area of a circle in solving geometric applications				
2.16 Represent events in geometric problems pictorially and evaluate the solution using correct formulas				
2.17 Correlate negative exponents to fractions and decimals in base 10				
2.18 Convert between standard notation and scientific notation				
State prerequisite: Take DMA 010.				
National ID (CIP) 32.0104 Developmental/Remedial Mathematics.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
DMA 030 Propor/Ratio/Rate/Percent	.75	.50	0	1
This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems. (FA and SP).				
Competencies				
<ul style="list-style-type: none"> ·Apply the concepts of ratio, rates, proportions, and percents to application problems ·Recognize and choose the correct units in application problems using ratios, rates, and proportions ·Calculate a unit rate ·Convert measurements within and between the U.S. customary and metric system using unit analysis ·Compare percents, decimals, and fractions ·Apply the concepts of part, whole, and percent to solve contextual applications 				
Student Learning Outcomes				
3.1 Demonstrate an understanding of the concepts of ratios, rates, proportions, and percents in the context of application problems				
3.2 Write a ratio using a variety of notations				
3.3 Distinguish between events in a problem that should be represented by a ratio or a rate				
3.4 Calculate a unit rate				
3.5 Convert measurements within the U.S. customary and metric system using unit analysis				
3.6 Convert measurements between the U.S customary and metric systems using unit analysis				
3.7 Represent percent as "parts of 100"				
3.8 Correctly convert between fractions, decimals, and percents				
3.9 Solve application problems using ratios, rates, proportions, and percents				
3.10 Recognize that two triangles are similar and solve for unknown sides using proportions in contextual applications				
State prerequisites: Take all: DMA 010 and DMA 020.				
National ID (CIP) 32.0104 Developmental/Remedial Mathematics.				
DMA 040 Express/Lin Equat/Inequal	.75	.50	0	1
This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities. (FA and SP).				
Competencies				
<ul style="list-style-type: none"> ·Differentiate between expressions, equations, and inequalities ·Simplify and evaluate, when appropriate, expressions, equations, and inequalities ·Effectively apply algebraic properties of equality ·Correctly represent the solution to an inequality on the number line ·Represent the structure of application problems pictorially and algebraically ·Apply effective problem solving strategies to contextual application problems ·Demonstrate conceptual knowledge by modeling and solving applications using linear equations and inequalities 				
Student Learning Outcomes				
4.1 Demonstrate the use of a problem solving strategy to include multiple representations of the situation, organization of the information, and algebraic representation of linear equations or inequalities				
4.2 Represent verbal statements as algebraic expressions, equations, and inequalities				
4.3 Distinguish between problem events that use expressions, equations, or inequalities				
4.4 Solve linear equations and inequalities in one variable using algebraic properties of equality				
4.5 Demonstrate an understanding of the meaning of solutions to problems, i.e. identity, contradiction, conditional				
4.6 Represent solutions of inequalities on a number line				
State prerequisites: Take one set: Set 1: DMA 010, DMA 020 and DMA 030; Set 2: MAT 060.				
National ID (CIP) 32.0104 Developmental/Remedial Mathematics.				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
DMA 050 Graphs/Equations of Lines	.75	.50	0	1
This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables. (FA and SP).				
Competencies				
·Read and interpret basic graphs to solve problems				
·Apply the concept of slope as a rate of change in real-world situations				
·Write and graph linear equations in two variables to model real-world situations				
·Represent real-world situations as linear equations in two variables in tabular form, graphically, and algebraically				
Student Learning Outcomes				
5.1 Analyze and interpret basic graphs to solve problems				
5.2 Represent real world situations in tabular, graphical, and algebraic equation form using two variables				
5.3 Generate a table of values given an equation in two variables and plot in Cartesian plane to graph a line				
5.4 Demonstrate an understanding of the concept of slope as a rate of change in real world situations using the slope formula				
5.5 Find and interpret the x- and y-intercepts of linear models in real world situations				
5.6 Graph linear equations using a variety of strategies				
5.7 Given a contextual application, write a linear equation and use the equation to make predictions				
5.8 Demonstrate a conceptual understanding of horizontal and vertical lines in terms of slope and graphically				
5.9 Demonstrate a conceptual understanding of the concept of an algebraic function				
State prerequisites: Take one set: Set 1: DMA 010, DMA 020, DMA 030 and DMA 040; Set 2: DMA 040 and MAT 060.				
National ID (CIP) 32.0104 Developmental/Remedial Mathematics.				
DMA 060 Polynomial/Quadratic Appl	.75	.50	0	1
This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications. (FA and SP).				
Competencies				
·Represent real-world applications as quadratic equations in tabular, graphic, and algebraic forms				
·Apply exponent rules				
·Solve application problems involving polynomial operations				
·Apply the principles of factoring when solving problems				
·Represent contextual applications using function notation				
·Analyze graphs of quadratic functions to solve problems				
Student Learning Outcomes				
6.1 Demonstrate the use of a problem solving strategy to include multiple representations of the situation, organization of the information, and algebraic representation of quadratic equations				
6.2 Add and subtract polynomials				
6.3 Apply exponent rules				
6.4 Multiply polynomials				
6.5 Divide a polynomial by a monomial				
6.6 Factor trinomials using multiple methods				
6.7 Factor the difference of two squares				
6.8 Solve quadratic applications using the zero product property and critique the reasonableness of solutions found				
6.9 Graph quadratic functions using the graphing calculator to identify and interpret the maximum, minimum, and y-intercept values and the domain and range in terms of the problem				
State prerequisites: Take one set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050; Set 2: DMA 040, DMA 050, and MAT 060; Set 3: MAT 060 and MAT 070.				
National ID (CIP) 32.0104 Developmental/Remedial Mathematics.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
DMA 070 Rational Express/Equation	.75	.50	0	1
This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications. (FA and SP).				
Competencies				
·Solve contextual application problems involving operations on rational expressions and/or equations				
·Represent real-world situations as rational equations and graphically using a graphing calculator				
·Analyze the meaning of asymptotes using a graphing calculator				
·Explain the reasonableness of solutions found				
Student Learning Outcomes				
7.1 Demonstrate the use of a problem solving strategy to include multiple representations of the situation, organization of the information, and algebraic representation of rational equations				
7.2 Graph rational functions using the graphing calculator to identify and interpret the y-intercept values and domain in terms of the problem				
7.3 Multiply and divide rational expressions				
7.4 Add and subtract rational expressions				
·7.5 Solve rational equations				
State prerequisites: Take one set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DMA 060; Set 2: DMA 040, DMA 050, DMA 060, and MAT 060; Set 3: DMA 060, MAT 060, and MAT 070; Set 4: DMA 010, DMA 020, DMA 030, DMA 060, and MAT 070.				
National ID (CIP) 32.0104 Developmental/Remedial Mathematics.				

DMA 080 Radical Express/Equations	.75	.50	0	1
This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications. (FA and SP).				

Competencies

Solve contextual application problems involving operations on radical expressions and/or equations

Represent real world situations as radical equations and graphically using a graphing calculator

Explain the reasonableness of solutions found

Correctly perform operations with radical expressions

Use a graphing calculator to analyze radical functions

Student Learning Outcomes

8.1 Demonstrate the use of a problem solving strategy to include multiple representations of the situation, organization of the information, and algebraic representation of radical equations

8.2 Correctly use rational exponents to rewrite radical expressions

8.3 Simplify radical expressions

8.4 Add and subtract radical expressions

8.5 Multiply radical expressions

8.6 Divide radical expressions

8.7 Solve radical equations

8.8 Solve quadratic equations using the quadratic formula

8.9 Graph radical functions using the graphing calculator to identify and interpret the graph in terms of the problem

State prerequisites: Take one set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060 and DMA 070; Set 2: DMA 060, DMA 070, MAT 060, and MAT 070; Set 3: DMA 040, DMA 050, DMA 060, DMA 070, and MAT 060; Set 4: DMA 010, DMA 020, DMA 030, DMA 060, DMA 070, and MAT 070.

National ID (CIP) 32.0104 Developmental/Remedial Mathematics.

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
■ 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. <i>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.</i> (FA and SP). National ID (CIP) 50.0501.				
■ DRE – Developmental Reading/English				
DRE 096 Integrated Reading and Writing	2.50	1.00	0	3
This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile (TM) range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. Please note: (TM) stands for registered trademark.				
Competencies				
· Students will demonstrate the use of pre-reading, reading, and post-reading strategies, including using previewing strategies to comprehend texts; activating prior knowledge; identifying text attributes; using context clues; identifying stated main ideas in paragraph-length texts; and making text-to-self connections.				
· Students will demonstrate the use of the writing process (prewriting, drafting, revising, editing, and proofreading), including narrowing the focus of the text, establishing a clear main idea, generating supporting details, and determining appropriate organization.				
· Students will apply critical thinking strategies in reading and writing and demonstrate an understanding of technical and academic language, including the difference between formal and informal language.				
· Students will demonstrate an understanding of purpose, point of view, and tense.				
· Students will demonstrate an understanding of fact and opinion in reading and by writing paragraphs using facts and opinions for support of main ideas.				
· Students will recognize inferences in texts and analyze and evaluate graphic materials in a text.				
· Students will recognize and compose well-developed, coherent, and unified texts, including writing clear topic sentences and relevant body sentences; demonstrating an understanding of specific and adequate supporting information; and analyzing and evaluating body sentences in texts and student writings for specific and adequate support.				
· Students will demonstrate an understanding of coherence through organizational patterns, including employing a variety of organizational patterns to draft texts; and using transitions, key words, and synonyms to connect ideas and achieve coherence in writing.				
· Students will apply the conventions of Standard Written English.				
National ID (CIP) 32.0108 Developmental/Remedial English.				
This course is designed for delivery in 8 weeks, with 7 contact hours per week				
DRE 097 Integrated Reading Writing II	2.50	1.00	0	3
This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile (TM) range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. Please note: (TM) represents registered trademark.				
Competencies				
· Students will demonstrate the use of pre-reading, reading, and post-reading strategies, including applying a variety of previewing strategies to complex texts; activating prior knowledge; identifying important text attributes; using context clues; distinguishing between connotative and denotative meanings and				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<p>between informal language and Standard Written English; employing introductory metacognitive strategies; identifying stated and implied main ideas at the introductory level; recognizing organizational patterns; responding in writing to complex texts using text-to-text connections; and paraphrasing and summarizing texts at an introductory level.</p> <ul style="list-style-type: none"> ·Students will demonstrate the use of the writing process (prewriting, drafting, revising, editing, and proofreading), including narrowing the focus of the text; establishing a clear main idea (thesis statement); generating supporting details for a specific purpose and audience; determining appropriate organization; composing and revising drafts; and using MLA or APA guidelines. ·Students will apply critical thinking strategies to analyze complex texts and to inform and strengthen their writing, including making logical conclusions based on prior knowledge and inference; understanding the difference between formal and informal language; using types of technical and academic language in complex texts; recognizing figurative language/simile, metaphor, and personification; determining the author's purpose, point of view, and tone in complex texts; identifying fact and opinion statements in complex texts; demonstrating an understanding of verbal and situational irony; and understanding bias, logical fallacies, and propaganda techniques. ·Students will identify and write clear thesis statements, including identifying thesis statements in multi-paragraph complex texts, and writing clear, focused thesis statements for essays. ·Students will demonstrate an understanding of specific and adequate supporting information, including analyzing and evaluating body paragraphs in complex texts and student writings for specific and adequate support; assessing, synthesizing, and integrating relevant and valid evidence from assigned readings to support a main idea; avoiding plagiarism by paraphrasing; and documenting source material using MLA or APA guidelines. ·Students will achieve unity and coherence in essays, including identifying points that are off-topic in complex texts, and composing body paragraphs that support the thesis statement of an essay. ·Students will apply the conventions of Standard Written English. ·Students will employ appropriate technology when composing texts. <p>State prerequisite: Take DRE 096. National ID (CIP) 32.0108 Developmental/Remedial English. This course is designed for delivery in 8 weeks, with 7 contact hours per week.</p>				

DRE 098 Integrated Reading Writing III

2.50 1.00 0 3

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile (TM) range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. Note: (TM) represents registered trademark.

Competencies

- Students will demonstrate the use of pre-reading, reading, and post-reading strategies to comprehend texts at the career and college ready level, including activating prior knowledge; identifying important text attributes; using context clues; distinguishing between connotative and denotative meanings and between informal language and Standard Written English; employing metacognitive strategies; identifying stated and implied main ideas and details in career and college ready texts and student writing; recognizing organizational patterns in career and college ready texts; summarizing; and responding to texts using text-to-world connections.
- Students will demonstrate the use of the writing process (prewriting, drafting, revising, editing, and proofreading), including narrowing the focus of the text; establishing a clear main idea; generating supporting details for a specific purpose and audience; determine appropriate organization; composing and revising drafts; using editing and proofreading strategies to reflect Standard Written English; using MLA or APA guidelines.
- Students will apply critical thinking strategies to analyze texts at the career and college ready level and to inform and strengthen writing, including comprehending figurative language--simile, metaphor, personification; interpreting imagery, symbols, and analogies; determining the author's purpose and point of view; identifying fact and opinion statements; using inference skills; demonstrating an understanding of verbal and situational irony; understanding bias, logical fallacies, and propaganda techniques; and demonstrating consistent point of view, clear purpose, appropriate tone, and appropriate use of facts and expert opinions.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
·Students will recognize and compose well-developed, coherent, and unified texts, including clear thesis statements and specific and adequate supporting information; analyzing and evaluating body paragraphs in texts at the career and college ready level and student writing; assessing, synthesizing, and integrating relevant and valid evidence; employing a variety of organizational patterns to draft texts and using transitional strategies to connect ideas and achieve coherence; avoiding plagiarism by paraphrasing; and documenting source material using MLA or APA guidelines.				
·Students will apply the conventions of Standard Written English.				
·Students will employ appropriate technology when composing texts.				
State prerequisite: Take DRE 097. National ID (CIP) 32.0108 Developmental/Remedial English. This course is designed for delivery in 8 weeks, with 7 contact hours per week.				

■ ECO – Economics

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). National ID (CIP) 45.0601.

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). National ID (CIP) 45.0601.

■ EDU – Education

EDU 119 Intro to Early Child Educ

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). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

EDU 131 Child, Family, & Commun

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 corequisite: Take DRE 097.** (FA). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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. <i>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.</i> State corequisite: Take DRE 097. (FA). National ID (CIP) 13.1210 Early Childhood Education and Teaching.				
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. <i>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.</i> State corequisite: Take DRE 097. (FA). National ID (CIP) 13.1210 Early Childhood Education and Teaching.				
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. <i>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.</i> State corequisite: Take DRE 097. (FA). National ID (CIP) 13.1210 Early Childhood Education and Teaching.				
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 corequisite: Take DRE 097. (SP). National ID (CIP) 13.1210 Early Childhood Education and Teaching.				
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 corequisite: Take DRE 097. (SU). National ID (CIP) 13.1210 Early Childhood Education and Teaching.				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
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. <i>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.</i> State prerequisites: Take one set: Set 1: EDU 144, EDU 145; Set 2: PSY 244, PSY 245. State corequisite: Take DRE 098. (SU). National ID (CIP) 13.1210 Early Childhood Education and Teaching.				
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 prerequisite: EDU 119. State corequisite: Take DRE 098. (SP). National ID (CIP) 13.1210 Early Childhood Education and Teaching.				
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 corequisite: Take DRE 098. (SP). National ID (CIP) 13.1210 Early Childhood Education and Teaching.				
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 corequisite: Take DRE 098. (FA). National ID (CIP) 13.1210 Early Childhood Education and Teaching.				
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 prerequisite: EDU 119. State corequisite: Take DRE 098. (FA). National ID (CIP) 13.1210 Early Childhood Education and Teaching.				
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 corequisite: Take DRE 098. (SP). National ID (CIP) 13.1210 Early Childhood Education and Teaching.				

	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 corequisite: Take DRE 098. (FA). National ID (CIP) 13.1210 Early Childhood Education and Teaching.				
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: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151; Set 2: EDU 119, PSY 244, PSY 245, EDU 146, and EDU 151; Set 3: EDU 119, PSY 245, EDU 144, EDU 146, and EDU 151; Set 4: EDU 119, PSY 244, EDU 145, EDU 146, and EDU 151. State corequisite: Take DRE 098. (SP). National ID (CIP) 13.1210 Early Childhood Education and Teaching.				
■ EGR – Engineering				
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. (SU). National ID (CIP) 15.0000.				
■ 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). National ID (CIP) 46.0302 Electrician.				
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, and analyze simple DC/AC circuits. RCC Prerequisites: Take ELC 111 or ELC 126. (SP).				
Student Learning Outcomes				
·1. Demonstrate safe practices and procedures with tools, materials, and industry accepted test equipment covered in the course.				
·2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to electrical circuits.				
·3. Construct and analyze series, parallel and combinations circuits using appropriate components.				
·4. Use appropriate laws and formulas to perform circuit calculations.				
·5. Interpret electrical schematics.				
·6. Describe the characteristics of various power sources.				
National ID (CIP) 46.0302 Electrician.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
ELC 113 Residential Wiring	2	6	0	4
This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print 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 residential electrical installations. (FA).				
Student Learning Outcomes				
·1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.				
·2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to residential electrical circuits.				
·3. Draw, plan and interpret electrical plans and symbols used in residential applications				
·4. Identify, size, and install wiring and electrical distribution equipment and devices associated with residential electrical installations in accordance with the National Electrical Code.				
·5. Recognize and demonstrate appropriate use of tools and materials that are used in residential wiring. National ID (CIP) 46.0302 Electrician.				
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. RCC Prerequisite: Take ELC 111. (SP).				
Student Learning Outcomes				
·1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.				
·2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to industrial electrical circuits.				
·3. Draw, plan, and interpret electrical plans and symbols used in industrial applications.				
·4. Identify, size, and install wiring and electrical distribution equipment and devices associated with industrial electrical installations in accordance with the National Electrical Code.				
·5. Recognize and demonstrate appropriate use of tools and materials that are used in industrial wiring. National ID (CIP) 46.0302 Electrician.				
ELC 116 Telecom Cabling	1	2	0	2
This course introduces the theory and practical application of both copper and fiber cabling for telecom systems. Topics include transmission theory, noise, standards, cable types and systems, connectors, physical layer components, installation, and ground/shielding techniques. Upon completion, students should be able to choose the correct cable, install, test, and troubleshoot cabling for telecom. (FA). National ID (CIP) 46.0302 Electrician.				
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).				
Student Learning Outcomes				
·1. Demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.				
·2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to control circuits.				
·3. Interpret and use ladder and wiring diagrams, symbols, and schematics.				
·4. Demonstrate and describe the use of relays, contactors, motor starters and pilot devices in electrical control circuits.				
·5. Describe principles and operations related to electrical control circuits.				
·6. Describe the concepts of rotating electrical machinery.				
National ID (CIP) 46.0302 Electrician.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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). National ID (CIP) 46.0302 Electrician.				
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. <i>Credit by proficiency exam is available.</i> (FA). National ID (CIP) 46.0302 Electrician.				
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. <i>Credit by proficiency exam is available.</i> (FA). National ID (CIP) 46.0302 Electrician.				
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 understand basic PLC systems and create simple programs. RCC prerequisite: Take ELC 125. (SP).				
Competencies				
Student Learning Outcomes				
·1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.				
·2. List and describe the hardware components used in PLC systems.				
·3. Utilize numbering systems as applied to PLCs.				
·4. Demonstrate and describe the use of various PLC instruction sets.				
·5. Create various simple PLC programs using the appropriate instruction set.				
·6. Apply appropriate troubleshooting methods to PLCs.				
National ID (CIP) 46.0302 Electrician.				
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). National ID (CIP) 46.0302 Electrician.				
ELC 215 Electrical Maintenance	2	3	0	3
This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities. (SP). National ID (CIP) 46.0302 Electrician.				
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. RCC prerequisite: Take ELC 128. (SU). National ID (CIP) 46.0302 Electrician.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
■ ELN – Electronics				
ELN 131 Analog Electronics I	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 analog circuits using appropriate techniques and test equipment. RCC prerequisite: Take ELC 112. (SU).				
Student Learning Outcomes				
·1. Identify and describe operation of semiconductor devices.				
·2. Analyze where and how analog components are used.				
·3. Locate and select analog devices using component specifications based on circuit requirements.				
·4. Construct operational circuits using analog devices.				
·5. Select and demonstrate the use of appropriate test equipment to analyze circuit operation.				
·6. Using appropriate troubleshooting techniques evaluate circuit performance applying suitable repair methods.				
·7. Identify and demonstrate safe workplace practices.				
National ID (CIP) 14.1001 Electrical and Electronics Engineering.				
ELN 132 Analog Electronics II	3	3	0	4
This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment. RCC prerequisite: Take ELN 131. (FA).				
National ID (CIP) 14.1001 Electrical and Electronics Engineering.				
ELN 133 Digital Electronics	3	3	0	4
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (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. (FA).				
Student Learning Outcomes				
·1. Identify and describe the operation of digital electronic devices and circuits.				
·2. Analyze where and how digital electronics circuits are used.				
·3. Locate and select digital electronic devices using component specifications based on circuit requirements.				
·4. Construct operational circuits using digital devices.				
·5. Select and demonstrate the use of appropriate test equipment to analyze circuit operation.				
·6. Using appropriate troubleshooting techniques evaluate circuit performance applying suitable repair methods.				
·7. Identify and demonstrate safe workplace practices.				
National ID (CIP) 14.1001 Electrical and Electronics Engineering.				
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 construct and/or troubleshoot these devices for proper operation in an industrial electronic circuit. (SP).				
Student Learning Outcomes				
·1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.				
·2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to semiconductor devices.				
·3. Describe the properties and operation of semiconductors.				
·4. Identify the schematic symbols associated with semiconductor devices.				
·5. Construct and analyze operational circuits using semiconductor devices.				
National ID (CIP) 14.1001 Electrical and Electronics Engineering.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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). National ID (CIP) 14.1001 Electrical and Electronics Engineering.				
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). National ID (CIP) 14.1001 Electrical and Electronics Engineering.				
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). National ID (CIP) 14.1001 Electrical and Electronics Engineering.				

■ ENG – English

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. <i>This is a diploma-level course.</i> (SP; Archdale Center only). National ID (CIP) 23.1301.				

ENG 111 Writing and Inquiry	3	0	0	3
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.				

Student Learning Outcomes

- 1. Demonstrate writing as a recursive process.
- 2. Demonstrate writing and inquiry in context using different rhetorical strategies to reflect, analyze, explain, and persuade in a variety of genres and formats.
- 3. Students will reflect upon and explain their writing strategies.
- 4. Demonstrate the critical use and examination of printed, digital, and visual materials.
- 5. Locate, evaluate, and incorporate relevant sources with proper documentation.
- 6. Compose texts incorporating rhetorically effective and conventional use of language.
- 7. Collaborate actively in a writing community.

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. (FA and SP). **State prerequisite: Take DRE 098.** National ID (CIP) 23.1301.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
ENG 112 Writing/Research in the Disc	3	0	0	3
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. <i>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.</i> State prerequisite: Take ENG 111. (FA and SP). National ID (CIP) 23.1301.				
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. <i>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.</i> State prerequisite: Take ENG 111. (FA and SP). National ID (CIP) 23.1301.				
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). National ID (CIP) 23.1303.				
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. <i>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.</i> State prerequisites: Take one: ENG 112, ENG 113, or ENG 114. (FA or SP). National ID (CIP) 23.1402.				
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. <i>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.</i> State prerequisites: Take one: ENG 112, ENG 113, or ENG 114. (FA or SP). National ID (CIP) 23.1402.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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. <i>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.</i> State prerequisites: Take one: ENG 112, ENG 113, or ENG 114. (FA or SP). National ID (CIP) 23.1404.				
■ 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. <i>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.</i> (FA and SP). National ID (CIP) 40.0601.				
■ GEO – Geography				
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. <i>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.</i> (SP only). National ID (CIP) 45.0701.				
■ 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). National ID (CIP) 50.0409 Graphic Design.				
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). National ID (CIP) 50.0409 Graphic Design.				
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). National ID (CIP) 50.0409 Graphic Design.				
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). National ID (CIP) 50.0409 Graphic Design.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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). National ID (CIP) 50.0409 Graphic Design.				
■ 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). National ID (CIP) 50.0402 Commercial and Advertising Art.				
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). National ID (CIP) 50.0402 Commercial and Advertising Art.				
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). National ID (CIP) 50.0402 Commercial and Advertising Art.				
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). National ID (CIP) 50.0402 Commercial and Advertising Art.				
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, or GRD 141. RCC prerequisite: DES 136. (SU). National ID (CIP) 50.0402 Commercial and Advertising Art.				
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). National ID (CIP) 50.0402 Commercial and Advertising Art.				
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). National ID (CIP) 50.0402 Commercial and Advertising Art.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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). National ID (CIP) 50.0402 Commercial and Advertising Art.				
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). National ID (CIP) 50.0402 Commercial and Advertising Art.				
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). National ID (CIP) 50.0402 Commercial and Advertising Art.				
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). National ID (CIP) 50.0402 Commercial and Advertising Art.				
■ 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. <i>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.</i> (FA and SP). National ID (CIP) 54.0101.				
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. <i>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.</i> (FA or SP). National ID (CIP) 54.0102.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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. <i>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.</i> (FA or SP). National ID (CIP) 54.0102.				
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. <i>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.</i> RCC prerequisite: Take ENG 111. (SP only). National ID (CIP) 54.0102.				
■ 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). National ID (CIP) 51.0705 Medical Office Management/Administration.				
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). National ID (CIP) 51.0705 Medical Office Management/Administration.				
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 long-term care. State prerequisite: Take HMT 110. (SP). National ID (CIP) 51.0705 Medical Office Management/Administration.				
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. (SP). National ID (CIP) 51.0705 Medical Office Management/Administration.				
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). National ID (CIP) 51.0705 Medical Office Management/Administration.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
■ 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. <i>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.</i> (FA and SP). National ID (CIP) 24.0103.				
HUM 115 Critical Thinking	3	0	0	3
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. <i>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.</i> State prerequisite: Take DRE 098. (FA). National ID (CIP) 24.0103.				
■ 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). Competencies ·Student Learning Outcomes ·1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course. ·2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to fluid power systems. ·3. Identify components of fluid power systems using symbols and schematics. ·4. Assemble a fluid power system. ·5. Calculate and demonstrate the basic physics of fluid mechanics. National ID (CIP) 15.1103 Hydraulics and Fluid Power Technology/Technician.				
■ 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. (FA and SP). National ID (CIP) 52.1101 International Business/Trade/Commerce.				
■ 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 and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. (FA). Competencies ·Student Learning Outcomes ·1. Describe and identify safety practices required to perform various job-related activities. ·2. Describe the application of OSHA procedures and requirements for compliance. National ID (CIP) 15.0701 Occupational Safety and Health Technology/Technician.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
■ JOURNALISM				
JOU 120 JOURNALISM	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). National ID (CIP) 09.0401 Journalism.				
■ LIGHT-DUTY DIESEL				
LDD 112 Intro Light-Duty Diesel	2	2	0	3
This course covers the history, evolution, basic design and operational parameters for light-duty diesel (LDD) engines used in on-road applications. Topics include familiarization with the light-duty diesel, safety procedures, engine service and maintenance procedures, and introduction to combustion and emission chemistry. Upon completion, students should be able to describe the design and operation of the LDD, perform basic service operations, and demonstrate proper safety procedures. (FA). National ID (CIP) 47.0605 Diesel Mechanics Technology/Technician.				
LDD 116 Diesel Electric-Drive	2	6	0	4
This course covers the theory and operation of electric-drive diesel vehicles. Topics include maintenance, diagnosis, repair and safety procedures for electrically propelled and hybrid diesel vehicles. Upon completion, students should be able to perform diagnostics, maintenance and repairs on electric and hybrid diesel vehicles. (FA). National ID (CIP) 47.0605 Diesel Mechanics Technology/Technician.				
LDD 181 LDD Fuel Systems	2	6	0	4
This course covers the light-duty diesel fuel delivery systems in on-road applications including hydraulic electronically controlled unit injectors, common-rail, mechanical pumps, and emerging technologies. Topics include diesel combustion theory, fuel system components, electronic and mechanical controls, and fuel types and chemistries that are common to the light-duty diesel engines. Upon completion, students should be able to demonstrate skills necessary to inspect, test, and replace fuel delivery components using appropriate service information and tools. (FA). National ID (CIP) 47.0605 Diesel Mechanics Technology/Technician.				
LDD 183 Air, Exh, Emissions	2	6	0	4
This course covers terminology, theory and operation of air induction and boost technologies, exhaust, and emission controls used in light-duty diesel engines. Topics include component identification, operation, diagnosis and repair of air delivery systems including turbochargers, diesel particulate filters and other exhaust catalysts. Upon completion, students should be able to demonstrate skills necessary to research service information, and inspect, test, and repair induction, boost, and after-treatment components. (SP). National ID (CIP) 47.0605 Diesel Mechanics Technology/Technician.				
LDD 284 LDD Test and Diagnosis	2	3	0	3
This course covers fundamentals of electronic engine management with an emphasis on diagnostic procedures and on-board diagnostic (OBD) systems in light-duty diesels. Topics include adaptive closed-loop controls, high-voltage injection systems, OBD fault detection, and government rules and regulations. Upon completion, students should be able to utilize diagnostic resources and equipment, identify and troubleshoot electronic malfunctions, and complete repairs on light-duty diesels. (SP). National ID (CIP) 47.0605 Diesel Mechanics Technology/Technician.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
■ 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, SP, SU). National ID (CIP) 52.0203 Logistics, Materials, and Supply Chain Management.				
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 and SP). National ID (CIP) 52.0203 Logistics, Materials, and Supply Chain Management.				
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. (FA and SP). National ID (CIP) 52.0203 Logistics, Materials, and Supply Chain Management.				
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). National ID (CIP) 52.0203 Logistics, Materials, and Supply Chain Management.				
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). National ID (CIP) 52.0203 Logistics, Materials, and Supply Chain Management.				
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 and SU). National ID (CIP) 52.0203 Logistics, Materials, and Supply Chain Management.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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). National ID (CIP) 52.0203 Logistics, Materials, and Supply Chain Management.				
■ 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). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
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: MAC 111A is a prerequisite for MAC 111B. National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
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. National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
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, 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 prerequisites: MAC 111 or MAC 111A & B; and MAC 112A is a prerequisite for MAC 112B. National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
MAC 118 Machine Shop Basic	1	3	0	2
This course will introduce the fundamentals of measuring tools, tolerances and the basic set-up and operations of drill presses, lathes, and milling machines. Emphasis is placed on manufacturing standards and procedures used in welding, automotive, and engineering environments. Upon completion, students should be able to use measuring tools, perform basic machine operations, and apply manufacturing standards. (FA). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
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). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
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). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
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). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
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). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
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). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
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). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
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). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
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). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				

	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). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
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. RCC prerequisite: Take MAC 112. (FA). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
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). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
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). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
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). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
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). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
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). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
■ MAT – Mathematics				
MAT 110 Math Measurement & Literacy	2	2	0	3
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results. State prerequisites: Take all: DMA 010, DMA 020, and DMA 030. (FA and SP).				
Competencies				
·Student Learning Outcomes				
·1. Demonstrate estimation skills and justify results.				
·2. Use dimensional analysis to convert units of measurement.				
·3. Employ fractions, percentages and proportions to solve contextual problems.				
·4. Compute geometric measurements of perimeter, area, volume and angles.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
·5. Use technology to analyze and interpret elements of personal finance. ·6. Compare and contrast measures of center and measures of dispersion. ·7. Interpret tables, charts, and graphs and communicate results. National ID (CIP) 27.0101 Mathematics, General.				

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 the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results. **State prerequisites: Take all: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 060.** (FA or SP).

Competencies

·Student Learning Outcomes

- 1. Use geometric principles to solve industrial application problems involving perimeter, area, and volume.
- 2. Employ basic algebraic operations to simplify, evaluate, and solve proportions, radical and other algebraic functions, equations, and inequalities.
- 3. Perform basic algebraic operations involving complex numbers.
- 4. Solve applied problems using trigonometric principles involving right triangles.
- 5. Solve applied problems using systems of equations involving two and three variables.
- 6. Use technology to solve practical problems and communicate results.

National ID (CIP) 27.0101 Mathematics, General.

MAT 143 Quantitative Literacy

2 2 0 3

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. *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 all: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098.** (FA and SP).

Competencies

·Student Learning Outcomes

- 1. Judge the reasonableness of results using estimation, logical processes, and a proper understanding of quantity
- 2. Utilize proportional reasoning to solve contextual problems and make conversions involving various units of measurement
- 3. Identify, interpret, and compare linear and exponential rates of growth to make predictions and informed decisions based on data and graphs
- 4. Differentiate between simple and compound interest and analyze the long-term effects of saving, investing, and borrowing
- 5. Describe, analyze, and interpret statistical information such as graphs, tables, and summarized data to draw appropriate conclusions when presented with actual statistical studies
- 6. Determine probabilities and expected values and use them to assess risk and make informed decisions
- 7. Analyze civic and/or societal issues and critique decisions using relevant mathematics

National ID (CIP) 27.0101 Mathematics, General.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
MAT 152 Statistical Methods I	3	2	0	4
<p>This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. <i>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).</i> State prerequisites: Take all: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098. (FA and SP).</p> <p>Competencies</p> <ul style="list-style-type: none"> ·Student Learning Outcomes ·1. Organize, display, calculate, and interpret descriptive statistics ·2. Apply basic rules of probability ·3. Identify and apply appropriate probability distributions ·4. Perform regression analysis ·5. Analyze sample data to draw inferences about a population parameter ·6. Communicate results through a variety of media <p>National ID (CIP) 27.0501 Statistics, General.</p>				
MAT 171 Precalculus Algebra	3	2	0	4
<p>This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. <i>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.</i> State 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: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 065; Set 3: MAT 121. (FA only).</p> <p>Competencies</p> <ul style="list-style-type: none"> ·Student Learning Outcomes ·1. Use analytical, graphical, and numerical representations to solve absolute value, radical, polynomial, rational, exponential, and logarithmic equations with both real and complex solutions. ·2. Use analytical, graphical, and numerical representations to solve absolute value, polynomial and rational inequalities with real solutions. ·3. Use analytical, graphical, and numerical representations to analyze absolute value, radical, polynomial, rational, exponential and logarithmic functions with both real and complex zeros. ·4. Use multiple methods to solve problems involving systems of equations and apply to decomposing partial fractions. ·5. Construct the composition and inverse of functions. ·6. Use polynomial, exponential and logarithmic functions to model various real world situations in order to analyze, draw conclusions, and make predictions. <p>National ID (CIP) 27.0102 Algebra and Number Theory.</p>				
MAT 172 Precalculus Trigonometry	3	2	0	4
<p>This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. <i>This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer</i></p>				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<p><i>under the ICAA as a general education course in Mathematics. State prerequisite: Take MAT 171. (SP only).</i></p> <p>Competencies</p> <ul style="list-style-type: none"> ·Student Learning Outcomes ·1. Use the unit circle and right triangle definitions to evaluate and graph trigonometric functions and their inverses, to derive trigonometric identities, and to simplify trigonometric expressions. ·2. Use multiple methods to solve problems involving trigonometric equations, right triangles, and oblique triangles. ·3. Demonstrate knowledge of vector definitions and perform vector operations. ·4. Convert equations and graphs between rectangular and polar coordinate systems, and apply to complex numbers. ·5. Use multiple representations to define, construct and analyze conic sections. ·6. Create, graph, and analyze parametric equations. <p>National ID (CIP) 27.0101 Mathematics, General.</p>				
<p>MAT 271 Calculus I</p> <p>This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. <i>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 172. (FA or SP).</i></p> <p>Competencies</p> <ul style="list-style-type: none"> ·Student Learning Outcomes ·1. Apply the definition of limit to evaluate limits by multiple methods and use it to derive the definition and rules for differentiation and integration. ·2. Use derivatives to analyze and graph algebraic and transcendental functions. ·3. Select and apply appropriate models and differentiation techniques to solve problems involving algebraic and transcendental functions; these problems will include but are not limited to applications involving optimization and related rates. ·4. Apply the definition of indefinite integral to solve basic differential equations. ·5. Apply the definition of definite integral to evaluate basic integrals. ·6. Use the fundamental theorem of calculus to evaluate integrals involving algebraic and transcendental functions. <p>National ID (CIP) 27.0101 Mathematics, General.</p>	3	2	0	4
<p>MAT 272 Calculus II</p> <p>This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the 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 select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. <i>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).</i></p> <p>Competencies</p> <ul style="list-style-type: none"> ·Student Learning Outcomes ·1. Select and apply appropriate models and integration techniques to solve problems involving algebraic and transcendental functions; these problems will include but are not limited to applications involving volume, arc length, surface area, centroids, force and work. ·2. Evaluate proper and improper integrals using various integration techniques. ·3. Analyze the convergence and divergence of infinite sequences and series and find the Taylor and McLaurin representations for transcendental functions. ·4. Use differentiation and integration to analyze the graphs of polar form equations and parametric form equations. 	3	2	0	4

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
·5. Solve separable and first-order linear differential equations.				
·6. Analyze and graph conic sections using calculus techniques.				
National ID (CIP) 27.0101 Mathematics, General.				

MAT 280 Linear Algebra

Class	Lab	Wk. Exp.	Semester Hours Credit
2	2	0	3

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. *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).

Competencies

·Student Learning Outcomes

- 1. Use analytical and graphical representations to apply vector operations in multiple-dimensions.
- 2. Solve systems of linear equations using multiple manual and technology-based methods; these methods will include but are not limited to Gaussian and Gauss-Jordan.
- 3. Use eigenvalues, eigenvectors and diagonalization to solve problems in appropriate situations.
- 4. Use matrix operations and linear transformations to solve problems in appropriate situations.
- 5. Demonstrate knowledge of orthogonal projections and orthogonal complements of subspaces, and apply to appropriate situations.
- 6. Use the fundamental concept of a basis for a subspace to give a precise definition of dimensions and rank, and to solve problems in appropriate situations.
- 7. Demonstrate proficiency in using CAS technology to analyze, solve and interpret the various applications.

National ID (CIP) 27.0102 Algebra and Number Theory.

MAT 285 Differential Equations

Class	Lab	Wk. Exp.	Semester Hours Credit
2	2	0	3

This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. *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).

Competencies

·Student Learning Outcomes

- 1. Find general solutions to first-order, second-order, and higher-order homogeneous and non-homogeneous differential equations by manual and technology-based methods.
- 2. Identify and apply initial and boundary values to find particular solutions to first-order, second-order, and higher order homogeneous and non-homogeneous differential equations by manual and technology-based methods, and analyze and interpret the results.
- 3. Select and apply appropriate methods to solve differential equations; these methods will include, but are not limited to, undetermined coefficients, variation of parameters, eigenvalues and eigenvectors, LaPlace and inverse LaPlace transforms.
- 4. Select and apply series techniques to solve differential equations; these techniques will include but are not limited to Taylor series.
- 5. Select and apply numerical analysis techniques to solve differential equations; these techniques will include but are not limited to Euler, Improved Euler, and Runge-Kutta.
- 6. Demonstrate proficiency in using CAS technology to analyze, solve and interpret the various applications.

National ID (CIP) 27.0101 Mathematics, General.

	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). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
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). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
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). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
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). National ID (CIP) 15.0699 Industrial Production Technologies/Technicians, Other.				
■ MED – Medical Assisting				
MED 110 Orientation to Med Assist	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). National ID (CIP) 51.0801 Medical/Clinical Assistant.				
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). National ID (CIP) 51.0801 Medical/Clinical Assistant.				
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). National ID (CIP) 51.0801 Medical/Clinical Assistant.				
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). National ID (CIP) 51.0801 Medical/Clinical Assistant.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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). National ID (CIP) 51.0801 Medical/Clinical Assistant.				
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). National ID (CIP) 51.0801 Medical/Clinical Assistant.				
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). National ID (CIP) 51.0801 Medical/Clinical Assistant.				
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). National ID (CIP) 51.0801 Medical/Clinical Assistant.				
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). National ID (CIP) 51.0801 Medical/Clinical Assistant.				
MED 183 Electronic Med Records I	3	2	3	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: CIS 110, CIS 111 or OST 131. (SU). National ID (CIP) 51.0801 Medical/Clinical Assistant.				
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. (SU). National ID (CIP) 51.0801 Medical/Clinical Assistant.				
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). National ID (CIP) 51.0801 Medical/Clinical Assistant.				

	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). National ID (CIP) 51.0801 Medical/Clinical Assistant.				
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). National ID (CIP) 51.0801 Medical/Clinical Assistant.				
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). National ID (CIP) 51.0801 Medical/Clinical Assistant.				
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). National ID (CIP) 51.0801 Medical/Clinical Assistant.				
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). National ID (CIP) 51.0801 Medical/Clinical Assistant.				
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). National ID (CIP) 51.0801 Medical/Clinical Assistant.				
■ 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). National ID (CIP) 52.1401 Marketing/Marketing Management, General.				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
MKT 222 Credit Procedures	3	0	0	3
This course covers areas of collection that provide an understanding of the expertise needed to manage collection operations. Topics include principles and practices in the extension of credit, collection procedures, and laws pertaining to credit extension and collection. Upon completion, students should be able to demonstrate an understanding of the concepts covered. (SP). National ID (CIP) 52.1401 Marketing/Marketing Management, General.				
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. (SP). National ID (CIP) 52.1401 Marketing/Marketing Management, General.				
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). National ID (CIP) 52.1401 Marketing/Marketing Management, General.				
■ 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).				
Competencies				
·Student Learning Outcomes				
·1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.				
·2. Identify and demonstrate use of hand tools.				
·3. Identify grades of bolts and fasteners and demonstrate proper tightening techniques				
·4. Describe the operation of and assemble mechanical power transmissions and systems.				
·5. Identify bearings, seals, gaskets, and packing material and demonstrate appropriate assembly techniques.				
·6. Perform preventative and predictive maintenance and mechanical troubleshooting.				
National ID (CIP) 47.0303 Industrial Mechanics and Maintenance Technology.				
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). National ID (CIP) 47.0303 Industrial Mechanics and Maintenance Technology.				
■ 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. <i>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.</i> (FA and SP). National ID (CIP) 36.0115.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
■ 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 one set: Set 1: RED 090; Set 2: DRE 098; or acceptable placement score. (FA and SP). National ID (CIP) 51.3902 Nursing Assistant/Aide and Patient Care Assistant/Aide.				
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). National ID (CIP) 51.3902 Nursing Assistant/Aide and Patient Care Assistant/Aide.				
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). National ID (CIP) 51.3902 Nursing Assistant/Aide and Patient Care Assistant/Aide.				
NAS 106 Geriatrics	2	0	3	3
This course is designed to cover health issues that affect the aging client. Emphasis is placed on social, physical, and psychological problems experienced by elderly people. Upon completion, students should be able to understand and provide care for the aging population. RCC prerequisite: NAS 101 or equivalent state-approved Nurse Aide training and current listing as a CNA I with the N.C. Nurse Aide I registry. National ID (CIP) 51.3902 Nursing Assistant/Aide and Patient Care Assistant/Aide.				
NAS 107 Medication Aide	0	2	0	1
This course will cover the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical and installation routes, medical asepsis, hand hygiene, terminology, and legal implications. Upon completion, students should be able to demonstrate skills necessary to qualify as a Medication Aide with the North Carolina Medication Aide Registry. RCC prerequisite: NAS 101 or equivalent state-approved Nurse Aide training and current listing as a CNA I with the N.C. Nurse Aide I registry. National ID (CIP) 51.3902 Nursing Assistant/Aide and Patient Care Assistant/Aide.				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
■ 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). National ID (CIP) 11.0901 Networking Technology.				
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). National ID (CIP) 11.0901 Networking Technology.				
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). National ID (CIP) 11.0901 Networking Technology.				
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). National ID (CIP) 11.0901 Networking Technology.				
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). National ID (CIP) 11.0901 Networking Technology.				
■ 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). National ID (CIP) 11.0901 Networking Technology.				
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 prerequisites: Take one: CET 211, CTI 130, or NOS 110. (SP). National ID (CIP) 11.0901 Networking Technology.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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 prerequisites: Take one: CET 211, CTI 130, or NOS 110. (SU). National ID (CIP) 11.0901 Networking Technology.				
NOS 230 Windows Administration I	2	2	0	3
This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system. State prerequisite: Take NOS 130. (FA). National ID (CIP) 11.0901 Networking Technology.				
■ 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). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.				
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). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.				
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). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.				
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). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.				
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, pharmacokinetics, 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). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
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). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.				
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). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.				
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). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.				
■ OST – Office Systems Technology				
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. <i>Credit by proficiency exam is available.</i> (FA and SP).				
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. (FA, SP, 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 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. (SU).				
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. (SP).				
■ PBT – Phlebotomy				
PBT 100 Phlebotomy Technology	5	2	0	6
This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. State corequisite: PBT 101. National ID (CIP) 51.1009 Phlebotomy Technician/Phlebotomist.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
PBT 101 Phlebotomy Practicum	0	0	9	3
This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings. State corequisite: PBT 100. National ID (CIP) 51.1009 Phlebotomy Technician/Phlebotomist.				
■ 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. <i>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.</i> (FA and SP). National ID (CIP) 31.0501.				
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. <i>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.</i> (FA or SP). National ID (CIP) 31.0501.				
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. <i>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.</i> State prerequisite: Take PED 111. (FA or SP). National ID (CIP) 31.0501.				
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. <i>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.</i> (FA or SP). National ID (CIP) 31.0501.				
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. <i>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.</i> (FA or SP). National ID (CIP) 31.0501.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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. <i>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.</i> (FA or SP). National ID (CIP) 31.0501.				
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. <i>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.</i> (FA or SP). National ID (CIP) 31.0501.				
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. <i>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.</i> (FA or SP). National ID (CIP) 31.0501.				
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. <i>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.</i> State prerequisite: Take PED 122. (FA or SP). National ID (CIP) 31.0501.				
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. <i>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.</i> (FA or SP). National ID (CIP) 31.0501.				
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. <i>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.</i> (FA or SP). National ID (CIP) 31.0501.				
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. <i>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.</i> (FA or SP). National ID (CIP) 31.0501.				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
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. <i>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.</i> (FA or SP). National ID (CIP) 31.0501.				
■ 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. <i>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.</i> State prerequisite: Take ENG 111. (FA and SP). National ID (CIP) 38.0101.				
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. <i>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.</i> State prerequisite: Take ENG 111. (FA and SP). National ID (CIP) 38.0101.				
■ PHO – Photography				
PHO 110 Fund of Photography	3	6	0	5
This course covers the basic technical aspects of photography, including camera controls, light and optics, flash, exposure, and processing. Emphasis is placed on principles of camera design and the relationship between subject and photographic image, with hands-on experience Upon completion, students should be able to consistently produce technically excellent images. RCC corequisites: Take ACA 111 and PHO 111. (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
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. State corequisite: Take PHO 110. (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
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). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
PHO 113 History of Photography	3	0	0	3
This course introduces the history of photography from its inception through contemporary times. Emphasis is placed on technical and aesthetic developments in artistic and commercial photography. Upon completion, students should be able to identify significant photographers and procedures, trace the development of the medium, and discuss current trends in photography. National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
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). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
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). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
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). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
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). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
PHO 132 Small-Format Photography	2	6	0	4
This course introduces small-format cameras and their application in location portraiture, industrial photography, photojournalism, and multimedia photography and portable lighting equipment and techniques. Topics include rapid camera operation, location photography, exposure techniques, portable flash, process modification, filtration, and simple multimedia production. Upon completion, students should be able to produce professional quality images under a variety of adverse shooting conditions using the equipment and techniques studied. State prerequisite: Take PHO 110. (SU). National ID (CIP) 50.0406 Commercial Photography.				
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). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
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). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
PHO 139 Intro to Digital Imaging	1	3	0	2
This course introduces 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. RCC prerequisites: Take PHO 110 and PHO 127. (SU). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
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. <i>This course is a unique concentration requirement in the Portrait Studio Management concentration in the Photographic Technology program.</i> State and RCC prerequisites: Take PHO 132, PHO 134, PHO 135, and PHO 139. (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
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. <i>This course is a unique concentration requirement in the Portrait Studio Management concentration in the Photographic Technology program.</i> State and RCC prerequisites: Take PHO 126, PHO 132, PHO 134, PHO 135, and PHO 139. (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
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. <i>This course is a unique concentration requirement in the Commercial Photography concentration in the Photographic Technology program.</i> State and RCC prerequisites: Take all: PHO 132, PHO 134, PHO 135, and PHO 139. (FA). National ID (CIP) 50.0406 Commercial Photography.				
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, PHO 134, PHO 135, and PHO 139. (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
PHO 220 Business of Photography	3	0	0	3
This course covers the business practices of photography with emphasis on freelance photography. Topics include copyright, payment fees, client relations, licenses, insurance, assignments, stock sales, and usage rates. Upon completion, students should be able to demonstrate an understanding of the photographic business, including billing, clients, copyright protection, and obtaining assignments. State prerequisite: Take PHO 110. National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
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. <i>This course is a unique concentration requirement in the Portrait Studio Management concentration in the Photographic Technology program.</i> State prerequisite: Take PHO 211. (SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
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 134, PHO 135, and PHO 139. (FA and SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
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). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
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. RCC prerequisite: Take PHO 221. (SU). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
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. <i>This course is a unique concentration requirement in the Commercial Photography concentration in the Photographic Technology program.</i> State prerequisite: Take PHO 215. (SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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. <i>This course is a unique concentration requirement in the Commercial Photography concentration in the Photographic Technology program.</i> State prerequisite: Take PHO 229. (SU). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
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. <i>This course is a unique concentration requirement in the Photojournalism concentration in the Photographic Technology program.</i> State prerequisite: Take PHO 227. (SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
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. <i>This course is a unique concentration requirement of the Portrait Studio Management concentration in the Photographic Technology program.</i> State prerequisite: Take PHO 221. (SU). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
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 use 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 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). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
■ PHY– Physics				
PHY 110 Conceptual Physics	3	0	0	3
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. <i>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.</i> (FA). National ID (CIP) 40.0801				
PHY 110A Conceptual Physics Lab	0	2	0	1
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. <i>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.</i> State corequisite: Take PHY 110. (FA). National ID (CIP) 40.0801.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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 one set: Set 1: DMA 010, DMA 020, DMA 030 and DMA 040; Set 2: MAT 060 and DMA 040; Set 3: MAT 070. (FA, SP). National ID (CIP) 40.0801.				
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 or MAT 171. (FA). National ID (CIP) 40.0801.				
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. <i>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.</i> State prerequisite: Take MAT 171. (FA only). National ID (CIP) 40.0801.				
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. <i>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.</i> State prerequisite: Take PHY 151. (SP only). National ID (CIP) 40.0801.				
■ POL– Political Science				
POL 120 American Government	3	0	0	3
This course is a study of the origins, development, structure, and functions of American 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 process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system.				
Competencies				
<ul style="list-style-type: none"> ·1. Demonstrate an understanding of the essential concepts and theories in the course materials. ·2. Illustrate an understanding of the roles, duties, and structural characteristics of the executive, legislative, and judicial branches in the US government. ·3. Analyze how American political institutions and individual behaviors interact to create political outcomes, with an awareness of the global context. ·4. Define the function of political parties, interest groups, public opinion, and the media. ·5. Interpret how American's political history, constitutional structure, and political culture contribute to the state of contemporary American democracy. 				
<i>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.</i> (FA or SP). National ID (CIP) 45.1002				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
■ 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. <i>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.</i> (FA and SP). National ID (CIP) 42.0101.				
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. <i>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.</i> State prerequisite: Take PSY 150. (FA and SP). National ID (CIP) 42.2703.				
■ 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). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				
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). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				
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). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				
RAD 121 Radiographic Imaging I	2	3	0	3
This course provides the basic principles of imaging. 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 basic radiographic imaging. State prerequisites: Take all: RAD 110, RAD 111, and RAD 151. State Corequisites: Take all: RAD 112 and RAD 161. (SP). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				
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. State corequisites: Take all: RAD 131 and RAD 171. (SU). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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. State Prerequisite: Take RAD 121. State Corequisites: Take all: RAD 122 and RAD 171. (SU). National ID (CIP) 51.2205.				
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). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				
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). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				
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). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				
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 Prerequisites: Take all: RAD 122, RAD 131, and RAD 171. State Corequisites: Take all: RAD 231, RAD 241, and RAD 251. (FA). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				
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 131 or RAD 171. State Corequisites: Take all: RAD 211, RAD 241, and RAD 251. (FA). National ID (CIP) 51.2205.				
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). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
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 corequisites: Take all: RAD 261 and RAD 271. (SP). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				
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). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				
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 corequisites: Take all: RAD 245 and RAD 271. (SP). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				
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). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				
■ 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. <i>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.</i> (FA and SP). National ID (CIP) 38.0201.				
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. <i>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.</i> (FA and SP). National ID (CIP) 38.0201.				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
■ 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 one set: Set 1: DMA 040 and RED 090; Set 2: MAT 070 and RED 090; Set 3: DMA 040 and DRE 098; Set 4: MAT 070 and DRE 098. (FA and SP). National ID (CIP) 32.0101.				
■ 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. <i>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.</i> (FA and SP). National ID (CIP) 45.1101.				
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. <i>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.</i> (FA or SP). National ID (CIP) 30.2301.				
■ 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. <i>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.</i> (FA and SP). National ID (CIP) 16.0905.				
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. <i>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.</i> State prerequisite: Take SPA 111. (FA and SP). National ID (CIP) 16.0905.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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). National ID (CIP) 16.0905.				
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. <i>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.</i> State prerequisite: Take SPA 112. (FA and SP). National ID (CIP) 16.0905.				
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. <i>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.</i> State prerequisite: Take SPA 211. (FA and SP). National ID (CIP) 16.0905.				
■ TRN – Transportation Technology				
TRN 110 Intro to Transport Tech	1	2	0	2
This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities. (FA).				
•Student Learning Outcomes				
·1. Demonstrate work place safety and hazardous waste disposal per OSHA and EPA guidelines that apply to relevant transportation industry work.				
·2. Given a vehicle or piece of equipment, students will be able to identify it and locate relevant service information in one or more industry-standard databases.				
·3. Demonstrate proficiency hoisting transportation vehicles through use of lifts and floor jacks.				
·4. Complete service repair orders with appropriate information: customer contact information; VIN; cause, concern, correction.				
·5. Identify and communicate about basic systems and terms associated with the transportation industry.				
·6. Distinguish between different transportation systems terms and components either on a written exercise or in a lab environment.				
·7. Demonstrate proper use and care of related transportation industry tools and equipment.				
·8. Correctly identify or describe government regulations associated with the transportation industry.				
National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
TRN 120 Basic Transp 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).				
Student Learning Outcomes				
·1. Demonstrate work place safety related to transportation electrical systems.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
·2. Interpret and apply wiring diagram information on a transportation vehicle electrical system.				
·3. Demonstrate the proper use of electrical diagnostic test equipment.				
·4. Use Ohm's law to calculate the value of any of the following given the values of the remaining variables:				
· * Voltage (V)				
· * Resistance (R)				
· * Amperage (A)				
·5. Given a transportation vehicle with a fault in the battery, starting, and charging system, students will be able to perform successful diagnosis and repairs.				
·6. Demonstrate the ability to obtain appropriate service information on electrical circuit construction.				
National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				

TRN 130 Intro to Sustainable Transp

2 2 0 3

This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs. (FA).

Student Learning Outcomes

- 1. Identify alternative fuels used in transportation industry to reduce the dependency on fossil fuels.
- 2. Describe appropriate safety practices used when servicing and repairing Hybrid Electric Vehicles (HEVs).
- 3. Correctly identify or describe how each alternative fuel is delivered and used in modern transportation vehicles and equipment.
- 4. Identify diagnostic procedures and repairs associated with alternative fueled transportation vehicles and equipment.
- 5. Describe the similarities and differences between various types of Hybrid Electric Vehicle (HEV) power systems found in modern transportation and equipment.
- 6. Identify emerging fuel sources for the transportation industry that are currently in development and describe their characteristics.

National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.

TRN 140 Transp Climate Control

1 2 0 2

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and 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 diagnose and repair vehicle climate control systems. (FA).

Student Learning Outcomes

- 1. In a lab setting, demonstrate work place safety per OSHA and EPA guidelines that apply to relevant climate control systems found on transportation vehicles and equipment.
- 2. Given a transportation vehicle or related equipment with a fault to the climate control system, diagnose and repair the climate control system using the recommended lab equipment as outlined by the related service information.
- 3. Using the recommended equipment as outlined by the EPA, identify and perform the proper recovery and recycling procedures for any refrigerant in a transportation vehicle or related equipment.
- 4. Describe the operation of the heating, ventilation and air condition systems.
- 5. Describe the use of climate control testing equipment to aid diagnosis of the systems.
- 6. Describe the use of appropriate service information and capacity charts.
- 7. Describe the EPA regulations that govern the proper use of refrigerants in a transportation vehicle or related equipment.

National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.

TRN 140A Transp Climate Cont Lab

1 2 0 2

This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information. State corequisite: Take TRN 140. (FA).				
Student Learning Outcomes				
·1. Given a transportation vehicle or related equipment with a fault in the A/C system, diagnose and repair the system using the recommended lab equipment and service information.				
·2. Utilize proper equipment to identify a given A/C refrigerant type and the purity of the A/C refrigerant for the transportation industry.				
·3. Given a transportation vehicle or equipment with an A/C system, determine the recommended refrigerant oil and capacity levels as prescribed from related service information.				
·4. Given a transportation vehicle or equipment with an A/C system, use the recommended equipment to properly reclaim, recycle, evacuate and recharge the entire refrigerant system.				
·5. Given a Heating Ventilation and Air Conditioning (HVAC) system, properly drain, flush and refill the entire anti-freeze coolant system.				
·6. Given a Heating Ventilation and Air Conditioning (HVAC) system, evaluate the anti-freeze coolant condition and perform a systems test as recommended by service information for a transportation vehicle or equipment.				
·7. Diagnose and repair a transportation vehicle or equipment with a fault in a protection device for the given A/C system.				
·8. Given an A/C system, remove and inspect system components and seals for damage which may cause the system to leak refrigerant.				
·9. Given a faulty climate control system, diagnose temperature control problems.				
National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				

TRN 145 Adv Transp Electronics

2 3 0 3

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLC's, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLC's, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems. **State prerequisite: Take TRN 120. (SP).**

Student Learning Outcomes

- 1. Given a transportation vehicle or related equipment, diagnose and repair a failure in the lighting, gauges, and accessory circuits by using the recommended lab or test equipment as outlined by the related service information.
- 2. Correctly describe the processes involved in electrical system diagnosis on modern transportation vehicles or equipment.
- 3. Given a transportation vehicle or equipment, diagnose and repair a fault in the controller area network (CAN) system by using the recommended lab or test equipment as outlined by the related service information.
- 4. In a lab setting, demonstrate the proper use of electrical diagnostic equipment that apply to transportation vehicles and equipment.
- 5. Given a transportation vehicle or equipment, diagnose and repair a fault in the electronic control system by using the recommended lab or test equipment as outlined by the related service information.
- 6. Demonstrate appropriate diagnostic procedures for sensors, controllers, and circuits by using the recommended test equipment as outlined by service information.
- 7. Correctly identify or describe complex transportation vehicle systems such as, collision avoidance, high intensity headlamps, navigation, and communication systems.
- 8. Given a transportation vehicle or equipment, replace or reprogram an electronic system controller as outlined by the related service information.

National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
TRN 170 Pc Skills for Transp	1	2	0	2
This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing. (FA).				
Competencies				
·1. Given a transportation vehicle or equipment, identify it and locate relevant service information from one or more industry-standard databases.				
·2. Given a transportation vehicle or equipment, analyze and diagnose transportation on board diagnostic management systems using handheld and/or PC based diagnostic equipment.				
·3. Describe and perform basic PC skills used by transportation technicians.				
·4. Demonstrate the proper use of application software such as MS Word.				
National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician				
TRN 180 Basic Welding for Transp	1	4	0	3
This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard. (FA).				
Student Learning Outcomes				
·1. Describe and list the proper fundamentals, processes and equipment, materials and metallurgy associated with welding of similar and dissimilar metals in transportation systems and equipment.				
·2. Identify and describe safety and health practices associated with the welding of similar and dissimilar metals in transportation systems and equipment.				
·3. In a lab setting, demonstrate the ability to successfully weld similar and dissimilar metals in transportation systems and equipment.				
·4. Select and list the proper inspection methods associated with the welding of similar and dissimilar metals in transportation systems and equipment.				
·5. In a lab setting, demonstrate proper setup and operational procedures associated with the welding of similar and dissimilar metals in transportation systems and equipment.				
·6. Describe and list the cutting techniques used with the various tools and methods associated with transportation systems and equipment.				
National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician				
■ WBL – Work-Based Learning				
WBL 111 Work-Based Learning I	0	0	10	1
This course provides a work-based learning 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.				
National ID (CIP) 46.0101 Mason/Masonry.				
WBL 112 Work-Based Learning I	0	0	20	2
This course provides a work-based learning 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.				
National ID (CIP) 46.0503 Plumbing Technology/Plumber.				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
WBL 121 Work-Based Learning II	0	0	10	1
This course provides a work-based learning 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. National ID (CIP) 48.0508 Welding Technology/Welder.				
WBL 122 Work-Based Learning II	0	0	20	2
This course provides a work-based learning 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. National ID (CIP) 49.0202 Construction/Heavy Equipment/Earthmoving Equipment Operation.				
■ 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). National ID (CIP) 11.0801 Web Page, Digital/Multimedia and Information Resources Design.				
■ 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 and SP). Student Learning Outcomes ·1. Identify the parts and functions of an oxy-acetylene cutting torch. ·2. Identify the parts and functions of various cutting equipment. ·3. List the safety practices of using oxy-fuel, plasma-arc, and other cutting equipment. ·4. Set-up and adjust cutting equipment. ·5. Use an oxy-acetylene outfit, plasma cutting equipment, and other equipment to: a. Cut a straight marked line on various thickness steel plate. b. Cut various shapes out of carbon steel plate. c. Cut carbon steel plate to a bevel and pipe. National ID (CIP) 48.0508 Welding Technology/Welder.				
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. (SU). National ID (CIP) 48.0508 Welding Technology/Welder.				
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). Student Learning Outcomes ·1. Demonstrate SMAW electrode classification in compliance with AWS codes. ·2. Perform a groove weld according to AWS D1.1. ·3. Demonstrate safe and proper SMAW equipment setup, operation, and shut-down practices in accordance to manufacturer's recommendations. National ID (CIP) 48.0508 Welding Technology/Welder.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
WLD 116 SMAW (stick) Plate/Pipe	1	9	0	4
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions. State prerequisite: Take WLD 115. (SP). National ID (CIP) 48.0508 Welding Technology/Welder.				
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 and SP).				
Student Learning Outcomes				
·1.Demonstrate the use of GMAW electrode classification in compliance with AWS code for the selection of electrodes.				
·2.Demonstrate the use of FCAW electrode classification in compliance with AWS code for the selection of electrodes.				
·3. Perform a Fillet weld in accordance with AWS code.				
·4.Perform a groove weld in accordance with AWS code.				
·5.Demonstrate safe and proper GMAW equipment setup, operation, and shut-down practices in accordance to manufacturer's recommendations.				
National ID (CIP) 48.0508 Welding Technology/Welder.				
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). National ID (CIP) 48.0508 Welding Technology/Welder.				
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).				
Student Learning Outcomes				
·1.Demonstrate the use of GTAW electrode classification in compliance with AWS for the selection of electrodes.				
·2.Perform a groove weld in accordance with AWS code.				
·3.Perform a Fillet weld in accordance with AWS code.				
·4.Demonstrate safe equipment setup, operation, and shut-down practices according to manufacturer's recommendations.				
National ID (CIP) 48.0508 Welding Technology/Welder.				
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). National ID (CIP) 48.0508 Welding Technology/Welder.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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.				
Student Learning Outcomes				
·1. Identify and read welding symbols.				
·2. Identify and explain various lines, notes, and specifications on a blueprint.				
·3. Identify the different types of lines on a blueprint.				
·4. Interpret destructive testing symbols and their methods.				
·5. Interpret non-destructive testing symbols and their methods.				
·6. Develop a working sketch.				
·7. Create a bill of materials from a blueprint.				
Minimum State Prerequisites: None				
Minimum State Corequisites: None				
College Transfer: N/A				
National ID (CIP) 48.0508 Welding Technology/Welder.				
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. RCC prerequisites: Take WLD 110, WLD 115, WLD 121, and WLD 141. (SU). National ID (CIP) 48.0508 Welding Technology/Welder.				
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). National ID (CIP) 48.0508 Welding Technology/Welder.				
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). National ID (CIP) 48.0508 Welding Technology/Welder.				

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 an ex-officio/nonvoting member of the Board. Following is the current Board of Trustees:

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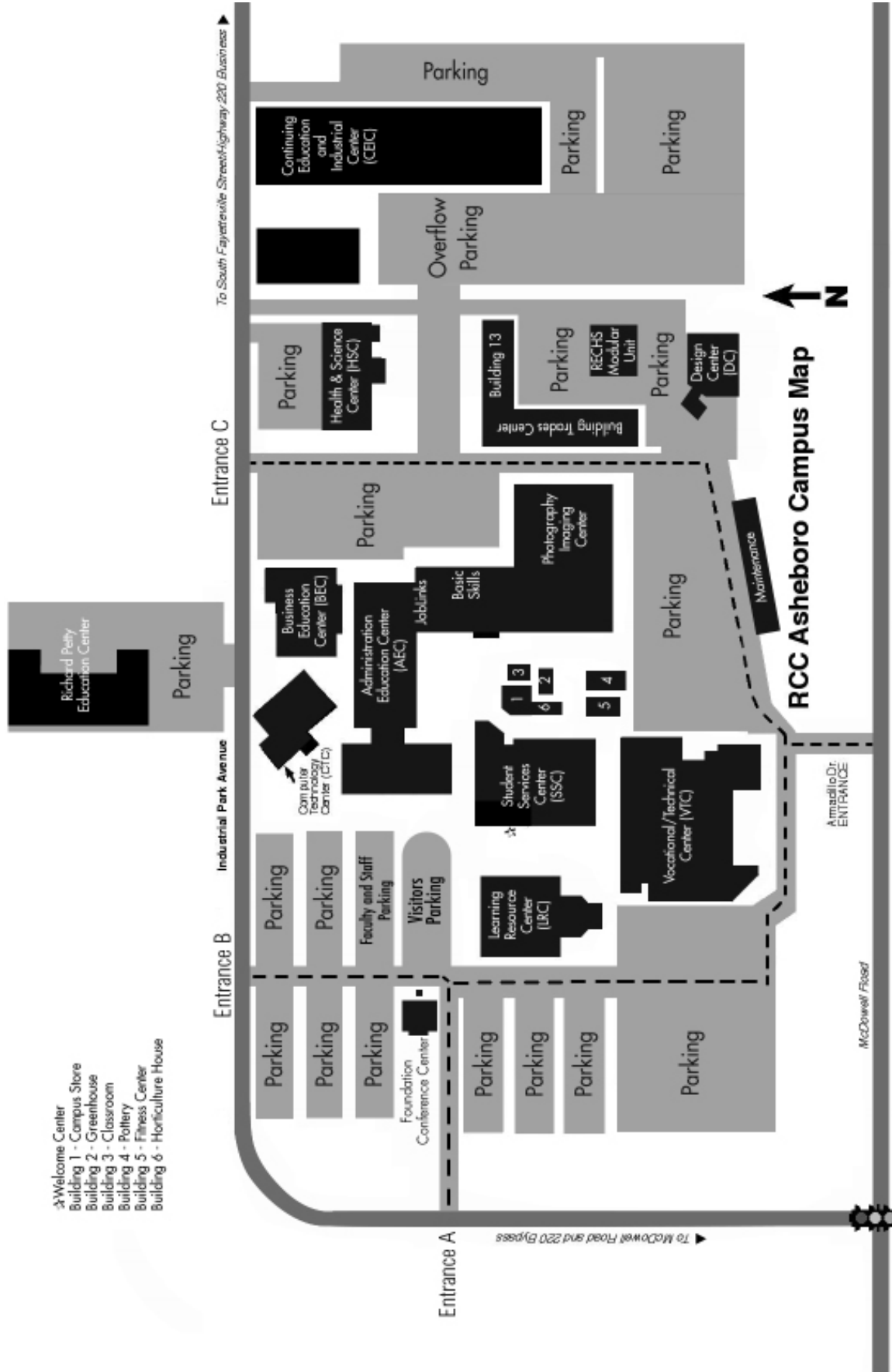
For an up-to-date listing of RCC Administration, Faculty, and Staff members, go to the following website:
www.randolph.edu/welcome/faculty/directory.php

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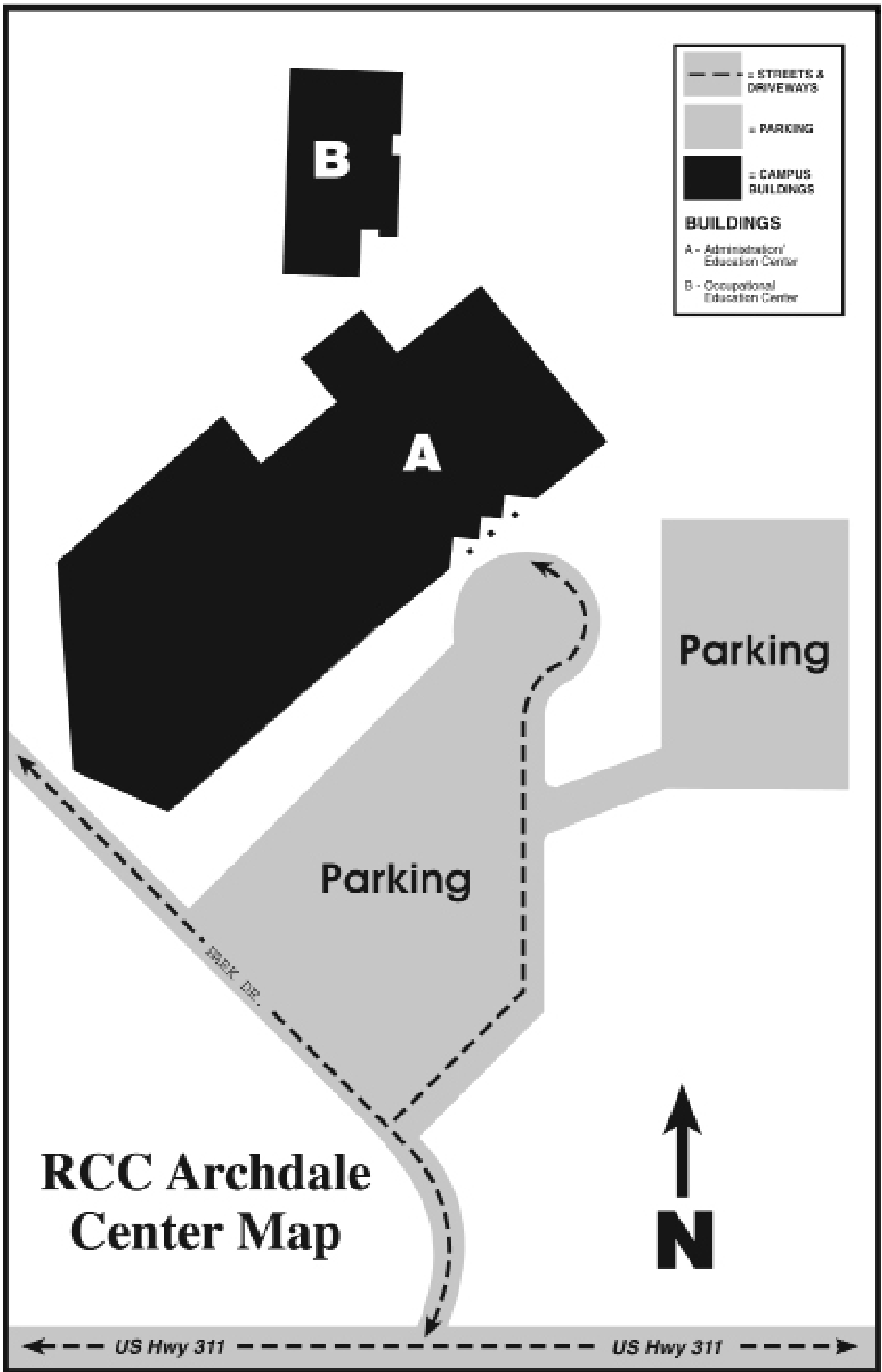
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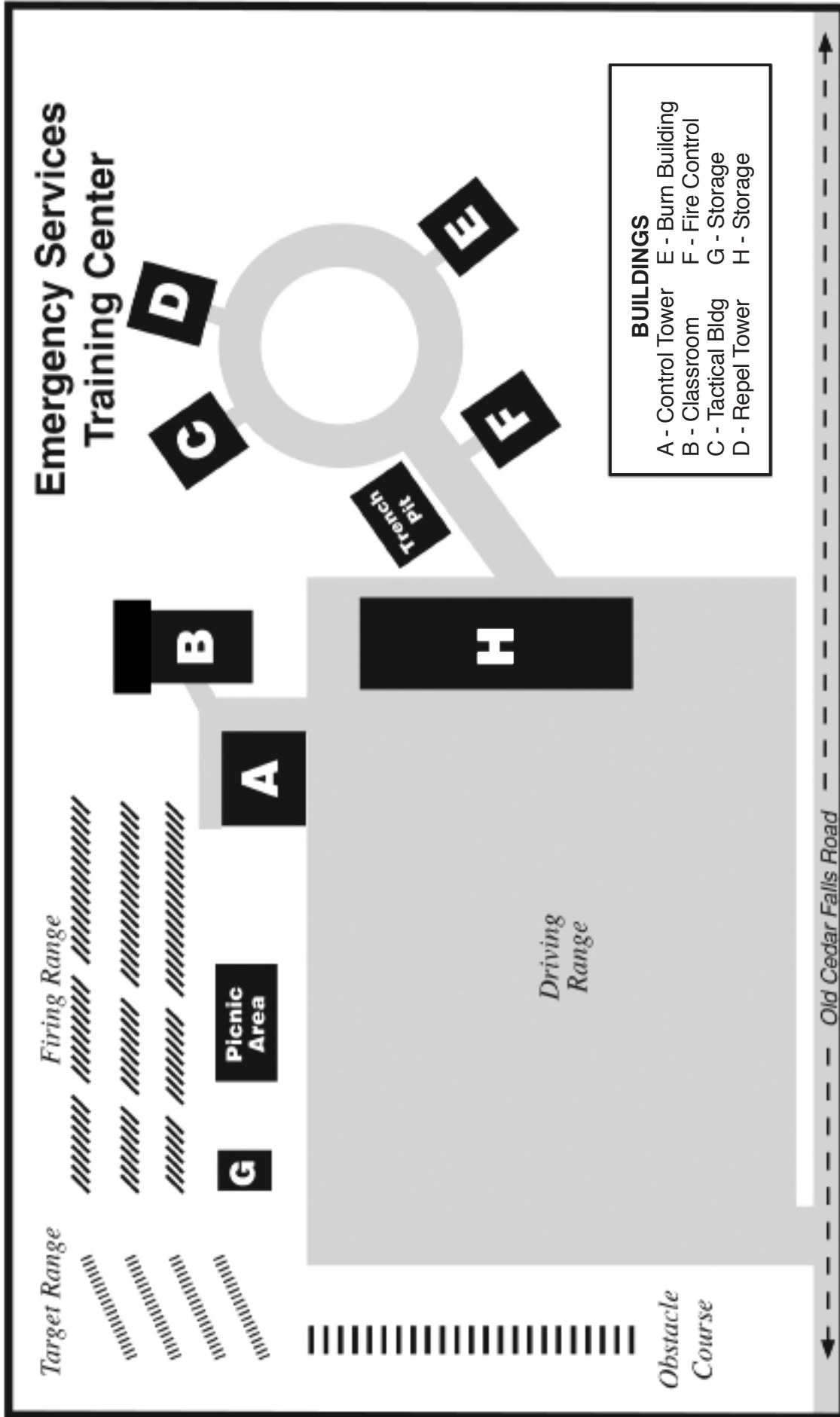
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Campus Maps



- Welcome Center
- Building 1 - Campus Store
- Building 2 - Greenhouse
- Building 3 - Classroom
- Building 4 - Pottery
- Building 5 - Fitness Center
- Building 6 - Horticulture House





Randolph Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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.



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