

Programs of Study (Curricula-Credit)

Degrees, Diplomas & Certificates

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

■ Associate in Applied Science

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

■ Associate in Arts

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

■ Diplomas & Certificates

Randolph Community College awards diplomas and certificates for a wide variety of educational programs. Diplomas are issued for completion of an approved program of no fewer than 36 semester credit hours. Certificates are issued for the completion of approved programs of no fewer than 12 semester credit hours, but less than 19.

Requirements for Degrees, Diplomas & Certificates

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

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

Curricula

Degrees, diplomas, and/or certificates are offered in the following areas of study by Randolph Community College. Programs are described on pages 57– 117 in the order listed below. Required courses for each program are listed by semester. Each course is coded as follows to indicate the category for program completion per community college guidelines: **c=core course**, **g=general education course**, **om=other major course**, **co=concentration course**, **or=other required course**. Individuals interested in any of the following curriculum programs should contact the admissions office in Student Services for an application and more information.

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

Developmental Studies

English
Math
Reading
Science

Associate Degrees, Diplomas & Certificates

■ General Education Department

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

■ Art & Design Department

Advertising & Graphic Design – Associate Degree (day)

Interior Design – Associate Degree (day); Computer-Aided Drafting Certificate (evening)

■ Business Technology Department

Accounting – Associate Degree (day & evening)

Business Administration – Associate Degree (day & evening)

Information Systems – Associate Degree & Certificate (day & evening)

Information Systems: Network Administration & Support Concentration – Associate Degree & Certificate (day & evening)

Office Systems Technology – Associate Degree & Certificate (day & evening)

■ Health Occupations Department

Associate Degree Nursing – Associate Degree (day)

General Occupational Technology – Diploma (day)

Nursing Assistant (*for Huskins students only*) – Certificate (day)

Physical Therapist Assistant (*collaborative program**) – Associate Degree (day)

Radiography – Associate Degree (day)

■ Human Services Department

Basic Law Enforcement Training – Certificate (day & evening)

Community Spanish Interpreter – Certificate & Advanced Certificate (day & evening)

Criminal Justice Technology – Associate Degree (day & evening)

Early Childhood Associate – Associate Degree & Diploma (day & evening); Early Childhood Certificate (day & evening); Early Childhood Administrative Certificate (day & evening); School-Age Certificate (day & evening)

Historic Preservation Technology – Associate Degree & Diploma (day); Certificate (day & evening)

■ Mechanical & Industrial Department

Autobody Repair – Diploma (day); Certificate (evening)

Automotive Systems Technology – Associate Degree & Diploma (day); Certificate (evening)

Electric Lineman Technology (*collaborative program**) *for employees of electric membership companies only* – Associate Degree (day & evening)

Electrical/Electronics Technology – Associate Degree (day); Diploma & Certificate (day & evening)

Industrial Systems Technology – Associate Degree (day); Diploma & Certificate (day & evening)

Machining Technology – Associate Degree & Diploma (day); Certificate (day & evening)

Welding Technology – Certificate (evening)

■ Photographic Technology Department

Photographic Technology: Biomedical Photography Concentration – Associate Degree (day)

Photographic Technology: Commercial Photography Concentration – Associate Degree (day)

Photographic Technology: Photojournalism Concentration – Associate Degree (day)

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

**These programs are offered in conjunction with another community college.*

Developmental Studies

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

Developmental Studies courses exist as prerequisites to General Education courses. Please see the section "General Admissions Requirements for Curriculum Programs" on pages 13 – 14 for information concerning placement testing. Students who do not remove prerequisites through test scores or prior credit must take the appropriate math, reading, or English courses in Developmental Studies prior to enrolling in certain General Education courses. Developmental Studies classes are offered day and evening to accommodate every student who needs them. Grades earned in Developmental Studies are not included in the student's grade point average, and credit hours earned do not count toward graduation.

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

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

DEVELOPMENTAL STUDIES

Courses Offered*

		<u>Hours/Week</u>		<u>Sem. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
ENG 075	Reading & Language Essentials	5	0	5
ENG 085	Reading & Writing Foundations	5	0	5
ENG 090	Composition Strategies	3	0	3
MAT 050	Basic Math Skills	3	2	4
MAT 060	Essential Mathematics	3	2	4
MAT 070	Introductory Algebra	3	2	4
MAT 080	Intermediate Algebra	3	2	4
RED 090	Improved College Reading	3	2	4
SCI 095	Developmental Science	3	4	5

*In each of the courses listed, a student must have a passing average in the course and a passing score on an exit test to receive course credit.

Course descriptions are on pages 121 – 169.

General Education Department

■ Associate in Arts (College Transfer)

[AI0100] Degree (Day & Evening)

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

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

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

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

ASSOCIATE IN ARTS (COLLEGE TRANSFER) – DAY & EVENING

Courses Offered - Degree

		<u>Hours/Week</u>		<u>Sem. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
General Education Core (44 Semester Hours Credit)*				
English Composition (6 Semester Hours Credit)				
ENG 111	Expository Writing (<i>required</i>)	3	0	3
<i>Select one course from the following:</i>				
ENG 112	Argument-Based Research	3	0	3
ENG 113	Literature-Based Research	3	0	3
ENG 114	Professional Research & Reporting	3	0	3
*Students must meet the receiving university’s foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.				
Humanities/Fine Arts (12 Semester Hours Credit)*				
<i>Select four courses with at least three different prefixes from those listed below. At least one course must be a literature course (ENG prefix).</i>				
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
ASL 111	Elementary American Sign Language I	3	0	3
ASL 112	Elementary American Sign Language II	3	0	3
ASL 211	Intermediate Sign Language I	3	0	3
ASL 212	Intermediate American Sign Language II	3	0	3
DAN 110	Dance Appreciation	3	0	3
DRA 111	Theatre Appreciation	3	0	3
ENG 131	Introduction to Literature	3	0	3
ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3

(Continued on next page)

ENG 243	Major British Writers	3	0	3
ENG 251	Western World Literature I	3	0	3
ENG 252	Western World Literature II	3	0	3
FRE 111	Elementary French I	3	0	3
FRE 112	Elementary French II	3	0	3
FRE 211	Intermediate French I	3	0	3
FRE 212	Intermediate French II	3	0	3
HUM 110	Technology & Society	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 121	The Nature of America	3	0	3
HUM 122	Southern Culture	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 150	American Women's Studies	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values & Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
MUS 112	Introduction to Jazz	3	0	3
MUS 114	Non-Western Music	3	0	3
PHI 210	History of Philosophy	3	0	3
PHI 215	Philosophical Issues	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3
SPA 111	Elementary Spanish I	3	0	3
SPA 112	Elementary Spanish II	3	0	3
SPA 211	Intermediate Spanish I	3	0	3
SPA 212	Intermediate Spanish II	3	0	3

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

Social/Behavioral Sciences (12 Semester Hours Credit)

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

ANT 210	General Anthropology	3	0	3
ANT 220	Cultural Anthropology	3	0	3
ANT 221	Comparative Cultures	3	0	3
ANT 240	Archaeology	3	0	3
ECO 151	Survey of Economics	3	0	3
ECO 251	Principles of Microeconomics	3	0	3
ECO 252	Principles of Macroeconomics	3	0	3
HIS 121	Western Civilization I	3	0	3
HIS 122	Western Civilization II	3	0	3
HIS 131	American History I	3	0	3
HIS 132	American History II	3	0	3
POL 110	Introduction to Political Science	3	0	3
POL 120	American Government	3	0	3
POL 210	Comparative Government	3	0	3
POL 220	International Relations	3	0	3
PSY 150	General Psychology	3	0	3
PSY 237	Social Psychology	3	0	3
PSY 241	Developmental Psychology	3	0	3
PSY 281	Abnormal Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
SOC 213	Sociology of the Family	3	0	3
SOC 220	Social Problems	3	0	3

Natural Sciences/Mathematics (14 Semester Hours Credit)

Natural Sciences (8 Semester Hours Credit)

BIO 111	General Biology I	3	3	4
BIO 112	General Biology II	3	3	4
BIO 120	Introductory Botany	3	3	4
BIO 140	Environmental Biology	3	0	3
BIO 140A	Environmental Biology Lab	0	3	1
CHM 131	Introduction to Chemistry	3	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	1
CHM 132	Organic & Biochemistry	3	3	4
GEL 111	Introductory Geology	3	2	4
GEL 120	Physical Geology	3	2	4
GEL 230	Environmental Geology	3	2	4

Mathematics (6 Semester Hours Credit)

Select one course from the following:

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

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

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

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

Select additional courses from those listed below or on pages 91-92.

ACC 120	Principles of Accounting I	3	2	4
ACC 121	Principles of Accounting II	3	2	4
BUS 110	Introduction to Business	3	0	3
BUS 115	Business Law I	3	0	3
COM 110	Introduction to Communication	3	0	3
COM 231	Public Speaking	3	0	3
HEA 110	Personal Health/Wellness	3	0	3
PED 113	Aerobics I	0	3	1
PED 114	Aerobics II	0	3	1
PED 115	Step Aerobics I	0	3	1
PED 116	Step Aerobics II	0	3	1
PED 120	Walking for Fitness	0	3	1
PED 121	Walk, Jog, Run	0	3	1
PED 122	Yoga I	0	2	1
PED 123	Yoga II	0	2	1
PED 125	Self-Defense-Beginning	0	2	1
PED 137	Badminton	0	2	1
PED 142	Lifetime Sports	0	2	1
PED 143	Volleyball-Beginning	0	2	1
PED 171	Nature Hiking	0	2	1
PED 183	Folk Dancing	0	2	1
PED 184	Square Dancing I	0	2	1
PED 185	Square Dancing II	0	2	1
PED 186	Dancing for Fitness	0	2	1
PED 187	Social Dancing-Beginning	0	2	1
PED 189	Clogging	0	2	1
PSY 263	Educational Psychology	3	0	3

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

TOTAL SEMESTER HOURS CREDIT: 64-65

Art & Design Department

■ Advertising & Graphic Design

[A30100] Degree (Day)

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

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

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

ADVERTISING & GRAPHIC DESIGN – DAY

Curriculum By Semesters - Degree

	Hours/Week			Sem. Hrs. Credit	
	Class	Lab	Wk. Exp.		
First Year: Fall Semester					
ART 111	Art Appreciation (g)	3	0	0	3
DES 135	Principles & Elements of Design I (c)	2	4	0	4
ENG 111	Expository Writing (g)	3	0	0	3
GRA 151	Computer Graphics I (c)	1	3	0	2
GRD 121	Drawing Fundamentals I (c)	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		10	10	0	14
First Year: Spring Semester					
DES 136	Principles & Elements of Design II (c)	2	4	0	4
GRA 152	Computer Graphics II (c)	1	3	0	2
GRD 110	Typography I (c)	2	2	0	3
GRD 230	Technical Illustration (c)	1	3	0	2
MAT 115	Mathematical Models (g)	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		8	14	0	14
First Year: Summer Session					
GRA 121	Graphic Arts I (om)	2	4	0	4
GRA 153	Computer Graphics III (om)	1	3	0	2
GRD 131	Illustration I (om)	1	3	0	2
GRD 142	Graphic Design II (c)	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
		6	14	0	12
Second Year: Fall Semester					
COE 112	Cooperative Work Experience I (om)	0	0	20	2
	<i>or</i>				
GRA 221	Graphic Arts II (om)	2	4	0	4
	<i>and</i>				
GRA 221A	Graphic Arts Applications II (om)	0	3	0	1
GRD 117	Design Career Exploration (om)	2	0	0	2
GRD 241	Graphic Design III (c)	2	4	0	4
GRD 271	Multimedia Design I (om)	1	3	0	2
GRD 281	Design of Advertising (om)	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		7	7	20	12
				<i>or</i>	
		9	14	0	15
Second Year: Spring Semester					
ENG 114	Professional Research & Reporting (g)	3	0	0	3
GRA 154	Computer Graphics IV (om)	1	3	0	2
GRD 272	Multimedia Design II (om)	1	3	0	2
GRD 280	Portfolio Design (c)	2	4	0	4
--	Social/Behavioral Science Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	10	0	14

TOTAL SEMESTER HOURS CREDIT: 66 or 69

Interior Design
[A30220] Degree (Day)

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

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

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

INTERIOR DESIGN – DAY

Curriculum By Semester - Degree

		<u>Hours/Week</u>			<u>Sem. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Wk. Exp.</u>	<u>Credit</u>
First Year: Fall Semester					
ART 114	Art History Survey I (g)	3	0	0	3
DES 110	Architectural Graphics (c)	0	6	0	2
DES 125	Graphic Presentation I (c)	0	6	0	2
DES 135	Principles & Elements of Design I (c)	2	4	0	4
ENG 111	Expository Writing (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	16	0	14
First Year: Spring Semester					
ART 115	Art History Survey II (om)	3	0	0	3
DES 120	CAD for Interior Design (c)	0	6	0	2
DES 136	Principles & Elements of Design II (om)	2	4	0	4
DES 220	Introduction to Interior Design (c)	1	6	0	3
ENG 114	Professional Research & Reporting (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	16	0	15
Second Year: Fall Semester					
DES 225	Textiles/Fabrics (c)	2	2	0	3
DES 230	Residential Design I (c)	1	6	0	3
DES 240	Nonresidential Design I (c)	1	6	0	3
DES 255	History/Interiors & Furnishings I (c)	3	0	0	3
MAT 140	Survey of Mathematics (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	14	0	15
Second Year: Spring Semester					
COE 112	Cooperative Work Experience I (om)	0	0	20	2
<i>or</i>					
DES 260	Materials Calculations/Interior Design (om)	3	0	0	3
DES 210	Business Practices/Interior Design (c)	2	0	0	2
DES 256	History/Interiors & Furnishings II (om)	3	0	0	3
DES 276	Showroom & Gallery Design (om)	1	6	0	3
--	Social/Behavioral Science Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	6	20	13
		12	6	0	14
Second Year: Summer Session					
DES 235	Products (c)	2	2	0	3
DES 241	Nonresidential Design II (om)	1	6	0	3
DES 265	Lighting/Interior Design (om)	2	0	0	2
DES 285	Capstone/Interior Design (om)	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		7	14	0	12

TOTAL SEMESTER CREDIT HOURS: 69 or 70

(Continued on next page)

COMPUTER-AIDED DRAFTING

[C30220] Certificate (Evening)

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

INTERIOR DESIGN

COMPUTER-AIDED DRAFTING – EVENING

Curriculum By Semester - Certificate

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

TOTAL SEMESTER CREDIT HOURS: 15

Business Technology Department

■ Accounting

[A25100] Degree (Day & Evening)

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

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

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

ACCOUNTING – DAY

Curriculum By Semesters - Degree

		<u>Hours/Week</u>		<u>Sem. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
First Year: Fall Semester				
ACC 120	Principles of Financial Accounting (c)	3	2	4
BUS 115	Business Law I (c)	3	0	3
CIS 110	Introduction to Computers (c)	2	2	3
ENG 111	Expository Writing (g)	3	0	3
OST 131	Keyboarding (om)	<u>1</u>	<u>2</u>	<u>2</u>
		12	6	15
First Year: Spring Semester				
ACC 121	Principles of Managerial Accounting (c)	3	2	4
ACC 140	Payroll Accounting (om)	1	2	2
ECO 252	Principles of Macroeconomics (c)	3	0	3
ENG 114	Professional Research & Reporting (g)	3	0	3
OST 136	Word Processing (om)	<u>1</u>	<u>2</u>	<u>2</u>
		11	6	14
First Year: Summer Session				
ACC 225	Cost Accounting (c)	3	0	3
ACC 240	Governmental & Not-for-Profit Accounting (om)	3	0	3
BUS 137	Principles of Management (om)	3	0	3
CIS 152	Database Concepts & Applications (om)	<u>2</u>	<u>2</u>	<u>3</u>
		11	2	12
Second Year: Fall Semester				
ACC 220	Intermediate Accounting I (c)	3	2	4
BUS 225	Business Finance (om)	2	2	3
CIS 120	Spreadsheet I (om)	2	2	3
MAT 140	Survey of Mathematics (g)	3	0	3
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>3</u>
		13	6	16
Second Year: Spring Semester				
ACC 131	Federal Income Taxes (c)	2	2	3
ACC 221	Intermediate Accounting II (om)	3	2	4
BUS 255	Organizational Behavior in Business (om)	3	0	3
INT 110	International Business (om)	3	0	3
--	Social/Behavioral Science Course (g)	<u>3</u>	<u>0</u>	<u>3</u>
		14	4	16

TOTAL SEMESTER CREDIT HOURS: 73

ACCOUNTING – EVENING

Curriculum By Semesters - Degree

		<u>Hours/Week</u>		<u>Sem. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
First Year: Fall Semester				
ACC 120	Principles of Financial Accounting (c)	3	2	4
CIS 110	Introduction to Computers (c)	2	2	3
OST 131	Keyboarding (om)	<u>1</u>	<u>2</u>	<u>2</u>
		6	6	9
First Year: Spring Semester				
ACC 121	Principles of Managerial Accounting (c)	3	2	4
ACC 131	Federal Income Taxes (c)	2	2	3
OST 136	Word Processing (om)	<u>1</u>	<u>2</u>	<u>2</u>
		6	6	9
First Year: Summer Session				
ACC 225	Cost Accounting (om)	3	0	3
BUS 137	Principles of Management (om)	3	0	3
--	Social/Behavioral Science Course (g)	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9
Second Year: Fall Semester				
ACC 220	Intermediate Accounting I (c)	3	2	4
CIS 120	Spreadsheet I (om)	2	2	3
ENG 111	Expository Writing (g)	<u>3</u>	<u>0</u>	<u>3</u>
		8	4	10
Second Year: Spring Semester				
ACC 140	Payroll Accounting (om)	1	2	2
ACC 221	Intermediate Accounting II (om)	3	2	4
ENG 114	Professional Research & Reporting (g)	<u>3</u>	<u>0</u>	<u>3</u>
		7	4	9
Second Year: Summer Session				
ACC 240	Governmental & Not-for-Profit Accounting (om)	3	0	3
CIS 152	Database Concepts & Applications (om)	<u>2</u>	<u>2</u>	<u>3</u>
		5	2	6
Third Year: Fall Semester				
BUS 115	Business Law I (c)	3	0	3
BUS 225	Business Finance (om)	2	2	3
MAT 140	Survey of Mathematics (g)	<u>3</u>	<u>0</u>	<u>3</u>
		8	2	9
Third Year: Spring Semester				
BUS 255	Organizational Behavior in Business (om)	3	0	3
ECO 252	Principles of Macroeconomics (c)	3	0	3
INT 110	International Business (om)	3	0	3
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

TOTAL SEMESTER CREDIT HOURS: 73

■ Business Administration

[A25120] Degree (Day & Evening)

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

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

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

BUSINESS ADMINISTRATION – DAY

Curriculum By Semesters - Degree

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

TOTAL SEMESTER HOURS CREDIT: 68

(Continued on next page)

BUSINESS ADMINISTRATION – EVENING

Curriculum By Semesters - Degree

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

TOTAL SEMESTER HOURS CREDIT: 68

■ Information Systems

[A25260] Degree (Day & Evening); [C25260] Certificate (Day & Evening)

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

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

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

Certificate achievers will experience a much-needed hands-on approach to learning networking concepts. After completing this course, students will be prepared to take the CISCO Certified Network Associate Exam.

(Continued on next page)

INFORMATION SYSTEMS – DAY

Curriculum By Semesters - Certificate & Degree

	Class	Hours/Week			Sem. Hrs.
		Lab	Wk. Exp.	Credit	
First Year: Fall Semester					
ACC 120	Principles of Financial Accounting (c)	3	2	0	4
CIS 110	Introduction to Computers (c)	2	2	0	3
CIS 126	Graphic Software Introduction (om)	2	2	0	3
CIS 130	Survey of Operating Systems (c)	2	3	0	3
OST 131	Keyboarding (om)	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		10	11	0	15
First Year: Spring Semester					
CIS 120	Spreadsheet I (om)	2	2	0	3
CIS 152	Database Concepts & Applications (c)	2	2	0	3
CIS 215	Hardware Installation/Maintenance (om)	2	3	0	3
ENG 111	Expository Writing (g)	3	0	0	3
OST 136	Word Processing (om)	1	2	0	2
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	9	0	17
First Year: Summer Session					
CIS 115	Introduction to Programming & Logic (c)	2	2	0	3
NET 110	Data Communication/Networking (c)	2	2	0	3
ENG 114	Professional Research & Reporting (g)	3	0	0	3
OST 233	Office Publications Design (om)	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		9	6	0	12
Second Year: Fall Semester					
CIS 157	Database Programming I (om)	2	2	0	3
CIS 286	Systems Analysis & Design (om)	3	0	0	3
MAT 140	Survey of Mathematics (g)	3	0	0	3
NET 125	*Routing & Switching I (om) <i>(first 8 weeks of 16-week semester)</i>	1	4	0	3
NET 126	*Routing & Switching II (om) <i>(last 8 weeks of 16-week semester)</i>	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		10	10	0	15
Second Year: Spring Semester					
CIS 217	Computer Training & Support (om)	2	2	0	3
CIS 288	Systems Project (om)	1	4	0	3
<i>or</i>					
COE 111	Cooperative Work Experience I (om)	0	0	10	1
NET 225	*Advanced Routing & Switching I (om) <i>(first 8 weeks of 16-week semester)</i>	1	4	0	3
NET 226	*Advanced Routing & Switching II (om) <i>(last 8 weeks of 16-week semester)</i>	1	4	0	3
--	Social/Behavioral Science Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	14	0	15
		7	10	10	13

*Courses required for certificate.

TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 12

TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 72 or 74

INFORMATION SYSTEMS – EVENING

Curriculum By Semesters - Certificate & Degree

	Hours/Week			Sem. Hrs. Credit	
	Class	Lab	Wk. Exp.		
First Year: Fall Semester					
CIS 110	Introduction to Computers (c)	2	2	0	3
CIS 126	Graphic Software Introduction (om)	2	2	0	3
OST 131	Keyboarding (om)	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		5	6	0	8
First Year: Spring Semester					
CIS 120	Spreadsheet I (om)	2	2	0	3
ENG 111	Expository Writing (g)	3	0	0	3
OST 136	Word Processing (om)	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		6	4	0	8
First Year: Summer Session					
CIS 130	Survey of Operating Systems (c)	2	3	0	3
ENG 114	Professional Research & Reporting (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		5	3	0	6
Second Year: Fall Semester					
ACC 120	Principles of Financial Accounting (c)	3	2	0	4
CIS 215	Hardware Installation/Maintenance (om)	2	3	0	3
MAT 140	Survey of Mathematics (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	5	10	
Second Year: Spring Semester					
CIS 152	Database Concepts & Applications (c)	2	2	0	3
CIS 217	Computer Training & Support (om)	2	2	0	3
NET 110	Data Communication/Networking (c)	2	2	0	3
--	Social/Behavioral Science Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	6	0	12
Second Year: Summer Session					
CIS 115	Introduction to Programming & Logic (c)	2	2	0	3
OST 233	Office Publications Design (om)	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		4	4	0	6
Third Year: Fall Semester					
CIS 157	Database Programming I (om)	2	2	0	3
CIS 286	Systems Analysis & Design (om)	3	0	0	3
NET 125	*Routing & Switching I (om) (first 8 weeks of 16-week semester)	1	4	0	3
NET 126	*Routing & Switching II (om) (last 8 weeks of 16-week semester)	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		7	10	0	12
Third Year: Spring Semester					
CIS 288	Systems Project (om)	1	4	0	3
<i>or</i>					
COE 111	Cooperative Work Experience I (om)	0	0	10	1
NET 225	*Advanced Routing & Switching I (om) (first 8 weeks of 16-week semester)	1	4	0	3
NET 226	*Advanced Routing & Switching II (om) (last 8 weeks of 16-week semester)	1	4	0	3
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	12	0	12
		5	8	10	10

*Courses required for certificate.

TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 12

TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 72 or 74

■ Information Systems

Network Administration & Support Concentration

[A2526D] Degree (Day & Evening); [C2526D] Certificate (Day & Evening)

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

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

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

Certificate achievers will experience a much-needed hands-on approach to learning networking concepts. After completing this course, students will be prepared to take the CISCO Certified Network Associate Exam.

INFORMATION SYSTEMS**NETWORK ADMINISTRATION & SUPPORT CONCENTRATION – DAY**

Curriculum By Semesters - Certificate & Degree

		<u>Hours/Week</u>		<u>Sem. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
First Year: Fall Semester				
CIS 110	Introduction to Computers (c)	2	2	3
CIS 130	Survey of Operating Systems (c)	2	3	3
OST 131	Keyboarding (om)	1	2	2
BUS 151	People Skills (c)	3	0	3
--	Social/Behavioral Science Course (g)	<u>3</u>	<u>0</u>	<u>3</u>
		11	7	14
First Year: Spring Semester				
CIS 120	Spreadsheet I (om)	2	2	3
CIS 152	Database Concepts & Applications (c)	2	2	3
CIS 215	Hardware Installation/Maintenance (om)	2	3	3
ENG 111	Expository Writing (g)	3	0	3
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>3</u>
		12	7	15
First Year: Summer Session				
CIS 115	Introduction to Programming & Logic (c)	2	2	3
CIS 174	Network System Manager I (co)	2	2	3
ENG 114	Professional Research & Reporting (g)	3	0	3
NET 110	Data Communication/Networking (c)	<u>2</u>	<u>2</u>	<u>3</u>
		9	6	12
Second Year: Fall Semester				
CIS 175	Network Management I (co)	2	2	3
CIS 274	Network System Manager II (co)	2	2	3
CIS 286	Systems Analysis & Design (om)	3	0	3
MAT 140	Survey of Mathematics (g)	3	0	3
NET 125	*Routing & Switching I (om) (first 8 weeks of 16-week semester)	1	4	3
NET 126	*Routing & Switching II (om) (last 8 weeks of 16-week semester)	<u>1</u>	<u>4</u>	<u>3</u>
		12	12	18
Second Year: Spring Semester				
CIS 217	Computer Training & Support (om)	2	2	3
CIS 275	Network Management II (co)	2	2	3
CIS 287	Network Support (co)	2	2	3
NET 225	*Advanced Routing & Switching I (om) (first 8 weeks of 16-week semester)	1	4	3
NET 226	*Advanced Routing & Switching II (om) (last 8 weeks of 16-week semester)	<u>1</u>	<u>4</u>	<u>3</u>
		8	14	15

*Courses required for certificate.

TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 12**TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 75**

(Continued on next page)

INFORMATION SYSTEMS

NETWORK ADMINISTRATION & SUPPORT CONCENTRATION – EVENING

Curriculum By Semesters - Certificate & Degree

		<u>Hours/Week</u>		<u>Sem. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
First Year: Fall Semester				
CIS 110	Introduction to Computers (c)	2	2	3
CIS 130	Survey of Operating Systems (c)	2	3	3
OST 131	Keyboarding (om)	1	2	2
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>3</u>
		8	7	11
First Year: Spring Semester				
CIS 120	Spreadsheet I (om)	2	2	3
CIS 152	Database Concepts & Applications (c)	2	2	3
CIS 215	Hardware Installation/Maintenance (om)	<u>2</u>	<u>3</u>	<u>3</u>
		6	7	9
First Year: Summer Session				
CIS 174	Network System Manager I (co)	2	2	3
NET 110	Data Communication/Networking (c)	<u>2</u>	<u>2</u>	<u>3</u>
		4	4	6
Second Year: Fall Semester				
CIS 274	Network System Manager II (co)	2	2	3
ENG 111	Expository Writing (g)	3	0	3
NET 125	*Routing & Switching I (om) <i>(first 8 weeks of 16-week semester)</i>	1	4	3
NET 126	*Routing & Switching II (om) <i>(last 8 weeks of 16-week semester)</i>	<u>1</u>	<u>4</u>	<u>3</u>
		7	10	12
Second Year: Spring Semester				
CIS 175	Network Management I (co)	2	2	3
ENG 114	Professional Research & Reporting (g)	3	0	3
NET 225	*Advanced Routing & Switching I (om) <i>(first 8 weeks of 16-week semester)</i>	1	4	3
NET 226	*Advanced Routing & Switching II (om) <i>(last 8 weeks of 16-week semester)</i>	<u>1</u>	<u>4</u>	<u>3</u>
		7	10	12
Second Year: Summer Session				
CIS 115	Introduction to Programming & Logic (c)	2	2	3
CIS 275	Network Management II (co)	<u>2</u>	<u>2</u>	<u>3</u>
		4	4	6
Third Year: Fall Semester				
BUS 151	People Skills (c)	3	0	3
CIS 286	Systems Analysis & Design (om)	3	0	3
MAT 140	Survey of Mathematics (g)	3	0	3
--	Social/Behavioral Science Course (g)	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12
Third Year: Spring Semester				
CIS 217	Computer Training & Support (om)	2	2	3
CIS 287	Network Support (co)	<u>2</u>	<u>2</u>	<u>3</u>
		4	4	6

*Courses required for certificate.

TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 12

TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 74

Office Systems Technology

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

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

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

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

OFFICE SYSTEMS TECHNOLOGY - DAY

Curriculum By Semester - Certificate & Degree

	Hours/Week			Sem. Hrs. Credit	
	Class	Lab	Wk. Exp.		
First Year: Fall Semester					
CIS 110	*Introduction to Computers (c)	2	2	0	3
OST 122	Office Computations (om)	1	2	0	2
OST 131	*Keyboarding (om)	1	2	0	2
OST 164	Text Editing Applications (c)	3	0	0	3
--	Social/Behavioral Science Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	6	0	13
First Year: Spring Semester					
BUS 115	Business Law I (om)	3	0	0	3
CIS 120	*Spreadsheet I (om)	2	2	0	3
ENG 111	Expository Writing (g)	3	0	0	3
OST 134	*Text Entry & Formatting (c)	2	2	0	3
OST 136	*Word Processing (om)	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		11	6	0	14
First Year: Summer Session					
CIS 152	*Database Concepts & Applications (om)	2	2	0	3
ENG 114	Professional Research & Reporting (g)	3	0	0	3
OST 233	Office Publications Design (om)	2	2	0	3
OST 236	Advanced Word/Information Processing (om)	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		9	6	0	12
Second Year: Fall Semester					
ACC 120	Principles of Financial Accounting (om)	3	2	0	4
MAT 140	Survey of Mathematics (g)	3	0	0	3
OST 135	Advanced Text Entry & Formatting (om)	3	2	0	4
OST 181	Introduction to Office Systems (c)	2	2	0	3
OST 184	Records Management (c)	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		12	8	0	16
Second Year: Spring Semester					
ACC 140	Payroll Accounting (om)	1	2	0	2
CIS 126	Graphic Software Introduction (om)	2	2	0	3
OST 286	Professional Development (om)	3	0	0	3
OST 289	Office Systems Management (om)	2	2	0	3
<i>or</i>					
COE 111	Cooperative Work Experience I (om)	0	0	10	1
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	6	0	14
		9	4	10	12

*Courses required for certificate.

TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 16

TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 67 or 69

OFFICE SYSTEMS TECHNOLOGY – EVENING

Curriculum By Semesters - Certificate & Degree

	<u>Hours/Week</u>			<u>Sem. Hrs.</u>	
	<u>Class</u>	<u>Lab</u>	<u>Wk. Exp.</u>	<u>Credit</u>	
First Year: Fall Semester					
CIS 110	*Introduction to Computers (c)	2	2	0	3
OST 131	*Keyboarding (om)	1	2	0	2
OST 164	Text Editing Applications (c)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	4	0	8
First Year: Spring Semester					
ENG 111	Expository Writing (g)	3	0	0	3
OST 134	*Text Entry & Formatting (c)	2	2	0	3
OST 136	*Word Processing (om)	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		6	4	0	8
First Year: Summer Session					
ENG 114	Professional Research & Reporting (g)	3	0	0	3
OST 236	Advanced Word/Information Processing (om)	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		5	2	0	6
Second Year: Fall Semester					
MAT 140	Survey of Mathematics (g)	3	0	0	3
OST 122	Office Computations (om)	1	2	0	2
OST 135	Advanced Text Entry & Formatting (om)	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		7	4	0	9
Second Year: Spring Semester					
BUS 115	Business Law I (om)	3	0	0	3
CIS 120	*Spreadsheet I (om)	2	2	0	3
OST 286	Professional Development (om)	3	0	0	3
--	Social/Behavioral Science Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	2	0	12
Second Year: Summer Session					
CIS 152	*Database Concepts & Applications (om)	2	2	0	3
OST 233	Office Publications Design (om)	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		4	4	0	6
Third Year: Fall Semester					
ACC 120	Principles of Financial Accounting (om)	3	2	0	4
OST 181	Introduction to Office Systems (c)	2	2	0	3
OST 184	Records Management (c)	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		6	6	0	9
Third Year: Spring Semester					
ACC 140	Payroll Accounting (om)	1	2	0	2
CIS 126	Graphic Software Introduction (om)	2	2	0	3
OST 289	Office Systems Management (om)	2	2	0	3
or					
COE 111	Cooperative Work Experience I (om)	0	0	10	1
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	6	0	11
				or	
		6	4	10	9

*Courses required for certificate.

TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 16

TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 67 or 69

Health Occupations Department

■ Associate Degree Nursing

[A45100] Degree (Day)

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

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

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

For admissions requirements specific to the Associate Degree Nursing program, see pages 15 – 18.

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

(Continued on next page)

ASSOCIATE DEGREE NURSING – DAY

Curriculum By Semesters - Degree*

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

*Students must maintain a grade of “C” or better in all NUR courses and BIO 168, BIO 169, and PSY 110.

**The humanities/fine arts requirement may be met by selecting one course from the following preferred humanities/fine arts courses:

HUM 110 Technology & Society

PHI 215 Philosophical Issues

HUM 120 Cultural Studies

PHI 240 Introduction to Ethics

SPA 111 Elementary Spanish I

***LPN’s entering through advanced placement will be required to take the following two courses during summer session:

NUR 187 Transition Practicum

0 0 6 2

NUR 189 Nursing Transition

1 3 0 2

(Note: Clinical rotations in NUR courses may be scheduled during weekdays, evenings, or weekends.)

TOTAL SEMESTER HOURS CREDIT: 72

The North Carolina Board of Nursing has the legal authority to deny licensure if the Board determines that the applicant: (1) has given false information or has withheld material information from the Board in procuring or attempting to procure a license to practice nursing; (2) has been convicted of or pleaded guilty or nolo contendere to any crime which indicates that the nurse is unfit or incompetent to practice nursing or that the nurse has deceived or defrauded the public; (3) has a mental or physical disability or uses any drug to a degree that interferes with his or her fitness to practice nursing; (4) engages in conduct that endangers the public health; (5) is unfit or incompetent to practice nursing by reason of deliberate or negligent acts of omissions regardless of whether actual injury to the patient is established; (6) engages in conduct that deceives, defrauds, or harms the public in the course of professional activities or services; (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 7 90-171.37)

■ General Occupational Technology

[D55280] Diploma (Day)

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

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

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

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

GENERAL OCCUPATIONAL TECHNOLOGY FOR ASSOCIATE DEGREE NURSING – DAY

Required Courses - Diploma*

		Hours/Week		Sem. Hrs.
		Class	Lab	Credit
BIO 168	Anatomy & Physiology I	3	3	4
BIO 169	Anatomy & Physiology II	3	3	4
ECO 151	Survey of Economics	3	0	3
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research & Reporting	3	0	3
PSY 110	Life Span Development	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
--	**Humanities/Fine Arts Course	3	0	3

Students select 19 additional semester hours credit from the following:

CIS 110	Introduction to Computers	2	2	3
CIS 113	Computer Basics	0	2	1
COM 110	Introduction to Communication	3	0	3
ENG 131	Introduction to Literature	3	0	3
HUM 120	Cultural Studies	3	0	3
MAT 115	Mathematical Models	2	2	3
MAT 151	Statistics I	3	0	3
PHI 215	Philosophical Issues	3	0	3
PHI 240	Introduction to Ethics	3	0	3
SPA 111	Elementary Spanish I	3	0	3
SPA 112	Elementary Spanish II	3	0	3

*Students planning to enroll in the Associate Degree Nursing program must maintain a grade of “C” or better in BIO 168, BIO 169, and PSY 110. 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 course from the following preferred humanities/fine arts courses:

HUM 110	Technology & Society
HUM 120	Cultural Studies
PHI 215	Philosophical Issues
PHI 240	Introduction to Ethics
SPA 111	Elementary Spanish I
SPA 112	Elementary Spanish II

TOTAL SEMESTER HOURS CREDIT: 48

**GENERAL OCCUPATIONAL TECHNOLOGY FOR
PHYSICAL THERAPIST ASSISTANT – DAY**

Required Courses - Diploma

		<u>Hours/Week</u>		Sem. Hrs.
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
BIO 168	Anatomy & Physiology I	3	3	4
BIO 169	Anatomy & Physiology II	3	3	4
COM 110	Introduction to Communication	3	0	3
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research & Reporting	3	0	3
PSY 150	General Psychology	3	0	3
--	*Humanities/Fine Arts Course	3	0	3

Students select 22 additional semester hours credit from the following:

CIS 110	Introduction to Computers	2	2	3
CIS 113	Computer Basics	0	2	1
ECO 151	Survey of Economics	3	0	3
ENG 131	Introduction to Literature	3	0	3
HUM 120	Cultural Studies	3	0	3
MAT 115	Mathematical Models	2	2	3
MAT 151	Statistics I	3	0	3
PHI 215	Philosophical Issues	3	0	3
PHI 240	Introduction to Ethics	3	0	3
SOC 210	Introduction to Sociology	3	0	3
SPA 111	Elementary Spanish I	3	0	3
SPA 112	Elementary Spanish II	3	0	3

*The humanities/fine arts requirement may be met by selecting one course from the following preferred humanities/fine arts courses:

- HUM 120 Cultural Studies
- PHI 215 Philosophical Issues
- PHI 240 Introduction to Ethics

TOTAL SEMESTER HOURS CREDIT: 48

GENERAL OCCUPATIONAL TECHNOLOGY FOR RADIOGRAPHY – DAY

Required Courses - Diploma

		<u>Hours/Week</u>		<u>Sem. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
BIO 163	*Basic Anatomy & Physiology	4	2	5
	<i>or</i>			
BIO 168	*Anatomy & Physiology I	3	3	4
	<i>and</i>			
BIO 169	*Anatomy & Physiology II	3	3	4
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research & Reporting	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
--	**Humanities/Fine Arts Course	3	0	3

Students select 25 or 29 additional semester hours credit from the following:

CIS 110	Introduction to Computers	2	2	3
CIS 113	Computer Basics	0	2	1
COM 110	Introduction to Communication	3	0	3
ENG 131	Introduction to Literature	3	0	3
HUM 120	Cultural Studies	3	0	3
MAT 115	Mathematical Models	2	2	3
MAT 151	Statistics I	3	0	3
PHI 215	Philosophical Issues	3	0	3
PHI 240	Introduction to Ethics	3	0	3
SPA 111	Elementary Spanish I	3	0	3
SPA 112	Elementary Spanish II	3	0	3

*Students planning to enroll in the Radiography program must maintain a grade of “C” or better. 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.

**The humanities/fine arts requirement may be met by selecting one course from the following preferred humanities/fine arts courses:

- HUM 110 Technology & Society
- HUM 120 Cultural Studies
- PHI 215 Philosophical Issues
- PHI 240 Introduction to Ethics
- SPA 111 Elementary Spanish I
- SPA 112 Elementary Spanish II

TOTAL SEMESTER HOURS CREDIT: 48

■ Nursing Assistant
[C45480] Certificate (Day)

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

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

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

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

NURSING ASSISTANT - DAY

Required Courses - Certificate

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

TOTAL SEMESTER HOURS CREDIT: 13

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

Physical Therapist Assistant (collaborative program)

[A45620] Degree (Day)

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

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

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

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

PHYSICAL THERAPIST ASSISTANT – DAY

Required Courses - Degree

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

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

TOTAL SEMESTER HOURS CREDIT: 75

■ Radiography

[A45700] Degree (Day)

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.

Courses will include content related to the radiographer's role within the health care setting. Graduates of this program are eligible to apply to take the registry exam with the American Registry for Radiologic Technologists (ARRT). Employment opportunities include hospitals and physicians' offices.

For admissions requirements specific to the Radiology program, see pages 18 – 21.

RADIOGRAPHY – DAY

Curriculum by Semesters - Degree*

	Hours/Week			Sem. Hrs. Credit	
	Class	Lab	Clinical		
First Year: Fall Semester					
BIO 163	**Basic Anatomy & Physiology (g)	4	2	0	5
<i>or</i>					
BIO 168	Anatomy & Physiology I (g)	3	3	0	4
<i>and</i>					
BIO 169	Anatomy & Physiology II (g)	3	3	0	4
ENG 111	Expository Writing (g)	3	0	0	3
RAD 110	Radiography Introduction & Patient Care (c)	2	3	0	3
RAD 111	RAD Procedures I (c)	3	3	0	4
RAD 151	RAD Clinical Education (c)	<u>0</u>	<u>0</u>	<u>6</u>	<u>2</u>
		12	8	6	17
First Year: Spring Semester					
PSY 150	General Psychology (om)	3	0	0	3
RAD 112	RAD Procedures II (c)	3	3	0	4
RAD 121	Radiographic Imaging I (c)	2	3	0	3
RAD 161	RAD Clinical Education II (c)	0	0	15	5
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	6	15	18
First Year: Summer Session					
ENG 114	Professional Research & Reporting (g)	3	0	0	3
RAD 122	Radiographic Imaging II (c)	1	3	0	2
RAD 131	Radiographic Physics I (c)	1	3	0	2
RAD 171	RAD Clinical Education III (c)	<u>0</u>	<u>0</u>	<u>12</u>	<u>4</u>
		5	6	12	11
Second Year: Fall Semester					
RAD 211	RAD Procedures III (c)	2	3	0	3
RAD 231	Radiographic Physics II (c)	1	3	0	2
RAD 241	Radiation Protection (c)	2	0	0	2
RAD 251	RAD Clinical Education IV (c)	<u>0</u>	<u>0</u>	<u>21</u>	<u>7</u>
		5	6	21	14
Second Year: Spring Semester					
RAD 245	Radiographic Analysis (c)	2	3	0	3
RAD 261	RAD Clinical Education V (c)	0	0	21	7
SOC 210	Introduction to Sociology (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		5	3	21	13

*Students must maintain a grade of "C" or better in all RAD courses, BIO 163, and PSY 150.

**Students who choose to take BIO168 and BIO169 instead of BIO163 will receive credit for BIO163 if they earn a grade of "C" or better.

TOTAL SEMESTER HOURS CREDIT: 73

Human Services Department

■ Basic Law Enforcement Training

[C55120] Certificate (Day & Evening)

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

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

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

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

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

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

For admissions requirements specific to the Basic Law Enforcement Training program, see page 18.

BASIC LAW ENFORCEMENT TRAINING – DAY

Curriculum By Semester - Certificate

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

TOTAL SEMESTER HOURS CREDIT: 18

BASIC LAW ENFORCEMENT TRAINING – EVENING

Curriculum By Semester - Certificate

		<u>Hours/Week</u>		<u>Sem. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
First Year: Fall Semester				
CJC 100A	Basic Law Enforcement Training (c)	<u>3</u>	<u>21</u>	<u>10</u>
		3	21	10
First Year: Spring Semester				
CJC 100B	Basic Law Enforcement Training (c)	<u>5</u>	<u>9</u>	<u>8</u>
		5	9	8

TOTAL SEMESTER HOURS CREDIT: 18

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

CJC 131	Criminal Law	3 credits
CJC 132	Court Procedures & Evidence	3 credits
CJC 221	Investigative Principles	4 credits
CJC 225	Crisis Intervention	3 credits
CJC 231	Constitutional Law	3 credits

■ Community Spanish Interpreter

[C55370] Certificate & Advanced Certificate (Day & Evening)

The Community Spanish Interpreter curriculum prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language skills.

Course work includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties; the structure and character of the Hispanic community; and acquisition of communication skills.

Graduates should qualify for entry-level jobs as paraprofessional bilingual employees in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/freelance positions, or apply language skills to other human service related areas.

Proficiency and placement testing are available for SPA 111, SPA 112, SPA 211, and SPA 212. Call Sarah Perera at (336) 633-0316 for more information.

There are two distinct certificates offered in the Community Spanish Interpreter program: the certificate and the advanced certificate.

The certificate is designed to provide persons with little or no Spanish-speaking experience the language skills necessary to communicate effectively in the community. More specifically, it is ideal for a student to add this certificate as a double major with his/her principal curriculum, such as Business Administration, Associate Degree Nursing, or any major, to provide additional communication skills becoming increasingly necessary in today's global workplace.

The advanced certificate is designed to provide persons with Spanish-speaking experience (native or otherwise) the opportunity to further improve their proficiency and especially for native speakers to hone their reading and writing skills in their native language. In addition, actual practice interpreting and a co-op within the community are included as the students choosing this curriculum will already have proven proficiency through SPA 212 and have skills equivalent to the basic certificate described above before beginning this advanced certificate and will be better equipped to facilitate communication between Spanish-only and non-Spanish-speaking members of the community.

COMMUNITY SPANISH INTERPRETER – DAY & EVENING

Curriculum By Semesters - Certificate

		<u>Hours/Week</u>		<u>Sem. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
First Year: Fall Semester				
SPA 111	Elementary Spanish I (c)	<u>3</u>	<u>0</u>	<u>3</u>
		3	0	3
First Year: Spring Semester				
SPA 112	Elementary Spanish II (c)	<u>3</u>	<u>0</u>	<u>3</u>
		3	0	3
First Year: Summer Session				
SPA 211	Intermediate Spanish I (c)	3	0	3
SPA 120	*Spanish for the Workplace (c)	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6
Second Year: Fall Semester				
SPA 212	Intermediate Spanish II (c)	3	0	3
SPA 221	*Spanish Conversation (c)	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

*These courses will only be offered on Saturdays and in the evenings.

TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 18

COMMUNITY SPANISH INTERPRETER – DAY & EVENING

Curriculum By Semesters - Advanced Certificate

	<u>Hours/Week</u>			<u>Sem. Hrs.</u> <u>Credit</u>	
	<u>Class</u>	<u>Lab</u>	<u>Wk. Exp.</u>		
First Year: Fall Semester					
SPI 213	Review of Grammar (c)	3	0	0	3
SPA 215	Spanish Phonetics & the Structure of Language (c)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6
First Year: Spring Semester					
SPI 114	*Analytical Skills for Spanish Interpreting (c)	3	0	0	3
SPA 141	Culture & Civilization (c)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6
First Year: Summer Session					
SPI 214	*Introduction to Translation (c)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		3	0	0	3
Second Year: Fall Semester					
COE 111	Cooperative Work Experience I (c)	<u>0</u>	<u>0</u>	<u>10</u>	<u>1</u>
		0	0	10	1

*These courses will only be offered on Saturdays and in the evenings.

TOTAL SEMESTER HOURS CREDIT: 16

■ Criminal Justice Technology

[A55180] Degree (Day & Evening)

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

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

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

CRIMINAL JUSTICE TECHNOLOGY – DAY

Curriculum By Semesters - Degree

		<u>Hours/Week</u>		<u>Sem. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
First Year: Fall Semester				
CIS 110	Introduction to Computers (om)	2	2	3
CJC 111	Introduction to Criminal Justice (c)	3	0	3
CJC 112	Criminology (c)	3	0	3
CJC 141	Corrections (om)	3	0	3
ENG 111	Expository Writing (g)	<u>3</u>	<u>0</u>	<u>3</u>
		14	2	15
First Year: Spring Semester				
CJC 113	Juvenile Justice (c)	3	0	3
CJC 131	Criminal Law (c)	3	0	3
CJC 132	Court Procedures & Evidence (om)	3	0	3
ENG 114	Professional Research & Reporting (g)	3	0	3
MAT 140	Survey of Mathematics (g)	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15
First Year: Summer Session				
CJC 121	Law Enforcement Operations (om)	3	0	3
POL 120	American Government (om)	3	0	3
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9
Second Year: Fall Semester				
CJC 212	Ethics & Community Relations (c)	3	0	3
CJC 215	Organization & Administration (om)	3	0	3
CJC 231	Constitutional Law (c)	3	0	3
SPA 120	Spanish for the Workplace (om)	3	0	3
SPA 181	Spanish Lab 1 (om)	0	2	1
--	Social/Behavioral Science Course (g)	<u>3</u>	<u>0</u>	<u>3</u>
		15	2	16
Second Year: Spring Semester				
CJC 221	Investigative Principles (c)	3	2	4
CJC 222	Criminalistics (om)	3	0	3
CJC 225	Crisis Intervention (om)	3	0	3
CJC 293	Selected Topics in Criminal Justice (om)	3	0	3
POL 130	State & Local Government (om)	<u>3</u>	<u>0</u>	<u>3</u>
		15	2	16

TOTAL SEMESTER HOURS CREDIT: 71

CRIMINAL JUSTICE TECHNOLOGY – EVENING

Curriculum By Semesters - Degree

		<u>Hours/Week</u>		<u>Sem. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
First Year: Fall Semester				
CJC 111	Introduction to Criminal Justice (c)	3	0	3
CJC 113	Juvenile Justice (c)	3	0	3
ENG 111	Expository Writing (g)	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9
First Year: Spring Semester				
CIS 110	Introduction to Computers (om)	2	2	3
CJC 112	Criminology (c)	3	0	3
CJC 131	Criminal Law (c)	<u>3</u>	<u>0</u>	<u>3</u>
		8	2	9
First Year: Summer Session				
CJC 132	Court Procedures & Evidence (om)	3	0	3
ENG 114	Professional Research & Reporting (g)	3	0	3
POL 120	American Government (om)	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9
Second Year: Fall Semester				
CJC 141	Corrections (om)	3	0	3
SPA 120	Spanish for the Workplace (om)	3	0	3
SPA 181	Spanish Lab 1 (om)	<u>0</u>	<u>2</u>	<u>1</u>
		6	2	7
Second Year: Spring Semester				
CJC 212	Ethics & Community Relations (c)	3	0	3
CJC 222	Criminalistics (om)	3	0	3
POL 130	State & Local Government (om)	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9
Second Year: Summer Session				
CJC 121	Law Enforcement Operations (om)	3	0	3
CJC 231	Constitutional Law (c)	3	0	3
--	Social/Behavioral Science Course (g)	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9
Third Year: Fall Semester				
CJC 221	Investigative Principles (c)	3	2	4
CJC 225	Crisis Intervention (om)	3	0	3
MAT 140	Survey of Mathematics (g)	<u>3</u>	<u>0</u>	<u>3</u>
		9	2	10
Third Year: Spring Semester				
CJC 215	Organization & Administration (om)	3	0	3
CJC 293	Selected Topics in Criminal Justice (om)	3	0	3
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

TOTAL SEMESTER HOURS CREDIT: 71

■ Early Childhood Associate

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

[C55220] Certificate (Day & Evening)

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

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

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

Early Childhood Credentials for State Certificates

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

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

Courses for School-Age Providers

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

EARLY CHILDHOOD ASSOCIATE – DAY

Curriculum By Semesters - Diploma & Degree

	Hours/Week			Sem. Hrs. Credit	
	Class	Lab	Wk. Exp.		
First Year: Fall Semester					
EDU 119	*+Early Childhood Education (c)	4	0	0	4
EDU 131	*Child, Family & Community (c)	3	0	0	3
EDU 144	*Child Development I (c)	3	0	0	3
EDU 146	*Child Guidance (c)	3	0	0	3
EDU 235	School-Age Development & Program (om)	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		15	0	0	15
First Year: Spring Semester					
COE 111	*Cooperative Work Experience I (c)	0	0	10	1
COE 115	*Work Experience Seminar I (om)	1	0	0	1
EDU 145	*Child Development II (c)	3	0	0	3
EDU 151	Creative Activities (om)	3	0	0	3
EDU 153	*Health, Safety & Nutrition (om)	3	0	0	3
EDU 153A	*Health, Safety & Nutrition Lab (om)	0	2	0	1
EDU 234	*Infants, Toddlers & Twos (om)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	2	10	15
First Year: Summer Session					
CIS 110	*Introduction to Computers (om)	2	2	0	3
ENG 111	*Expository Writing (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		5	2	0	6
Second Year: Fall Semester					
COE 121	Cooperative Work Experience II (om)	0	0	10	1
EDU 251	Exploration Activities (om)	3	0	0	3
EDU 259	Curriculum Planning (om)	3	0	0	3
EDU 282	Early Childhood Literature (om)	3	0	0	3
ENG 114	*Professional Research & Reporting (g)	3	0	0	3
SOC 213	*Sociology of the Family (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	0	10	16
Second Year: Spring Semester					
COE 132	Cooperative Work Experience III (om)	0	0	20	2
EDU 221	*Children with Special Needs (c)	3	0	0	3
MAT 140	Survey of Mathematics (g)	3	0	0	3
PSY 150	General Psychology (g)	3	0	0	3
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	0	20	14

*Courses required for diploma.

+Instead of EDU 119, students may elect to take EDU 111 Early Childhood Credential I *and* EDU 112 Early Childhood Credential II *or* EDU 111 *and* EDU 113 Family/Early Childhood Credential.

TOTAL SEMESTER HOURS CREDIT FOR DIPLOMA: 40

TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 65

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EARLY CHILDHOOD ASSOCIATE – EVENING

Curriculum By Semesters - Diploma & Degree

	<u>Hours/Week</u>			<u>Sem. Hrs.</u>	
	<u>Class</u>	<u>Lab</u>	<u>Wk. Exp.</u>	<u>Credit</u>	
First Year: Fall Semester					
EDU 119	*+Early Childhood Education (c)	4	0	0	4
EDU 144	*Child Development I (c)	3	0	0	3
EDU 235	School-Age Development & Program (om)	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		9	0	0	9
First Year: Spring Semester					
EDU 145	*Child Development II (c)	3	0	0	3
EDU 234	*Infants, Toddlers & Twos (om)	3	0	0	3
SOC 213	*Sociology of the Family (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	0	0	9
First Year: Summer Session					
CIS 110	*Introduction to Computers (om)	2	2	0	3
ENG 111	*Expository Writing (g)	3	0	0	3
MAT 140	Survey of Mathematics (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	2	0	9
Second Year: Fall Semester					
EDU 131	*Child, Family & Community (c)	3	0	0	3
EDU 146	*Child Guidance (c)	3	0	0	3
EDU 251	Exploration Activities (om)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	0	10	9
Second Year: Spring Semester					
COE 111	*Cooperative Work Experience I (c)	0	0	10	1
COE 115	*Work Experience Seminar I (om)	1	0	0	1
EDU 151	Creative Activities (om)	3	0	0	3
EDU 221	*Children with Special Needs (c)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		7	0	10	8
Second Year: Summer Session					
ENG 114	*Professional Research & Reporting (g)	3	0	0	3
PSY 150	General Psychology (g)	3	0	0	3
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	0	0	9
Third Year: Fall Semester					
COE 121	Cooperative Work Experience II (om)	0	0	10	1
EDU 259	Curriculum Planning (om)	3	0	0	3
EDU 282	Early Childhood Literature (om)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	10	7
Third Year: Spring Semester					
EDU 153	*Health, Safety & Nutrition (om)	3	0	0	3
EDU 153A	*Health, Safety & Nutrition Lab (om)	0	2	0	1
COE 132	Cooperative Work Experience III (om)	<u>0</u>	<u>0</u>	<u>20</u>	<u>2</u>
		3	2	20	6

*Courses required for diploma.

+Instead of EDU 119, students may elect to take EDU 111 Early Childhood Credential I **and** EDU 112 Early Childhood Credential II **or** EDU 111 **and** EDU 113 Family/Early Childhood Credential.

TOTAL SEMESTER HOURS CREDIT FOR DIPLOMA: 40

TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 65

EARLY CHILDHOOD CERTIFICATE

Curriculum By Semesters - Certificate

	<u>Hours/Week</u>			Sem. Hrs. <u>Credit</u>	
	<u>Class</u>	<u>Lab</u>	<u>Wk. Exp.</u>		
First Year: Fall Semester					
EDU 111	Early Childhood Credential I (c)	2	0	0	2
EDU 146	Child Guidance (c)	3	0	0	3
EDU 144	Child Development I (c)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	0	0	8
First Year: Spring Semester					
EDU 112	Early Childhood Credential II (c)	2	0	0	2
EDU 151	Creative Activities (om)	3	0	0	3
EDU 153	Health, Safety & Nutrition (om)	3	0	0	3
EDU 153A	Health, Safety & Nutrition Lab (om)	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
		8	2	0	9
First Year: Summer Session					
COE 111	Cooperative Work Experience I (c)	<u>0</u>	<u>0</u>	<u>10</u>	<u>1</u>
		0	0	10	1

TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 18

EARLY CHILDHOOD ADMINISTRATIVE CERTIFICATE

Curriculum By Semesters - Certificate

	<u>Hours/Week</u>			Sem. Hrs. <u>Credit</u>	
	<u>Class</u>	<u>Lab</u>	<u>Wk. Exp.</u>		
First Year: Fall Semester					
EDU 261	Early Childhood Administration Credential I (c)	2	0	0	2
EDU 144	Child Development I (c)	3	0	0	3
EDU 131	Child, Family & Community (c)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	0	0	8
First Year: Spring Semester					
EDU 145	Child Development II (c)	3	0	0	3
EDU 153	Health, Safety & Nutrition (om)	3	0	0	3
EDU 153A	Health, Safety & Nutrition Lab (om)	0	2	0	1
EDU 262	Early Childhood Administration Credential II (c)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	2	0	10

TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 18

**■ Early Childhood Associate
Lateral Entry for Public School Teachers**

These courses are being offered to assist lateral entry teachers to obtain certification necessary to teach in the public school system. These courses have been approved by the Randolph County and Asheboro City School systems. Individual teachers should contact their public school personnel office to verify that these courses will meet their specific requirements.

The Regional Alternative Licensing Center will review all materials submitted by your LEA. The plan of study you receive from that office determines what courses are needed for licensure. Competencies may be met by completing appropriate credit courses at Randolph Community College.

**EARLY CHILDHOOD ASSOCIATE
LATERAL ENTRY FOR PUBLIC SCHOOL TEACHERS**

Courses Offered

		<u>Hours/Week</u>		Sem. Hrs.
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
EDU 151	Creative Activities	3	0	3
EDU 186	Reading & Writing Methods	3	0	3
EDU 235	School-Age Development & Program	2	0	2
EDU 251	Exploration Activities	3	0	3
PSY 110	Life Span Development	3	0	3
PSY 256	Exceptional Children	3	0	3
PSY 263	Educational Psychology	3	0	3

**■ Early Childhood Associate
Teacher Associate Concentration
[A5522B] Degree (Evening)**

Teacher Associate is a concentration under the curriculum title of Early Childhood Associate. This curriculum prepares individuals to work with children from early through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood 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.

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**EARLY CHILDHOOD ASSOCIATE
TEACHER ASSOCIATE CONCENTRATION – EVENING**

Required Courses - Degree

	Hours/Week			Sem. Hrs.	
	Class	Lab	Wk. Exp.	Credit	
First Year: Fall Semester					
EDU 119	*+Early Childhood Education (c)	4	0	0	4
EDU 144	Child Development I (c)	3	0	0	3
EDU 235	*School-Age Development & Program (om)	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		9	0	0	9
First Year: Spring Semester					
EDU 118	Teacher Associate Principles & Practices (co)	3	0	0	3
EDU 145	*Child Development II (c)	3	0	0	3
EDU 186	Reading & Writing Methods	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	0	0	9
First Year: Summer Session					
CIS 110	*Introduction to Computers (om)	2	2	0	3
ENG 111	Expository Writing (g)	3	0	0	3
MAT 140	Survey of Mathematics (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	2	0	9
Second Year: Fall Semester					
EDU 131	Child, Family & Community (c)	3	0	0	3
EDU 146	Child Guidance (c)	3	0	0	3
EDU 275	*Effective Teacher Training (co)	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		8	0	0	8
Second Year: Spring Semester					
COE 111	Cooperative Work Experience I (c)	0	0	10	1
COE 115	Work Experience Seminar I (om)	1	0	0	1
EDU 151	Creative Activities (om)	3	0	0	3
EDU 221	*Children with Special Needs (c)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		7	0	10	8
Second Year: Summer Session					
ENG 114	Professional Research & Reporting (g)	3	0	0	3
PSY 150	General Psychology (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6
Third Year: Fall Semester					
COE 121	Cooperative Work Experience II (om)	0	0	10	1
EDU 251	*Exploration Activities (om)	3	0	0	3
EDU 259	Curriculum Planning (om)	3	0	0	3
EDU 282	Early Childhood Literature (om)	3	0	0	3
EDU 285	Internship Experience-School Age (co)	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
		10	0	10	11
Third Year: Spring Semester					
SOC 213	Sociology of the Family (g)	3	0	0	3
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6

*Completion of these courses will satisfy the North Carolina Department of Labor teacher assistant certification requirements.

+Instead of EDU 119, students may elect to take EDU 111 Early Childhood Credential I **and** EDU 112 Early Childhood Credential II **or** EDU 111 **and** EDU 113 Family/Early Childhood Credential.

TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 66

■ Historic Preservation Technology

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

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

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

HISTORIC PRESERVATION TECHNOLOGY – DAY

Curriculum By Semesters - Certificate, Diploma & Degree

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

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Second Year: Spring Semester

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

*Courses required for diploma.

**Courses required for diploma and certificate.

TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 16

TOTAL SEMESTER HOURS CREDIT FOR DIPLOMA: 43

TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 66

HISTORIC PRESERVATION TECHNOLOGY – EVENING

Curriculum By Semesters - Certificate

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

TOTAL SEMESTER HOURS CREDIT: 16

Mechanical & Industrial Department

■ Autobody Repair

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

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

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

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

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

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AUTOBODY REPAIR – DAY

Curriculum By Semesters - Diploma

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

TOTAL SEMESTER HOURS CREDIT: 44

AUTOBODY REPAIR – EVENING

Curriculum By Semesters - Certificate

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

TOTAL SEMESTER HOURS CREDIT: 14

■ Automotive Systems Technology

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

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

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

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

AUTOMOTIVE SYSTEMS TECHNOLOGY – DAY

Curriculum By Semesters - Diploma & Degree

	Hours/Week			Sem. Hrs. Credit	
	Class	Lab	Wk. Exp.		
First Year: Fall Semester					
AUT 111	*Basic Automotive Technology (om)	1	2	0	2
AUT 151	*Brake Systems (c)	2	2	0	3
AUT 152	*Brake Systems Lab (om)	0	2	0	1
AUT 161	*Electrical Systems (om)	2	6	0	4
AUT 186	*Automotive Computer Applications (om)	1	2	0	2
ENG 111	*Expository Writing (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	14	0	15
First Year: Spring Semester					
AUT 115	*Engine Fundamentals (om)	2	3	0	3
AUT 141	*Suspension & Steering Systems (c)	2	4	0	4
AUT 162	*Chassis Electrical & Electronics (c)	2	2	0	3
AUT 163	*Chassis Electrical & Electronics Lab (om)	0	2	0	1
AUT 171	Heating & Air Conditioning (om)	2	3	0	3
ENG 114	*Professional Research & Reporting (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	14	0	17
First Year: Summer Session					
AUT 113	Automotive Servicing (om)	2	6	0	4
<i>or</i>					
COE 112	Cooperative Work Experience I (om)	<u>0</u>	<u>0</u>	<u>20</u>	<u>2</u>
		2	6	0	4
		0	0	20	2
Second Year: Fall Semester					
AUT 181	*Engine Performance-Electrical (c)	2	3	0	3
AUT 182	*Engine Performance-Electrical Lab (om)	0	3	0	1
AUT 183	*Engine Performance-Fuels (c)	2	3	0	3
AUT 184	*Engine Performance-Fuels Lab (om)	0	3	0	1
MAT 140	Survey of Mathematics (g)	3	0	0	3
--	Social/Behavioral Science Course	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	14	0	14
Second Year: Spring Semester					
AUT 221	Automatic Transmissions (om)	2	6	0	4
AUT 231	Manual Drive Trains/Axles (om)	2	3	0	3
AUT 232	Manual Drive Trains/Axles Lab (om)	0	3	0	1
AUT 281	Advanced Engine Performance (c)	2	2	0	3
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	14	0	14

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Second Year: Summer Session

AUT 116	Engine Repair (om)	1	3	0	2
<i>or</i>					
COE 122	Cooperative Work Experience II (om)	<u>0</u>	<u>0</u>	<u>20</u>	<u>2</u>
		1	3	0	2
		0	0	<i>or</i> 20	2

*Courses required for diploma.

TOTAL SEMESTER HOURS CREDIT FOR DIPLOMA: 37

TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 64 or 66

AUTOMOTIVE SYSTEMS TECHNOLOGY – EVENING

Curriculum By Semesters - Certificate

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

TOTAL SEMESTER HOURS CREDIT: 12

■ Electric Lineman Technology* (collaborative program)

[A35210] Degree (Day & Evening)

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

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

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

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

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

ELECTRIC LINEMAN TECHNOLOGY – DAY & EVENING

Required Courses - Degree

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

*Substitute courses are available at RCC.

TOTAL SEMESTER HOURS CREDIT: 64

■ Electrical/Electronics Technology

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

[C35220] Certificate (Day & Evening)

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

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

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

ELECTRICAL/ELECTRONICS TECHNOLOGY – DAY

Curriculum By Semesters - Certificate, Diploma, Degree, Wiring Certificate

		<u>Hours/Week</u>		<u>Sem. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
First Year: Fall Semester				
CIS 113	**Computer Basics (om)	0	2	1
ELC 125	**+Diagrams & Schematics (om)	1	2	2
ELC 126	**+Electrical Computations (om)	2	2	3
ISC 112	**+Industrial Safety (om)	2	0	2
--	Humanities/Fine Arts Course (g)	3	0	3
--	Social/Behavioral Science Course (g)	<u>3</u>	<u>0</u>	<u>3</u>
		11	6	14
First Year: Spring Semester				
ELC 112	*DC/AC Electricity (c)	3	6	5
ELC 113	**+Basic Wiring I (c)	2	6	4
MAT 121	*Algebra/Trigonometry I (g)	<u>2</u>	<u>2</u>	<u>3</u>
		7	14	12
First Year: Summer Session				
ELC 118	*+National Electrical Code (om)	1	2	2
ELN 131	*Electronic Devices (c)	3	3	4
ENG 111	*Expository Writing (g)	<u>3</u>	<u>0</u>	<u>3</u>
		7	5	9
Second Year: Fall Semester				
ELC 115	*+Industrial Wiring (c)	2	6	4
ELC 117	*Motors & Controls (c)	2	6	4
ELN 133	Digital Electronics (c)	<u>3</u>	<u>3</u>	<u>4</u>
		7	15	12
Second Year: Spring Semester				
ELC 128	Introduction to PLC (c)	2	3	3
ELN 132	Linear IC Applications (om)	3	3	4
ENG 114	Professional Research & Reporting (g)	3	0	3
HYD 110	Hydraulics/Pneumatics I (om)	<u>2</u>	<u>3</u>	<u>3</u>
		10	9	13
Second Year: Summer Session				
ELN 229	Industrial Electronics (c)	2	4	4
ELN 260	Programmable Logic Controllers (om)	3	3	4
MEC 110	Introduction to CAD/CAM (om)	<u>1</u>	<u>2</u>	<u>2</u>
		6	9	10

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

TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 12

TOTAL SEMESTER HOURS CREDIT FOR WIRING CERTIFICATE: 17

TOTAL SEMESTER HOURS CREDIT FOR DIPLOMA: 37

TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 70

ELECTRICAL/ELECTRONICS TECHNOLOGY – DAY

Curriculum By Semesters - PLC Certificate & Basic Wiring/PLC Certificate

	<u>Hours/Week</u>		<u>Sem. Hrs. Credit</u>
	<u>Class</u>	<u>Lab</u>	
First Year: Fall Semester			
ELC 125 *Diagrams & Schematics (om)	1	2	2
ELC 126 *Electrical Computations (om)	2	2	3
ISC 112 *Industrial Safety (om)	<u>2</u>	<u>0</u>	<u>2</u>
	5	4	7
First Year: Spring Semester			
ELC 113 +Basic Wiring I (c)	2	6	4
ELC 128 *Introduction to PLC (c)	<u>2</u>	<u>3</u>	<u>3</u>
	2	6	4
		<i>or</i>	
	2	3	3
First Year: Summer Session			
ELC 118 +National Electrical Code (om)	1	2	2
ELN 260 *Programmable Logic Controllers (om)	<u>3</u>	<u>3</u>	<u>4</u>
	1	2	2
		<i>or</i>	
	3	3	4
Second Year: Fall Semester			
ELC 115 +Industrial Wiring (c)	<u>2</u>	<u>6</u>	<u>4</u>
	2	6	4
Second Year: Spring Semester			
ELC 128 +Introduction to PLC (c)	<u>2</u>	<u>3</u>	<u>3</u>
	2	3	3

*Courses required for PLC certificate. +Courses required for Basic Wiring/PLC certificate.

TOTAL SEMESTER HOURS CREDIT FOR PLC CERTIFICATE: 14

TOTAL SEMESTER HOURS CREDIT FOR BASIC WIRING/PLC CERTIFICATE: 13

ELECTRICAL/ELECTRONICS TECHNOLOGY – EVENING

Curriculum By Semesters - Certificate, Diploma, Degree, Wiring Certificate

	<u>Hours/Week</u>		<u>Sem. Hrs. Credit</u>
	<u>Class</u>	<u>Lab</u>	
First Year: Fall Semester			
CIS 113 **Computer Basics (om)	0	2	1
ELC 125 **+Diagrams & Schematics (om)	1	2	2
ELC 126 **+Electrical Computations (om)	2	2	3
ISC 112 **+Industrial Safety (om)	<u>2</u>	<u>0</u>	<u>2</u>
	5	6	8
First Year: Spring Semester			
ELC 112 *DC/AC Electricity (c)	3	6	5
ELC 113 **+Basic Wiring I (c)	<u>2</u>	<u>6</u>	<u>4</u>
	5	12	9
First Year: Summer Session			
ELC 118 **+National Electrical Code (om)	1	2	2
MAT 121 *Algebra/Trigonometry I (g)	<u>2</u>	<u>2</u>	<u>3</u>
	3	4	5
Second Year: Fall Semester			
ELC 115 **+Industrial Wiring (c)	2	6	4
ELN 131 *Electronic Devices (c)	<u>3</u>	<u>3</u>	<u>4</u>
	6	9	8
Second Year: Spring Semester			
ELC 117 *Motors & Controls (c)	2	6	4
ELC 128 Introduction to PLC (c)	<u>2</u>	<u>3</u>	<u>3</u>
	4	9	7

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Second Year: Summer Session

ELN 132	Linear IC Applications (om)	3	3	4
ENG 111	*Expository Writing (g)	<u>3</u>	<u>0</u>	<u>3</u>
		6	3	7

Third Year: Fall Semester

ELN 133	Digital Electronics (c)	3	3	4
ENG 114	Professional Research & Reporting (g)	<u>3</u>	<u>0</u>	<u>3</u>
		6	3	7

Third Year: Spring Semester

ELN 229	Industrial Electronics (c)	2	4	4
MEC 110	Introduction to CAD/CAM (om)	<u>1</u>	<u>2</u>	<u>2</u>
		3	6	6

Third Year: Summer Session

HYD 110	Hydraulics/Pneumatics I (om)	2	3	3
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>3</u>
		5	3	6

Fourth Year: Fall Semester

ELN 260	Programmable Logic Controllers (om)	3	3	4
--	Social/Behavioral Science Course (g)	<u>3</u>	<u>0</u>	<u>3</u>
		6	3	7

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

TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 12

TOTAL SEMESTER HOURS CREDIT FOR WIRING CERTIFICATE: 17

TOTAL SEMESTER HOURS CREDIT FOR DIPLOMA: 37

TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 70

ELECTRICAL/ELECTRONICS TECHNOLOGY – EVENING

Curriculum By Semesters - PLC Certificate & Basic Wiring/PLC Certificate

		<u>Hours/Week</u>		<u>Sem. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
First Year: Fall Semester				
ELC 125	*Diagrams & Schematics (om)	1	2	2
ELC 126	*Electrical Computations (om)	2	2	3
ISC 112	*Industrial Safety (om)	<u>2</u>	<u>0</u>	<u>2</u>
		5	4	7
First Year: Spring Semester				
ELC 113	+Basic Wiring I (c)	2	6	4
ELC 128	*+Introduction to PLC (c)	<u>2</u>	<u>3</u>	<u>3</u>
		2	6	4
			or	
		2	3	3
First Year: Summer Session				
ELC 118	+National Electrical Code (om)	<u>1</u>	<u>2</u>	<u>2</u>
		1	2	2
Second Year: Fall Semester				
ELC 115	+Industrial Wiring (c)	2	6	4
ELN 260	*Programmable Logic Controllers	<u>3</u>	<u>3</u>	<u>4</u>
		2	6	4
			or	
		3	3	4

*Courses required for PLC certificate. +Courses required for Basic Wiring/PLC certificate.

TOTAL SEMESTER HOURS CREDIT FOR PLC CERTIFICATE: 14

TOTAL SEMESTER HOURS CREDIT FOR BASIC WIRING/PLC CERTIFICATE: 13

■ Industrial Systems Technology

[A50240] Degree (Day & Evening) [D50240] Diploma (Day & Evening); [C50240] Certificate (Day & Evening)

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

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

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as lifelong learners.

INDUSTRIAL SYSTEMS TECHNOLOGY – DAY

Curriculum By Semesters - Certificate, Diploma & Degree

		<u>Hours/Week</u>		<u>Sem. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
First Year: Fall Semester				
BPR 111	**Blueprint Reading (c)	1	2	2
ELC 126	**Electrical Computations (om)	2	2	3
ISC 112	**Industrial Safety (c)	2	0	2
MEC 111	**Machine Processes I (c)	1	4	3
MNT 110	**Introduction to Maintenance Procedures (c)	<u>1</u>	<u>3</u>	<u>2</u>
		7	11	12
First Year: Spring Semester				
ELC 112	*DC/AC Electricity (c)	3	6	5
ELC 113	*Basic Wiring I (om)	2	6	4
MAT 121	*Algebra/Trigonometry I (g)	<u>2</u>	<u>2</u>	<u>3</u>
		7	14	12
First Year: Summer Session				
AHR 120	HVACR Maintenance (om)	1	3	2
ENG 111	*Expository Writing (g)	3	0	3
MEC 110	Introduction to CAD/CAM (om)	1	2	2
WLD 112	*Basic Welding Processes (c)	<u>1</u>	<u>3</u>	<u>2</u>
		6	8	9
Second Year: Fall Semester				
CIS 113	*Computer Basics (om)	0	2	1
ELC 115	*Industrial Wiring (om)	2	6	4
ELC 117	*Motors & Controls (om)	2	6	4
--	Social/Behavioral Science Course (g)	<u>3</u>	<u>0</u>	<u>3</u>
		7	14	12
First Year: Spring Semester				
ELC 128	Introduction to PLC (om)	2	3	3
HYD 110	*Hydraulics/Pneumatics I (c)	2	3	3
MAC 124	CNC Milling (om)	1	3	2
ENG 114	Professional Research & Reporting (g)	3	0	3
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>3</u>
		11	9	14
First Year: Summer Session				
ELN 260	Programmable Logic Controllers (om)	3	3	4
MEC 231	Computer-Aided Manufacturing I (om)	1	4	3
MNT 111	Maintenance Practices (om)	<u>2</u>	<u>2</u>	<u>3</u>
		6	9	10

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

TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 12

TOTAL SEMESTER HOURS CREDIT FOR DIPLOMA: 41

TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 69

INDUSTRIAL SYSTEMS TECHNOLOGY – EVENING

Curriculum By Semesters - Certificate, Diploma & Degree

		<u>Hours/Week</u>		<u>Sem. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
First Year: Fall Semester				
BPR 111	**Blueprint Reading (c)	1	2	2
ELC 126	**Electrical Computations (om)	2	2	3
ISC 112	**Industrial Safety (c)	2	0	2
MNT 110	**Introduction to Maintenance Procedures (c)	<u>1</u>	<u>3</u>	<u>2</u>
		6	7	9
First Year: Spring Semester				
ELC 112	*DC/AC Electricity (c)	3	6	5
MEC 111	**Machine Processes I (c)	<u>1</u>	<u>4</u>	<u>3</u>
		4	10	8
First Year: Summer Session				
CIS 113	*Computer Basics (om)	0	2	1
MAT 121	*Algebra/Trigonometry I (g)	<u>2</u>	<u>2</u>	<u>3</u>
		2	4	4
Second Year: Fall Semester				
MNT 111	Maintenance Practices (om)	2	2	3
WLD 112	*Basic Welding Processes (c)	1	3	2
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>3</u>
		6	5	8
Second Year: Spring Semester				
ELC 113	*Basic Wiring I (om)	2	6	4
ELC 117	*Motors & Controls (om)	<u>2</u>	<u>6</u>	<u>4</u>
		4	12	8
Second Year: Summer Session				
ENG 111	*Expository Writing (g)	3	0	3
HYD 110	*Hydraulics/Pneumatics I (c)	<u>2</u>	<u>3</u>	<u>3</u>
		5	3	6
Third Year: Fall Semester				
ELC 115	*Industrial Wiring (om)	2	6	4
ENG 114	Professional Research & Reporting (g)	<u>3</u>	<u>0</u>	<u>3</u>
		5	6	7
Third Year: Spring Semester				
AHR 120	HVACR Maintenance (om)	1	3	2
ELC 128	Introduction to PLC (om)	2	3	3
MEC 110	Introduction to CAD/CAM (om)	<u>1</u>	<u>2</u>	<u>2</u>
		4	8	7
Third Year: Summer Session				
MAC 124	CNC Milling (om)	1	3	2
MEC 231	Computer-Aided Manufacturing I (om)	<u>1</u>	<u>4</u>	<u>3</u>
		2	7	5
Fourth Year: Fall Semester				
ELN 260	Programmable Logic Controllers (om)	3	3	4
--	Social/Behavioral Science Course (g)	<u>3</u>	<u>0</u>	<u>3</u>
		6	3	7

*Courses required for certificate.

TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 12

TOTAL SEMESTER HOURS CREDIT FOR DIPLOMA: 41

TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 69

■ Machining Technology

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

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

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

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

MACHINING TECHNOLOGY – DAY

Curriculum By Semesters - Certificate, Diploma, Degree

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

(Continued on next page)

Second Year: Summer Session

MEC 231	Computer-Aided Manufacturing I (om)	1	4	0	3
<i>or</i>					
COE 112	Cooperative Work Experience I (om)	<u>0</u>	<u>0</u>	<u>20</u>	<u>2</u>
		1	4	0	3
		0	0	<i>or</i> 20	2

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

+Courses required for CNC Programming, Turning & Milling Certificate.

TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE: 18

TOTAL SEMESTER CREDIT HOURS FOR CNC CERTIFICATE: 12

TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA: 37 or 38

TOTAL SEMESTER CREDIT HOURS FOR DEGREE: 70 or 72

MACHINING TECHNOLOGY – EVENING

Curriculum By Semesters - Certificate

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

TOTAL SEMESTER HOURS CREDIT: 18

MACHINING TECHNOLOGY – EVENING

Curriculum By Semesters - CNC Programming Turning & Milling Certificate

		<u>Hours/Week</u>		<u>Sem. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
First Year: Fall Semester				
BPR 121	Blueprint Reading (c)	1	3	2
MAC 122	CNC Turning (c)	<u>1</u>	<u>2</u>	<u>2</u>
		2	5	4
First Year: Spring Semester				
MAC 122	Advanced CNC Turning (c)	1	3	2
MEC 110	Introduction to CAD/CAM (c)	<u>1</u>	<u>2</u>	<u>2</u>
		2	5	4
Second Year: Fall Semester				
MAC 124	CNC Milling (c)	<u>1</u>	<u>3</u>	<u>2</u>
		1	3	2
Second Year: Spring Semester				
MAC 224	Advanced CNC Milling (c)	<u>1</u>	<u>3</u>	<u>2</u>
		1	3	2

TOTAL SEMESTER HOURS CREDIT: 12

■ Welding Technology

[C50420] Certificate (Evening)

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

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

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

WELDING TECHNOLOGY – EVENING

Curriculum By Semesters - Certificate

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

TOTAL SEMESTER HOURS CREDIT: 18

Photographic Technology Department

■ Photographic Technology

Biomedical Photography Concentration

[A3028A] Degree (Day)

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

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

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

PHOTOGRAPHIC TECHNOLOGY

BIOMEDICAL PHOTOGRAPHY CONCENTRATION – DAY

Curriculum By Semesters - Degree

		<u>Hours/Week</u>			<u>Sem. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Wk. Exp.</u>	<u>Credit</u>
First Year: Fall Semester					
ENG 111	Expository Writing (g)	3	0	0	3
PHO 110	Fundamentals of Photography (c)	3	6	0	5
PHO 111	Photographic Correction & Finishing I (om)	0	3	0	1
PHO 112	Design Laboratory I (om)	0	3	0	1
--	Social/Behavioral Science Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	12	0	13
First Year: Spring Semester					
ENG 114	Professional Research & Reporting (g)	3	0	0	3
MAT 115	Mathematical Models (g)	2	2	0	3
PHO 121	Photographic Correction & Finishing II (om)	0	3	0	1
PHO 122	Design Laboratory II (om)	0	3	0	1
PHO 123	Large-Format Photography I (c) <i>(last 8 weeks of 16-week semester)</i>	1	3	0	2
PHO 125	Basic Object Lighting (c)	0	3	0	1
PHO 126	Basic Portrait Lighting (c)	0	3	0	1
PHO 127	Photographic Materials/Processes (om)	4	0	0	4
PHO 127A	Photographic Materials/Processes Lab (om)	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
		10	20	0	17
First Year: Summer Session					
PHO 132	Small-Format Photography (co)	2	6	0	4
PHO 133	Large-Format Photography II (c)	1	3	0	2
PHO 134	Custom Color Printing (om)	1	2	0	2
PHO 135	Product Lighting (c)	0	3	0	1
PHO 139	Introduction to Digital Imaging (om)	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		5	17	0	11

Second Year: Fall Semester

BIO 163	Basic Anatomy & Physiology (om)	4	2	0	5
PFN 110	Process Monitoring I (om) <i>(first 8 weeks of 16-week semester)</i>	1	3	0	2
PHO 212	Biomedical Photojournalism (co) <i>(first 8 weeks of 16-week semester)</i>	1	3	0	2
PHO 218	Biomedical Portrait Lighting (co) <i>(last 8 weeks of 16-week semester)</i>	0	3	0	1
PHO 225	Biomedical Object Lighting (co) <i>(last 8 weeks of 16-week semester)</i>	0	3	0	1
PHO 241	Digital Image Technology (om)	2	3	0	3
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	17	0	17

Second Year: Spring Semester

COE 112	Cooperative Work Experience I (om) <i>(last 8 weeks of 16-week semester)</i>	0	0	20	2
PHO 213	Macro Photography (co) <i>(first 8 weeks of 16-week semester)</i>	1	6	0	4
PHO 224	Multimedia Production (co) <i>(first 8 weeks of 16-week semester)</i>	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		3	9	20	9

Second Year: Summer Session

COE 122	Cooperative Work Experience II (om) <i>(first 8 weeks of 11-week session)</i>	0	0	20	2
PHO 230	Biomedical Portfolio Preparation (co) <i>(last 3 weeks of 11-week session)</i>	<u>0</u>	<u>6</u>	<u>0</u>	<u>2</u>
		0	6	20	4

TOTAL SEMESTER HOURS CREDIT: 71

■ Photographic Technology Commercial Photography Concentration

[A3028B] Degree (Day)

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

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

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

**PHOTOGRAPHIC TECHNOLOGY
COMMERCIAL PHOTOGRAPHY CONCENTRATION – DAY**

Curriculum By Semesters - Degree

	<u>Hours/Week</u>			<u>Sem. Hrs.</u>	
	<u>Class</u>	<u>Lab</u>	<u>Wk. Exp.</u>	<u>Credit</u>	
First Year: Fall Semester					
ENG 111	Expository Writing (g)	3	0	0	3
PHO 110	Fundamentals of Photography (c)	3	6	0	5
PHO 111	Photographic Correction & Finishing I (om)	0	3	0	1
PHO 112	Design Laboratory I (om)	0	3	0	1
--	Social/Behavioral Science Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	12	0	13
First Year: Spring Semester					
ENG 114	Professional Research & Reporting (g)	3	0	0	3
MAT 115	Mathematical Models (g)	2	2	0	3
PHO 121	Photographic Correction & Finishing II (om)	0	3	0	1
PHO 122	Design Laboratory II (om)	0	3	0	1
PHO 123	Large-Format Photography I (c) <i>(last 8 weeks of 16-week semester)</i>	1	3	0	2
PHO 125	Basic Object Lighting (c)	0	3	0	1
PHO 126	Basic Portrait Lighting (c)	0	3	0	1
PHO 127	Photographic Materials/Processes (om)	4	0	0	4
PHO 127A	Photographic Materials/Processes Lab (om)	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
		10	20	0	17
First Year: Summer Session					
PHO 132	Small-Format Photography (co)	2	6	0	4
PHO 133	Large-Format Photography II (c)	1	3	0	2
PHO 134	Custom Color Printing (om)	1	2	0	2
PHO 135	Product Lighting (c)	0	3	0	1
PHO 139	Introduction to Digital Imaging (om)	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		5	17	0	11
Second Year: Fall Semester					
COE 112	Cooperative Work Experience I (om) <i>(last 8 weeks of 16-week semester)</i>	0	0	20	2
PHO 215	Photographic Illustration (co) <i>(first 8 weeks of 16-week semester)</i>	2	8	0	6
PHO 241	Digital Image Technology (om) <i>(first 8 weeks of 16-week semester)</i>	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		4	11	20	11
Second Year: Spring Semester					
COE 122	Cooperative Work Experience II (om) <i>(last 8 weeks of 16-week semester)</i>	0	0	20	2
PHO 224	Multimedia Production (om) <i>(first 8 weeks of 16-week semester)</i>	2	3	0	3
PHO 229	Advertising Photography (co) <i>(first 8 weeks of 16-week semester)</i>	<u>2</u>	<u>8</u>	<u>0</u>	<u>6</u>
		4	11	20	11
Second Year: Summer Session					
PHO 231	Commercial Portfolio Preparation (co)	0	6	0	2
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		3	6	0	5

TOTAL SEMESTER HOURS CREDIT: 68

■ Photographic Technology Photojournalism Concentration

[A3028C] Degree (Day)

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

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

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

**PHOTOGRAPHIC TECHNOLOGY
PHOTOJOURNALISM CONCENTRATION – DAY**

Curriculum By Semesters - Degree

	Hours/Week			Sem. Hrs. Credit	
	Class	Lab	Wk. Exp.		
First Year: Fall Semester					
ENG 111	Expository Writing (g)	3	0	0	3
PHO 110	Fundamentals of Photography (c)	3	6	0	5
PHO 111	Photographic Correction & Finishing I (om)	0	3	0	1
PHO 112	Design Laboratory I (om)	0	3	0	1
--	Social/Behavioral Science Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	12	0	13
First Year: Spring Semester					
ENG 114	Professional Research & Reporting (g)	3	0	0	3
MAT 115	Mathematical Models (g)	2	2	0	3
PHO 121	Photographic Correction & Finishing II (om)	0	3	0	1
PHO 122	Design Laboratory II (om)	0	3	0	1
PHO 123	Large-Format Photography I (c) <i>(last 8 weeks of 16-week semester)</i>	1	3	0	2
PHO 125	Basic Object Lighting (c)	0	3	0	1
PHO 126	Basic Portrait Lighting (c)	0	3	0	1
PHO 127	Photographic Materials/Processes (om)	4	0	0	4
PHO 127A	Photographic Materials/Processes Lab (om)	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
		10	20	0	17
First Year: Summer Session					
PHO 132	Small-Format Photography (co)	2	6	0	4
PHO 133	Large-Format Photography II (c)	1	3	0	2
PHO 134	Custom Color Printing (om)	1	2	0	2
PHO 135	Product Lighting (c)	0	3	0	1
PHO 139	Introduction to Digital Imaging (om)	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		5	17	0	11
Second Year: Fall Semester					
COE 112	Cooperative Work Experience I (om) <i>(last 8 weeks of 16-week semester)</i>	0	0	20	2
PHO 217	Photojournalism I (co) <i>(first 8 weeks of 16-week semester)</i>	1	6	0	4
PHO 241	Digital Image Technology (om) <i>(first 8 weeks of 16-week semester)</i>	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		3	9	20	9
Second Year: Spring Semester					
JOU 110	Introduction to Journalism (om)	3	0	0	3
PHO 224	Multimedia Production (om) <i>(last 8 weeks of 16-week semester)</i>	2	3	0	3
PHO 227	Photojournalism II (co)	2	12	0	8
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	15	0	17
Second Year: Summer Session					
COE 122	Cooperative Work Experience II (om) <i>(last 8 weeks of 11-week session)</i>	0	0	20	2
PHO 232	Photojournalism Portfolio Preparation (co) <i>(first 3 weeks of 11-week session)</i>	<u>0</u>	<u>6</u>	<u>0</u>	<u>2</u>
		0	6	20	4

TOTAL SEMESTER HOURS CREDIT: 71

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

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

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

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

**PHOTOGRAPHIC TECHNOLOGY
PORTRAIT STUDIO MANAGEMENT CONCENTRATION – DAY**

Curriculum By Semesters - Degree

	<u>Hours/Week</u>			<u>Sem. Hrs. Credit</u>	
	<u>Class</u>	<u>Lab</u>	<u>Wk. Exp.</u>		
First Year: Fall Semester					
ENG 111	Expository Writing (g)	3	0	0	3
PHO 110	Fundamentals of Photography (c)	3	6	0	5
PHO 111	Photographic Correction & Finishing I (om)	0	3	0	1
PHO 112	Design Laboratory I (om)	0	3	0	1
--	Social/Behavioral Science Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	12	0	13
First Year: Spring Semester					
ENG 114	Professional Research & Reporting (g)	3	0	0	3
MAT 115	Mathematical Models (g)	2	2	0	3
PHO 121	Photographic Correction & Finishing II (om)	0	3	0	1
PHO 122	Design Laboratory II (om)	0	3	0	1
PHO 123	Large-Format Photography I (c) <i>(last 8 weeks of 16-week semester)</i>	1	3	0	2
PHO 125	Basic Object Lighting (c)	0	3	0	1
PHO 126	Basic Portrait Lighting (c)	0	3	0	1
PHO 127	Photographic Materials/Processes (om)	4	0	0	4
PHO 127A	Photographic Materials/Processes Lab (om)	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
		10	20	0	17
First Year: Summer Session					
PHO 132	Small-Format Photography (co)	2	6	0	4
PHO 133	Large-Format Photography II (c)	1	3	0	2
PHO 134	Custom Color Printing (om)	1	2	0	2
PHO 135	Product Lighting (c)	0	3	0	1
PHO 139	Introduction to Digital Imaging (om)	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		5	17	0	11
Second Year: Fall Semester					
PHO 210	Professional Wedding Photography (co)	1	6	0	3
PHO 211	Professional Portraiture I (co)	2	12	0	8
PHO 241	Digital Image Technology (om) <i>(last 8 weeks of 16-week semester)</i>	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		5	21	0	14
Second Year: Spring Semester					
COE 112	Cooperative Work Experience I (om) <i>(last 8 weeks of 16-week semester)</i>	0	0	20	2
PHO 221	Professional Portraiture II (co) <i>(first 8 weeks of 16-week semester)</i>	1	8	0	5
PHO 224	Multimedia Production (co) <i>(first 8 weeks of 16-week semester)</i>	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		3	11	20	10
Second Year: Summer Session					
PHO 228	Advanced Correction & Finishing (om)	1	3	0	2
PHO 233	Portrait Portfolio Preparation (co)	0	6	0	2
--	Humanities/Fine Arts Course (g)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		4	9	0	7

TOTAL SEMESTER HOURS CREDIT: 72