2023-2024 CATALOG

RANDOLPH COMMUNITY COLLEGE

Creating **Opportunities.**
Changing **Lives.**

2023-2024 Catalog

Creating Opportunities.
Changing Lives.

Published by

RANDOLPH COMMUNITY COLLEGE
629 Industrial Park Avenue
Asheboro, NC 27205 336-
633-0200
www.randolph.edu

Randolph Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Randolph Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Randolph Community College is authorized by the State Board of Community Colleges to award the Associate in Applied Science, the Associate in Arts, and the Associate in Science degrees. Copies of this accreditation and authorization may be obtained by contacting the president's office, 336-633-0286.

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

Any changes occurring after the initial publication date will be reflected in the online version at www.randolph.edu/student-success/catalog. For more information, contact the Office of Institutional Effectiveness at 336-318-0025 or email amphillips@randolph.edu.

2/23/2023

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Randolph Community College, a member institution of the North Carolina Community College System, is a public, two-year, comprehensive, community college established to serve the citizens of Randolph County.

The College began operation in 1962 as a joint city-county industrial education center under the direction of the Trades and Industrial Division, Department of Vocational Education. The North Carolina legislature in 1963 established a separate system of community colleges and the College became part of that system.

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

The College also offers a state-approved Adult High School Diploma program, General Educational Development program, and a variety of preparatory level programs.

Vision, Mission, and Strategic Priorities

■ Vision

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

■ Mission

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

■ Values/Strategic Focus Areas

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

Locale and College Facilities

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

The College consists of one Main Campus and two Centers (Archdale Center and Emergency Services Training Center) in locations throughout Randolph County. Maps of Main Campus and each off-site center are located at the back of this catalog.

■ Main Campus

Randolph Community College's 44-acre main campus in Asheboro is located at 629 Industrial Park Avenue.

■ Archdale Center

RCC's Archdale Center is located at 110 Park Drive on 13.55 acres in Creekside Park. The Center is just off Highway 311 south of Archdale. It is easily accessible from Highway 311 and is just minutes from Interstate 85.

■ Emergency Services Training Center

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

Equal Opportunity

Randolph Community College offers equal employment and educational opportunities for all present and prospective employees and students of the College without regard to race, color, religion, gender, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, political affiliation, status as a covered veteran, or any other group legally protected in accordance with applicable federal, state and local laws. Retaliatory actions against employees or students for making good faith complaints about violations of Equal Opportunity Policy are strictly forbidden.

Randolph Community College is an Equal Opportunity Employer (EOE). Accordingly, we promote equal opportunity in the areas of recruitment, employment, training, development,

transfer, and promotion. RCC will ensure that all official activities involving College personnel including compensation, benefits, transfers, layoffs, returns from layoffs, demotions, terminations, College sponsored training, education, tuition assistance, social and recreational programs, and use of college facilities will also be administered accordingly.

All inquiries and questions about Randolph Community College's compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008 may be addressed to Equal Opportunity Officer and Title IX Coordinator, RCC, 629 Industrial Park Avenue, Asheboro, N.C. 27205.

Students with disabilities who need assistance for academic services should contact the Student Services Counselor and Disability Services Coordinator, located in Student Services on the Asheboro Campus or by phone at (336) 633- 0246. (See Accommodations for Students with Disabilities section of the Catalog for additional information).

Student Right to Know/Consumer Information

The U.S. Department of Education's Student Right-to-Know and Campus Security Act requires institutions to make completion and graduation rates available to applicants and currently enrolled students. Additionally, the Act requires disclosure of campus security policy and campus crime statistics.

This information and much more beneficial information may be found at www.randolph.edu/about-us/consumer-information or by visiting the Welcome Center on the Asheboro Campus. (See Campus Safety & Security section of the Catalog for additional information).

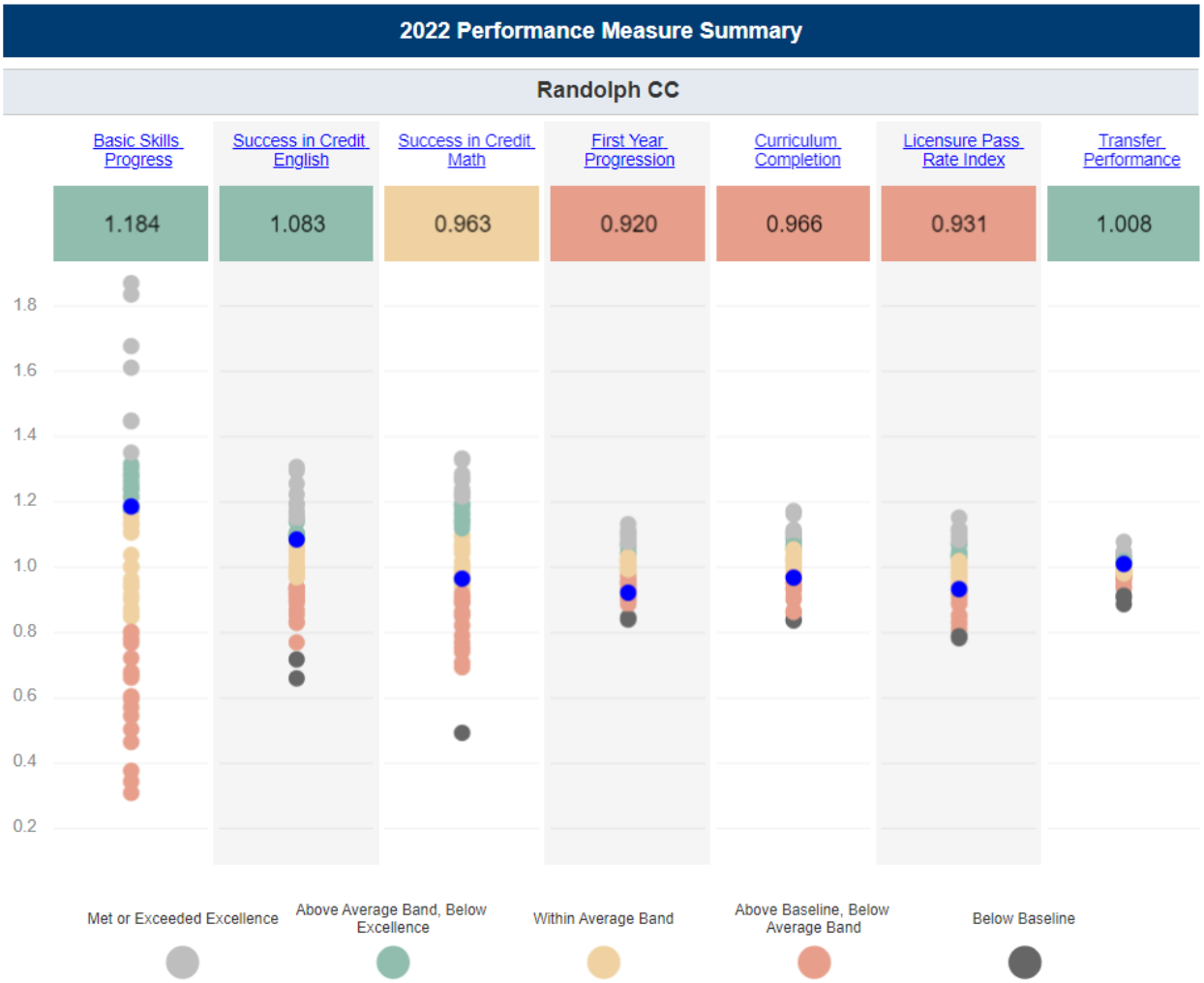
Health Services/Accidental Injury

Randolph Community College has no facilities or staff for medical treatment other than for minor first aid and assumes no responsibility for injuries or sickness of students. All medical emergencies need to call 911, and then call the RCC switchboard at 336-633-0200 to inform the College of the emergency. Students should report all accidents to their instructor and complete an incident report, which then should be forwarded to the director of safety and emergency preparedness, even if the accident is perceived to be minor.

Student accident insurance is provided for curriculum students and is paid for through the student activity fees. Claim forms are available through the Business Office. Continuing Education students are covered under the student accident insurance if they are enrolled in a

course at the time of incident that has the student accident insurance fee included in the cost of the course. Continuing Education students are encouraged to check with their instructor to see if the course in which they are enrolled has this student accident insurance fee. The College reserves the right to change fees as needed.

Performance Measures Summary Report



Data from https://www.nccommunitycolleges.edu/analytics/dashboards/performance-measure-pm-summary

Board of Trustees

The Randolph Community College Board of Trustees is made up of 13 members—four appointed by the Governor, four by the Randolph County and Asheboro City Boards of Education, and four by the Randolph County Board of Commissioners. The president of the College's Student Government Association serves as an ex-officio/nonvoting member of the Board.

Board of Trustees:

F. Mac Sherrill, Board Chair

T. Reynolds Lisk Jr., Board Vice Chair

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Robert E. Morrison

Larry D. Reid

J. Brooke Schmidly

Dr. Cynthia G. Schroder

R. Andrews Sykes

Chris L. Yow

Student Government Association President

Numbers to Know

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

■ Student Services

- Welcome Center - 336-633-0223
- Chad Williams - Vice President for Student Services; 336-633-0049; gcwilliams@randolph.edu
- Hillary Pritchard - Director of Admissions, Records & Registration (Registrar); 336-633-0122; hdpritchard@randolph.edu
- Joey Trogdon - Director of Financial Aid & Veterans Affairs; 336-625-5614; jbtrogdon@randolph.edu
- Rebekah Kingston - Director of Student Success Counseling; 336-633-0376; rbkingston@randolph.edu
- Shane Bryson - Director of Student Life and Recruitment; 336-633-0244; scbryson@randolph.edu

■ Instructional Programs

- Suzanne Rohrbaugh - Vice President for Instructional Services; 336-633-0218; syrohrbaugh@randolph.edu
- Melinda Eudy - Dean of Curriculum Programs; 336-633-0297; maeudy@randolph.edu
- Isai Robledo - Director of Educational Partnerships & Initiatives; 336-625-6085; irobledo@randolph.edu
- Jenny Thomas - Director of Library Services – General Library Services, Library Computer Lab; 336-633-0272; jsthomas@randolph.edu
- Michael Dunn - Director of Distance Education; 336-318-7820; msdunn@randolph.edu

■ Workforce Development & Continuing Education

- Elbert Lassiter - Vice President for Workforce Development & Continuing Education; 336-633-0217; ejlassiter@randolph.edu
- Regina Brewer - Director of Public Safety Programs; 336-318-1767; rlbrewer@randolph.edu
- Randy Gunter - Dean of Workforce Development & Continuing Education; 336-633-0221; drgunter@randolph.edu
- Tonya Monroe - Director of the Archdale Center; 336-328-1751, tcmonroe@randolph.edu

- Quinton Louris - Director of Small Business Center; 336-633-0240, qlouris@randolph.edu
- Kenneth Hughes - Director of Customized Training Program; 336-633-0260; khughes@randolph.edu
- Jordan Williamson - Director of College and Career Readiness; 336-633-0156; jhwilliamson@randolph.edu

■ Administrative Services

- Vice President for Administrative Services; 336-633-0290
- Cathy Biby - Director of Financial Services; 336-625-5607; cebiby@randolph.edu
- Tara Williams – Director of Information Technology Services; 336-633-0279; tawil@randolph.edu
- Cindi Goodwin – Director of Facilities Operations; 336-633-4475; cjgoodwin@randolph.edu
- Chad Conville – Director of Auxiliary Services; 336-328-1765; cwconville@randolph.edu

■ Institutional Advancement

- Shelley Greene – Vice President for Institutional Advancement; 336-633-0174; swgreene@randolph.edu
- Lorie McCroskey – Director of Development; 336-633-1118; llmccroskey@randolph.edu
- Kris Julian – Director of Marketing & Communications; 336-629-2758; knjulian@randolph.edu
- Adrianne Phillips – Director of Institutional Effectiveness; 336-318-0025; amphillips@randolph.edu

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

Fall Semester 23

August 2 (W) – Tuition due for 4/11/23 – 8/2/23 registrants
August 9 (W) – Fall semester late registration; Tuition due for 8/3/23 – 8/9/23 registrants
August 15 (T) – Fall semester classes begins
August 15–16 (T–W) – Schedule adjustment*
August 16 (W) – Tuition due for 8/10/23 – 8/16/23 registrants
September 4 (M) – Labor Day holiday+
September 26 (T) – Last day to withdraw from a 1st 8-week class without grade penalty
October 10 (T) – Flip Day; Monday classes are in session
October 10 (T) – End 1st 8-week minimester
October 11 (W) – Begin 2nd 8-week minimester
October 11 (W) – Schedule adjustment for 2nd 8-week minimester*; Tuition due for 8/17/23–10/11/23 registrants
October 16-17 (M – T) – Fall break
October 18 (W) – Classes resume
October 23 (M) – Spring priority registration opens for currently enrolled students by appointment
November 6 (M) – Advising & registration for spring applicants by invitation & appointment
November 9 (Th) – Last day to withdraw from 16-week course without grade penalty
November 22 (W) – Thanksgiving break
November 23–26 (Th–Su) – Thanksgiving holidays+
November 27 (M) – Classes resume
November 28 (T) – Last day to withdraw from a 2nd 8-week class without grade penalty
December 12 (T) – End of 2nd 8-week minimester and fall semester

Spring Semester 24

January 2 (T) – Tuition due for 10/23/23 – 1/2/24 registrants
January 4 (Th)– Spring semester late registration; Tuition due for 1/3/24-1/4/24 registrants
January 8 (M)– Classes begin
January 8–9 (M–T)– Schedule adjustment*
January 9 (T)– Tuition due for 1/5/24-1/9/24 registrants
January 15 (M)– Martin Luther King Jr. holiday+
February 19 (M) – Last day to withdraw from a 1st 8-week class without grade penalty
March 4 (M) – End 1st 8-week minimester
March 5–10 (T–Su) – Spring break
March 11 (M) – Classes resume
March 11 (M) – Begin 2nd 8-week minimester
March 11 (M) – Schedule adjustment for 2nd 8-week minimester*; Tuition due for 1/10/24- 3/11/24 registrants
April 1 (M) – Easter holiday+
April 2 (T) – Classes resume
April 8 (M) – Last day to withdraw from a 16-week course without grade penalty
April 8 (M) – Advising & registration for summer & fall 2024 semesters for currently enrolled students by appointment
April 22 (M) – Last day to withdraw from a 2nd 8-week class without grade penalty
April 22 (M) – Advising & registration for summer & fall 2024 semesters for new students by invitation and appointment
May 6 (M) – End of spring semester
May 8 (W) – Curriculum Graduation

Summer Semester 24

May 16 (Th) – Summer semester late registration; Tuition due for 4/8/24-5/16/24 registrants
May 20 (M) – Summer semester classes begin
May 20 (M)– Schedule adjustment*; Tuition due for 5/17/24-5/20/24 registrants
May 27 (M) – Memorial Day holiday+
July 1–3 (M–W) – Summer Break
July 4 (Th) Fourth of July holiday observed+
July 5-7 (F-Su) – Summer Break
July 8 (M) – Classes resume
July 8 (M) – Last day to withdraw from a summer course without grade penalty
July 22 (M) – Semester ends
August 1 (Th) – Fall tuition due for 4/8/24-8/1/24 registrants

*During schedule adjustment, students may enroll in classes on a seat available basis.
+Campus is closed-holiday
-Partial Refund dates are based on the section census dates (please see your instructor, advisor, or business office for dates.)

Revised 12/8/21

The Open Door Policy

Randolph Community College is subject to the Open-Door Admission Policy established by the State Board of Community Colleges. This means that any person, whether a high school graduate or nongraduate, who is 18 years old or older and who is able to profit from further formal education will be served by the institution.

The open door policy does not mean that there are no restrictions on admission to specific programs. It does mean that these restrictions are flexible enough to allow students opportunities to improve their educational status by eliminating deficiencies through remedial work. New students seeking admission to a specific program must provide appropriate transcripts and complete placement assessment requirement to meet prerequisites/corequisites unless an exemption is met as noted in the Placement Assessment section of the catalog. When new students are able to meet the specific admission requirements for a given curriculum, they may then be enrolled in that curriculum and remain in the program as long as they make satisfactory progress and remain enrolled on a continuous basis as required by their curriculum. (For students transferring to RCC, see Transfer Student Admissions section of the Catalog for additional information).

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

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

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

The College may refuse admission to applicants who meet at least one of the following exceptions:

1. Admission may be denied to any applicant during any period of time that he/she is suspended or expelled from any other educational entity.
2. Admission may be denied to any applicant to protect the safety of the applicant or other individuals when there is an articulable, imminent, and significant threat by documenting (a) the detailed facts supporting the rationale for denying admission, (b)

the time period within which the refusal to admit shall be applicable, and (c) the conditions upon which the applicant would be eligible to be admitted.

3. Admission into a program, other than basic law enforcement training, that requires students to possess a firearm may be denied to any applicant who is not eligible to possess a firearm as outlined in state board community colleges code 400. 2(h).

If admission is denied, the applicant may appeal using the Standard Grievance Policy beginning with the vice president for student services.

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

Admission to Curriculum Programs

Admission to associate's degree, diploma, and certificate programs requires the following:

- Submit a completed official admissions application form.
- Submit an official high school transcript indicating graduation with a diploma, a high school equivalency certificate (HSE), or an adult high school diploma; or, an official college transcript indicating graduation from a bachelor's degree or higher.
- Submit official college transcripts from all previously attended institutions.
- If deemed necessary, complete placement assessment requirement (details available in the "Placement Assessment" section below).

It is the responsibility of the student to make certain the required documents are sent; however, the Student Services Division will provide guidance with admissions and placement. For additional information regarding admission, please visit www.randolph.edu/admissions/becoming-a-student. For assistance with the admissions process, the Welcome Center is open from 7:30 a.m. – 8 p.m., Monday through Thursday, and from 7:30 a.m. – 3 p.m., on Friday or call 336-633-0200.

Placement Assessment

The college assesses curriculum students' readiness for college-level courses according to the Reinforced Instruction for Student Excellence (RISE) multiple measures for placement guidelines established by the North Carolina Community College System. North Carolina Community College System Office Revisions are effective in accordance with numbered memos.

■ Placement Test

The placement test does not determine student admission to RCC, but it does determine course placement. Students that meet one of the multiple measures for placement criteria may be exempt from the placement test requirement. For further details, contact the Office of Admissions, Records and Registration at 336-633-0200.

■ Retesting

Students may retest once during the 10 years in which their scores are valid. It is recommended that students meet with a counselor to discuss and review preparation options prior to retesting. If the student is already enrolled in pre-college level courses at the time he or she retests and if the scores on the retest place him or her out of pre-college level, the student will follow the college's standard withdrawal and refund procedures for tuition and books if he or she chooses to exit the pre-college level course.

■ Placement Testing for Individuals with Disabilities

Individuals with disabilities may request reasonable accommodations for placement testing. Official documentation verifying the disability and the need for reasonable accommodations should be submitted to the Disabilities Coordinator at least two weeks prior to the placement testing appointment. Accommodations include but are not limited to extended time and/or testing using audio or visual enhancing software.

Orientation

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

Registration for Curriculum Courses

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

International Student Admissions

International students are those who have been issued an F-1 student visa. Further, the College only admits international students into curriculum programs at the college level.

In addition to the admissions procedures required of native students, international applicants must demonstrate English proficiency in one the following ways:

- Applicant's country of citizenship is an English-speaking country, and English is the applicant's native language.
- Submission of a TOEFL iBT score of 65 or above for the total score and no single score below 16.

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

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

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

For more information about international student admissions, visit www.randolph.edu/admissions/international-students, contact Dean Beck at 336-633-0265, or email at gdbeck@randolph.edu.

Undocumented Student Admissions

The State Board of Community Colleges' 1D SBCCC 400.2 – "Admission to Colleges," effective Nov. 1, 2014, amends and implements a consistent admissions policy for undocumented immigrants throughout public higher education in North Carolina. Subparagraph (b) of this Rule states:

For the purposes of this Section, "undocumented immigrant" means any immigrant who is not lawfully present in the United States. Community colleges shall admit undocumented immigrants under the following conditions:

1. Community colleges shall admit an undocumented immigrant only if he or she attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State or local law
2. When determining who is an undocumented immigrant, community colleges shall use federal immigration classifications
3. Undocumented immigrants admitted under Subparagraph (b)(1) of this Rule must comply with all federal and state laws concerning financial aid
4. An undocumented immigrant admitted under Subparagraph (b)(1) of this Rule shall not be considered a North Carolina resident for tuition purposes. All undocumented immigrants admitted under Subparagraph (b)(1) of this Rule must be charged out of state tuition whether or not they reside in North Carolina
5. When considering whether to admit an undocumented immigrant into a specific program of study, community colleges shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants
6. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

Transfer Student Admissions

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

1. meet the same admissions requirements as new students
2. submit official transcripts from all colleges attended. (Official transcripts are received in a sealed envelope from the institution(s) attended or electronically through National Student Clearinghouse).

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

Special Credit (Visiting) Students

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

Proficiency examinations may be used to earn credit for additional courses taken as a Special Credit Student. Should a Special Credit Student desire to declare a major, he/she should complete a Change of Major form, provide the appropriate transcripts, and complete placement assessment requirement to meet prerequisites/corequisites. For assistance in choosing a major, contact a student success counselor by visiting www.randolph.edu/student-success/meet-our-student-success-team, stop by the Welcome Center located on the Asheboro Campus, or call 336-633-0200.

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

Career and College Promise (High School)

Career and College Promise provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. See Career and College Promise section of the Catalog for more information or call 336-318-4913.

Program Specific Admissions Requirements

■ Associate Degree Nursing Admissions Requirements

The Associate Degree Nursing program understands and accepts the concept of the open-door policy for general admission to Randolph Community College. Admission to the college does not, however, guarantee admission to the Associate Degree Nursing program.
Admission to the nursing program is competitive with limited seat availability. If you have questions about the admissions process for the Associate Degree Nursing program, please call the Student Services Counselor and Career Services Coordinator at 336-633-0222.

The Associate Degree Nursing 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 healthcare settings. Courses will include content related to the nurse's role as a provider of nursing care, as a manager of care, as a member of the discipline of nursing, and as a member of the interdisciplinary team. Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN), which is required for practice as a Registered Nurse. Employment opportunities include, but are not limited to, hospitals, nursing care centers, healthcare provider offices, industry and community agencies.

ADMISSION PROCEDURE

Applications are open each year and are completed in three phases. Applicants seeking admission into the Associate Degree Nursing program must complete the admission phases as outlined below, to be considered for acceptance for the fall semester of the applying year. Students are encouraged to refer to the Associate Degree Nursing program's homepage, including frequently asked questions found on the College website.

Students are also highly encouraged to frequently check the RCC issued student email address, particularly around the established dates noted in each phase for notification and/or correspondence related to your admission process standing.

Students are highly encouraged to read all components of the Associate Degree Nursing Program located in the College Catalog and/or Nursing Student Handbook.

PHASE I - Completed by June 1 of each applying year

1. New students - complete general admission requirements of Randolph Community College including placement assessment if necessary. Current students - skip to step 2.
    A. Complete an RCC application at www.randolph.edu/admissions/apply-now.
    B. Provide official copies of high school transcript and/or high school equivalency test scores and all college transcripts. High school seniors must submit current high school transcripts by the deadline date, and an official high school transcript, upon graduation. Additional information may be found at www.randolph.edu/admissions/transcripts.
    C. Take placement test, if needed. Students must be eligible to enter the program's required English and math courses without a co-requisite. Additional information may be found at www.randolph.edu/student-success/placement-assessment.
    D. Meet with Financial Aid Office if necessary. Additional information may be found at www.randolph.edu/financial-aid/types-of-financial-aid.
2. Evidence of "B" or greater in the following:
    a. High school biology, or college-level biology, or SCI 095.
    b. High school algebra, college algebra, or eligible to enter MAT 143 without a co-requisite.
3. A 2.0 cumulative grade point average (GPA) on the most recent transcript, college or high school. **NOTE:** A 2.0 GPA **must** be maintained throughout the admissions process.
4. Attend a mandatory information session for the year that you plan to enter program. Information sessions are conducted on-campus or virtual, and dates and times can be found posted on the RCC website. Attendance in a past year(s) does not fulfill this requirement. Please view additional information located in the "Information Session" section of this catalog.

5. Take the standardized nurse entrance exam, the Test of Essential Academic Skills (TEAS) offered by Assessment Technologies Institute (ATI). Students must submit the most current version of the TEAS assessment and must be taken within three (3) years from the date of application. Students must have a minimum composite score of 67 on the TEAS. Official scores for the TEAS assessment must be submitted to Randolph Community College via the testing company, Assessment Technologies Institute Inc. NOTE: There is a fee for the exam which may vary amongst colleges and/or testing centers. Students are highly encouraged to complete a TEAS preparation course offered by Randolph Community College's Workforce Development and Continuing Education department and/or seek preparation resources at www.atitesting.com. Please reference the "Transfer of TEAS Scores" section of this policy and procedure for additional information.

By June 15th, students will be notified by the student issued RCC email address of conditional acceptance into the Associate Degree Nursing program for fall enrollment. Students must respond by email within seven calendar days to accept placement in the program. If a student declines or does not respond by the deadline, an alternate student will be offered placement.

PHASE II - Completed by July 15th of each applying year

After conditional acceptance is granted in Phase I, applicants must provide successful completion of the below. Students will receive a formal letter, indicating remaining program requirements, including the required RCC Health Sciences medical form, information about how to submit the required documents, and orientation dates and times.

1. Submit a completed RCC Health Sciences Medical Form. The medical form will be emailed to applicants who are conditionally accepted into the ADN program, and must be completed by a physician, physician's assistant, or a nurse practitioner. The medical form must be completed within six-months of the fall semester start date. The Associate Degree Nursing Department Head, or designee will verify medical compliance and documentation. Please note, some of the required immunizations may take six months to complete, so students should consider prior to applying. The Associate Degree Nursing Department Head, or designee will verify the medical compliance and documentation. Please view the additional information noted in the "Physical and Emotional Expectations of a Student Nurse" of this catalog.
2. Submit a certificate of satisfactory completion from a DHSR (Division of Health Service Regulation) approved Nurse Aide, Level I program, and current unrestricted certification in Nurse Aide, Level I as listed on the NC Nurse Aide registry (www.ncnar.org). NOTE: Applicants need to verify the NA program can award the certification. Some one-day

programs do not offer this certification; therefore, the course needs to be taken in its entirety.

3. Current CPR Certification for Basic Life Support for the Healthcare Provider to include adult/child/ infant and AED offered by the American Heart Association.

Students will be notified by the student issued RCC email address of continued conditional acceptance into the Associate Degree Nursing program for fall enrollment. If a student does not submit the required Phase II documents, the student will forfeit placement and an alternate student will be offered conditional acceptance. If an alternate student is offered conditional acceptance, the deadline for Phase II submission may be extended at the discretion of the Department Head of Nursing or designee.

PHASE III - Completed by the deadlines provided during conditional acceptance and/or upon enrollment in the program

1. Attend Nursing Orientation held by the nursing faculty on-campus, virtually, and/or via Moodle. Information regarding the dates and method of delivery for the nursing orientation will be emailed. Many aspects of the program will be discussed and may include, but not limited to, tuition, textbooks, schedules, program expectations for class, lab and clinical.
2. Complete clinical clearance requirements. Affiliating clinical agencies may require credentialing clearance as a prerequisite for clinical learning experiences throughout the curriculum. This credentialing clearance may include, but is not limited to, a criminal background check, urine drug screen, medical examination, vaccinations, and clinical site orientation. Positive results or failure to complete any agency requirement may result in the clinical agency denying student access to clinical practice in the facility. Any student who is denied access or fails to comply with clinical agency credentialing procedures and policies will not be allowed to progress in the program because competencies cannot be achieved without attending the clinical component.

   NOTE: Clinical clearance often begins at least 4 weeks prior to the start of clinical for each semester. Therefore, students may experience denial of clinical clearance at any point in the program. Students are responsible for paying all costs associated with this requirement.

INFORMATION SESSION

The purpose of the Associate Degree Nursing Information Session is to share important information about the admission policy and requirements, program components, expectations and to answer questions about the program. Students are highly encouraged to attend an Information Session as soon as possible to best prepare for the admission process. The dates, times and location of the session are posted on the Associate Degree Nursing homepage, and registration is not required.

ALTERNATE LIST

As vacancies arise on the acceptance list, applicants on the alternate list are contacted in rank order and offered acceptance to the program. Applicants on the alternate list who are not offered acceptance to the ADN program for the year in which they have applied to enter will not be carried over to a waiting list the following year. Applicants must apply each year they wish to be considered for admission into the nursing program.

NOTIFICATION OF ADMISSIONS

The ADN program only accepts students in the fall. Students will be notified by an official MyRCC email regarding standing of admission. Please be sure to frequently check your email around the established dates noted in each phase for notifications and/or correspondence related to your admission process standing. Applications received after June 1st will be considered on a space available basis.

Applicants who are not admitted may reapply before the January 15 deadline of the next year.

READMISSIONS

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

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

A student applying for readmission into the ADN program must:

1. Respond to the Dismissal Letter via email of intent to be considered for readmission within 30 days of receiving his/her letter.
2. Participate in a meeting with the ADN department head and/or designee to advise the student and ensure the student has met or will meet admission requirements as outlined in the current college catalog.
3. If the student is unsuccessful in his/her first semester (NUR 111), then the student will be eligible to re-enter NUR 111.

4. If the student is unsuccessful in his/her second through fifth semester, the student will be eligible to re-enter the course in which he/she was unsuccessful.
5. Readmission applicants will be ranked with readmission applicants using the same criteria as that located in the ranking system.
6. Receive written approval for readmission from the department head of the ADN program.
7. Adhere to all requirements of Phase III of the admission process.
8. Attend new mandatory nursing orientation at the discretion of the ADN department head.
9. Must maintain a 2.5 GPA through the readmission process.

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

TRANSFER CREDIT FOR NURSING COURSES

Admission into the nursing program for a transfer student is based upon availability. Transfer students must meet the same admission criteria as all new students. To qualify for admission as a transfer student, an applicant must submit an intent to apply for admission no later than 30 days preceding his/her intended start date. Students requesting transfer credit for a nursing course from another college are required to submit a copy of the course outline and syllabus for each successfully completed nursing course to the ADN department head. The ADN department head may request additional documents depending on content located in the course syllabus and outline. The student must also submit a letter from his/her former nursing program head, which states the student is in good academic and disciplinary standing. Students may not transfer to RCC's Associate Degree Nursing program from a university nursing program. Transfer credit for any NUR course is at the discretion of the department head of ADN and ADN faculty, and may only be considered for a course in which a student has earned a "C" or better. Transfer credit for any non-NUR course required for the program will only be considered with a grade of "B" or higher. The student is required to meet with the ADN department head and/or nursing faculty at Randolph Community College no later than 20 days preceding the intended start date. Students must have a cumulative G.P.A. of 2.5 or higher. Students will not be allowed to transfer into RCC's nursing program after completion of the third semester in another nursing program.

Students will be notified by an official MyRCC email if they have been accepted to transfer to Randolph Community College's Associate Degree Nursing program.

Once a student is granted transfer credit into RCC's Associate Degree Nursing program, acceptance is contingent upon submitted required documents noted in Phase III of the admission process.

PHYSICAL & EMOTIONAL EXPECTATIONS OF A STUDENT NURSE

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

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

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

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

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

PERFORMANCE STANDARDS FOR STUDENTS IN THE ASSOCIATE DEGREE NURSING PROGRAM

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

The following are examples of the kind of activities that a student in the Associate Degree Nursing program would be required to perform in order to successfully complete the program.

If an accepted applicant believes that he/she cannot meet one or more of the standards without accommodations or modifications, the applicant should consult with the Health Sciences and Public Service division chair.

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

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

CRITERIA FOR PROGRESSION

Progression policies specific to the nursing program are in the Associate Degree Nursing Student Handbook.

LEGAL LIMITATIONS OF LICENSURE

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

RANKING SYSTEM

The ranking system is implemented as an objective means for evaluating nursing applicants. Applicants will be ranked accordingly:

- A minimum composite score of 67 on the TEAS Assessment is required.
- Candidates will be ranked from highest to lowest based on the TEAS Composite score.
- Candidates having identical scores will complete a second step in ranking. Candidates will earn points for BIO 168 and BIO 169; an A=2 points and B=1 point.
- If additional distinctions should be needed due to identical ranking, the highest score on the science individual score of the TEAS will be the deciding factor.
- If two students have equal point values, residency of Randolph County may be used as a final deciding point.

Applicants accepted for admission must complete all admission requirements by the date(s) specified in the College catalog. Applicants who fail to complete all admission requirements for the ADN program will be removed from the acceptance list and replaced by applicants on the alternate list.

TRANSFER OF TEAS VI SCORES

RCC will consider accepting TEAS scores from other institutions, via www.atitesting.com, pending proof that the latest version has been completed, all four sections have been completed within three years and/or minimum scores have been met. RCC reserves the right to refuse TEAS assessment scores from other institutions should there be concern that all four sections have not been completed.

■ Computed Tomography Technology Admissions Requirements

The Computed Tomography and Magnetic Resonance Imaging Technology curriculum prepares the individual to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes. Individuals entering this curriculum must be registered or registry-eligible radiologic technologist, radiation therapist, or nuclear medicine technologist.

Course work prepares the technologist to provide patient care and perform studies utilizing imaging equipment, professional communication, and quality assurance in scheduled and emergency procedures through academic and clinical studies. Graduates may be eligible to sit for the American Registry of Radiologic Technologist Advanced-Level testing in Computed Tomography and/or Magnetic Resonance Imaging examinations. They may find employment in facilities which perform these imaging procedures.

Students wanting to enroll in the CT certificate program at Randolph Community College must hold a current ARRT and/or NMTCB certification and registration and be in good standing or be enrolled in a JRCERT accredited program in their final semester. The number of students accepted each semester will be dependent on the number of clinical sites available.

PHASE I: APPLICATION DEADLINE (Completed by June 1)

Applicants must complete the following to be considered for CT program admission. Admission will be on a first come first serve basis. Students must submit the following information to the Director of Student Success Counseling by April 4 at noon. If you have questions about the admissions process for CT program, please call Student Services at 336-633-0376.

1. Complete general admission requirements of Randolph Community College including placement assessment if necessary. Current students – skip to step
    a. If a new student, complete an RCC admission application at www.randolph.edu/admissions/apply-now.
    b. Provide official copies of high school transcript and/or high school equivalency test scores and all college transcripts. Additional information may be found at www.randolph.edu/student-resources/submit-a-transcript.
2. Applicants must submit proof of a current ARRT and/or NMTCB certification and registration, and be in good standing, or proof of current enrollment in a JRCERT accredited program in their final semester, in good standing.
3. Applicants must submit 2 professional letters of recommendation. If you are currently employed in medical imaging, one letter must come from your direct supervisor. If you are a student, 1 letter must come from a faculty member of your respective program.
4. Attend mandatory information session (Dates will be listed on the CT certificate home page on the RCC website).

Students will be notified by MYRCC email of acceptance into the CT certificate program during the week of June 15 for fall enrollment. Students must respond by email within 3 calendar days to accept placement in the program. If a student declines or does not respond by the deadline, another student will be offered placement.

PHASE II: (Completed by July 12)

After acceptance into the CT program, the following must be submitted to the administrative assistant for health sciences:

1. Accepted applicants must submit current BLS certification from the American Heart Association, all required immunizations, and current ARRT and/or NMTCB certification/registration*
    a. Please download the medical form and immunization requirements from the program's website.
    b. Students may submit medical requirements to the administrative assistant for health sciences any time after receiving the Phase I completion email.

After acceptance into the CT program, student must complete a background check and drug screen. Students will also attend a mandatory program orientation.

Affiliating clinical agencies may require credentialing clearance as a prerequisite for clinical learning experiences throughout the curriculum. This credentialing clearance may include, but is not limited to, a criminal background check, urine drug screen, medical examination, vaccinations, and clinical site orientation. Positive results or failure to complete any agency requirement may result in the clinical agency denying student access to clinical practice in the facility. Any student who is denied access or fails to comply with clinical agency credentialing procedures and policies will not be allowed to progress in the program. Please refer to the CT student handbook for more information.

*Please note, if currently enrolled in a JRCERT accredited program in their final semester, students must submit proof of successfully passing the ARRT and/or NMTCB certification exam prior to the start of the clinical rotation. Students who are unable to do so will be dismissed from the program. Students will also be required to complete and submit a hospital orientation. Failure to do so by the date specified will result in dismissal from the program.

LEGAL LIMITATIONS OF LICENSURE

Upon successful completion of the CT Program, the student will be eligible to apply to take the American Registry of Radiologic Technologists certification exam. Graduation from the CT program does not guarantee that a student will be permitted to sit for the exam. Students must pass an ethics review conducted by the ARRT. Please see the Department Head for Radiography if you have questions. Fees are associated with this process.

■ Cosmetology Admissions Requirements

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

- Students must complete a required orientation session.

- Students must complete ENG 002 Tier 2 or have an acceptable reading placement score before enrolling in COS 111 or COS 112.
- Students enrolled in the program should not be subject to color blindness or have sensitivity to chemicals.
- Students should be physically able to use cosmetology equipment, such as scissors and clippers, and should be able to stand for extended periods of time.
- In accordance with the North Carolina State Board of Cosmetic Arts, students must submit an original social security card, tax ID card, or student visa information as well as a government issued ID and proof of date of birth to Cosmetic Arts Faculty or Staff prior to starting COS-prefix courses.

LEGAL LIMITATIONS OF LICENSURE

Students enrolled in the cosmetology program should be aware that the application for licensure at the completion of the program might be denied or restricted by the North Carolina Board of Cosmetic Arts. Please reference 21 NCAC 141.0401 Application/Licensure/Individuals Who Have Been Convicted of Felony at the following website: www.nccosmeticarts.com.

READMISSION INTO THE COSMETOLOGY PROGRAM

Readmission to the Cosmetology program is based upon successful completion of the requirements for readmission and space availability. Students dismissed for unsatisfactory performance or behavioral issues are not eligible for readmission. Students dismissed for academic failure are eligible for readmission, pending successful completion of readmission process and final approval of the Cosmetology department head. The number of students approved for readmission will be based upon the availability of resources to support them.

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

A student applying for readmission into the Cosmetology program must:

- Submit a letter of intent to return within 7 days of exiting a COS course to the Cosmetology department head.
- Participate in a formal interview with the Cosmetology department head and Cosmetology faculty.
- Receive written approval to continue the readmission process from the department head of the Cosmetology program.

A student approved for readmission must:

- Pass a written competency and practical test with a score of 80%.

- Demonstrate safety in performing selected skills receive satisfactory in all skills.
- Receive written approval for readmission from the department head of the Cosmetology program.

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

TRANSFER PROCESS

Students who began their Cosmetic Arts education at RCC are given priority for admission over applicants who apply for admission with advanced standing via transfer credit.

To give students appropriate credit for prior learning, students must:

- Submit a letter of intent to enroll in the program.
- Submit official transcripts to RCC's records office.
- Submit an official State Board Transfer form (with NC Board of Cosmetology approved seal) to the Department Head or Compliance Specialist (directly from the previous institution).
- Submit all grades earned from previous institution.

Once all documentation has been received, the Cosmetic Arts Program Faculty and/or Department Head will review the documentation and identify the credit to be awarded.

- Qualified applicants will be required to take an assessment to measure their skill level and knowledge in Cosmetology.
- Upon successful completion of the assessment AND availability in the class, or practical lab component of the program and faculty resources, qualified applicants will be accepted into the program and eligible for enrollment in classes. In the event two or more applicants are eligible for entry at the same point in the curriculum, and insufficient space is available for all, selection will be based upon date of letter.
- To meet eligibility to sit for the State Board Exam, all transfer students must show evidence of passing each Cosmetology course with a passing grade of 80% or above.
- Must have sufficient credits for all live model and mannequin performances or student may be required to take additional course(s).
- To receive a credential from RCC, all transferring students must complete a minimum of 25% of their curriculum at RCC.

■ Magnetic Resonance Imaging

The Computed Tomography and Magnetic Resonance Imaging Technology curriculum prepares the individual to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes. Individuals entering this curriculum must be registered or registry-eligible radiologic technologist, radiation therapist, or nuclear medicine technologist.

Course work prepares the technologist to provide patient care and perform studies utilizing imaging equipment, professional communication, and quality assurance in scheduled and emergency procedures through academic and clinical studies. Graduates may be eligible to sit for the American Registry of Radiologic Technologist Advanced-Level testing in Computed Tomography and/or Magnetic Resonance Imaging examinations. They may find employment in facilities which perform these imaging procedures.

Students wanting to enroll in the MRI certificate program at Randolph Community College must hold a current ARRT, and/or NMTCB, and/or ARDMS certification and registration and be in good standing. The number of students accepted each semester will be dependent on the number of clinical sites available.

PHASE I: SPRING APPLICATION DEADLINE: (Completed by October 24th at noon)

Applicants must complete the following to be considered for MRI program admission. Admission will be on a first come first serve basis. Students must submit the following information to the Director of Student Success Counseling, Ms. Rebekah Kingston by October 24th at noon If you have questions about the admissions process for MRI program, please call Student Services at 336-633-0376.

1. Complete general admission requirements of Randolph Community College including placement assessment if necessary. Current students – skip to step 2.

    a. If a new student, complete an RCC admission application at www.randolph.edu/apply-now.

    b. Provide official copies of high school transcript and/or high school equivalency test scores and all college transcripts. Additional information may be found at www.randolph.edu/student-resources/submit-a-transcript.

2. Applicants must submit proof of a current ARRT, and/or NMTCB, and/or ARDMS certification and registration, and be in good standing.
3. Applicants must submit 1 professional letter of recommendation, which must come from your direct supervisor.

4. Attend mandatory information session (Dates will be listed on the MRI certificate home page on the RCC website.)

Students will be notified by MYRCC email of acceptance into the MRI certificate program by the week of October 31st for spring enrollment. Students must respond by email within 3 calendar days to accept placement in the program. If a student declines or does not respond by the deadline, another student will be offered placement.

PHASE II: (Completed by November 14th at noon). Students who have completed the CT certificate at RCC may be eligible to skip this step. Please contact the Department Head for Radiography.

After acceptance into the MRI program, the following must be submitted to the administrative assistant for health sciences:

1. Accepted applicants must submit current BLS certification from the American Heart Association, all required immunizations, and current ARRT, and/or NMTCB, and/or ARDMS certification/registration*

    a. Please download the medical form and immunization requirements from the program's website.
    b. Students may submit medical requirements to the administrative assistant for health sciences any time after receiving the Phase I completion email.
    c. All students must complete a background check and drug screen.

Students will also attend a mandatory program orientation at a date and time provided later. Clinical affiliates require criminal background checks and drug screens for any student who will be completing a clinical rotation with them. The clinical site may deny a student clinical access due to their background check and/or drug screen. Students who are denied clinical access will not be able to complete the clinical component of the program and will be dismissed. Please refer to the MRI student handbook for more information.

*Please note, students whose status changes with their licensure at any point during the admissions process and/or during the semester may be dismissed from the program. Students must remain in good standing with the ARRT, and/or NMTCB, and/or ARDMS at all times.

LEGAL LIMITATIONS OF LICENSURE

Upon successful completion of the MRI Program, the student will be eligible to apply to take the American Registry of Radiologic Technologists certification exam. Graduation from the MRI

program does not guarantee that a student will be permitted to sit for the exam. Students must pass an ethics review conducted by the ARRT. Please see the Department Head for Radiography if you have questions. Fees are associated with this process.

■ Medical Assisting Admissions Requirements

The Medical Assisting program understands and accepts the concept of the open-door policy for general admission to Randolph Community College. Admission to the college does not, however, guarantee admission to the Medical Assisting program.

Admission to the Medical Assisting program is competitive. For questions regarding the admission process for the Medical Assisting program, please contact the Student Services Counselor and Career Services Coordinator at 336-633-0222.

NOTE: It is the responsibility of the student to maintain an active official RCC email. Faculty and Staff will only notify students through an official RCC email.

In addition to the Randolph Community College requirements for admission, the following are minimum requirements for admission to the Medical Assisting Program.

Complete all of the following by June 1.

1. Complete general admission requirements of Randolph Community College.
    A. If new student, complete an RCC admissions application. Current students, skip to number 2.
    B. Provide official copies of high school transcript and/or adult high school equivalency and all college transcripts.
    C. Students are encouraged to apply for financial aid at http://www.fafsa.gov or contact the RCC Office of Financial Aid & Veterans Affairs for assistance.
2. Student must be eligible to enter the program's required English and math courses without a co-requisite.
3. Biology Competency with a grade of "C" or higher. A high school or college-level biology course taken within the last 10 years with a grade of "C" or higher will meet this requirement.
4. A 2.5 cumulative grade point average (GPA) on the most recent transcript, college or high school. A GPA of 2.5 must be maintained throughout the admissions process.
5. Attend mandatory information session (Dates will be listed on the Medical Assisting homepage on the RCC website).
6. Submit documentation required for the ranking sheet to the Student Services Counselor and Career Services Coordinator.

NOTE: Affiliating clinical agencies may require credentialing clearance as a prerequisite for clinical learning experiences throughout the curriculum. This credentialing clearance may include, but is not limited to, a criminal background check, urine drug screen, medical examination, vaccinations, and clinical site orientation. Positive results or failure to complete any agency requirement may result in the clinical agency denying student access to clinical practice in the facility. Any student who is denied access or fails to comply with clinical agency credentialing procedures and policies will not be allowed to progress in the program.

Students will be notified by MyRCC email of acceptance into the Medical Assisting program during the week of June 15 for fall enrollment. Students must respond by email within seven calendar days to accept placement in the program. If a student declines or does not respond by the deadline, another student will be offered placement.

NOTIFICATION OF ADMISSIONS/INFORMATION SESSION

Students will be able to see the dates and times of the information sessions via the RCC website. The purpose of the information session is to answer questions about the program and for representatives from the Medical Assisting program to share important information. Students who do not attend will not be admitted into the program.

Applications received after June 1 will be considered on a space-available basis. Applicants who are not admitted may reapply before the June 1 deadline of the next year.

NUMERICAL RANKING SYSTEM

The numerical ranking system was implemented as an objective means for evaluating Medical Assisting applicants. Applicants will be ranked based upon points earned. Students with the highest number of points will be selected for admission into the Medical Assisting program. GPA: A minimum of 2.5 cumulative grade point average (GPA).

GENERAL COURSES: Points for having completed the following courses with a grade of “A” or “B” in the past five years. BIO 163 or BIO 168 & BIO 169, and MAT 110. A = 5 points; B = 3 points.

HEALTHCARE EXPERIENCE: Points awarded for having healthcare-related experience working directly in patient care. Must be:

- At least part-time for a period of six months or more.
- Experience that has occurred within the past five years.
- Submit current/former department supervisor verification on company letterhead and submitted to the Student Services Counselor and Career Services Coordinator by June 1.

PHYSICAL & EMOTIONAL HEALTH

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

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

READMISSION INTO THE MEDICAL ASSISTING PROGRAM

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

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

A student applying for readmission into the Medical Assisting program must:

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

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

1. Students in good academic standing who had to withdraw due to documented medical reasons.

2. Students who have withdrawn or been suspended or dismissed for disciplinary, attendance or academic reasons.

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

TRANSFER CREDIT FOR MEDICAL ASSISTING

Refer to Randolph Community College Transfer Credit section of the Awarding Credit policy of the Catalog. For additional information, please contact the medical assisting department head.

■ Radiography Admissions Requirements

The Radiography program understands and accepts the concept of the open-door policy for general admission to Randolph Community College. Admission to the college does not, however, guarantee admission to the Radiography program. Admission to the Radiography program is competitive. If you have questions about the admissions process for the Radiography program, please call the Student Services Counselor and Career Services Coordinator at 336-633-0222.

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

PHASE I (Completed by June 1)

1. Complete general admission requirements of Randolph Community College.
   A. If new student, complete an RCC admissions application. Current students skip to number 2.
   B. Provide official copies of high school transcript and/or high school equivalency test scores and all college transcripts.
   C. Students are encouraged to apply for financial aid at www.fafsa.gov or contact the Office of Financial Aid and Veterans Affairs for assistance.
2. Student must be eligible to enter the program's required English and math courses without a co-requisite.
3. Complete the TEAS VI Test. The highest scores will be used in admissions decisions. Test scores are applicable for three years from the test date. There is no cut score for the exam.
4. A 2.5 cumulative grade point average (GPA) on the most recent transcript, college or high school. A 2.5 GPA must be maintained throughout the admissions process.

5. Attend mandatory information session. (Dates will be listed on the Radiography home page on the RCC website).
6. Submit documentation required for the ranking sheet to the Retention and Career Services Specialist.

Students will be notified by MyRCC email of acceptance into the Radiography program during the week of June 15 for fall enrollment. Students must respond by email within seven calendar days to accept placement in the program. If a student declines or does not respond by the deadline, another student will be offered placement.

PHASE II (Completed by July 12)

1. Complete student medical information form (including current immunizations and negative TB test). **Please note: Some of these immunizations may take 6 months to complete.** These requirements are discussed in the information session. No extensions will be granted. Students may submit medical requirements to the administrative assistant for health sciences any time after receiving the Phase I completion email, although students are encouraged to verify MMR and Varicella immunizations early. Please refer to the information session packet.
2. Attend New Radiography Orientation. Students will be notified of date and time.
3. Current CPR certification through the American Heart Association for adults and children.

Affiliating clinical agencies may require credentialing clearance as a prerequisite for clinical learning experiences throughout the curriculum. This credentialing clearance may include, but is not limited to, a criminal background check, urine drug screen, medical examination, vaccinations, and clinical site orientation. Positive results or failure to complete any agency requirement may result in the clinical agency denying student access to clinical practice in the facility. Any student who is denied access or fails to comply with clinical agency credentialing procedures and policies will not be allowed to progress in the program.

NOTIFICATION OF ADMISSIONS/INFORMATION SESSION

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

Applications received after June 1 will be considered on a space-available basis.

Applicants who are not admitted may reapply before the June 1 deadline of the next year.

READMISSIONS

Readmission to the Radiography program is based upon successful completion of the requirements for readmission and space availability. A student may readmit to the Radiography program one time only, and this admission must occur within one academic year of separation. Students dismissed for behavioral or unsatisfactory clinical performance are not eligible for readmission. The number of students approved for readmission will be based upon the availability of resources to support them.

The Radiography department head may require a readmitted student to re-take a previously successful course in order to better ensure success in the program. The student must follow the guidelines for admission and continue to maintain a 2.5 GPA. The student may be eligible for one of the admissions options listed below.

Option 1:

If the student is unsuccessful in their first fall, spring, or summer semesters, they must repeat the entire admissions process. They will be readmitted if they are one of the top candidates according to the admissions ranking sheet.

Option 2:

If the student is unsuccessful in their 2nd fall or 2nd spring semester:

- The student must apply for readmission by submitting a letter of intent within seven days of dismissal or withdrawal from a radiography course to the Radiography department head.
- The student must have maintained a 2.5 GPA.
- The student will be required to pass a written and laboratory skills test.
- Testing must be completed within one year after dismissal.
- If both exams are passed, the student will reenter the program as a second-level student in the fall semester pending space availability.
- It is the student's responsibility to initiate the re-admission process and to schedule testing with the department head for radiography.
- The student will be required to re-complete the background check and drug screen.
- All immunizations and CPR requirements must be up to date.

Students eligible for Option 2 will only be permitted one opportunity to pass the written and lab exams. If the student is unsuccessful on either exam, the student may be eligible for Option 1, if they have met the admission requirements as outlined in the current college catalog.

TRANSFER CREDIT FOR RADIOGRAPHY COURSES

Students wishing to transfer into the Radiography program must follow the processes outlined below according to status. Out-of-state transfers are not accepted. In-state status students:

- Admission is based on space availability.
- The student must initiate the admission process and schedule a meeting with the Radiography department head.
- The student must meet all admissions requirements for the College and the Radiography program, as posted in the College catalog.
- The student must submit a letter from their current Radiography program director stating they left their current program in good academic and behavioral standing.
- Any student dismissed from their current program for behavioral issues or unsafe clinical practice will not be eligible for admission.
- The student will be required to complete a background check and drug screen through the RCC provider at their expense.
- All immunizations and CPR requirements must be up to date.
- The student will be required to pass a written and laboratory skills test.

PHYSICAL & EMOTIONAL HEALTH

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

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

NUMERICAL RANKING SYSTEM

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

> **GPA:** A minimum 2.5 cumulative grade point average (GPA). Actual GPA will be multiplied by three.
>
> **TEAS VI SCORE**: The test scores are good for three years. Composite score converted into a decimal and multiplied by 20.

TRANSFER OF TEAS VI SCORE: RCC will consider accepting TEAS V scores from other institutions, via atitesting.com, pending proof that all four sections have been completed within three years. RCC reserves the right to refuse TEAS V scores from other institutions should there be concern that all four sections have not been taken.

GENERAL COURSES: Points for having completed the following courses with a grade of "A" or "B" in the past five years: MAT 171, PHY 110, PHY 110A, BIO 163, or BIO 168 & BIO 169. A=5 points; B=3 points.

HEALTHCARE EXPERIENCE: Points awarded for having healthcare-related experience working directly in patient care. Must be

- At least part time for a period of six months or more.
- Experience that has occurred within the past five years.
- The required form must be completed on company letterhead by your department supervisor and submitted to the Retention and Career Services Specialist by June 1.

LEGAL LIMITATIONS OF LICENSURE

Upon successful completion of the Radiography program, the student will be eligible to apply to take the American Registry of Radiologic Technologists certification exam. The application will be submitted in the last semester of study. Graduation from the Radiography program does not guarantee that a student will be permitted to sit for the exam. Students must pass an ethics review conducted by the ARRT. Please see the department head for Radiography if you have questions. Fees are associated with this process.

Catalog of Record

In order for a student to graduate under the program requirements for graduation as designated in the catalog in effect at initial enrollment to the college (catalog of record), the student must be continuously enrolled until graduation. A student is continuously enrolled as long as he/she does not have a break in enrollment from the College for two consecutive semesters (i.e., fall and spring or spring and fall). A student is not required to be enrolled during the summer term to maintain continuous enrollment.

Any student who changes or adds a major may graduate under the requirements of his/her initial catalog of record or any subsequently adopted catalog of record.

A student not continuously enrolled until graduation for any reason must reapply to the college and meet the program requirements in the catalog in effect at the time of re-enrollment or any subsequently adopted catalog of record.

Readmission

■ Academic Suspension

Students who have been suspended from a curriculum program for academic reasons must complete the readmission process. The request should be submitted to the Office of Student Success at least one month prior to the semester in which they wish to seek readmission. Restrictions may be imposed. Failure to meet the restrictions may result in the student's dismissal. If readmission is denied, the student may appeal using the Student Grievance Policy (Due Process) procedures beginning with the Vice President for Student Services. (See Student Grievance Policy (Due Process) section of Catalog for additional information).

■ Disciplinary Suspension

Students who have been suspended from the College for disciplinary reasons may request readmission after the suspension has ended. The request should be in writing to the Vice President for Student Services and at least one month prior to the semester in which they wish to seek readmission. The Vice President for Student Services hears and decides the request. Restrictions may be imposed. Failure to meet the restrictions may result in suspension or expulsion. If readmission is denied, the student may appeal in writing to the president within 5 working days of the date of the notification letter. (See Student Grievance Policy (Due Process) section of Catalog for additional information).

■ Expulsion

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

Academic Forgiveness

Students who wish to start a curriculum program of study over with a new grade point average (GPA) should make written request to their student success counselor at least one month prior to the semester they wish to enroll.

The request is reviewed by the student success counselor. If re-entry is granted, then each course in the curriculum must be repeated, meeting all prerequisites. A student may repeat a curriculum with a new grade point average only once.

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

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

Transferring Between Programs

If a student wishes to transfer from one program to another, the following procedures are to be observed:

1. The student meets with a faculty advisor or department head to complete the change of major form.
2. Both the student and the faculty advisor or department head signs the change of major form.
3. The faculty advisor or department head forwards the change of major form to the department head or division chair for additional signatures.
4. The change of major form is then sent to the Office of Admissions, Records and Registration for processing. If the change of major is submitted after the 10% point of a term, the request will take effect the following term.

General Admissions Requirements for Continuing Education Career Credit Programs

1. Participation in RCC's Continuing Education programs is open to any individual who is 16 years or older.
2. Preregistration and pre-payment are due before the first class in Continuing Education programs. (See Workforce Development & Continuing Education section of Catalog for additional information).

College and Career Readiness Programs Referral

RCC offers two levels of remedial instruction. In addition to Developmental Studies, the College offers College and Career Readiness classes. Following College placement assessment, the RCC student success counselors will advise students who would be better served in College and

Career Readiness. College and Career Readiness staff will administer the TABE placement test, and students who show need below the 12th grade level may enroll in Adult Basic Education or Adult Secondary Education. After completing the ABE or ASE, these students will enter the Developmental Education courses as needed and will take other curriculum courses as may be appropriate. There is no charge for instruction in College and Career Readiness programs. (See the College and Career Readiness section in the Workforce & Continuing Education area of the Catalog for additional information).

Asheboro and Randolph County area Curriculum students who commute to Randolph Community College may expect to spend an average of $3,000 per year for tuition, books, and supplies, depending on the major selected. Books and supplies will be more costly in majors like Advertising & Graphic Design, Associate Degree Nursing, Cosmetology, Interior Design, and Photographic Technology. Transportation is an additional expense. Certain students must consider off-campus room and board and personal expenses in addition to the above. Students in this category could expect a substantial difference in expense. Students are encouraged to speak with a student success counselor or faculty advisor for specific expenses related to a program of study.

Tuition & Fees for Curriculum Programs

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

Semester Hours	**In-State**	**Out-of-State**
1 through 15	$76.00/Credit Hour	$268.00/Credit
16 and up	$1216.00/Semester	$4,288.00/Semester

(rates effective Jan. 1, 2016)

*Activity Fee – $2.75 per credit hour ($33.00 maximum per semester)
Technology Fee – $2.00 per credit hour ($32.00 maximum per semester)
Parking Fee – $5 parking fee per semester
Graduation Fee – $5 per semester
Lab Fees – Dependent on course(s)

*All full-time and part-time regular students will pay an activity fee by the semester on an academic year basis. Activity fees are used for items and activities that directly benefit students. Examples include accident insurance, parking stickers, spring and fall fests, and student identification cards.

Books & Supplies for Curriculum Programs

The cost for books and supplies will vary according to programs. For additional information, students may contact a student success counselor or faculty advisor for the program area, as well as review information published by the RCC Campus Store at https://bookstore.randolph.edu/.

Fees for Continuing Education Programs

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

- College and Career Readiness Program- No fee
- Community Service – The majority of these courses are self-supporting. Fees are determined by course length and total cost.
- High School Equivalency – No fee for preparation classes. Call 336-633-0106 for testing fees.
- Human Resources Development – No fee for those who are unemployed, have been notified of impending layoff, or meet eligibility requirements.
- Small Business Center Seminars – No fee
- Occupational Extension – Fees are determined by course length according to the following schedule. A fee for materials and insurance may be charged in addition to the registration fee.

  $70 0-24 hours
  $125 25-50 hours
  $180 51 or more hours
- Occupational Extension – Fee supported

In unique situations, it may be beneficial for all parties involved for the College to conduct training on a fee-supported basis. The College reserves the right to make that determination. If the decision is made to conduct training using this option, the fee is established according to actual costs incurred by the College in providing training.

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

Housing

Randolph Community College has no residence hall facilities. Students who must live away from home must make their own housing arrangements. The College takes no responsibility for locating or supervising student housing. Students are encouraged to use campus bulletin boards, local newspapers, and realtors as aids in obtaining housing. Students can also visit the Resources for Your Success for assistance with housing and other community resources

Institutional Refund Policy

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

■ Curriculum

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

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

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant
3. Other student financial aid programs
4. Other Federal, State, private, or institutional sources of aid
5. The student

■ Continuing Education - Occupational Extension

A student who officially withdraws from an extension class prior to the first class meeting will be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class fails to “make” due to insufficient enrollment. After the class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. Students should see their instructor for further details. No refunds will be made after the 10 percent point, even though the student may not have attended all classes up to that point.

■ Continuing Education - Self-Supporting & Community Service

No refunds shall be made for self-supporting or community service classes after start date of class.

Residency for Tuition Purposes

Every applicant to the College is asked questions regarding his/her legal residency for tuition purposes. The NC Residency Determination Service, ncresidency.cfnc.org, classifies a North Carolina curriculum student as a resident or as a nonresident for tuition purposes. The definition of a resident for tuition purposes is set by North Carolina law (G.S. 116-143.1).

The burden remains on the student to prove residency status and to initiate and complete the process of changing residency status. Students who desire to apply for a change of residency classification must complete and submit the residency application and documentation located at ncresidency.cfnc.org.

Notice of Change

Effective January 30, 2017, all applicants' residency for tuition purposes will be decided by the NC Residency Determination Service to include, but not limited to, initial classifications, re-classifications, and appeals.

Debts to the College

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

Business Sponsorship

Pursuant to North Carolina General Statutes 115D-39(a) and 116-143.3, when an employer other than the Armed Forces pays tuition for an employee to attend an institution operating pursuant to G.S. 116-143.3 and when the employee works at a North Carolina business location, the employer shall be charged the in-state tuition rate.

To sponsor a student at Randolph Community College, the student and student's North Carolina employer must complete and sign the Business Sponsorship form. Completed forms must be submitted to the Registrar's Office in Student Services by the *Late Registration* deadline date. Deadlines for each semester can be found in the academic calendar online. Business Sponsorship forms must be filled out and completed per semester.

Once a form is received, the student's tuition rate will be changed from out-of-state to in-state for the *current* semester. The North Carolina employer will then be able to make the payment for the student by visiting the Business Office in the Administration/Education Building or by calling 336-633-0292. Tuition payment is due by the late registration deadline for the current semester.

If payment for the student's semester classes is not paid in full the tuition rate will change back to out-of-state and the student will be responsible for the payment in full or the classes will be dropped for the term from the student's account.

If you have any questions, please feel free to call 336-633-0200.

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

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

Rights & Responsibilities of Students Receiving Financial Assistance

Students have the right to know:

- The financial assistance programs are available at Randolph Community College.
- The policies and procedures that must be followed in order to be considered for financial assistance.
- The criteria used in selection of recipients and the method used for calculating need.
- The various programs in the financial assistance package and how the amount was determined.
- The refund and withdrawal policies at the College.
- How the Office of Financial Aid and Veterans Affairs makes its determination on such questions as student progress, the appeal process, and other decisions.
- The method by which financial assistance disbursements will be made to students and the frequency of those disbursements.
- The way the school provides for students eligible for financial assistance to obtain or purchase required books and supplies by the seventh day of a payment period and how the students may opt out.
- The general conditions and terms applicable to any federal work-study employment provided to students as part of their financial assistance package.
- The special facilities and services available to those needing accommodations for disabilities.

Students are responsible for:

- The timely and proper completion of all necessary forms by the established deadlines, and the accuracy of any information provided to the College in the financial assistance application.
- Promptly providing any additional information requested by the Office of Financial Aid and Veterans Affairs.
- Keeping the Office of Financial Aid and Veterans Affairs informed of any changes in address, name, marital status, financial situation, or any change in student status.

- Reading and understanding all forms sent and/or signed and keeping copies of forms.
- Notifying the Office of Financial Aid and Veterans Affairs of any scholarship, grant, or other resources made available from non-College sources while receiving financial assistance.
- Notifying the Office of Financial Aid and Veterans Affairs if the student withdraws from the College or changes enrollment status. Because some repayment may be expected on a prorated basis, future aid may be suspended if arrangements for payment are not made with the Office of Financial Aid and Veterans Affairs and/or the Business Office.
- Maintaining satisfactory progress in order to be considered for financial assistance.
- Comply with the provisions of any agreements that they must sign (ex. Work-study contract).
- Performing, in a satisfactory manner, the work that is agreed upon in a work-study position.
- Understanding the college's refund policy and the Office of Financial Aid and Veterans Affairs policies pertaining to the return of federal and state funds.
- Re-applying for aid each year.

How to Apply for Financial Aid

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

- Complete the Free Application for Federal Student Aid form (FAFSA) at https://studentaid.gov;
- Be a U.S. citizen or an eligible non-citizen;
- Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- Be enrolled in an eligible program of study at RCC;
- Meet the standards of RCC's Satisfactory Academic Progress (SAP) policy;
- Not be in default on a Federal Student Loan or owe a refund on any Title IV grant at any educational institution.
- Demonstrate that you are qualified to obtain a college or career school education by:
    - having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate;
    - completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law); or enrolling in an eligible career pathway program and meeting one of the "ability-to-benefit" alternatives.

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

Types of Financial Assistance Available

■ Federal Pell Grant

All students seeking financial assistance at RCC begin the process by filling out and submitting the Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov. Determination of the grant amount is based on information provided on the student's FAFSA and materials furnished to those institutions approved to administer the Federal Pell Grant. Federal Pell Grants are disbursed each semester. Students eligible to receive a Federal Pell Grant will be able to register, receive books and supplies, and charge these initial costs toward the Federal Pell Grant funds (provided the student has completed all of his/her paperwork). If there are any Pell monies remaining, when these other charges are subtracted, the balance will go to the student.

■ Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) program is for students with exceptional financial need as determined by the FAFSA. Pell Grant recipients with the lowest expected family contributions (EFCs) will be considered first for a FSEOG. Each participating school receives a limited amount of FSEOG funds each year from the U.S. Department of Education's office of Federal Student Aid. Once the full amount of these funds have been awarded to students, no more FSEOG awards can be made for that year. As these program funds are limited, students are encouraged to apply early.

■ Federal Work-Study

Randolph Community College participates in the Federal Work-Study (FWS) program, which provides part-time (usually 5-20 hours per week) employment for students who need both work experience and additional income to help meet costs while pursuing their education. Federal Work-Study employment is available on campus. The first step in applying is to complete the FAFSA along with completing a Federal Work-Study employment application found online in the Financial Aid Forms and Resources section at www.randolph.edu/financial-aid/forms-and-resources or by contacting the Office of Financial Aid and Veterans Affairs. Payment is made by check each month for hours worked in the preceding month.

■ North Carolina Guarantee Scholarship

The N.C. Guarantee Scholarship (NCNBG) program provides grants to students who are 1) Undergraduate students 2) North Carolina residents for tuition purposes 3) enrolled in at least 6 credit hours at a North Carolina Community college 4) demonstrate eligibility based on

Expected Family Contribution (EFC) and Adjusted Gross Income (AGI). These funds are only disbursed in the fall and spring semesters and are only awarded to students who have not earned a bachelor's or a professional degree. Application for this state grant is made through the FAFSA and the program has a lifetime eligibility limit of six full time semesters.

■ North Carolina Longleaf Commitment Grant

The Longleaf Commitment is a grant program for 2022 North Carolina high school graduates who will attend one of North Carolina's community colleges starting in the Fall 2022 semester. High school students may be eligible to receive this grant – not a loan – for tuition and fees toward a degree or to attain transfer credit. Full-time eligible students are guaranteed to receive $700 to $2,800 per year, for a total of two years. Less than full-time students may receive a partial award. The Longleaf Commitment Grant Program ends at the conclusion of the 2024 spring semester.

Eligibility Requirements for 2022 Graduates:

- Be a 2022 NC high school graduate
- Be a North Carolina resident according to the NC Residency Determination Service
- Be a first-time college student (Career & College Promise (CCP) and Early/Middle College High School students are eligible
- Enroll in a curriculum program during the Fall 2022 semester
- Enroll in at least 6 credit hours per semester
- Complete the Free Application for Federal Student Aid (FAFSA) for 2022-23 and subsequent years
- Have an Expected Family Contribution (EFC) from $0 - $15,000. ("EFC" is based upon student's FAFSA determination)
- Renew FAFSA for the 2023-24 academic year and meet the Satisfactory Academic Progress requirements of the college

■ RCC Foundation Scholarships

Various individuals and organizations contribute monies annually for scholarships. The scholarships are normally used for educational expenses, such as tuition, fees, books and supplies. Some of the scholarships are restricted according to program of enrollment, home area, etc. Students must have applied for admission to RCC or be currently enrolled and complete a FAFSA to be eligible for RCC Foundation Scholarships.

■ Outside Scholarships

Students are encouraged to seek outside resources in addition to those provided through RCC. Some material on outside scholarships is available through the individual's high school or RCC's Office of Financial Aid and Veterans Affairs website. Other sources may include, but not be

limited to, the Department of Social Services; Vocational Rehabilitation; hospitals; Department of Veterans Affairs (for veterans); and other civic, social, and religious affiliations.

■ Private Student Loan Programs

Privately funded student loan information is available from the Office of Financial Aid and Veterans Affairs upon request. For more information, contact the Office of Financial Aid and Veterans Affairs or visit www.randolph.edu/financial-aid/types-of-financial-aid/student-loans.aspx.

■ U.S. Department of Veterans Affairs Educational Assistance

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

■ Child Care Assistance

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

How Financial Assistance Award Amounts Are Determined

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

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

- 9 to 11 credit hours = ¾ time or 75% of the award
- 6 to 8 credit hours = ½ time or 50% of the award
- Less than 6 credit hours = 25% of the award or less

Exceptions to proration scale:

- Students receiving Federal Pell Grant with high expected family contributions (EFC) who plan to enroll less than full time should consult with the Office of Financial Aid and Veterans Affairs to confirm their disbursement amounts.
- N.C. Guarantee Scholarship (NCNBG) prorates based on enrollment intensity and requires at least half-time enrollment.

How to Determine Financial Assistance Status

In addition to receiving an award notification once a student is awarded, students may also check their status at any time by logging into Self-Service.

For more information about Self-Service and how to access financial assistance information, visit: www.randolph.edu/financial-aid/applying-for-financial-aid.aspx.

Additional Financial Assistance Award Amount Information

■ Summer Session with Financial Assistance

The State grants, such as N.C. Guarantee Scholarship (NCNBG), are only available for fall and/or spring semesters. Students may be eligible for additional Pell Grant funds during the summer term. The student must be otherwise eligible to receive Pell Grant funds for the payment period and must be enrolled at least half-time, in accordance with federal regulations, and in excess of 100 percent of the student's Pell Grant Scheduled Award. For students who are eligible for the additional Pell Grant funds, the student can receive Pell Grant funds, up to 150 percent of the student's Pell Grant Scheduled Award for the award year. Any Pell Grant received will be included in determining the student's Pell Grant duration of eligibility and Lifetime Eligibility Used (LEU).

■ Late Start Classes with Financial Assistance

If a student registers for classes that have a later start date during the semester than the first day of the semester (i.e., fall semester begins 8/14, class starts 10/10), award funds will not be available for those classes until class attendance/participation has been confirmed for those classes. Therefore, if a student is not attending classes full-time at the beginning of the semester but will be full-time once the late start class begins, the award will be prorated to match class attendance/participation at the beginning of the semester and then increased to full-time once class attendance/participation has been confirmed for the class. For example, if a student begins a semester in August with 9 credit hours and has 3 credit hours that will begin in October, he or she will receive the funds for the 3 additional credit hours that start in October

once attendance/participation is confirmed. Students who want to add late start classes after a semester begins should contact the Office of Financial Aid and Veterans Affairs.

■ Financial Assistance Payments are made toward Tuition/Fees, Books and Supplies

All student award packages are electronically applied to their student accounts to cover charges and, if applicable, each student receives a net disbursement check. A student's tuition/fees will be charged automatically against his/her awarded funds. Students may purchase books and supplies from the RCC Campus Store using their remaining awarded funds for each term. A student choosing to do so will be able to identify the books and supplies he or she needs for each class and then access award funds through the college's linked computer system.

Please contact the RCC Campus Store or Office of Financial Aid and Veterans Affairs for specific dates and times. If a student's financial award is not enough to cover tuition/fees, he/she is responsible for paying the difference.

To ensure students have a real and reasonable opportunity to purchase books and supplies from venues of than the RCC Campus Store, including online stores, RCC implemented the following process:

- Students must complete a *Request to Access Financial Aid for Books and Supplies Prior to Scheduled Disbursement* form and submit to the Office of Financial Aid and Veterans Affairs. This form can be obtained by contacting the Office of Financial Aid and Veterans Affairs.
- Along with the form, students must include documentation to show how much funding they need to access prior to the scheduled disbursement date.
- The Office of Financial Aid and Veterans Affairs reviews the form and documentation, confirms there are available funds, and submits a copy to the RCC Business Office.
- The RCC Business Office will then cut a check that the students can use to purchase books and supplies.

Note: Students cannot request more funds than they have available after accounting for tuition and fees.

■ How Remaining Financial Assistance Funds are Disbursed

If a student is eligible to receive any remaining funds after all charges for tuition/fees and books/supplies are deducted, he or she will be issued a net disbursement check based on an anticipated disbursement schedule. This schedule is available each semester in the Office of Financial Aid and Veterans Affairs, and an email is sent to each student awarded financial assistance at the beginning of each term.

Financial Literacy

Financial literacy is defined as the ability to understand money and how to manage it so that a person can make informed financial decisions. Randolph Community College recommends all students, not just those applying for financial assistance, to complete the College Foundation of North Carolina's "Financial Basics for High School and Beyond" online course. The course is free and will help students gain financial knowledge that can change their lives. Students can access this course by going to https://basics.financialliteracy101.org/.

Financial Aid Withdrawal Policy & Procedures (Return to Title IV)

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

Satisfactory Academic Progress Policy for Financial Assistance Recipients

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

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

Student Success Counselors

Professionally trained counselors are available to assist students with academic, educational, and career services. The counselors assist prospective students in selecting the most appropriate major by providing admissions and program information. Counselors also assist prospective students by interpreting their course placement, as determined by transcripts or assessment placement results. Counselors help students make career decisions utilizing online resources and other career information in partnership with the College's Career Services. In addition, counselors coordinate tutoring services and can provide workshops in areas such as test-taking skills and study skills.

While a counselor may facilitate a need for personal counseling intervention, students may be referred to a more appropriate service agency when necessary. Counselors can also assist students needing additional community resources, such as Veteran groups, financial programs, family crisis programs, clothing, housing, food, etc. to support them outside of the classroom.

For additional information regarding support services available to applicants and students, please visit www.randolph.edu/student-success. Individual appointments are recommended and most often can be made at a time convenient to the student. To schedule an appointment with a Student Success Counselor, visit www.randolph.edu/student-success/meet-our-student-success-team or call 336-633-0200.

Faculty Advisor

Students enrolling in a curriculum program of study are assigned a faculty advisor as part of the admissions process. While students are advised and registered by a Student Success Counselor their first semester, students meet with a faculty advisor prior to registering for classes each of the following semesters. Dual enrollment students have assigned staff members accessible to help advise students and support faculty on-site.

When a student is admitted to a curriculum, he or she is assigned to an advisor. If a student changes to a new program, he or she will be assigned to an advisor in the new program. The advisor will assist students with the registration process and will work with students to ensure they complete all requirements for graduation.

Should a student seek to drop or add a course, it is in the best interest of the student to consult with his or her advisor to ensure he or she is staying on track toward meeting graduation requirements and to discuss the impact the adjustment will have on the student's academic

standing. To schedule an appointment with an advisor, visit www.randolph.edu/directory or call 336-633-0200.

Accommodations for Students with Disabilities

Randolph Community College (RCC) is committed to providing equal access to educational opportunities to qualified students with disabilities. The College complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the expanded protections of the ADA Amendments Act of 2008 (ADAA). Student Services, faculty, and staff work in concert to assure an accessible academic climate and to promote self-advocacy and success for students with disabilities, from the admissions process throughout the entire college experience.

Qualified students with documented disabilities have the right to reasonable accommodations. These accommodations may not compromise academic standards of an instructional program, provide the disabled student with an unfair advantage over fellow students, produce undue financial burden on the institution, or create a health/safety concern.

Accommodations are not retroactive. The College is not required to provide students with disabilities with personal attendants or devices.

Students with a disability should contact the RCC Disability Services Coordinator, located in Student Services on the Asheboro campus, or at (336) 633-0200.

Tutoring

Tutoring is offered, free of charge, to Randolph Community College students, coordinated by the Office of Student Success. For more information, visit www.randolph.edu/student-success/tutoring-services, stop by the Welcome Center located on the Asheboro campus, or call 336-633-0200.

Career Services

Career Services encourages student career development by linking students to comprehensive services that educate and empower students to make excellent career decisions through career exploration and job search skills and strategies. Selecting a career path is one of the most significant decisions a person will make in life. Career planning is a multi-step process that includes self-assessment, exploration, selection, and employment. Understanding one’s own preferences, transferable skills, work values, and personality is critical in the process. Each student's situation and needs are unique; as a result, the process and format may vary.

For additional tools and information regarding career services available to applicants, students, and alumni, please visit www.randolph.edu/student-success/career-services.

■ Human Resources Development (HRD)/Employability Success

Individuals who are in transition, dislocated, unemployed, WIOA eligible, or interested in self-improvement can find assistance through this program. The goal of the Human Resources Development program is to educate and train individuals for success in the workplace. The program focuses on upgrading job skills, enhancing, and developing educational skills, increasing economic self-sustainability, training the workforce for jobs and the changing workplace, and assisting participants in obtaining meaningful employment and training opportunities. Core services available for individuals include instruction and training, assessments, career counseling, job search assistance, résumé preparation, and links to supportive services. For employers and agencies, core services available include: skills training, résumé writing, interviewing, and applications; pre-hire assessments; pre- and post-employment training services, and pool of applicants for hire. Fees for HRD courses are waived for those who are unemployed, who have received notification of pending layoff, or who meet income eligibility requirements. For additional information or to register for HRD classes, please call 336-328-1750.

Library Services

The library collection includes over 20,000 books, periodicals, and non-book materials to support the College curriculum. Easily accessible online resources include over 377,000 eBooks, databases, streaming media, and serials. Library information and links to online resources are available on the library Web page: https://libguides.randolph.edu/libraryhome. The library's online catalog provides access to local resources as well as resources in other participating community college libraries. Through Interlibrary Loan, the library is able to borrow materials from other libraries for its students, faculty, and staff. In addition to library computers, an open access computer lab is available on a first-come, first-served basis. Word processing, spreadsheet, database, and presentation and selected course-specific software programs are available. A photocopy machine and flatbed scanners are also available.

Distance Education

The Distance Education Department offers support services for faculty, staff, and students. The department coordinates RCC's Distance Education programs and provides technical assistance in the implementation and use of Distance Education technologies. Offices for Distance Education are located on the second floor of the LRC.

It offers technical assistance and instructional sessions in the use of distance education technologies to students, faculty, and staff. Tips for online course success can be found in the Online Learning section of our website.

Writing Center

The Writing Center is a free service designed for currently enrolled RCC students who desire feedback, assistance, and guidance with their college-level writing. It is staffed by full-time English faculty and other qualified professionals. Located on the second floor of the Learning Resources Center in room 214, the Writing Center operates on a walk-in basis. The schedule varies each semester and is available on the College's Website.

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

Online Resources

The College offers online resources for students. The MyRCC Portal on the College's Website provides a central location for students to access their email account, emergency notification, Moodle, Writing Center, as well as access to their student record information in Self-Service.

RCC Cares!

The College is committed to providing a safe and supportive campus community. Students who need information on how to report a concern, need campus or community resources, etc., should review www.randolph.edu/student-success/resources-for-your-success. Students may also call 336-633-0200 for assistance. In the case of an emergency, call 911. (See the Campus Safety & Security section of the Catalog for additional information).

Randolph Community College, through Student Services, provides activities and services to enhance and broaden the educational experiences of students. While the College maintains a supervisory role over student life, as specified in the following paragraphs, students are encouraged to take active roles in participation and leadership. RCC attempts to provide extracurricular activities for students since the College believes that such activities contribute to the overall growth and educational development of an individual. Unless otherwise specified, activities will require the approval of the vice president for student services or designee and may require notification of additional individuals and/or offices as designated by the vice president. In general, requests should be made in writing at least four weeks in advance. Please check with the Director of Student Life and Recruitment at 336-633-0224 for specific details.

Student Governance

Students are involved in College decision making through their Student Government Association (SGA) officers and delegates who may be appointed by the college president to participate on standing and ad hoc committees of the College. Their role as nonvoting members is to share and discuss views held by students pertaining to any particular topic.
All curriculum students of the College are eligible to be represented through the student government. The SGA formulates an annual budget from student activity fee proceeds, directs student elections and holds regular meetings to promote the interests of students.

The jurisdiction of the SGA is to represent the student body as outlined in the SGA Constitution. The SGA president serves as a nonvoting member of the College Board of Trustees. For more information, contact the SGA office in Student Services.

■ Social Functions

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

Student Organizations

RCC supports student participation in organizations (e.g., clubs and support groups). Groups wishing to form an organization should first submit a written request to the vice president for student services or his/her designee. Organizational goals should support the interests and goals of the institution. Following approval by the vice president, such interested parties should request to meet with the Student Government Association. All clubs must be approved by the SGA before they will be allowed to hold meetings. Randolph Community College will permit club participation without regard to race, color, religion, creed, national origin, political affiliation, gender, age, disability, medical condition, veteran status, and all other categories protected by federal, state, and local anti-discrimination laws. All clubs must have an advisor who is an RCC employee willing to supervise and participate in club activities. Clubs may not enter into contracts for goods and services without the expressed permission of the club advisor and vice president for student services.

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

Clubs that do not hold formal meetings at least once per semester may be terminated by the vice president for student services. Such clubs will then be required to request reorganization to begin holding meetings. Any club that allows illegal or otherwise improper activities or behaviors will be terminated by the vice president for student services. Consequently, a request for reorganization would be required.

Club activities, to include but not limited to cookouts and forums, must be sanctioned by the Student Government Association and be approved by the specific club advisor and the vice president for student services. All major activities will require that an outline of events, including a budget if appropriate, be submitted to the vice president for student services no later than one month prior to the event. Activities that include community participation may require a detailed synopsis and budget, and should be submitted to the vice president for student services no later than one month prior to the event.

For a list and information on the current student organizations at RCC, go to www.randolph.edu/campus-life.

Student Publications

Students at RCC have the right and privilege of freedom of expression through student publications. Requests for student publications will be presented to the Review Committee, which will determine their purpose, content and appropriateness to the goals of the College and its role in the community.

The committee will appoint a supervising editorial advisor. This individual will oversee all aspects of the approved publication.

The Review Committee is composed of the following:

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

In cases where the final decision of the Review Committee is not satisfactory to the student, the normal due process of the College is observed. (See the Student Grievance Policy (Due Process) section of the Catalog for additional information).

Student Lounge

RCC provides student lounge areas for the comfort and relaxation of its student body. It is the duty of both students and staff to help keep the lounge areas as neat and clean as possible at all times. Good housekeeping practices should be maintained.

Awarding Credit

■ Transfer Credit

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

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

Transfer credit awarded will not count toward the GPA. Transfer credit is processed by the Office of Admissions, Records and Registration in partnership with the department head as approved by the vice president for instructional services.

■ Credit for Prior Learning (Non-Course Credit)

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

For exams (e.g., CLEP), the Director of Admissions, Records and Registration (Registrar) and the appropriate Associate Dean maintains a matrix indicating required exam scores to earn credit for specific courses. Upon receipt of exam scores, non-course credit is awarded by the Office of Admissions, Records and Registration based on the matrix.

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

■ Articulated Credit

The North Carolina Department of Public Instruction and the North Carolina Community College System have a statewide articulation agreement in which students may be eligible to receive college credit after completion of identified Career-Technical Education (CTE) courses in high school. This creates a systematic and seamless process in which students can move from high school to community college without having to duplicate efforts or repeat courses.

Criteria used to award college credit for identified CTE courses include:

- Final grade of B or higher in the course
- A score of 93 or higher on the on the standardized CTE post-assessment test; an industry credential recognized by RCC may be use in lieu of the CTE post-assessment; or upon successful demonstration of content mastery on the course Performance Based Measure as certificated by the CTE Teacher.
- Students must enroll at the community college within two years of their high school graduation date to receive Articulated Credit.

In order to receive Articulated Credit, the student must provide a copy of the industry credential and an official high school transcript that includes the CTE post-assessment scores. The student must inform the RCC Registrar that he/she wishes to receive Articulated Credit. Students are encouraged to consult their high school career development coordinator to verify courses that are included in the Articulated Credit agreement.

■ Internal Articulated Credit for Continuing Education

A student may be granted articulated curriculum credit upon successful completion of a noncredit, continuing education course.

Criteria to award college credit includes the following:

- Final course grade of “C” or better.
- Comprehensive demonstration of course competencies and student learning outcomes, verifying skills attainment.
- The student must enroll in a curriculum program within 2 years of completing the continuing education course to receive articulated credit.

Articulated courses must have equivalent course hours of instruction, course content and student learning outcomes. Noncredit course instruction must be provided by a qualified instructor in accordance with curriculum faculty standards. A student may be asked to provide documentation of an earned industry-recognized credential and/or demonstrate competency

of course outcomes to verify mastery of specific skills related to the learning outcomes of the course being considered for articulated credit. The student may receive articulated credit for the curriculum course if it is determined the student has demonstrated competence in course content, satisfactorily meeting all learning outcomes for the course.

This is to promote successful progression in the curriculum program of study and to ensure the student's safety when entering a program utilizing specialized equipment. Credit may not exceed 75% of course requirements in a program of study for completion of a degree, diploma, or certificate program.

■ Credit by Proficiency Exam

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

Eligible students are those who:

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

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

■ Change of Major

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

■ Appeals and Exceptions

Even though the Student Services Division processes the awarding of credit, the Instructional Services Division is the approving authority. Therefore, student appeals follow the academic grievance procedures and exception to policy must have the written approval of the vice

president for instructional services. The final decision for awarding transfer credit, non-course credit, and/or credit by proficiency exam is the vice president for instructional services.

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

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

Repeating a Course

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

Prerequisites and Corequisites

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

Withdrawal/Drop/Add/Section Transfer

■ Dropping or Adding a class after classes have started, but before the schedule adjustment period ends

Students who need to drop or add a course after classes have started, but before the schedule adjustment period ends, can do so using Student Planning in Self-Service or by visiting with a Student Services counselor or their advisor. If adding a course during this time, the student must be prepared to pay the day they add a course. If dropping a course during this time, the student will receive a 75% refund. Students enrolled in paired or corequisite courses are not

allowed to withdraw from only one course in the pairing; students must withdraw from both courses.

■ Transferring Sections

Students who need to transfer from one course section to another can do so in Self-Service or by visiting with a Student Services counselor or their advisor, as long as it is before the end date of the schedule adjustment period. Students that need to transfer from one section to another after the end date of the schedule adjustment period must provide documentation of the extenuating circumstance that prevented the adjustment from occurring during the schedule adjustment period to the dean of curriculum programs or the director of admissions, records and registration (registrar). Once the course section transfer has been approved by the faculty for each course section, Department Head, Associate Dean, and Dean of Curriculum Programs, the Director of Admissions, Records and Registration (Registrar) will process the course section transfer request.

■ Withdrawing after the schedule adjustment period, but before the withdrawal deadline:

Students who need to withdraw from a course after the end date of the schedule adjustment period, but before the withdrawal deadline, must complete the official withdrawal process. Students are responsible for initiating the withdrawal process. The student will receive a status of W and a grade of W for the course once the official course withdrawal form is processed. There is no refund associated with this withdrawal. Students enrolled in paired or corequisite courses are not allowed to withdraw from only one course in the pairing; students must withdraw from both courses.

■ Withdrawing after the withdrawal deadline:

Students who do not complete a course and do not withdraw by the deadline may receive a failing grade for the course. Students who need to withdraw from a course after the withdrawal deadline will not be approved for an official withdrawal but may request an administrative withdrawal. The Office of Admissions, Records and Registration will contact the student and explain the option of administrative withdrawal. There is no refund associated with this withdrawal.

■ Administrative Withdrawal:

Students who need to withdraw from a course after the withdrawal deadline may request an administrative withdrawal from the Director of Admissions, Records and Registration (Registrar) based on documented extenuating circumstances. Students requesting an administrative

withdrawal from a class must complete the administrative withdrawal process, which includes submitting an administrative withdrawal form and submitting copies of documentation for the extenuating circumstance. The Office of Admissions, Records and Registration will contact the student with the outcome of the request. The student, if approved, will receive a status of W and a grade of AW for the course. There is no refund associated with this withdrawal.

■ Withdrawal Emergency:

Students who need to withdraw at any point during a semester as a result of a national emergency may request a Withdrawal Emergency to avoid grade penalty. The Office of Admissions, Records and Registration will assist the student in this process to ensure appropriate documentation is obtained and processed in a timely manner. The student, if approved, will receive a status of W and a grade of WE for the course. There is no refund associated with this withdrawal.

Academic Classifications

■ Full-Time Students

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

■ Part-Time Students

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

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

Academic Recognitions

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

President’s List—GPA of 4.0
Dean’s List—GPA of 3.5 to 3.99

Curriculum students enrolled in at least six but less than 12 credit hours for the semester excluding college preparatory hours and proficiency hours who receive no incompletes and

have a cumulative GPA of at least 2.0 and earn a grade point average of 3.50-4.0 are eligible to be recognized on the Academic Merit List.

Credits for Curriculum Programs

A curriculum program is an organized sequence of courses leading to an associate degree, a diploma, or a certificate. Curriculum programs are designed to provide education, training, or retraining for the work force, transfer to four-year colleges and universities, or to confer general liberal arts degrees. Credits for courses are awarded based on a semester hour credit. Credit hours for courses are determined and awarded using the following procedures as established by the State Board of Community Colleges Code (SBCCC).

■ Credit Hours

1. Class: Credit of one semester hour is awarded for each 16 hours of lecture and other instruction provided in a class under the supervision of an instructor.
2. Clinical Practice: Credit of one semester hour is awarded for each 48 hours of clinical practice. Clinical practice provides an opportunity for health science students to apply knowledge and skills in their delivery of care in a health care setting. A qualified faculty member, clinical instructor, or preceptor, as defined by the program related approving or accrediting body, shall supervise clinical practice to provide the student with learning experiences related to the program and to monitor and assess the student’s application of skills. Clinical practice may utilize experiences that simulate realistic clinical experiences to meet the curriculum and course objectives. The percentage of simulation experiences substituting for traditional clinical practice and the qualifications of faculty providing the simulation experience must comply with the guidelines of the applicable health science accrediting and approving bodies.
3. Experiential Laboratory: Credit of one semester hour is awarded for each 32 hours of "experiential laboratory work." Experiential laboratory work means instruction given to a student by an instructor to increase the student's knowledge and skills without immediate student application.
4. Faculty Directed Laboratory: Credit of one semester hour is awarded for each 48 hours of "faculty directed laboratory." Faculty directed laboratory means instructional activities are demonstrated or conducted by an instructor with immediate student application.
5. Work-Based Learning: Credit of one semester hour is awarded for each 160 hours of work-based learning (WBL curriculum prefix courses). Work-based learning is the development of job skills by providing the student with employment that is directly related to the educational program, and coordinated by a college representative.

Maximum Credit Hour Load

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

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

Distance Education

Randolph Community College offers online courses as an option and convenience to students. Online delivery is a quality, convenient, and flexible alternative for students who require flexible scheduling, who are unable or choose not to travel to and from campus, who cannot fit a course into their schedule, or who learn better in an online environment, often discover that distance education courses are a good choice. Delivery method for these courses may be offered in online and hybrid formats.

■ Registration & Fees:

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

■ Course Requirements:

To access online courses, students use a unique secure login and a password. Verifying the identity of the students accessing and participating in an online course is fundamental to the integrity of the course as well as the College. The Learning Management System (LMS), Moodle, requires students to be authenticated using their unique user name and student-managed password in order to securely log in and gain access to the online course. The LMS uses an SSL certificate to ensure all data passed between a user and the LMS is encrypted and remains private. In addition to unique and secure logins, distance education faculty are encouraged to assess students in a variety of ways, including, but not limited to, portfolios, collaborative writing assignments, and projects, which are likely to prevent an attempted falsification or misuse of identity.

Instructors of distance learning courses will require students to take at least one exam in a proctored setting. Students may take proctored exams on the main campus in the Assessment Center or in designated classrooms or labs, facilitated by instructors or instructional staff. Students may also utilize RCC's proctoring service through a third party vendor if completing the exam online. The vendor utilizes a lockdown browser and monitoring service to prevent academic dishonesty and to ensure the identity of the students taking the exam. Students are required to present a photo ID for verification of identity before taking a proctored examination. Randolph Community College also adheres to the Family Education Rights and Privacy Act (FERPA), which further protects the privacy of traditional and online students alike.

Courses offered through distance education represent many areas in both curriculum and continuing education. Course schedules, on-campus meeting dates, special course requirements, technical support and other necessary information are posted on the Distance Education Website located at: www.randolph.edu.

■ Technical Requirements & Knowledge:

With most courses being online or hybrid at this time, students should have adequate computer skills prior to enrolling in a distance education course. A basic understanding of the computer should be coupled with keyboarding skills and skills in using the Internet, downloading and installing software, sending and receiving email, and locating and attaching files. It is crucial that the student have access to a computer with necessary hardware, software, and a reliable Internet connection. Some of the necessary hardware will include a webcam and microphone for live class sessions and remote proctoring for testing purposes. Many courses contain audio and video files that require access to high-speed Internet in order to listen to or view the files. It will be important for students to have continuous access to the necessary tools and hardware throughout the semester.

Technical assistance is available during business hours through the Distance Education department at deteam@randolph.edu or through the phone numbers listed on the college website at www.randolph.edu.

■ Student Wireless Internet Access

RCC wireless internet is available to currently enrolled students on the Asheboro Campus and at the Archdale Center. To access the student wireless Internet, connect to the ARMADILLO_AIR network, open your browser, and log in using your MyRCC Login ID and your password.

Attendance

Attendance plays a critical role in student success in all classes. Satisfactory progress is difficult without regular attendance. Students are encouraged to contact the instructor regarding any anticipated absences to make arrangements for continued progress in the course.

To remain enrolled in a course a student must be in attendance on or before the census date (10% point of the course). To meet the census date requirement, students registered in a traditional (face-to-face) course must physically attend class and be recorded as present at least one time on or before the census date of the class or they will be removed from the course and not allowed to remain in the class. Students registered in a hybrid or blended course must physically attend class or complete the syllabus quiz on or before the census date of the class to be counted as present or they will be removed from the course and not allowed to remain in the class. Students registered in an online course must complete the syllabus quiz on or before the census date of the course to be counted as present or they will be removed from the course and not allowed to remain in the class. Departments and individual instructors may not waive this requirement.

Students are responsible for course content when absent and for being prepared for the class following the absence. Students should refer to the course syllabus for the guidelines on make-up work. It is the responsibility of the student to inform the instructor of circumstances which may have caused him/her to be absent. The student is responsible for making arrangements with the instructor to complete any work missed and for completing the work in a timely manner. Instructors are encouraged to give consideration for absences caused by college-related activities and other extenuating circumstances. An instructor may forgive an absence if the student has a valid reason for the absence, has made arrangements with the instructor to complete the work missed and completes such work in a timely manner. It may not be possible to make up work missed in selected labs or clinics. Therefore, absences from certain labs or clinics may not be forgiven.

Some programs may have outside regulatory bodies that require a minimum of class attendance hours (i.e., Nursing, Radiography, Cosmetology, Medical Assisting). Each instructor will include attendance requirements and criteria for tardiness on the course syllabus. Additionally, attendance is required for students receiving benefits from outside entities that require attendance (i.e., Veterans Education Benefits).

During the schedule adjustment period, students may drop or add courses using Student Planning in Self-Service. After the schedule adjustment period and through the course census date, students may drop a course using Student Planning in Self-Service. After the course

census date, but before the withdrawal deadline, students may withdraw from a course by completing the official course withdrawal form. Students who fail to meet the requirements established for a course and do not withdraw by the deadline may receive a failing grade for the course. Students are responsible for initiating the withdrawal process.

The withdrawal form can be completed online and is available at www.randolph.edu/student-success/student-forms under Academic Forms.

Students receiving financial aid or veteran's benefits should consult with the Office of Financial Aid and Veterans Affairs to understand the impact of the withdrawal.

■ Military and Jury Duty Absences

Military leave and jury duty absence(s) will be considered an excused absence when the instructor has received prior official notification. Responsibility for initiating such notification rests with the student: a student reporting for military drill or jury duty must provide the instructor with a letter from the commanding officer or the Clerk of Court prior to the absence(s). The student is responsible for making up all work missed in a timely manner.

Any student in the United States Armed Forces who has received temporary or permanent reassignment as a result of a military operations and any student who is a National Guard service member placed onto State active duty status during an academic term shall be given:

a. The opportunity to make up any test or work missed during the excused absence.
b. The option, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty.
c. The option a receiving a temporary grade of "Incomplete-Military" (IN) or "Absent Final Exam-Military (AB)" for any course that the student was unable to complete as a result of being placed on State active duty status; however, the student must complete the course requirements within a period of time specified by the college to avoid receiving a failing grade for the course.
d. Permission to drop, with no penalty, any course that the student was unable to complete as a result of being placed on State active duty status.
e. Permission to drop, with no financial penalty, any course that the student was unable to complete as a result of the excused absence as set forth in 1E SBCCC 900.4.

■ School Absences for Religious Observances

Randolph Community College recognizes that students' religious affiliations vary and requirements regarding observances of special days may also vary. The College and the state of

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

Grading System

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

■ Curriculum Grading System

Used in calculating academic GPA

Grade	Evaluation	Grade Points Earned
A	Excellent	4.0
B	Very Good	3.0
C	Satisfactory	2.0
D	Poor	1.0
F	Failing	0.0

The numerical value for each letter grade is outlined in the course syllabus. Please refer to the specific course syllabus for the numerical grading scale.

Not used in calculating academic GPA

Grade	Evaluation
P*	Passing (Corequisite Course – Developmental Studies)
F*	Failing (Corequisite Course – Developmental Studies)
P1	Pass Tier 1 (Transition Course – Developmental Studies)
P2	Pass Tier 2 (Transition Course – Developmental Studies)
P3	Pass Tier 3 (Transition Course – Developmental Studies)
R*	Repeat (Transition Course – Developmental Studies)
TP	Transfer of P Grade (Corequisite Course – Developmental Studies)
TP1	Transfer of P1 Grade (Transition Course – Developmental Studies)
TP2	Transfer of P2 Grade (Transition Course – Developmental Studies)

TP3	Transfer of P3 Grade (Transition Course – Developmental Studies)
TA	Transfer of A Grade
TB	Transfer of B Grade
TC	Transfer of C Grade
TR	Transfer Credit
TD	Transfer Developmental Credit
I	Incomplete
IE	Incomplete Emergency
IN	Incomplete-Military
AB	Absent Final Exam-Military
AU	Audit
SR	Senior Citizen Audit
X	Credit by Proficiency
W	Withdrawal
WE	Withdrawal Emergency
AW	Administrative Withdrawal

■ Incomplete Grade

An incomplete grade "I" is assigned at the discretion of the instructor for incomplete course work. In the course(s) for which an "I" is assigned, hours will not be counted in quality point computation for that semester. An "I" must be completed no later than the end of the following semester, or it automatically becomes an "F." The exceptions are for developmental courses, which automatically becomes an “F*” for a corequisite course or a “R*” for a transition course.

An Incomplete-Military grade “IN” or Absent Final Exam-Military “AB” will be completed within a period of time specified by the college to avoid receiving a failing grade for a course that a student is unable to complete due to temporary or permanent reassignment as a result of military operations or a National Guard service member placed onto State active duty status.

An Incomplete Emergency “IE” will be completed within a period of time specified by the college, a maximum of one year, to avoid receiving a failing grade for a course that a student is unable to complete given the unique nature of a national emergency.

■ Audit

Auditing a course is the privilege of being present in class when space permits. An audit indicates attendance only and is not an indication of successful completion or passing a course section. No credit is awarded and no examinations are required. Auditing a course does not fulfill any prerequisite requirements. Attendance, participation in class, etc., are at the discretion of the instructor. Audits are reported on transcripts as a grade of "AU" or “SR” for a Senior Citizen Audit Option described below, and do not affect earned credits or GPA.

A student must register officially for the course and pay regular tuition, unless utilizing the Senior Citizen Audit Option described below, during the specified registration and schedule adjustment period. A student may audit a particular course only once. Under extreme circumstances, a student may request to audit a course a second time through the approval process of Department Head, Division Chair, Dean of Curriculum Programs and Vice President for Instructional Services.

Students who receive financial aid should consult with the Office of Financial Aid and Veterans Affairs before auditing a course.

Senior Citizen Audit Option: Any student who is at least 65 years old may audit courses without payment of any required registration fee or tuition for the audit provided the audit is approved in accordance with policies adopted by the State Board of Community Colleges and there is no cost to the State. A student may be charged local fees associated with these course sections. A student will be allowed to audit a class under this section only on a space available basis after completing the admissions process. This section does not apply to audits of courses provided on a self-supporting basis. No credit is awarded and no examinations are required. A grade of “SR” is reported on a student transcript for students who use this option.

■ No Show

Students registering for class and never attending will be removed from the course with a status reason of "NS" and a status of “X.” A letter grade is not assigned; therefore, it does not affect the academic GPA.

■ Withdrawal Grades

Students needing to withdraw from a course should review the Withdrawal/Drop/Add/Section Transfer section of this Catalog.

■ College & Career Readiness and Continuing Education

Grades assigned in the College & Career Readiness and Continuing Education programs are not used in calculating the academic GPA nor the financial aid GPA.

■ Financial Aid Satisfactory Academic Progress

Students receiving financial aid must meet Satisfactory Academic Progress (SAP) policy

requirements according to federal, state and/or local rules and regulations. Some grades assigned that are not used in calculating a curriculum academic GPA may be used when calculating a GPA for financial aid.

Academic Progress Alert

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

Students will be notified by designated RCC faculty and staff throughout a semester when academic progress is unsatisfactory.

Faculty and staff work collaboratively using a student retention system to help identify appropriate resources to assist in the improvement of student academic progress, as well as follow up with students. Each instructor will encourage each identified student to schedule an appointment with him/her if additional assistance is needed.

Academic Probation (Standards of Progress)

At the end of each semester, a student's cumulative and term grade point average is examined. The grade point average is computed based on grades assigned as described in the Grading System policy. (See the Grading System section of the Catalog for additional information.)

Curriculum students who have a cumulative grade point average below a 2.0, will be placed on academic probation. When a student is placed on probation, he/she is notified in writing. Any student on academic probation must complete all required interventions to maintain enrollment. Failure to comply may result in academic suspension.

Curriculum students on probation who fail to make satisfactory improvement in their grade point averages by earning at least a 2.0 term grade point average will be placed on academic suspension. Students on academic suspension are not eligible to register for curriculum courses the following semester. After the duration of suspension is completed, students may request readmission within the parameters established by the Readmission policy. (See the Readmission section of the Catalog for additional information.)

Students receiving veteran's benefits must adhere to this policy to remain eligible. Students receiving financial aid must adhere to the Satisfactory Academic Progress (SAP) policy published by the Office of Financial Aid and Veterans Affairs. Students must meet their program of study

(e.g., Associate Degree Nursing) standards of progress in order to remain in the program. (See the Programs of Study section of the Catalog for additional information.)

Graduation Requirements and Process

1. Students must fulfill all the requirements for their certificate, diploma, or associate degree, and follow the graduation procedures:
   - **Step 1:** Students submit graduation application in Student Self-Service for each degree, diploma, and/or certificate for which they wish to apply.
   - **Step 2:** Students receive an automated email regarding receipt of their submitted graduation application.
   - **Step 3:** Students and their assigned faculty advisors work together to review the program requirements needed for graduation.
   - **Step 4:** Faculty Advisors notify the Registrar of the student's eligibility to graduate.
   - **Step 5:** If a student is eligible to graduate, the Office of Admissions, Records and Registration sends an email to the student's RCC email address regarding their "Walking Pass" voucher.
   - **Step 6:** If a student plans to participate in the graduation ceremony, the student must take the voucher email to the RCC Campus Store to indicate they would like to participate in the ceremony.
2. Students must complete all required courses within their curriculum as published in their Catalog of Record.
3. Students must have an overall GPA of 2.0 and a 2.0 average in their major courses as defined by the Curriculum Standards.
4. Health program students must maintain a 2.0 GPA in all major and major-related courses with no grade less than a "C." See Programs of Study section in the catalog for specifications.
5. Students transferring from other schools must complete 25 percent of their course requirements at Randolph Community College in order to qualify for graduation.

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

Students with questions regarding graduation should contact the Registrar's Office by calling 336-633-0200.

Graduate Guarantee

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

Challenged Courses Policy

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

Courses offered through Continuing Education are approved by the vice president for workforce development and continuing education and/or other state agencies or accrediting bodies. Challenges to the appropriateness of course content should be directed using the following sequence: appropriate director, vice president for workforce development and continued education.

If the complaint or concern regarding the course content is not resolved at either of these levels the following policy will be applied:

1. The individual or group making the complaint will be expected to make a formal statement to the president of the College that specifies the nature of the inappropriate materials and present specific evidence that justifies the claim;

2. The president will appoint an ad hoc committee that includes at least two individuals with academic or professional credentials in the field or a related discipline of the course under review;
3. The committee must review the course and render a recommendation to the president within 10 working days after receipt of the complaint;
4. The ad hoc committee will adhere to the following procedures:
    - Review the American Association of University Professor's Statement of Principles on Academic Freedom and Tenure;
    - Review any professional standards of academic freedom or professional standards specific to the area of concern;
    - Examine the course outline, syllabus, or other class materials in addition to the specific elements of the complaint;
    - Solicit responses from the instructor(s) and students as necessary;
    - Evaluate the materials, instructional interpretations, or method of presentation in the context of the course, professional standards, or within the definition of academic freedom;
    - Seek guidance from appropriate academic or professional organizations if necessary;
    - Submit a report of the committee's findings and recommendations to the president of the College. The decision concerning the complaint will reside with the president unless he/she determines Board of Trustee action is appropriate.

Privacy of Student Educational Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of eligible students enrolled in a postsecondary institution in relation to their education records.

- "Eligible student" is defined as a student 18 years of age or older, or a student who enters a postsecondary institution at any age.
- "Education record" is defined as those records that contain information directly related to the student and that are maintained by the educational institution.

■ Specific FERPA Rights

The law provides eligible students with specific rights under FERPA:

- The right to inspect and review information contained in their education records within 45 days after the institution receives the request.
- The right to request that a school amend records that are believed to be inaccurate or misleading; to have a hearing if the outcome of the request is unsatisfactory; and submit explanatory statements for inclusion in their files if they feel that the decisions of the hearing panel are unacceptable.
- The right to file a complaint with the U.S. Department of Education (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC, 20202) concerning alleged failures by the institution to comply with FERPA requirements.
- The right to provide written consent prior to the institution disclosing personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

■ Limitations for Record Review

There are times when FERPA does not require a school to disclose educational records for a student to inspect and review, such as:

- Education records of other students, even if they are contained within the same record of the student requesting the review.
- Financial records of parents.
- Confidential letters and recommendations associated with admission, employment, or academic honors.

■ Directory Information

FERPA permits the release of some general student information known as "directory information" without written approval of students. Although these items have been deemed directory information and may be released without consent, it is the practice of the college to avoid releasing a student's address and telephone number without written authorization, unless the third-party requesting the directory information meets one of the exceptions to consent requirements.

Randolph Community College considers the following directory information:

- Student's name
- Address
- Telephone number
- Email address
- Photograph
- Major field of study
- Grade level
- Participation in officially recognized activities
- Dates of attendance
- The most recent educational agency or institution attended by the student
- Degrees, honors, and awards received

Students may formally request that the Randolph Community College not release Directory Information by submitting a request form to the Office of Admissions, Records and Registration. Once the request has been made, every reasonable effort will be made to safeguard the confidentiality of directory information. The request will become effective the date the form is submitted and will remain in effect until the student submits a written request to remove the restriction.

■ Exceptions to Consent Requirements

Disclosure of education records without consent is permitted in certain circumstances. Some examples of when disclosure is permitted without consent are:

- School officials with legitimate educational interest, including administrators, faculty, and staff members. This exception may also apply to outsourcing services provided certain conditions are met.
- Other schools to which a student is transferring.

- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with student financial aid if the information is necessary for such purposes as to: determine eligibility for the aid; determine the amount of aid; determine the conditions for the aid; or enforce the terms and conditions of the aid.
- Organizations conducting studies for or on behalf of the institution.
- Accrediting agencies carrying out their accreditation function.
- To comply with a judicial order or lawfully issued subpoena.
- Persons involved in an emergency situation (typically local, state or federal law enforcement, trained medical personnel, public health officials, and parents) in order to protect the health or safety of students or of other persons. There must be an actual, impending, or imminent emergency and the disclosure should be limited to period of time of the emergency.
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Parents of a dependent student as defined by the IRS for tax purposes.
- Parents of a student related to the student's violation of any Federal, State, local or institutional law or policy regarding the use or possession of alcohol or controlled substance if the student perpetrated a disciplinary violation, as determined by the institution, and the student is under the age of 21 years of age; and
- Military recruiters in compliance with the Solomon Amendment for students age 17 and older.

■ Contact Information

The Director of Admissions, Records and Registration (Registrar) directs the procedures for students interested in inspecting or reviewing their education records and for students who do not want their directory information released by the institution. The Director has also been designated by the College to consider and coordinate inspection and review requests from third parties for students' educational records. If the Director is unavailable, the Assistant Director of Admissions, Records and Registration will coordinate the inspection and review requests.
For additional information on FERPA, visit the U.S. Department of Education's website.

Grade Reports

Grade reports are issued to students each semester, provided their credentials and financial obligations to the College are in order. Grade reports will be posted to each student account in Self-Service. No grades may be given over the phone or fax.

Transcripts

Transcripts are issued at the request of the student. Randolph Community College has authorized the National Student Clearinghouse to provide transcript ordering via the web. Orders may be placed 24 hours a day, 7 days a week and transcripts can be sent by electronic exchange, electronic PDF, or mail. Randolph Community College certifies that an electronic transcript issued by the National Student Clearinghouse is an official college transcript. The acceptability of an electronic transcript will be determined by the recipient in accordance with their policies and procedures. Additional information is available at www.randolph.edu/admissions/transcripts or call 336-633-0200.

For those who choose not to use the National Student Clearinghouse, orders may be placed in person in the Office of Admissions, Records and Registration in Student Services. No official transcript will be issued to or for an enrolled or former student who is indebted to the College.

Campus Safety & Security

Randolph Community College is committed to maintaining a safe, healthy, and positive work and learning environment. Campus Security policies, procedures, and statements have been adopted by the College in compliance with federal and state mandates and in a good faith effort to ensure the health and safety of all members of the campus community. The following summary should aid in the understanding of and participation in ensuring a safe campus. The complete Campus Safety Report can be accessed at www.randolph.edu/campus-safety/campus-safety-security-report. For additional Campus Safety & Security information, visit www.randolph.edu/campus-safety or contact Matthew Needham, the Director of Safety and Emergency Preparedness, at 336-633-0210 or mrneedham@randolph.edu.

■ Reporting Criminal Actions

During the hours of operation, individuals should report a crime/emergency by calling 911 first and then notifying the appropriate college official and/or campus security at the campus location. Main Campus: Contact the switchboard operator at 336-633-0200, anonymously to the RCC Campus Watch Line at 336-633-1630, or in person at the Welcome Center (open Monday – Thursday 7:30 a.m. – 10 p.m., and Fridays 7:30 a.m. – 3 p.m.), or any College official. Archdale Center: Contact the Information Desk at 336-328-1750 or any College official. The Archdale Center has an agreement with the Archdale Police Department to provide security as needed for the campus. Security can be contacted through the Information Desk. ESTC: Contact Regina Brewer, director, at 336-628-4554 or any College official.

■ Access to Campus Facilities

All of the College's campuses are open for business from 8 a.m. until 10 p.m., Monday through Thursday; 8 a.m. until 3 p.m. on Friday; and Saturdays by scheduled appointments. Students using classrooms and laboratories after scheduled class hours must obtain prior approval from the appropriate faculty/staff member.

■ Campus Law Enforcement Authority

RCC has sworn law enforcement officers on campus through an agreement with the Randolph County Sheriff's Office. Their office is located in the Student Services Center. In situations where law enforcement authority is required, the School Resource Officers (SROs) can be reached through the switchboard at 336-633-0200 or 336-633-0220. In case of emergency, call 911 first.

■ College Policy on Campus Crime

In accordance with the Student Right-to-Know, the Campus Security Act of 1990, and the Clery Act, RCC promotes zero tolerance toward violence on campus, including sexual assault, harassment or any sexual offense, aggravated assault, physical confrontations of any kind,

verbal threats or intent to cause harm, harassment designed to intimidate another, hate crimes, robbery, burglary, and property crimes such as larceny, destruction, and theft.

■ Campus Security Act

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

■ History of Reported Crimes

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

ASHEBORO MAIN CAMPUS

Criminal Offenses:	Crimes on Campus			Public Property		
	2019	2020	2021	2019	2020	2021
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Arrests and/or Disciplinary Action For:						
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	2	0	1	0	0	0
Liquor Law Violations	2	0	0	0	0	0
VAWA (Violence Against Women Reauthorization Act):						
Domestic Violence	0	0	0	0	0	0
Dating violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Hate Crimes:						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

Larceny-Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0

ARCHDALE CENTER

Criminal Offenses:	**Crimes on Campus**			**Public Property**		
	2019	2020	2021	2019	2020	2021
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Arrests and/or Disciplinary Action For:						
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
VAWA (Violence Against Women Reauthorization Act):						
Domestic Violence	0	0	0	0	0	0
Dating violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Hate Crimes:						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0

EMERGENCY SERVICES TRAINING CENTER (ESTC)

Criminal Offenses:	**Crimes on Campus**			**Public Property**		
	2019	2020	2021	2019	2020	2021
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0

Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Arrests and/or Disciplinary Action For:						
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
VAWA (Violence Against Women Reauthorization Act):						
Domestic Violence	0	0	0	0	0	0
Dating violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Hate Crimes:						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0

Unfounded Crimes

Unfounded Crimes are reported for all three campuses as follows:

- 2020: 0 unfounded crimes
- 2019: 0 unfounded crimes
- 2018: 0 unfounded crimes

■ Drugs & Alcohol

It is the policy of Randolph Community College to provide employees and students an environment that is free of drugs and alcohol. This policy is established to ensure the safety and well-being of employees and students of RCC, as well as the general public. All employees (full-time, permanent part-time, part-time, temporary, or employed under College Work Study Program) and students are covered by this policy.

It is the responsibility of all employees and students to become familiar with the expectations of RCC and to comply with the provisions of this policy and to report to their immediate supervisor or advisor any observed and/or suspected violations of this policy. While visiting campus, members of the public are also required to adhere to this policy.

Alcohol and drug abuse are legitimate concerns when they impact the College and College-related activities, whether on campus or at another location. The College maintains the right to conduct random drug testing of employees as a deterrent to drug usage/activity.

Note: In the event of a conflict between the provisions of this policy and related federal/state laws or policies, the federal/state laws or policies shall always take precedence.

For information on the health risks associated with drug and alcohol use, see the RCC Campus Safety and Security report at www.randolph.edu/campus-safety/campus-safety-security-report.

■ Sexual Assault

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

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

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

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

The college educates the student community about sexual assaults and date rape through training material each semester. The college also requires all new hired employees to complete human resources policy training within the first thirty days of employment, which includes RCC's Policy on Harassment and Discrimination. The policy defines harassment and discrimination and provides the appropriated steps to address any incident. Additionally, all employees are required to complete human resources training on an annual basis which includes the Harassment and Discrimination policy. Completion of this training is documented in each employees personnel file. Educational material regarding the prevention of rape/sexual offenses is available through Student Services Counselors. Other crisis counseling may be available through services such as the Family Crisis Center, 336-629-4159, and Randolph County Mental Health Center, 336-633-7200.

If you are the victim of rape or other sexual offenses, proper authorities (local police or Sheriff's Office) should be notified immediately. The sooner a rape or sexual offense is reported, the sooner treatment may be provided. Remember to preserve physical evidence and do not shower, douche, or change clothes. The student success counselor serving as the Title IX coordinator will provide assistance in such cases where the student requests help in notifying the proper authorities. In the absence of the Title IX coordinator, reports may be made to the vice president for student services. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.
Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later;
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention

The College shall investigate and if necessary pursue disciplinary action against the alleged offender. Students who wish to bring disciplinary actions may contact the student services counselor serving as the Title IX coordinator. Both the accuser and the accused are provided with information in case of such allegations and both parties shall be informed of the outcome of the disciplinary hearing.

Based on Randolph Community College's Student Grievance Policy (Due Process), upon written request, the college will disclose to the alleged victim of a title IX harassment incident the results of any disciplinary action against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the victim's next of kin may make the written request.

Note: The State Bureau of Investigation (SBI) maintains a registry of convicted sex offenders that can be accessed and searched at https://www.ncsbi.gov/Services/Sex-Offender-Registry.

■ Harassment and Discrimination

It is College policy that all employees and students have a right to work and study in an environment free of harassment and intimidation of any kind, including harassment based on race, color, religion, gender, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, political affiliation, status as a covered veteran, or any other group legally protected in accordance with applicable federal, state and local laws. Randolph Community College prohibits sexual harassment of its employees and students in any form.

Such conduct may result in disciplinary action up to and including dismissal. Specifically, no supervisor/instructor shall threaten or insinuate, either explicitly or implicitly, that any employee's or student's submission to or rejection of sexual advances will in any way influence any decision regarding the employee's or student's (where applicable) employment, evaluation, salary, advancement, assigned duties, shifts, grades, or any other condition of employment, career, or educational development.

Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisory or non-supervisory personnel is also prohibited. This includes offensive sexual flirtation, advances, propositions, continual or repeated abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, and the display in the workplace of sexually suggestive objects or pictures.

Retaliation or discrimination against an employee for reporting or complaining about harassment is also prohibited. However, employee and students should recognize that false accusations of harassment can have serious effects on innocent employees. This form of misconduct will result in disciplinary action.

Employees who have complaints of sexual or other unlawful harassment should report such conduct to their supervisors. If this is not appropriate, they should report such conduct in writing to the Human Resource Officer. Students should report such conduct to the student services counselor serving as the Title IX coordinator. In the absence of the Title IX coordinator, reports may be made to the vice president for student services. All complaints of sexual or other unlawful harassment will be handled in a timely and confidential manner. Where investigations confirm the allegations, appropriate corrective action will be taken.

■ Weapons and Dangerous Instruments

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

1. “On-Duty” sworn law enforcement officers when acting in the discharge of their official duties.
2. Armed forces personnel, officers and soldiers of the militia and National Guard and any private police employed by an educational institution when acting in the discharge of their official duties and students and instructors using weapons in college approved instruction may have firearms as required.

3. "Off-Duty" sworn law enforcement officers provided they have prior written approval from the director of safety and emergency preparedness (if on the Asheboro Campus), the director of the Archdale Center (if at the Archdale Center) or the director of the Emergency Services Training Center (if at the Training Center) and are in uniform or plain clothes with their official agency badge displayed with their weapon. The president or the vice president for administrative services can also grant approval.
4. Employees of Randolph Community College who are sworn law enforcement officers provided they have prior written approval from the College president or his designee.
5. A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program with prior written approval from the director of safety and emergency preparedness (if on the Asheboro Campus), the director of the Archdale Center (if at the Archdale Center) or the director of the Emergency Services Training Center (if at the Training Center).

House Bill 937/Session Law 2013-369 enacts: G.S. 14-269.2 (k) a firearm is permissible on a community college campus only under the following limited circumstances:

a. The firearm is a handgun; AND
b. The person has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
c. The handgun remains in either: a closed compartment or container within the person's locked vehicle or in a locked container securely affixed to the person's vehicle: AND
d. The vehicle is only unlocked when the person with the permit is entering or exiting the vehicle; AND
e. The firearm remains in the closed compartment at all times.

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

Note: The definition of a student is a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five years from a public or private school, college, or university, whether the person is an adult or a minor.

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

For prevention and awareness activities related to the RCC Campus Safety and Security policies and Resources for students on and off campus, go to www.randolph.edu/campus-safety.

Traffic & Parking Regulations

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

In addition to the provisions of Chapter 20 of the General Statutes, the following rules and regulations are applicable to the parking lots on the RCC campus. The school resource officers have the responsibility and authority to enforce all of these rules and regulations.

■ Speed Limit

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

■ Other Traffic Regulations

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

Reckless driving of any type will NOT be tolerated on campus.

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

■ Parking Zones

Parking is allowed only in lined parking spaces or in the overflow lot. Temporarily parking close to a building is allowed by staff or faculty for loading and unloading purposes.

<u>The following colors are used to designate parking:</u>

- White is reserved for general parking.
- Yellow is reserved for faculty and staff. (The first five spaces of the main faculty/staff lot in front of the Administration/Education Center are reserved for official RCC vehicles only.)

- Blue is reserved for handicapped parking (with an approved N.C. handicap tag).
- Green is reserved for visitors.
- Red will be used to mark fire lanes and fire hydrant zones and other no parking zones. Fire lanes and fire hydrant zones are considered immediate towing zones.

■ Parking Permits

A parking permit (hang-tag) is required for each vehicle owned by a RCC employee (faculty and staff). These hang-tag permits must be hung from the rear view mirror or displayed on the front dashboard for identification.

Parking permits issued to students should be displayed in the rear window of the vehicle for identification.

Failure to properly display a parking permit could result in a parking violation being issued.

Staff/faculty parking permits should be turned in with other school property upon the termination of employment.

■ Handicapped Parking

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

■ Parking Penalties

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

Warning tickets may be issued for:

- Parking in a staff/faculty space without the proper hang-tag displayed.
- Student vehicles parking in the visitor parking spaces.
- Parking over the parking space lines.
- Parking in the grass, in any area that is not a designated parking spot, or in any area that is marked as "No Parking."
- Any other unsafe or inappropriate parking.

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

Immediate Towing Violations:

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

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

■ Appeals

Appeals of parking penalties shall be submitted in writing to the Director of Safety & Emergency Preparedness within 3 business days of the warning. A decision will be given in writing within 5 business days after the receipt of the appeal.

Visitors on Campus

■ Sales Personnel

Vendor sales personnel are allowed only at the request of RCC personnel. Cold calling is prohibited. Product or services information may be left at the Welcome Center for subsequent distribution to appropriate personnel.

Faculty members are not to be interrupted in their teaching by sales personnel and visitors. All sales personnel and visitors must obtain clearance from the Welcome Center prior to visiting instructors. The faculty member in charge of a shop, lab, or class is responsible for keeping unauthorized persons out of his/her department during class hours.

At no time will any visitor confront students as they move about campus. Any visitor wishing to speak with a student must be taken to the Welcome Center. ***Visitors on campus are subject to the same code of conduct required of students and College personnel.***
Companies and organizations must have educational related materials, i.e., class rings, graduation invitations, etc., if they expect to set up in a designated area on campus.

Representatives must have prior approval from the vice president for student services before expecting to set up any displays.

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

■ Loitering on Campus

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

■ News Media on Campus

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

■ Children on Campus

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

■ Animals on Campus

Individuals are generally prohibited from bringing animals onto campus property. However, Randolph Community College welcomes the presence of service animals, as defined by the Americans with Disabilities Act (ADA), assisting individuals on campus. Animals that are part of instructional activities may also be permitted on campus property once approval from the vice president for instructional services has been granted. Students needing accommodations other than the use of a service animal should contact the disabilities coordinator in Student Services.

Food & Drink on Campus

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

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

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

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

- Administration/Education Center 018 and Photographic Technology (AE 301 through 348)
- Agriculture Science Greenhouse
- Archdale Center 107 and 108
- Assessment Center (Building 300)
- Business Education Center 107, 111, 113, 114, 116, and 117
- Campus Store
- Computer Technology Center 103, 104, 114, 118, and 120
- Continuing Education and Industrial Center 102, 103, 104, 106 (Computer Lab), 107, 108 (Computer Lab), 109, 117, 119, 121, 122, 124, 126, 127, 131 (Computer Lab), 151, 153, and 223.
- Design Center 102, 103 (Computer Lab), 104 & 108, 105A (CAD Lab), 109, 110, Resource Room, and Sample Room
- Learning Resources Center - First Floor: Auditorium, Library, and Computer Lab; Second Floor: Lab Area, Writing Center, and Classrooms
- Math & Science Center Computer Lab, Biology Lab, and Chemistry Lab
- Robert S. Shackleford Jr. Allied Health Center Classrooms, Simulation Areas, and Labs
- Vocation-Technical Center 201 and 203

Tobacco Free Policy

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

Therefore, beginning July 1, 2010, RCC implemented the following policy:

1. Use of tobacco (including electronic cigarettes) is prohibited by students, staff, faculty, or visitors:
    a. In all campus buildings, facilities or property owned or used by RCC, including outside areas; Tobacco use shall be permitted in personal vehicles as long as no tobacco litter is left on campus.
    b. On campus grounds, facilities or vehicles that are the property of the campus.

   c. At lectures, conferences, meetings, and social/cultural events held on school property or school grounds.
   d. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, hookahs, smokeless or spit tobacco or snuff, and electronic cigarettes.
2. The sale or free distribution of tobacco products, including merchandise, on campus or at school events is prohibited.
3. Student organizations are prohibited from accepting money or gifts from tobacco companies, including:
   a. Parties sponsored by tobacco companies or allowing tobacco companies to distribute free, reduced-price, or fully-priced tobacco products (T-shirts, hats, etc.) on campus.
   b. All tobacco advertising, such as billboards and signs owned and used by RCC.
4. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or used by RCC.
5. Through existing health plans, the EAP, and community sponsors, RCC publicizes free, accessible tobacco cessation classes, seminars, and support groups on or off campus.
   a. These tobacco cessation classes, seminars, and support groups appear regularly in student and staff publications. They are posted in buildings, through Student Services and through other appropriate means.
6. Implementation and compliance:
   a. The college provides appropriate signage and other physical indicators of our policy.
   b. Smoking waste management products such as ashtrays were removed.
   c. Violators of the policy will be issued a verbal reminder of the policy. Visitors who repeatedly violate the policy will be asked to leave campus.
   d. Student Services is responsible for student compliance at all campus locations. (See Student Conduct & Zero Tolerance section of Catalog for additional information.)

Electronic Access Acceptable Use Policy

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

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

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

■ Guidelines for Network/Internet Access

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

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

Network and Internet use shall comply with local, state, and federal law and RCC policies and procedures. Generally, a user's network and Internet use will not be monitored except in the following types of situations: the user gives prior consent, the College needs to ensure the security or operating performance of its systems or networks, the College has a reasonable concern that a violation of College policy or applicable law has occurred, or the College is complying with a valid subpoena or search warrant issued by a court of competent jurisdiction. While general content review will not typically be undertaken, monitoring of electronic information may occur for these reasons and others as necessary. For these reasons, the College cannot guarantee the privacy of electronic communications.

Network and Internet access is a privilege, not a right, and as such, can be withdrawn from those who use it irresponsibly. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users or copyright violations may be considered theft pursuant to some state and federal laws.

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

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

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

1. Intentionally using information systems or networks to send or receive offensive, insulting, harassing, attacking, or obscene text and/or images;
2. Engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating computer viruses, disrupting services, or damaging files on workstations or servers;
3. Using the computer to perpetrate any form of fraud, or software, film or music piracy;
4. Attempting to circumvent, subvert, or damage system software or security measures;
5. Using another person’s user ID/password or trespassing in another user’s files or folders without permission;
6. Intentionally wasting limited resources including network bandwidth;
7. Utilizing the network for commercial purposes;
8. Creating, modifying, executing, or retransmitting any computer program intended to obscure the true identity of the sender of electronic mail or electronic messages including, but not limited to, forgery of messages and/or alteration of system and/or user data used to identify the sender of messages;
9. Violating any copyright laws;
10. Engaging in personal social networking activities that conflict with work commitments and misusing state Internet resources for personal use;

11. Visiting Internet sites that contain obscene, hateful, pornographic or otherwise illegal material;
12. Publishing defamatory and/or knowingly false material about RCC, RCC employees and/or RCC students on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.

Intellectual Property Policy

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

Unscheduled Closings/Delays

Announcements of unscheduled closings or changes in operating hours will be made as soon as possible through the RCC Alert system, RCC website and social media pages, and select television stations. RCC will request the following TV stations to broadcast information pertaining to closings or delays. (Note: If the College is operating on a normal schedule, no announcement will be made.)

TV Stations:
WFMY (CBS) Greensboro (www.wfmynews2.com)
WGHP (Fox 8) High Point (http://myfox8.com)
WXII (NBC) Winston Salem (www.wxii12.com)
Spectrum News
Students, faculty, and staff may also call the College's main campus (336-633-0200), Archdale (336-328-1750), or Emergency Services Training Center (336-633-4165) to listen to the voice mail message, or visit the RCC website homepage (www.randolph.edu).

Note: In the case of a delayed opening, students should report to the class or lab that would normally be in session at the time of the opening.

For unscheduled closings on Friday evenings or during weekends, the designated weekend director (Saturday) or appropriate instructor (Friday evenings and Sunday), will be contacted by the Director of Safety and Emergency Preparedness or the President if a decision is made to close. The weekend director or appropriate instructor may also contact the Director of Safety and Emergency Preparedness or the President if conditions deteriorate during the day or evening while they are on campus to assist with a decision to close. After the decision has been

made, the same protocol for notifications of an unscheduled closing will be followed.

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

Student Rights and Responsibilities

Randolph Community College is a learning community with specific expectations regarding student conduct. The college seeks to provide a safe and healthy environment that facilitates teaching, learning, and student success. When a student's conduct adversely affects the college community or the pursuit of RCC's educational objectives, disciplinary action will be taken – first, to resolve the problem, and then to help students learn from mistakes. Discipline issues will be resolved informally whenever possible.

Students have the rights to: Education, Freedom of Expression, Participation, Safe Environment, Privacy, Record Review, Student Grievance (Due Process) Academic Integrity Appeal, Freedom from Discrimination. Students also have responsibilities, as part of the college community, including but not limited to: Civility, Academic Integrity, Safety, and Compliance. Additional information regarding these rights and responsibilities may be found at www.randolph.edu/about-us/policies-and-legal/student-code-of-conduct-rights-and-responsibilities.

Student Conduct & Zero Tolerance

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

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

■ Student Conduct

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

The following types of student behavior are explicitly prohibited:

1. Violations of academic integrity – See *Academic Integrity policy for more information*.

2. Misuse, damage, or theft of College property.
3. Drug and alcohol use or possession.
4. Violations of civility (e.g., rude, disrespectful, lewd, indecent, or offensive conduct or apparel) – See Policy VI B 11 in the RCC Policy Manual at www.randolph.edu/policy-manual/vi-employment-matters/b-11-employee-conduct-civility-in-the-workplace for specific details.
5. Mental, physical, psychological, cyber or verbal abuse.
6. Harassment – See *Student Grievance Policy (Due Process)*, for specific details.
7. Possession or use of a firearm, incendiary device, explosive, or other weapons – See *Weapons and Dangerous Instruments in the Campus Safety & Security section of the Catalog* for specific details.
8. Forgery.
9. Unlawful conduct.
10. Other misconduct – This type of student behavior is deemed by a College official to be a violation of commonly accepted standards of decency and safety or threatens the learning environment of students or the working environment of College employees.

■ Zero Tolerance

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

1. Weapons of any kind.
2. Illegal drug sales, transaction or use.
3. Gang activity – see details below.
4. Fighting.
5. Physical, cyber, or verbal abuse.
6. Threats of physical action against another individual.
7. Harassment (Title IX) - See *Student Grievance Policy (Due Process),* for specific details.

■ Corrective/Disciplinary Action

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

1. The instructor or other College official should immediately suspend the student from the class, function, or activity.
2. If necessary, the school resource officer or sheriff's department (if the SRO is unavailable) should be contacted to escort the student off campus.

3. Information regarding the incident should be provided to the appropriate dean, staff director, or school resource officer, as soon as possible after the incident.
4. The dean, staff director, or school resource officer will immediately forward to the vice president for student services for further action. After investigating, the vice president for student services will make the decision as to whether the student may return to campus, is suspended for a period of time appropriate to the infraction, or is permanently expelled.

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

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

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

■ Student Appeal

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

■ Gang Activity

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

- Wearing apparel of a gang related nature, including but not limited to clothing, clothing accessories, jewelry, hair accessories, tattoos, emblems, badges, symbols, signs, or items which indicate a student's membership in or affiliation with a gang.
- Presenting a physical safety hazard to self, students, staff, faculty or other persons on the College campus.
- Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership or affiliation in a gang.
- Defacing College or personal property with gang-related graffiti, symbols, or slogans.

- Requiring payment for protection, insurance, or otherwise intimidating or threatening any person related to gang activity.
- Soliciting others for gang membership.
- Committing any other illegal act or other violation of College policies that relate to gang activity.

Academic Integrity

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

■ Violations

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

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

- Downloading or buying a term paper from the Internet and submitting it as one's own work

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

■ Sanctions

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

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

With each violation, the vice president of instructional services will be notified in writing. These sanctions are not on a per course or per semester basis, but rather for your entire academic career at Randolph Community College.

■ Appeals Process

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

1. Student appeals to the instructor of the course in which the violation occurred to discuss the violation and determine fault.
2. If student contests the instructor's decision, the department head for the curriculum program in which the course is offered hears both parties and corroborates, modifies, or dismisses penalty. NOTE: This step is only for students in curriculum classes.
3. If student contests the department head's decision, the division chair/director/coordinator for the division in which the course is offered, hears both parties and corroborates, modifies, or dismisses penalty.
4. A student may appeal to the dean to contest the decisions of the division chair/director/coordinator. The decision of the dean is final.

For the second and third offenses, the student may contest by following the above procedure and further appealing to the vice president for instructional services. The vice president will hear all parties involved and corroborate, modify, or dismiss the penalty. The decision of the vice president for instructional services is final.

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

"What is Plagiarism?" *P*.org, 18 May 2017,
https://plagiarism.org/article/what-is-plagiarism

Student Grievance Policy (Due Process)

Purpose of the Student Grievance Policy

The purpose of the student grievance policy is to provide due process for resolving student complaints. RCC has established three grievance procedures depending on the nature of the grievance. The procedures are:

I. **Standard Grievance** – discrimination on the basis of age, sex, race, ethnicity, religion, national origin, disability, or other conditions or preferences; unfair treatment that is in violation of students' basic rights, as set forth in the College Catalog.

II. **Academic Grievance** – academic matters where students have a grievance. Areas for appeal include, but are not limited to, classroom procedures, charges of unfair treatment by an instructor, charges of unfair grades given by an instructor, course requirements that differ substantially from those set forth in the syllabus, and the right to participate in College sponsored activities.

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

***Notes**: If any of the above are committed against a student by another student instead of a College employee, the offended student should report the matter immediately to a College official, who will report it to the Vice President for Student Services. The exception to this requirement is a harassment grievance which may be taken directly to the Student Services Counselor serving as the Title IX Coordinator. The incident will be investigated and action taken if a violation of the Student Code of Conduct occurred. Under no circumstances will retaliation be tolerated. Students requesting due process will not be harassed, intimidated, discouraged, or denied access to the Grievance Procedures (Due Process). When the situation warrants it, the President or the Vice President serving in any of the grievance procedures may make an interim*

decision concerning the student's status during the appeal process by determining the feasibility of allowing the student to continue to attend class or removing the student from class/campus until the due process is completed.

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

1. **The Offending Person**—The student must first make contact with the offending person to resolve their differences within five school days. The exception to this requirement is harassment complaints, which may be taken directly to the Student Services Counselor serving as the Title IX Coordinator, as described below.
2. **The Vice President for Student Services**—If the complaint is not resolved in the informal conference with the offending person, the student may then appeal in writing to the Vice President for Student Services within five working days, who will schedule a conference with the student and the other involved parties. Formal tracking is initiated with the Vice President for Student Services. If the grievance is academic in nature the student will be directed to follow the procedure for resolving an Academic Grievance as listed below.

Contact Information for Standard Grievances
Chad Williams
Vice President for Student Services
629 Industrial Park Avenue
Asheboro, NC 27205
Email: gcwilliams@randolph.edu
Phone: 336-633-0049

3. **The Appeals Committee**—If the grievance is not resolved by the appropriate Vice President, the student may request a hearing in writing before the Appeals Committee.
   A. The Vice President for Student Services will notify the chair of the Appeals Committee within five working days upon written receipt of the request for a hearing. The Appeals Committee is comprised of two faculty members, two staff members, a SGA officer, and any additional members appointed by the President of the College.
   B. After receiving the student's letter of grievance, the Appeals Committee must grant a hearing no later than 5 working days after receiving the request.

C. The Appeals Committee will send the student an outline of the procedures to be followed in the hearing. These may include, but are not limited to, who may attend the hearing, who may speak before the committee, and any documentation that is requested.

D. The Appeals Committee must render a decision and respond to the student in writing within five working days following the hearing.

4. **The President**—If the grievance is not resolved to the student's satisfaction by the Appeals Committee, the student may request a meeting in writing before the President of the College. The student must present his/her grievance in a signed and dated document to the Office of the President within five working days of receiving the decision of the Appeals Committee. The President's decision is final.
5. **The Personnel Committee of the Board of Trustees**—The President's decision regarding the original grievance may not be appealed. The student may appeal to the Personnel committee of the Board of Trustees in writing only if there has been a violation of policy in the process of the College grievance procedure or because of actions that are prohibited by the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008. The student must make this request to the President in writing, signed and dated, within five working days of receiving the decision of the President. The Personnel Committee of the Board of Trustees will hear the student's grievance at the first convenient opportunity and will communicate its decision to the student within 10 working days. The student shall have the burden of showing how a College policy or the student's constitutional rights have been specifically violated in the conduct of the grievance procedure. The Personnel Committee will not render a separate decision on the original grievance itself, but will determine whether the grievant has received a fair hearing from the College in accordance with the Student Grievance Policy and whether there has been a violation of the student's rights under the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008.
6. **The Board of Trustees**—If the Personnel Committee rules against the student, the student may appeal in writing to the ruling to the full Board of Trustees only if the student can provide evidence of discrimination (based on a violation of College policy or the student's constitutional rights) by the Personnel Committee of the Board of Trustees, but may not appeal to the full Board of Trustees merely because the grievant disagrees with the decision of the Personnel Committee. The student must present this

request to the President in writing, signed and dated, within five working days of receiving the decision of the Personnel Committee of the Board of Trustees. The Board of Trustees will hear the student's grievance at the first convenient opportunity and will communicate its decision to the student within 10 working days. The Board of Trustees will not render a separate decision on the original grievance itself, but will determine whether the grievant has received a fair hearing from the College and the Personnel Committee in accordance with the Student Grievance Policy and whether there has been a violation of the student's rights under the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008.

II. Academic Grievance Procedure - An Academic Grievance must be initiated within 8 weeks of the completion of the curriculum course in question and within three months of the completion of the continuing education or adult basic education course in question. If the grievance is regarding an academic matter, the following steps must be followed:

1. **The Instructor**—The student must first go to the instructor with whom he/she has the grievance. A conference with the instructor will be held to resolve the grievance informally.
2. **Supervisory Chain** – If the informal conference with the instructor does not resolve the grievance, the student may appeal through the supervisory chain. Each appeal must be in writing within five working days from the date the student is notified of the decision.
    a. For curriculum courses, the supervisory chain is the Department Head, Associate Dean, Dean of Curriculum Programs, and Vice President for Instructional Services. Formal Tracking is initiated with the Vice President for Instructional Services.
    b. For continuing education and adult basic education courses, the supervisory chain is Coordinator (when applicable), Director, and Vice President for Workforce Development and Continuing Education. Formal Tracking is initiated with the Vice President for Workforce Development and Continuing Education.

    The academic decision of the Vice President for Instructional Services or the Vice President for Workforce Development and Continuing Education is final. However, if the student can provide evidence of discrimination (based on a violation of College policy or the student's constitutional rights) or has not been allowed due process, then the student has access to the standard grievance procedure, beginning with the Appeals Committee.
3. **Standard Grievance Procedure: The Appeals Committee** – If the grievance is not resolved by the supervisory chain and the student provides evidence of discrimination or evidence that due process has not been given to the student, then the student has access to the standard grievance procedure beginning with the Appeals Committee,

which must be initiated within five working days of notification of the Vice President's decision.

III. Harassment (Title IX) Grievance Procedure - The following procedure is used to investigate allegations of harassment (Title IX).

1. **Title IX Coordinator** – If the student grievance pertains to an allegation of harassment by either another student or an employee, the student may go directly to the Student Services Counselor serving as the Title IX Coordinator rather than to the offending person. Formal Tracking is initiated with the Student Services Counselor serving as the Title IX Coordinator. Any person who receives knowledge of a student allegedly being harassed must report it to the Student Services Counselor serving as the Title IX Coordinator who will conduct an investigation. The Title IX Coordinator may be able to remedy the situation and implement programming to prevent its re-occurrence. Based on the results of the investigation conducted by the Title IX Coordinator, the Vice President for Student Services will make the decision regarding appropriate disciplinary action. Both the accused and the accuser will be informed by the Title IX Coordinator, in writing, of the investigation's results. Students may choose to or decline to report allegations to law enforcement such as the School Resource Officer (SRO). Harassment grievances involving Randolph Early College High School (RECHS) students must be reported to RECHS teacher/staff. The employee harassment grievance procedures are in the Employment Matters, Harassment and Discrimination policy of the RCC Personnel Handbook and Policy Manual (VI B 9).

   Note: The Title IX Coordinator will inform the Vice President for Student Services of the investigation. The Vice President of Student Services may make recommendations for remedies of the situation and program/policy changes that are beyond the scope of the Title IX Coordinator's responsibilities.

   Contact Information for Harassment (Title IX) Grievances
   Tammy Cheek
   Student Services Counselor and Disability Services Coordinator
   629 Industrial Park Avenue
   Asheboro, NC 27205
   Email: twcheek@randolph.edu
   Phone: 336-633-0246

   2. Standard Grievance Procedure: The Appeals Committee – If the grievance is not resolved by the Title IX Coordinator, then either the accused or the accuser have access to the standard grievance procedure beginning with the Appeals Committee, which must be initiated within five working days of notification of the Title IX Coordinator's decision.

IV. Additional Resources- If complaints are unable to be resolved through the RCC grievance

procedures provided above, the following resources are available:

1. **North Carolina Community College System (NCCCS):**
   Students can review the Student Complaint Policy and submit their complaint using the online complaint form at https://studentcomplaints.northcarolina.edu/form.

   North Carolina Office of Post-Secondary Education Complaints
   c/o Student Complaints
   223 S. West Street, Suite 1800
   Raleigh NC 27603
   Email: studentcomplaint@northcarolina.edu
   Phone: (919) 962-4558
   Website: https://www.northcarolina.edu/post-secondary-education-complaints/

2. **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC):**
   Students can submit complaints to RCC's accrediting agency by following the Complaints Procedures Against SACSCOC or Its Accredited Institutions at https://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf

   Southern Association of Colleges and Schools
   Commission on Colleges (SACSCOC)
   1866 Southern Lane
   Decatur, Georgia 30033-4097
   Website: www.sacscoc.org

3. **State Authorization Reciprocity Agreement – North Carolina (SARA-NC):**
   The North Carolina State Education Assistance Authority (NCSEAA) serves as the SARA portal entity for North Carolina with the responsibilities defined by the National Council for State Authorization Reciprocity Agreements (SARA). Distance education students who reside outside of the state may follow the SARA-NC Student Complaint Process at www.saranc.org/Complaint.

   North Carolina State Education Assistance Authority
   c/o SARA North Carolina
   P.O. Box 41349
   Raleigh, NC 27629
   E-Mail: information@saranc.org
   Phone: (855) SARA1NC or (855) 727-2162, toll free

Fax: (919) 248-6667
Website: www.saranc.org

Curricula-Credit-Degrees, Diplomas & Certificates

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

■ **Associate in Applied Science**

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

■ **Associate in Arts**

Satisfactory completion of no fewer than 60 semester credit hours in general education and elective courses is required.

■ **Associate in Science**

Satisfactory completion of no fewer than 60 semester credit hours in general education and elective courses is required. Emphasis is placed on courses in the areas of natural sciences and mathematics.

■ **Diplomas & Certificates**

Randolph Community College awards diplomas and certificates for a wide variety of educational programs. Diplomas are issued for completion of an approved program of no fewer than 36 semester credit hours. Certificates are issued for the completion of approved programs of no fewer than 12 semester credit hours, but less than 19. The exception is the Cosmetology certificate program [C55140] approved by the State Board of Community Colleges to exceed maximum standard hours for the certificate program [ref. 1D SBCCC 400.95 (d)].

Requirements for Degrees, Diplomas & Certificates

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

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

Curricula

Degrees, diplomas, and/or certificates are offered in the following areas of study by Randolph Community College. Programs are described on the following pages in the order listed here. Required courses for each program are listed by semester. Individuals interested in any of the following curriculum programs should contact the Welcome Center in Student

Services at 336-633-0223 for assistance with an admissions application or for more information.

The Associate in Arts and Associate in Science programs provide opportunities for students to complete coursework that will transfer to four-year colleges and universities as baccalaureate credit. RCC complies with the 2014 Comprehensive Articulation Agreement between the North Carolina Community College System and the University of North Carolina System which guarantees transfer credit for students who complete degree requirements. These degrees are designed to prepare students to continue their education as juniors in their field of study at a four-year college or university.

Essential Curriculum Competencies

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

AA/AS/AAS degree students will be able to use **information literacy and communication skills** to:

ILC1. Express ideas clearly and logically through oral presentation
ILC2. Compose well-written documents using standard written English
ILC3. Comprehend college-level readings
ILC4: Locate and evaluate information

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

CT1. Demonstrate problem-solving skills
CT2. Draw valid inferences through the analysis of information

Accounting and Finance

[A25800] Associate in Applied Science Degree; [D25800] Diploma; [C25800] Certificate

The Accounting and Finance curriculum is designed to provide students with the knowledge and skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. 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 and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Program Competencies

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

1. Demonstrate knowledge of accounting, law, finance, tax, and computer applications.
2. Apply accounting and tax practices to solve problems.
3. Use effective oral and written communication in the business environment.

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

Accounting and Finance [A25800]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
OST 131	Keyboarding	1	2	0	2
		13	**6**	**0**	**16**
First Year:	**Spring Semester**				
ACC 121	Prin of Managerial Accounting	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
ENG 114	Prof Research & Reporting	3	0	0	3
OST 136	Word Processing	2	2	0	3
		12	**8**	**0**	**16**
First Year:	**Summer Semester**				
ACC 140	Payroll Accounting	1	3	0	2
ACC 150	Accounting Software Appl	1	3	0	2
BUS 255	Org Behavior in Business	3	0	0	3
		5	**6**	**0**	**7**
Second Year:	**Fall Semester**				
ACC 130	Business Income Taxes	2	2	0	3
ACC 220	Intermediate Accounting I	3	2	0	4
ECO 252	Prin of Macroeconomics	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
S/BS	Social/Behavioral Science Course	3	0	0	3
		13	**6**	**0**	**16**
Second Year:	**Spring Semester**				
ACC 221	Intermediate Acct II	3	2	0	4
ACC 227	Practices in Accounting	3	0	0	3
	OR				
WBL 111A	Work-Based Learning I - ACC	0	0	10	1
BUS 225	Business Finance	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
H/FA	Humanities/Fine Arts Course	3	0	0	3
		13/10	**7**	**0/10**	**16/14**

Total Semester Hours Credit for Degree: 69 or 71

Accounting and Finance [D25800]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
OST 131	Keyboarding	1	2	0	2
		13	**6**	**0**	**16**
First Year:	**Spring Semester**				
ACC 121	Prin of Managerial Accounting	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
ENG 114	Prof Research & Reporting	3	0	0	3
OST 136	Word Processing	2	2	0	3
		12	**8**	**0**	**16**
First Year:	**Summer Semester**				
ACC 140	Payroll Accounting	1	3	0	2
ACC 150	Accounting Software Appl	1	3	0	2
BUS 255	Org Behavior in Business	3	0	0	3
		5	**6**	**0**	**7**

Total Semester Hours Credit for Diploma: 39

Accounting and Finance [C25800]

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

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

Total Semester Hours Credit for Certificate: 14

Advertising & Graphic Design

[A30100] Associate in Applied Science Degree; [C30100] Certificate

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

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

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

Program Competencies

Upon successful completion of the Advertising & Graphic Design program, the student should be able to:

1. Utilize computer technology for principles of design development and production.
2. Demonstrate the ability to utilize knowledge of color theory.
3. Demonstrate concept development and illustration skills for promotional materials.
4. Utilize industry standard business practices and communication.
5. Demonstrate the ability to utilize knowledge of typography.

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

Advertising & Graphic Design [A30100]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hours
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ART 111	Art Appreciation ***OR***	3	0	0	3
ART 114	Art History Survey I ***OR***				
ART 115	Art History Survey II				
ENG 111	Writing and Inquiry	3	0	0	3
GRA 151	Computer Graphics I	1	3	0	2
GRD 121	Drawing Fundamentals I	1	3	0	2
GRD 141	Graphic Design I	2	4	0	4
		11	**10**	**0**	**15**
First Year:	**Spring Semester**				
GRA 152	Computer Graphics II	1	3	0	2
GRD 110	Typography I	2	3	0	3
GRD 142	Graphic Design II	2	4	0	4
GRD 167	Photographic Imaging I	1	4	0	3
MKT 220	Advertising and Sales Promotio	3	0	0	3
WEB 110	Web Development Fundamentals	2	3	0	3
		11	**17**	**0**	**18**
First Year:	**Summer Semester**				
GRA 153	Computer Graphics III	1	3	0	2
GRD 241	Graphic Design III	2	4	0	4
ENG 114	Prof Research & Reporting ***OR***				
COM 110	Introduction to Communication	3	0	0	3
		6	**7**	**0**	**9**
Second Year:	**Fall Semester**				
GRD 188	Graphic Design for Web I	2	3	0	3
GRD 242	Graphic Design IV	2	4	0	4
GRD 271	Multimedia Design I	1	3	0	2
GRD 285	Client/Media Relations	1	3	0	2
WBL 112A	Work-Based Learning I - AGD	0	0	20	2
		6	**13**	**20**	**13**
Second Year:	**Spring Semester**				
GRA 154	Computer Graphics IV	1	3	0	2
GRD 273	New Media Design Communication	1	3	0	2
GRD 280	Portfolio Design	2	4	0	4
MAT 110	Math Measurement & Literacy	2	2	0	3
S/BS	Social/Behavioral Science	3	0	0	3
		9	**12**	**0**	**14**

Total Semester Hours Credit for Degree: 69

Advertising & Graphic Design Certificate [C30100]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hours
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
GRA 151	Computer Graphics I	1	3	0	2
GRD 121	Drawing Fundamentals I	1	3	0	2
GRD 141	Graphic Design I	2	4	0	4
		4	**10**	**0**	**8**
First Year:	**Spring Semester**				
GRA 152	Computer Graphics II	1	3	0	2
GRD 110	Typography I	2	3	0	3
GRD 142	Graphic Design II	2	4	0	4
		5	**9**	**0**	**9**

Total Semester Hours Credit for Certificate: 17

Agribusiness Technology

[A15100] Associates in Applied Science Degree; [C15100] [C15100HS] Certificate

The Agribusiness Technology curriculum is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workplace knowledgeable in sustainable agricultural practices.

Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic systems and government policies and programs relating to agriculture.

Graduates should qualify for a variety of jobs in agricultural business such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

More specifically, this program prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

Program Competencies

Upon successful completion of the Agribusiness Technology program, the student should be able to:

1. Describe the role of Agribusiness in the US and how it impacts the local community.
2. Describe sustainable land care practices and how they impact soil and water quality
3. Discuss various agriculture economic principles and articulate the impact that those principles have on domestic and global economics.
4. Explain the basic laws affecting the agriculture industry.
5. Explain the role of marketing in Agribusiness Technology and apply core marketing principles to the development of Agribusiness strategy and decision-making process.
6. Identify and treat soil and crop pest issues in the field of agriculture.
7. Create and maintain agribusiness records.

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

Agribusiness Technology [A15100]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	4
AGR 139	Intro to Sustainable Ag	3	0	0	3
BUS 110	Introduction to Business	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
HOR 150	Intro to Horticulture	2	0	0	2
		15	**2**	**0**	**16**
First Year:	**Spring Semester**				
AGR 110	Agricultural Economics	3	0	0	3
AGR 121	Biological Pest Mgmt	3	0	0	3
AGR 170	Soil Science	2	2	0	3
ANS 110	Animal Science	3	0	0	3
ENG 114	Prof Research & Reporting ***OR***	3	0	0	3
ENG 112	Writing/Research in the Disc				
H/FA	Humanities/Fine Art Elective	3	0	0	3
		17	**2**	**0**	**18**
Second Year:	**Fall Semester**				
AGR 111	Basic Farm Maintenance	1	3	0	2
AGR 212	Farm Business Management	3	0	0	3
AGR 213	Ag Law & Finance	3	0	0	3
BIO 110	Principles of Biology	3	3	0	4
HOR 245	Hor Specialty Crops	2	2	0	3
WBL 111G	Work-Based Learning I	0	0	10	1
		12	**8**	**10**	**16**
Second Year:	**Spring Semester**				
AGR 214	Agricultural Marketing	3	0	0	3
AGR 261	Agronomy	2	2	0	3
BUS 280XXH	REAL Small Business – Agriculture	4	0	0	4
CIS 110	Introduction to Computers	2	2	0	3
S/BS	Social/ Behavioral Science	3	0	0	3
WBL 121G	Work-Based Learning II	0	0	10	1
		14	**4**	**10**	**17**

Total Semester Hours Credit for Degree: 67

Humanities/Fine Arts Electives (choose one)

ART 111 Art Appreciation

HUM 115 Critical Thinking

MUS 110 Music Appreciation

Social/Behavioral Science Electives (choose one)

PSY 150 General Psychology

SOC 210 Introduction to Sociology

ECO 251 Prin of Microeconomics

ECO 252 Prin of Macroeconomics

POL 120 American Government

HIS 111 World Civilizations I

HIS 112 World Civilizations II

HIS 132 American History II

HIS 131 American History I

Agribusiness Technology Certificate [C15100] [C15100HS]

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

Curriculum Courses by Semester		Hours/Week			Sem. Hrs.
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
AGR 139	Intro to Sustainable Ag	3	0	0	3
BUS 110	Introduction to Business	3	0	0	3
		6	**0**	**0**	**6**
First Year: Spring Semester					
AGR 110	Agricultural Economics	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
		5	**2**	**0**	**6**

Total Semester Hours Credit for Certificate: 12

Zoological Horticulture Certificate [C15100H]

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

Curriculum Courses by Semester		Hours/Week			Sem. Hrs.
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
BIO 110	Principles of Biology	3	3	0	4
HOR 150	Intro to Horticulture	2	0	0	2
HOR 152	Horticultural Practices	0	3	0	1
		5	**6**	**0**	**7**
First Year: Spring Semester					
HOR 160	Plant Materials I	2	2	0	3
WBL 111Z	Work-Based Learning I	0	0	10	1
ZAS 113	Animal Habitats	1	0	0	1
		3	**2**	**10**	**5**
First Year: Summer Semester					
HOR 255	Interiorscapes	1	2	0	2
WBL 121Z	Work-Based Learning II	0	0	10	1
		1	**2**	**10**	**3**

Total Semester Hours Credit for Certificate: 15

Associate Degree Nursing

[A45110] Associate in Applied Science Degree

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the concepts of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics. Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include acute, chronic, extended, industrial, and community health care facilities.

Admission to the college does not guarantee admission to the Associate Degree Nursing program. Admission to the nursing program is competitive.

Program Competencies

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

1. Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.
2. Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.
3. Integrate knowledge of the holistic needs of the individual to provide an individual centered assessment.
4. Incorporate informatics to formulate evidence-based clinical judgments and management decisions.
5. Implement caring interventions incorporating documented best practices for individuals in diverse settings.
6. Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles.
7. Collaborate with the interdisciplinary healthcare team to advocate for positive individual and organizational outcomes.
8. Manage healthcare team for the individual using cost-effective nursing strategies, quality improvement processes, and current technologies.

See additional admissions policies and procedures for more information.

Randolph Community College's Associate Degree Nursing (ADN) program is fully approved by the North Carolina Board of Nursing. Address: 4516 Lake Boone Trail, Raleigh, N.C. 27607; phone: 919-782-3211; website: www.ncbon.org.
Further information regarding approval and accreditation status of the RCC ADN program can be obtained by contacting the department head for nursing at 336-633-0201.

NLN Member Agency

Associate Degree Nursing [A45110]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
BIO 168	Anatomy & Physiology I	3	3	0	4
ENG 111	Writing and Inquiry	3	0	0	3
NUR 111	Intro to Health Concepts	4	6	6	8
		11	**9**	**6**	**16**
First Year:	**Spring Semester**				
BIO 169	Anatomy & Physiology II	3	3	0	4
NUR 112	Health-Illness Concepts	3	0	6	5
NUR 114	Holistic Health Concepts	3	0	6	5
NUR 117	Pharmacology	1	3	0	2
PSY 150	General Psychology	3	0	0	3
		13	**6**	**12**	**19**
First Year:	**Summer Semester**				
ENG 112	Writing/Research in the Disc ***OR***	3	0	0	3
ENG 114	Prof Research & Reporting				
NUR 212	Health System Concepts	3	0	6	5
PSY 241	Developmental Psych	3	0	0	3
		9	**0**	**6**	**11**
Second Year:	**Fall Semester**				
BIO 175	General Microbiology	2	2	0	3
NUR 113	Family Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
		8	**2**	**12**	**13**
Second Year:	**Spring Semester**				
NUR 213	Complex Health Concepts	4	3	15	10
H/FA	Humanities/ Fine Arts	3	0	0	3
		7	**3**	**15**	**13**

Total Semester Hours Credit for Degree: 72

Students **must obtain** a grade of "C" or better in all NUR Courses. For all other courses, students must obtain a grade of "B" or better. If a student does not maintain a "C" or better in all NUR Courses and "B" or better in all non-NUR courses, he/she will NOT be allowed to progress in the curriculum. A student must maintain a 2.5 cumulative GPA throughout the program. If a student does not maintain a cumulative GPA of 2.5, the student will not be allowed to progress in the curriculum.

Clinical rotations in NUR courses may be scheduled during weekdays, evenings, or weekends.

Students may select one of the following Humanities/Fine Arts courses to fulfill the Humanities/Fine Arts requirement: ART 111, ART 114, ART 115, HUM 115, MUS 110, PHI 215, and PHI 240.

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 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 service; (7) has willfully violated any provision of this Article; or (8) has willfully violated any rule enacted by the Board. (General Statutes Chapter 90 Article 9 Section 1 90-171.37)

Associate in Arts (College Transfer)
[A10100] Degree (Day, Evening & Online)

The Associate in Arts (College Transfer) program is designed for students who plan to complete a Bachelor of Arts (BA) degree at a four-year college or university. Students who complete the program and receive the degree with an overall 2.0 GPA and a grade of "C" or better in each course will be able to transfer to a university or college, which endorses the Comprehensive Articulation Agreement (CAA) or the Independent Comprehensive Articulation Agreement (ICAA), with junior status. Included in the CAA or ICAA endorsing universities and colleges are the senior institutions within the University of North Carolina System and many other private institutions within the state. Within the 60 – 61 hours of coursework required for the degree is a 30-hour universal general education transfer component (UGETC) with courses in English Composition, Humanities/Fine Arts, Social/Behavioral Sciences, and Natural Sciences/Mathematics. Because institutions differ in admission requirements, students intending to transfer should contact the institution(s) of their choice to learn about specific admissions requirements.

The transcripts of students transferring prior to completing the UGETC will be evaluated on a course-by-course basis by the receiving institution. Students planning to transfer to a college or university that does not endorse the CAA or ICAA should consult the personnel at that institution for information regarding transferability of courses. The UGETC courses are listed below grouped by their specific discipline area.

English Composition

ENG 111 Writing and Inquiry	ENG 112 Writing/Research in the Disc

Humanities/Fine Arts

ART 111 Art Appreciation	ART 114 Art History Survey I
ART 115 Art History Survey II	COM 231 Public Speaking
DRA 111 Theatre Appreciation	ENG 231 American Literature I
ENG 232 American Literature II	ENG 241 British Literature I
ENG 242 British Literature II	MUS 110 Music Appreciation
PHI 215 Philosophical Issues	PHI 240 Introduction to Ethics

Social/Behavioral Sciences

ECO 251 Prin of Microeconomics	ECO 252 Prin of Macroeconomics
HIS 111 World Civilizations I	HIS 112 World Civilizations II
HIS 131 American History I	HIS 132 American History II
POL 120 American Government	PSY 150 General Psychology
SOC 210 Introduction to Sociology	

Natural Sciences

BIO 110 Principles of Biology	BIO 111 General Biology I
CHM 151 General Chemistry I	GEL 111 Geology
PHY 110/110A Conceptual Physics	

Mathematics

MAT 143 Quantitative Literacy	MAT 152 Statistical Methods I
MAT 171 Precalculus Algebra	

Course Selection

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

- ACA 122 is required for the degree.
- ENG 111 and ENG 112 are required.
- Within the Humanities/Fine Arts area, 9 hours are required, and courses must come from 2 different prefixes.
- Within the Social/Behavioral Sciences area, 9 hours are required, and courses must come from 2 different prefixes.
- Within the Mathematics area, one course is required.
- Within the Natural Sciences area, one course is required.

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

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

ACC 120 Prin of Financial Acct
ACC 121 Prin of Managerial Acct
BIO 112 General Biology II
BIO 163 Basic Anat & Physiology
BIO 168 Anatomy and Physiology I
BIO 169 Anatomy and Physiology II
BIO 175 General Microbiology
BUS 110 Introduction to Business
BUS 115 Business Law I
BUS 137 Principles of Management
CHM 152 General Chemistry II
CIS 110 Introduction to Computers
CIS 115 Intro. to Prog & Logic
CJC 111 Intro to Criminal Justice
CJC 113 Juvenile Justice
CJC 121 Law Enforcement Operations
CJC 141 Corrections
CJC 212 Ethics & Comm Relations
COM 110 Introduction to Communication
CTS 115 Info Sys Business Concept
DRA 111 Theatre Appreciation
EDU 131 Child, Family, & Community
EDU 144 Child Development I
EDU 145 Child Development II
EDU 216 Foundations of Education
EDU 221 Children With Exceptionalities
ENG 114 Prof Research & Reporting
GEO 111 World Regional Geography
HIS 221 African-American History
HIS 236 North Carolina History
HUM 110 Technology and Society
HUM 115 Critical Thinking
HUM 130 Myth in Human Culture
MAT 172 Precalculus Trigonometry
MAT 263 Brief Calculus
MAT 271 Calculus I
MAT 272 Calculus II
PED 110 Fit and Well for Life
PED 111 Physical Fitness I
PED 112 Physical Fitness II
PED 120 Walking for Fitness
PED 121 Walk, Jog, Run
PED 122 Yoga I
PED 123 Yoga II
PED 171 Nature Hiking
PED 172 Outdoor Living
PHY 151 College Physics I
PHY 152 College Physics II
PSY 241 Developmental Psych
PSY 281 Abnormal Psychology
REL 110 World Religions
REL 212 Intro to New Testament
REL 221 Religion in America
SOC 213 Sociology of the Family
SOC 225 Social Diversity
SPA 111 Elementary Spanish I
SPA 112 Elementary Spanish II
SPA 211 Intermediate Spanish I
SPA 211 Intermediate Spanish II

Students are encouraged to follow the *Associate in Arts Program of Study Worksheet* as a guideline.

Program Competencies

Associate in Arts Program Competencies:

AA degree students will be able to use **information literacy and communication skills** to:

ILC1. Express ideas clearly and logically through oral presentation
ILC2. Compose well-written documents using standard written English
ILC3. Comprehend college-level readings
ILC4: Locate and evaluate information

AA degree students will be able to use **critical thinking** to:

CT1. Demonstrate problem-solving skills
CT2. Draw valid inferences through the analysis of information

Associate in Arts Program of Study Worksheet

Fall 2023

UGETC - Universal General Education Transfer Component Courses — 31-32 SHC

English Composition - 6 semester hours credit required

ENG 111 (3) ENG 112 (3)

Humanities/Fine Arts - 9 semester hours credit required

Select 3 courses from at least 2 different prefixes

Art	Communication	Literature	Music
ART 111 (3)	COM 231 (3)	ENG 231 (3)	MUS 110 (3)
ART 114 (3)		ENG 232 (3)	
ART 115 (3)	**Drama**	ENG 241 (3)	**Philosophy**
	DRA 111 (3)	ENG 242 (3)	PHI 215 (3)
			PHI 240 (3)

Social/Behavioral Sciences - 9 semester hours credit required

Select 3 courses from at least 2 different prefixes

Economics	History	Political Science	Psychology
ECO 251 (3)	HIS 111 (3)	POL 120 (3)	PSY 150 (3)
ECO 252 (3)	HIS 112 (3)		
	HIS 131 (3)		**Sociology**
	HIS 132 (3)		SOC 210 (3)

Natural Sciences - 4 semester hours credit required

Biology	Chemistry	Geology	Physics
BIO 110* (4)	CHM 151 (4)	GEL 111 (4)	PHY 110^ (3)
BIO 111 (4)			PHY 110A^ (1)

** preferred BIO* *^ must take both courses*

Mathematics - 3-4 semester hours credit required

Select 1 course from the following:

MAT 143 (3)
MAT 152 (4)
MAT 171 (4)

GENERAL EDUCATION — 45 SHC

Select 13-14 semester hours credit from any courses listed here or above.
Courses should be selected based on your intended major and transfer university.

Biology	Foreign Language	Mathematics	Religion
BIO 112 (4)	SPA 111 (3)	MAT 172 (4)	REL 110 (3)
	SPA 112 (3)	MAT 263 (4)	REL 212 (3)
Chemistry	SPA 211 (3)	MAT 271 (4)	REL 221 (3)
CHM 152 (4)	SPA 212 (3)	MAT 272 (4)	
			Sociology
Computers	**Geography**	**Physics**	SOC 213 (3)
CIS 110 (3)	GEO 111 (3)	PHY 151 (4)	SOC 225 (3)
CIS 115 (3)		PHY 152 (4)	
	Humanities		
Communication	HUM 110 (3)	**Psychology**	
COM 110 (3)	HUM 115 (3)	PSY 241 (3)	
	HUM 130 (3)	PSY 281 (3)	
English Composition			
ENG 114 (3)			

DEGREE — 60-61 SHC

The following course is required: ACA 122 (1)

Select 14 semester hours credit from any courses listed above or below.
Courses should be selected based on your intended major and transfer university.

ACC 120 (4)	BUS 110 (3)	CJC 141 (3)	EDU 216 (3)
ACC 121 (4)	BUS 115 (3)	CJC 212 (3)	EDU 221 (3)
BIO 163 (5)	BUS 137 (3)	CTS 115 (3)	HIS 221 (3)
BIO 168 (4)	CJC 111 (3)	EDU 131 (3)	HIS 236 (3)
BIO 169 (4)	CJC 113 (3)	EDU 144 (3)	PED 110 (2)
BIO 175 (3)	CJC 121 (3)	EDU 145 (3)	PED (1)

Associate of Arts in Teacher Preparation -A1010T

Fall 2023

UGETC - Universal General Education Transfer Component Courses **29 SHC**

English Composition - 6 semester hours credit required

ENG 111 (3) ENG 112 (3)

Humanities/Fine Arts - 9 semester hours credit required

Select 3 courses from at least 2 different prefixes

Art	Communication	Literature	Music
ART 111 (3)	COM 231 (3)	ENG 231 (3)	MUS 110 (3)
ART 114 (3)		ENG 232 (3)	
ART 115 (3)	**Drama**	ENG 241 (3)	**Philosophy**
	DRA 111 (3)	ENG 242 (3)	PHI 215 (3)
			PHI 240 (3)

Social/Behavioral Sciences - 6 semester hours credit required

Select 2 courses from at least 2 different prefixes

Economics	History	Political Science	Psychology
ECO 251 (3)	HIS 111 (3)	POL 120 (3)	PSY 150 (3)
ECO 252 (3)	HIS 112 (3)		
	HIS 131 (3)		**Sociology**
	HIS 132 (3)		SOC 210 (3)

Natural Sciences - 4 semester hours credit required

Biology	Chemistry	Geology	Physics
BIO 110* (4)	CHM 151 (4)	GEL 111 (4)	PHY 110^ (3)
BIO 111 (4)			PHY 110A^ (1)
** preferred BIO*			*^ must take both courses*

Mathematics - 4 semester hours credit required

Select 1 course from the following:

MAT 143 (3)
MAT 152 (4)
This course is preferred: MAT 171 (4)

GENERAL EDUCATION **45 SHC**

The following course is required: SOC 225 (3)

Select 13-14 semester hours credit from any courses listed here or above.
Courses should be selected based on your intended major and transfer university.

Biology	English Composition	HUM 115 (3)	Psychology
BIO 112 (4)	ENG 114 (3)	HUM 130 (3)	PSY 241 (3)
			PSY 281 (3)
Chemistry	**Foreign Language**	**Mathematics**	
CHM 152 (4)	SPA 111 (3)	MAT 172 (4)	**Religion**
	SPA 112 (3)	MAT 263 (4)	REL 110 (3)
Computers	SPA 211 (3)	MAT 271 (4)	REL 212 (3)
CIS 110 (3)	SPA 212 (3)	MAT 272 (4)	REL 221 (3)
CIS 115 (3)			
	Geography	**Physics**	**Sociology**
Communication	GEO 111 (3)	PHY 151 (4)	SOC 213 (3)
COM 110 (3)		PHY 152 (4)	
	Humanities		
	HUM 110 (3)		

DEGREE **60-61 SHC**

The following courses are required:

ACA 122	(1)
EDU 187*	(4)
EDU 216	(3)
EDU 250	(3)
EDU 279	(4)

** This course credit can be articulated by completion of the Teacher Cadet or Teaching as a Profession courses in high school with a B or better.*

Associate in General Education

[A10300] Degree

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

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

Diplomas and certificates are not allowed under this degree program.

Program Competencies

Associate in General Education Program Competencies:

AGE degree students will be able to use **information literacy and communication skills** to:

ILC1. Express ideas clearly and logically through oral presentation
ILC2. Compose well-written documents using standard written English
ILC3. Comprehend college-level readings
ILC4: Locate and evaluate information

AGE degree students will be able to use **critical thinking** to:

CT1. Demonstrate problem-solving skills
CT2. Draw valid inferences through the analysis of information

Associate in General Education

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

Associate in General Education (A10300)

rev. 2022

UGETC - Universal General Education Transfer Component Courses — **15-16 SHC**

English Composition - 6 semester hours credit required — **Some course substitutions are possible.**

ENG 111	**and**		ENG 112	**or**	ENG 114	ENG 111 (3)	(3)

Humanities/Fine Arts - 3 semester hours credit required (3)

ART 111	ENG 231	HUM 110	REL 110
ART 114	ENG 232	HUM 115	REL 221
ART 115	ENG 242	PHI 215	
DRA 111	MUS 110	PHI 240	

Social/Behavioral Sciences - 3 semester hours credit required (3)

ECO 251	HIS 111	POL 120
ECO 252	HIS 112	PSY 150
GEO 111	HIS 131	PSY 241
	HIS 132	SOC 210
	HIS 236	SOC 225

Natural Sciences OR Mathematics - 3-4 semester hours (3-4)

BIO 110	CHM 151			
BIO 111	CHM 152		CIS 110	MAT 171
BIO 112	GEL 111	**OR**	CIS 115	MAT 172
PHY 110^	PHY 151		MAT 143	MAT 271
PHY 110A^	PHY 152		MAT 152	MAT 272

^ must take both courses

Other Required Hours - 49-50 semester hours — **49-50 SHC**

Select 49-50 semester hours credit from any courses listed here or above.

49-50 SHC must be selected from any college level course, that is, all courses in the Randolph Community College catalog numbered 100 or above, except those with a COE prefix. Students must meet all prerequisite requirements as specified.

					CLASS	(SHC)	CLASS	(SHC)	
ACA	CIS	FIP	MEC	SEC		( )		( )	
ACC	CJC	GEL	MED	SOC		( )		( )	
AGR	COM	GEO	MKT	SPA		( )		( )	
ALT	COS	GRA	MNT	TRN		( )		( )	
ANS	CTI	GRD	MUS	WBL		( )		( )	
ARC	CTS	HIS	NET	WLD		( )		( )	
ART	DBA	HMT	NOS	ZAS		( )		( )	
ATR	DES	HOR	OST			( )		( )	
ATT	DFT	HSE	PED			( )		( )	
AUB	DRA	HUM	PHI			( )		( )	
AUC	ECO	HYD	PHO			( )		( )	
AUM	EDU	INT	PHY			( )		( )	
AUT	ELC	ISC	POL			( )		( )	
BIO	ELN	JOU	PSY			( )		( )	
BUS	ENG	LDD	REL			( )		( )	
CCT	EPT	MAC	SAB			( )		( )	
CHM	ETR	MAT	SCI			( )		( )	**Total**
					total ( )		total ( )		

64-65 Semester Credit Hours are required for AGE degree — **64-65**

Other Required Courses to earn Associate in General Education Degree (49- 50 Semester Hours Credit)*

49-50 SHC must be selected from any college level course, that is, all courses in the Randolph Community College catalog numbered 110 or above. Students must meet all prerequisite requirements as specified.

ACA	ACC	AGR	AHR	ALT	ANS
ARC	ART	ATR	ATT	AUB	AUC
AUM	AUT	BIO	BUS	CCT	CHM
CIS	CJC	COM	COS	CSC	CTI
CTS	DBA	DES	DFT	DRA	ECO
EDU	ELC	ELN	ENG	EPT	ETR
FIP	GEL	GEO	GRA	GRD	HIS
HMT	HOR	HSE	HUM	HYD	INT
ISC	JOU	LDD	MAC	MAT	MEC
MED	MKT	MNT	MUS	NET	NOS
OST	PED	PHI	PHO	PHY	POL
PSY	REL	SAB	SCI	SEC	SOC
SPA	TRN	WBL	WLD	ZAS	

Total Semester Hours Credit: 64-65

Students who are awaiting admission into the Associate Degree Nursing, Radiography, or Medical Assisting programs may enroll in the Associate in General Education (AGE) curriculum.

Associate in General Education Courses for Associate Degree Nursing (ADN)

		Hours/ Week		Sem. Hrs.
Courses required in the ADN program:		**Class**	**Lab**	**Credit**
BIO 168	*Anatomy & Physiology I	3	3	4
BIO 169	*Anatomy & Physiology II	3	3	4
BIO 175	General Microbiology	2	2	3
ENG 111	Writing and Inquiry	3	0	3
ENG 112	Writing/Research in the Disc ***OR***	3	0	3
ENG 114	Prof Research & Reporting	3	0	3
PSY 150	General Psychology	3	0	3
PSY 241	Developmental Psych	3	0	3
H/FA	**Humanities/Fine Arts	3	0	3

*Students planning to enroll in Associate Degree Nursing must obtain a grade of "B" or better in BIO 168, BIO 169, BIO 175, PSY 150 and PSY 241 in order to receive credit in the Nursing program. If a student earns less than a "B" in the course prior to admission into in the Nursing program, then the course must be repeated and the student must earn a grade of "B" or better.

The humanities/fine arts requirement may be met by selecting one of the following preferred humanities/fine arts courses: ART 111 Art Appreciation, ART 114 Art History Survey I, ART 115 Art History Survey II, HUM 115 Critical Thinking, MUS 110 Music Appreciation, PHI 215 Philosophical Issues, or PHI 240 Introduction to Ethics.**

Semester Hours Credit (See list above): 29
Semester Hours Credit: 35 or 36
Total Semester Hours Credit For Degree: 64 or 65

Associate in General Education Courses for Radiography- DAY

Courses Offered - Degree Courses required in the Radiography program		Hours/ Week Class	 Lab	Sem. Hrs. Credit
BIO 163	*Basic Anat & Physiology	4	2	5
ENG 111	Writing and Inquiry	3	0	3
ENG 114	Prof Research & Report	3	0	3
PHI 240	Introduction to Ethics	3	0	3
PHY 110	Conceptual Physics **+**	3	0	3
PHY 110A	Conceptual Physics Lab ***OR***	0	2	1
MAT 171	Precalculus Algebra	3	2	4
PSY 150	General Psychology	3	0	3

*Students planning to enroll in Radiography must obtain a grade of "B" or better in BIO 163, ENG 111, ENG 114, PHI 240, PHY 110, PHY 110A, MAT 171, and PSY 150 in order to receive credit in the Radiography program. If a student earns less than a "B" in the course prior to admission into the Radiography program, then the course must be repeated and the student must earn a grade of "B" or better.

Students who choose to take BIO 168 **and BIO 169 instead of BIO 163 will receive credit for BIO 163 if they earn a "B" or better.

Semester Hours Credit (See above list): 21
Semester Hours Credit: 43 or 44
Total Semester Hours Credit For Degree: 64 or 65

Associate in General Education for Medical Assisting

Courses required in the Medical Assisting program		Hours/ Week Class	 Lab	Sem. Hrs. Credit
BIO 163	Basic Anat & Physiology	4	2	5
CIS 110	Introduction to Computers	2	2	3
ENG 111	Writing and Inquiry	3	0	3
ENG 114	Prof Research & Report	3	0	3
MAT 110	Math Measurement & Literacy	2	2	3
PSY 150	General Psychology	3	0	3
---	Humanities/Fine Arts	3	0	3

Semester Hours Credit (See above list): 23
Semester Hours Credit: 41 or 42
Total Semester Hours Credit For Degree: 64 or 65

*Students planning to enroll in Medical Assisting must obtain a grade of "B" or better in BIO 163, CIS 110, and MAT 110 in order to receive credit in the Medical Assisting program. If a student earns less than a "B" in the course prior to admission into the Medical Assisting program, then the course must be repeated and the student must earn a grade of "B" or better.

Federal Financial Aid Guidelines for AGE Students

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

For additional information, please review the Satisfactory Academic Progress Policy, particularly the Maximum Timeframe requirements, in the Financial Aid and Veterans Affairs section of this catalog or by visiting https://www.randolph.edu/financial-aid/satisfactory-academic-progress.html. You may also contact the Office of Financial Aid and Veterans Affairs at 336-633-0200.

Additional Information

Enrolling in the courses listed is **NOT** an admission requirement for the Associate Degree Nursing program nor a requirement for the Radiography program. It is **NOT** a requirement to graduate from the AGE program in order to be admitted into any of the degree programs listed.

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

Associate in Science (College Transfer)

[A10400] Degree (Day, Evening, and Online)

The Associate in Science (College Transfer) program is designed for students who plan to pursue a four-year degree in areas of study such as computer science, engineering, mathematics, the sciences or professional programs that require strong mathematics and science backgrounds. These students typically complete a Bachelor of Science (BS) degree at a four-year college or university. In order to earn the Associate in Science (AS) degree, students must have an overall GPA of at least 2.0 on a 4.0 scale and a grade of "C" or better in all CAA courses. Students who complete the degree will be able to transfer to a university or college, which endorses the Comprehensive Articulation Agreement (CAA) or the Independent Comprehensive Articulation Agreement (ICAA), with junior status. Included in the CAA or ICAA endorsing universities and colleges are the senior institutions within the University of North Carolina System and many other private institutions within the state. Within the 60-61 hours of coursework required for the degree is a 30-hour universal general transfer component (UGETC) with courses in English composition, Humanities/Fine Arts, Social Sciences, Natural Sciences, and Mathematics. Because institutions differ in admission requirements, students intending to transfer should contact the institution(s) of their choice to learn about specific admissions requirements.

The transcripts of students transferring prior to completing the UGETC will be evaluated on a course-by-course basis by the receiving institution. Students planning to transfer to a college or university that does not endorse the CAA or ICAA should consult the personnel at that institution for information regarding transferability of courses. The UGETC courses are listed below grouped by their specific discipline area.

English Composition		
ENG 111 Writing and Inquiry		ENG 112 Writing/ Research in the Disc
Humanities/Fine Arts		
ART 111 Art Appreciation		ART 114 Art History Survey I
ART 115 Art History Survey II		COM 231 Public Speaking
DRA 111 Theatre Appreciation		ENG 231 American Literature I
ENG 232 American Literature II		ENG 241 British Literature I
ENG 242 British Literature II		MUS 110 Music Appreciation
PHI 215 Philosophical Issues		PHI 240 Introduction to Ethics
Social/Behavioral Sciences		
ECO 251 Prin of Microeconomics		ECO 252 Prin of Macroeconomics
HIS 111 World Civilizations I		HIS 112 World Civilizations II
HIS 131 American History I		HIS 132 American History II
POL 120 American Government		PSY 150 General Psychology
SOC 210 Introduction to Sociology		
Natural Sciences		
BIO 110 Principles of Biology		
BIO 111 General Biology I	and*	BIO 112 General Biology II
CHM 151 General Chemistry I	and*	CHM 152 General Chemistry II
GEL 111 Geology		
PHY 110 Conceptual Physics	and*	PHY 110A Conceptual Physics Lab
PHY 151 College Physics I	and*	PHY 152 College Physics II
Mathematics		
MAT 171 Precalculus Algebra		MAT 172 Precalculus Trigonometry
MAT 263 Brief Calculus		MAT 271 Calculus I
MAT 272 Calculus II		

**must take both*

Course selection

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

- ACA 122 is required for the degree.
- ENG 111 and ENG 112 are required.
- Within the Humanities/Fine Arts area, 6 hours are required, and courses must come from 2 different prefixes.
- Within the Social/Behavioral Sciences area, 6 hours are required, and courses must come from 2 different prefixes.
- Within the Natural Sciences area, 8 hours are required. Students who take BIO 111, CHM 151, PHY 151, are required to take the second course of that prefix (BIO 112, CHM 152, PHY 152) to satisfy the UGETC science requirement.
- Within the Mathematics area, 8 hours are required to satisfy the UGETC mathematics requirement. These courses include MAT 171, MAT 172, MAT 263, MAT 271, and MAT 272.

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

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

ACC 120 Prin of Financial Acct	ACC 121 Prin of Managerial Acct
BIO 163 Basic Anat & Physiology	BIO 168 Anatomy & Physiology I
BUS 110 Introduction to Business	BUS 115 Business Law I
BUS 137 Principles of Management	CIS 110 Introduction to Computers
CIS 115 Intro. to Prog & Logic	CJC 111 Intro to Criminal Justice
CJC 113 Juvenile Justice	CJC 121 Law Enforcement Operations
CJC 141 Corrections	CJC 212 Ethics & Comm Relations
COM 110 Introduction. to Computers	CTS 115 Info Sys Business Concepts
DRA 111 Theatre Appreciation	EDU 131 Child, Family, & Community
EDU 144 Child Development I	EDU 145 Child Development II
EDU 216 Foundations of Education	EDU 221 Children with Exceptionalities
ENG 114 Prof Research & Reporting	GEO 111 World Regional Geography
HIS 221 African-American History	HIS 236 North Carolina History
HUM 110 Technology and Society	HUM 115 Critical Thinking
HUM 130 Myth in Human Culture	MAT 143 Quantitative Literacy
MAT 152 Statistical Methods I	PED 110 Fit and Well for Life
PED 111 Physical Fitness I	PED 112 Physical Fitness II
PED 120 Walking for Fitness	PED 121 Walk, Jog, Run
PED 122 Yoga I	PED 123 Yoga II
PED 171 Nature Hiking	PED 172 Outdoor Hiking
PSY 241 Developmental Psych	PSY 281 Abnormal Psychology
REL 110 World Religions	REL 212 Intro to New Testament
REL 221 Religion in America	SOC 213 Sociology of the Family
SOC 225 Social Diversity	SPA 111 Elementary Spanish I
SPA 112 Elementary Spanish II	SPA 211 Intermediate Spanish I
SPA 212 Intermediate Spanish II	

Students are encouraged to follow the *Associate in Science Program of Study Worksheet* as a guideline.

Program Competencies

Associate in Science Program Competencies:

AS degree students will be able to use **information literacy and communication skills** to:

ILC1. Express ideas clearly and logically through oral presentation
ILC2. Compose well-written documents using standard written English
ILC3. Comprehend college-level readings
ILC4: Locate and evaluate information

AS degree students will be able to use **critical thinking** to:

CT1. Demonstrate problem-solving skills
CT2. Draw valid inferences through the analysis of information

Associate in Science Program of Study Worksheet

Fall 2023

UGETC - Universal General Education Transfer Component Courses **34 SHC**

English Composition - 6 semester hours credit required

ENG 111 (3) ENG 112 (3)

Humanities/Fine Arts - 6 semester hours credit required

Select 2 courses from at least 2 different prefixes

Art		**Communication**		**Literature**		**Music**	
ART 111	(3)	COM 231	(3)	ENG 231	(3)	MUS 110	(3)
ART 114	(3)			ENG 232	(3)		
ART 115	(3)	**Drama**		ENG 241	(3)	**Philosophy**	
		DRA 111	(3)	ENG 242	(3)	PHI 215	(3)
						PHI 240	(3)

Social/Behavioral Sciences - 6 semester hours credit required

Select 2 courses from at least 2 different prefixes

Economics		**History**		**Political Science**		**Psychology**	
ECO 251	(3)	HIS 111	(3)	POL 120	(3)	PSY 150	(3)
ECO 252	(3)	HIS 112	(3)				
		HIS 131	(3)			**Sociology**	
		HIS 132	(3)			SOC 210	(3)

Natural Sciences - 8 semester hours credit required

Biology		**Chemistry**		**Physics**	
BIO 110	(4)	CHM 151+	(4)	PHY 110*	(3)
BIO 111+	(4)	CHM 152+	(4)	PHY 110A*	(1)
BIO 112+	(4)	*+must take both courses*		**co-requisites; take together*	
+must take both courses				PHY 151+	(4)
		Geology		PHY 152+	(4)
		GEL 111	(4)	*+must take both courses*	

Mathematics - 8 semester hours credit required

Select 2 courses from the following:

MAT 171	(4)	MAT 271	(4)
MAT 172	(4)	MAT 272	(4)
MAT 263	(4)		

GENERAL EDUCATION **45 SHC**

Select 11 semester hours credit from any courses listed here or above.
Courses should be selected based on your intended major and transfer university.

Computers		**Foreign Language**		HUM 115	(3)		
CIS 110	(3)	SPA 111	(3)	HUM 130	(3)		
CIS 115	(3)	SPA 112	(3)			**Religion**	
		SPA 211	(3)	**Mathematics**		REL 110	(3)
Communication		SPA 212	(3)	MAT 143	(3)	REL 212	(3)
COM 110	(3)			MAT 152	(4)	REL 221	(3)
		Geography					
English Composition		GEO 111	(3)	**Psychology**		**Sociology**	
ENG 114	(3)			PSY 241	(3)	SOC 213	(3)
		Humanities		PSY 281	(3)	SOC 225	(3)
		HUM 110	(3)				

DEGREE **60-61 SHC**

The following course is required: ACA 122 (1)

Select 14 semester hours credit from any courses listed above or below.
Courses should be selected based on your intended major and transfer university.

ACC 120	(4)	BUS 110	(3)	CJC 141	(3)	EDU 216	(3)
ACC 121	(4)	BUS 115	(3)	CJC 212	(3)	EDU 221	(3)
BIO 163	(5)	BUS 137	(3)	CTS 115	(3)	HIS 221	(3)
BIO 168	(4)	CJC 111	(3)	EDU 131	(3)	HIS 236	(3)
BIO 169	(4)	CJC 113	(3)	EDU 144	(3)	PED 110	(2)
BIO 175	(3)	CJC 121	(3)	EDU 145	(3)	PED	(1)

Associate of Science in Teacher Preparation - A1040T

Fall 2023

UGETC - Universal General Education Transfer Component Courses **31 SHC**

English Composition - 6 semester hours credit required

ENG 111 (3) ENG 112 (3)

Humanities/Fine Arts - 6 semester hours credit required

Select 2 courses from at least 2 different prefixes

Art	Communication	Literature	Music
ART 111 (3)	COM 231 (3)	ENG 231 (3)	MUS 110 (3)
ART 114 (3)		ENG 232 (3)	
ART 115 (3)	**Drama**	ENG 241 (3)	**Philosophy**
	DRA 111 (3)	ENG 242 (3)	PHI 215 (3)
			PHI 240 (3)

Social/Behavioral Sciences - 3 semester hours credit required

Select 1 course

Economics	History	Political Science	Psychology
ECO 251 (3)	HIS 111 (3)	POL 120 (3)	PSY 150 (3)
ECO 252 (3)	HIS 112 (3)		
	HIS 131 (3)		**Sociology**
	HIS 132 (3)		SOC 210 (3)

Natural Sciences - 8 semester hours credit required

Biology	Chemistry	Physics
BIO 110 (4)	CHM 151+ (4)	PHY 110* (3)
BIO 111+ (4)	CHM 152+ (4)	PHY 110A* (1)
BIO 112+ (4)	*+must take both courses*	**co-requisites; take together*
+must take both courses		PHY 151+ (4)
	Geology	PHY 152+ (4)
	GEL 111 (4)	*+must take both courses*

Mathematics - 8 semester hours credit required

Select 2 courses from the following:

MAT 171 (4)	MAT 271 (4)
MAT 172 (4)	MAT 272 (4)
MAT 263 (4)	

GENERAL EDUCATION **45 SHC**

The following course is required: SOC 225 (3)

Select 11 semester hours credit from any courses listed here or above.
Courses should be selected based on your intended major and transfer university.

Computers	Foreign Language	Humanities	Psychology
CIS 110 (3)	SPA 111 (3)	HUM 110 (3)	PSY 241 (3)
CIS 115 (3)	SPA 112 (3)	HUM 115 (3)	PSY 281 (3)
	SPA 211 (3)	HUM 130 (3)	
Communication	SPA 212 (3)		**Religion**
COM 110 (3)		**Mathematics**	REL 110 (3)
	Geography	MAT 143 (3)	REL 212 (3)
English Composition	GEO 111 (3)	MAT 152 (4)	REL 221 (3)
ENG 114 (3)			
			Sociology
			SOC 213 (3)

DEGREE **60-61 SHC**

The following courses are required:

ACA 122	(1)
EDU 187*	(4)
EDU 216	(3)
EDU 250	(3)
EDU 279	(4)

** This course credit can be articulated by completion of the Teacher Cadet or Teaching as a Profession courses in high school with a B or better.*

Automation Engineering Technology

[A40120] Associate in Applied Science Degree; [D40120] Diploma; [C40120] PLC Certificate; [C40120B] Robotics Certificate

The Automation Engineering Technology program prepares individuals to use basic engineering principles and technical skills to develop, install, calibrate, modify and maintain automated systems. Includes instruction in computer systems; electronics and instrumentation; programmable logic controllers (PLCs); electric, hydraulic and pneumatic control systems; actuator and sensor systems; process control; robotics; applications to specific industrial tasks. The graduates of this curriculum will be prepared for employment in industries that utilize control systems, computer hardware and software, electrical, mechanical and electromechanical devices in their automation systems.

Program Competencies

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

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

Automation Engineering Technology [A40120]

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

Curriculum	Courses by Semester	Hours/Week			Sem.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ELC 125	Diagrams & Schematics	1	2	0	2
ELN 133	Digital Electronics	3	3	0	4
H/FA	Humanities/Fine Arts	3	0	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
		12	**8**	**0**	**15**
First Year:	**Spring Semester**				
ATR 112	Intro to Automation	2	3	0	3
DFT 119	Basic CAD	1	2	0	2
ELC 117	Motors and Controls	2	6	0	4
ELC 131	Circuit Analysis I	3	3	0	4
ENG 111	Writing and Inquiry	3	0	0	3
		11	**14**	**0**	**16**
First Year:	**Summer Semester**				
ELC 133	Circuit Analysis II	3	3	0	4
ELN 260	Prog Logic Controllers	3	3	0	4
MNT 110	Intro to Maint Procedures	1	3	0	2
		7	**9**	**0**	**10**
Second Year:	**Fall Semester**				
ATR 215	Sensors and Transducers	2	3	0	3
ATR 212	Industrial Robots	2	3	0	3
ELC 228	PLC Applications	2	6	0	4
ENG 114	Prof Research & Reporting ***OR***				
ENG 116	Technical Report Writing	3	0	0	3
MAT 110	Math Measurement & Literacy ***OR***				
PHY 110	Conceptual Physics	3	0	0	3
		11/12	**12/14**	**0**	**16**
Second Year:	**Spring Semester**				
ATR 218	Work Cell Integration	2	3	0	3
ATR 219	Automation Troubleshooting	1	3	0	2
MNT 250	PLC Interfacing	2	4	0	4
PCI 171	Fieldbus Systems	3	3	0	4
S/BS	Social/Behavioral Science	3	0	0	3
		11	**13**	**0**	**16**

Total Semester Hours Credit for Degree:73

Automation Engineering Technology [D40120]

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

Curriculum	Courses by Semester	Hours/Week			Sem.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ELC 125	Diagrams & Schematics	1	2	0	2
ELN 133	Digital Electronics	3	3	0	4
H/FA	Humanities/Fine Arts	3	0	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
		12	**8**	**0**	**15**
First Year:	**Spring Semester**				
ATR 112	Intro to Automation	2	3	0	3
DFT 119	Basic CAD	1	2	0	2
ELC 117	Motors and Controls	2	6	0	4
ELC 131	Circuit Analysis I	3	3	0	4
ENG 111	Writing and Inquiry	3	0	0	3
		11	**14**	**0**	**16**
First Year:	**Summer Semester**				
ELC 133	Circuit Analysis II	3	3	0	4
ELN 260	Prog Logic Controllers	3	3	0	4
MNT 110	Intro to Maint Procedures	1	3	0	2
		7	**9**	**0**	**10**

Total Semester Hours Credit for Diploma: 41

Automation Engineering Technology PLC Certificate [C40120A] [C40120HA]

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

Curriculum	Courses by Semester	Hours/Week			Sem.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ELC 125	Diagrams & Schematics	1	2	0	2
		1	**2**	**0**	**2**
First Year:	**Spring Semester**				
ELC 117	Motors and Controls	2	6	0	4
		2	**6**	**0**	**4**
First Year:	**Summer Semester**				
ELN 260	Prog Logic Controllers	3	3	0	4
		3	**3**	**0**	**4**
Second Year:	**Fall Semester**				
ELC 228	PLC Applications	2	6	0	4
		2	**6**	**0**	**4**

Total Semester Hours Credit for Certificate: 14

Automation Engineering Technology Robotics Certificate [C40120B] [C40120HB]

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

Curriculum	Courses by Semester	Hours/Week			Sem.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ELC 125	Diagrams & Schematics	1	2	0	2
ELN 133	Digital Electronics	3	3	0	4
		4	**5**	**0**	**6**
First Year:	**Spring Semester**				
ATR 112	Intro to Automation	2	3	0	3
		2	**3**	**0**	**3**
First Year:	**Summer Semester**				
ELN 260	Prog Logic Controllers	3	3	0	4
		3	**3**	**0**	**4**
Second Year:	**Fall Semester**				
ATR 212	Industrial Robots	2	3	0	3
		2	**3**	**0**	**3**

Total Semester Hours Credit for Certificate:16

Automotive Systems Technology

[A60160] Associate in Applied Science Degree; [D60160] Diploma; [C60160] Certificate; [C60160D] Diagnostics Certificate; [C60160EV] EV Certificate; [C60160AC] HVAC for Transportation Certificate; [C60160O] Powertrain Certificate; [C60160U] Undercar Certificate

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

Automotive Systems Technology Apprenticeship Track

[A60160A] Associate in Applied Science Degree

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

Automotive Light-Duty Diesel Technology

[D60430] Diploma; [C60430] Certificate

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

Program Competencies

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

1. Identify and determine cause of common malfunction indicators.
2. Perform undercar vehicle repair and maintenance.
3. Demonstrate the proper use of digital diagnostic equipment.

Automotive Systems Technology [A60160]

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

Curriculum	Courses by Semester	Hours/Week			Sem.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
ENG 111	Writing and Inquiry	3	0	0	3
TRN 110	Intro to Transport Tech	1	2	0	2
TRN 120	Basic Transp Electricity	4	3	0	5
TRN 170	Pc Skills for Transp	1	2	0	2
		12	**13**	**0**	**17**
First Year:	**Spring Semester**				
AUT 141	Suspension & Steering Sys	2	3	0	3
AUT 141A	Suspension & Steering Lab	0	3	0	1
AUT 163	Adv Auto Electricity	2	3	0	3
AUT 181	Engine Performance I	2	3	0	3
AUT 181A	Engine Performance 1 Lab	0	3	0	1
PHY 110	Conceptual Physics ***OR***	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
TRN 145	Adv Transp Electronics	2	3	0	3
		11/10	**18/20**	**0**	**17**
First Year:	**Summer Semester**				
ATT 125	Hybrid-Electric Transportation	2	4	0	4
TRN 140	Transp Climate Control	1	2	0	2
TRN 140A	Transp Climate Cont Lab	1	2	0	2
		4	**8**	**0**	**8**
Second Year:	**Fall Semester**				
AUT 116	Engine Repair	2	3	0	3
AUT 116A	Engine Repair Lab ***OR***	0	3	0	1
WBL 111F	Work-Based Learning I - AST	0	0	10	1
AUT 231	Man Trans/Axles/Drtrains	2	3	0	3
ENG 116	Technical Report Writing	3	0	0	3
LDD 112	Intro Light Duty Diesel	2	2	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
		12	**8/11**	**0/10**	**16**
Second Year:	**Spring Semester**				
ATT 140	Emerging Transp Tech	2	3	0	3
AUM 111	Managing Automotive Org	3	0	0	3
AUT 183	Engine Performance 2	2	6	0	4
AUT 221	Auto Transm/Transaxles	2	3	0	3
AUT 221A	Auto Transm/Transax Lab ***OR***	0	3	0	1
WBL 121F	Work-Based Learning II - AST	0	0	10	1
S/BS	Social/Behavioral Science	3	0	0	3
		12	**12/15**	**0/10**	17

Total Semester Hours Credit for Degree: 75

Humanities/Fine Arts Electives (choose one)	Social/Behavioral Science Electives (choose one)
HUM 110 Technology and Society	ECO 251 Prin of Microeconomics
HUM 115 Critical Thinking	PSY 150 General Psychology
PHI 240 Introduction to Ethics	SOC 210 Introduction to Sociology

Automotive Systems Technology [D60160]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
ENG 111	Writing and Inquiry	3	0	0	3
TRN 110	Intro to Transp Tech	1	2	0	2
TRN 120	Basic Transp Electricity	4	3	0	5
TRN 170	Pc Skills for Transp	1	2	0	2
		12	**13**	**0**	**17**
First Year:	**Spring Semester**				
AUT 141	Suspension & Steering Sys	2	3	0	3
AUT 141A	Suspension & Steering Lab	0	3	0	1
AUT 163	Adv Auto Electricity	2	3	0	3
AUT 181	Engine Performance I	2	3	0	3
AUT 181A	Engine Performance 1 Lab	0	3	0	1
TRN 145	Adv Transp Electronics	2	3	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
		11	**18**	**0**	**17**
First Year:	**Summer Semester**				
ATT 125	Hybrid-Electric Transportation	2	4	0	4
TRN 140	Transp Climate Control	1	2	0	2
TRN 140A	Transp Climate Cont Lab	1	2	0	2
		4	**8**	**0**	**8**

Total Semester Hours Credit for Diploma: 42

Automotive Systems Technology [C60160]

Course for this certificate program are offered day and evening

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
TRN 120	Basic Transp Electricity	4	3	0	5
		6	**9**	**0**	**9**
First Year:	**Spring Semester**				
AUT 141	Suspension & Steering Sys	2	3	0	3
AUT 141A	Suspension & Steering Lab	0	3	0	1
AUT 181	Engine Performance I	2	3	0	3
AUT 181A	Engine Performance 1 Lab	0	3	0	1
		4	**12**	**0**	**8**

Total Semester Hours Credit for Certificate: 17

Automotive Systems Technology- Diagnostics Certificate [C60160D] [C60160HD]

Course for this certificate program are offered day and evening

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
TRN 120	Basic Transportation Electricity	4	3	0	5
		4	**3**	**0**	**5**
First Year:	**Spring Semester**				
AUT 163	Adv Auto Electricity	2	3	0	3
AUT 181	Engine Performance I	2	3	0	3
AUT 181A	Engine Performance I Lab	0	3	0	1
		4	**9**	**0**	**7**
First Year:	**Summer Semester**				
ATT 125	Hybrid- Electric Transportation	2	4	0	4
		2	**4**	**0**	**4**

Total Semester Hours Credit for Certificate: 16

Automotive Systems Technology- EV Certificate [C60160EV] [C60160HE]

Course for this certificate program are offered day and evening

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
TRN 120	Basic Transportation Electricity	4	3	0	5
		4	**3**	**0**	**5**
First Year:	**Spring Semester**				
ATT 140	Emerging Transp Tech	2	3	0	3
AUT 163	Advanced Auto Electricity	2	3	0	3
TRN 145	Adv Transp Electronics	2	3	0	3
		6	**9**	**0**	**9**
First Year:	**Summer Semester**				
ATT 125	Hybrid- Electric Transportation	2	4	0	4
		2	**4**	**0**	**4**

Total Semester Hours Credit for Certificate: 18

Automotive Systems Technology- HVAC for Transportation Certificate [C60160AC] [C60160HC]

Course for this certificate program are offered day and evening

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
TRN 120	Basic Transportation Electricity	4	3	0	5
		4	**3**	**0**	**5**
First Year:	**Spring Semester**				
AUT 163	Advanced Auto Electricity	2	3	0	3
TRN 145	Adv Transp Electronics	2	3	0	3
		4	**6**	**0**	**6**
First Year:	**Summer Semester**				
TRN 140	Transportation Climate Control	1	2	0	2
TRN 140A	Transportation Climate Control Lab	1	2	0	2
		2	**4**	**0**	**4**

Total Semester Hours Credit for Certificate: 15

Automotive Systems Technology- Powertrain Certificate [C60160P] [C60160HP]

Course for this certificate program are offered day and evening

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
AUT 231	Manual Drive Trains/Axles	2	3	0	3
		2	**3**	**0**	**3**
First Year:	**Spring Semester**				
AUT 221	Automatic Transmissions	2	3	0	3
AUT 221A	Automatic Transmissions Lab	0	3	0	1
AUT 181	Engine Performance I	2	3	0	3
AUT 181A	Engine Performance I Lab	0	3	0	1
		4	**12**	**0**	**8**
First Year:	**Summer Semester**				
ATT 125	Hybrid-Electric Transportation	2	4	0	4
		2	**4**	**0**	**4**

Total Semester Hours Credit for Certificate: 15

Automotive Systems Technology Undercar Certificate [C60160U] [C60160HU]

Course for this certificate program are offered day and evening

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
TRN 110	Intro to Transp Tech	1	2	0	2
TRN 120	Basic Transp Electricity	4	3	0	5
		7	**11**	**0**	**11**
First Year:	**Spring Semester**				
AUT 141	Suspension & Steering Sys	2	3	0	3
AUT 141A	Suspension & Steering Lab	0	3	0	1
AUT 163	Adv Auto Electricity	2	3	0	3
		4	**9**	**0**	**7**

Total Semester Hours Credit for Certificate: 18

Automotive Systems Technology [A60160A] Apprenticeship Track

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
Pre-Apprenticeship: Summer Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
TRN 140	Transp Climate Control	1	2	0	2
TRN 140A	Transp Climate Cont Lab	1	2	0	2
		2	**4**	**0**	**4**
Apprenticeship First Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1
TRN 110	Intro to Transport Tech	1	2	0	2
AUT 151	Brake Systems	2	3	0	3
		4	**5**	**0**	**6**
First Year: Spring Semester					
ATT 140	Emerging Transp Tech	2	3	0	3
AUT 141	Suspension & Steering Sys	2	3	0	3
		4	**6**	**0**	**6**
First Year: Summer Semester					
H/FA	Humanities/Fine Arts	3	0	0	3
WBL 111F	Work-Based Learning I	0	0	10	1
		3	**0**	**10**	**4**
Second Year: Fall Semester					
ENG 111	Writing and Inquiry	3	0	0	3
TRN 120	Basic Transp Electricity	4	3	0	5
		7	**3**	**0**	**8**
Second Year: Spring Semester					
AUT 163	Adv Auto Electricity	2	3	0	3
AUT 181	Engine Performance 1	2	3	0	3
		4	**6**	**0**	**6**
Second Year: Summer Semester					
MAT 110	Math Measurement & Literacy	2	2	0	3
S/BS	Social/Behavioral Science	3	0	0	3
		5	**2**	**0**	**6**
Third Year: Fall Semester					
AUT 116	Engine Repair	2	3	0	3
ENG 116	Technical Report Writing	3	0	0	3
		5	**3**	**0**	**6**
Third Year: Spring Semester					
TRN 145	Adv Transp Electronics	2	3	0	3
TRN 170	Pc Skills for Transp	1	2	0	2
		3	**5**	**0**	**5**
Third Year: Summer Semester					
ATT 125	Hybrid-Electric Transportation	2	4	0	4
WBL 121F	Work-Based Learning II	0	0	10	1
		2	**4**	**10**	**5**

Courses by Semester		Hours/Week			Sem. Hrs.
Fourth Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
AUT 231	Man Trans/Axles/Drtrains	2	3	0	3
LDD 112	Intro Light Duty Diesel	2	2	0	3
		4	**5**	**0**	**6**
Fourth Semester: Spring Semester					
AUT 183	Engine Performance 2	2	6	0	4
AUT 221	Auto Transm/Transaxles	2	3	0	3
		4	**9**	**0**	**7**

Total Semester Hours Credit for Degree: 69

Automotive Light-Duty Diesel Technology [D60430]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ENG 111	Writing and Inquiry	3	0	0	3
LDD 112	Intro Light-Duty Diesel	2	2	0	3
LDD 181	Ldd Fuel Systems	2	6	0	4
TRN 120	Basic Transp Electricity	4	3	0	5
		12	**11**	**0**	**16**
First Year:	**Spring Semester**				
AUT 163	Adv Auto Electricity	2	3	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
LDD 183	Air, Exh, Emissions	2	6	0	4
LDD 284	LDD Test and Diagnosis	2	3	0	3
TRN 110	Intro to Transport Tech	1	2	0	2
TRN 170	PC Skills for Transp	1	2	0	2
		11	**16**	**0**	**17**
First Year:	**Summer Semester**				
TRN 140	Transportation Climate Control	1	2	0	2
TRN 140A	Transportation Climate Control Lab	1	2	0	2
		2	**4**	**0**	**4**

Total Semester Hours Credit for Diploma: 37

Automotive Light-Duty Diesel [C60430]

Courses for this certificate program are offered day and evening

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
LDD 112	Intro Light-Duty Diesel	2	2	0	3
LDD 181	Ldd Fuel Systems	2	6	0	4
		4	**8**	**0**	**7**
First Year:	**Spring Semester**				
LDD 183	Air, Exh, Emissions	2	6	0	4
LDD 284	LDD Test and Diagnosis	2	3	0	3
		2	**9**	**0**	**7**

Total Semester Hours Credit for Certificate: 14

Business Administration

[A25120B] Associates in Applied Science Degree; [D25120] Diploma; [C25120] Certificate; [C25120M] Marketing Certificate

The Business Administration curriculum is designated 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, communications, 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 instructions, and large to small business or industry.

Program Competencies

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

1. Demonstrate knowledge of accounting, law, finance, tax, management, marketing, and computer applications.
2. Apply accepted business practices to solve problems.
3. Use effective oral and written communication in the business environment.

Business Administration Human Resource Management

[A25120HR] Associate in Applied Science Degree

Human Resources Management is a concentration under the curriculum title of Business Administration. The curriculum is designed to meet the demands of business and service agencies. The objective is the development of generalists and specialists in the administration, training, and management of human resources. Course work includes studies in management, interviewing, placement, needs assessment, planning, compensation and benefits, and training techniques. Also included are topics such as people skills, learning approaches, skills building, and development of instructional and training materials.

Graduates from this program will have a sound business educational base for life-long learning. Students will be prepared for employment opportunities in personnel, training, and other human resources development areas.

Program Competencies

Upon successful completion of the Business Administration: Human Resource Management program, the student should be able to:

1. Demonstrate knowledge of accounting law, management, marketing, and computer applications.
2. Apply accepted human resource management practices to solve problems.
3. Use effective oral and written communication in the business environment.

Business Administration [A25120B]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
		13	**2**	**0**	**14**
First Year:	**Spring Semester**				
ACC 121	Prin of Managerial Accounting	3	2	0	4
BUS 116	Business Law II	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ENG 114	Prof Research & Reporting	3	0	0	3
		14	**4**	**0**	**16**
First Year:	**Summer Semester**				
CTS 135	Integrated Software Intro	2	4	0	4
MAT 110	Math Measurement & Literacy	2	2	0	3
MKT 120	Principles of Marketing	3	0	0	3
		7	**6**	**0**	**10**
Second Year:	**Fall Semester**				
ACC 130	Business Income Taxes	2	2	0	3
BUS 255	Org Behavior in Business	3	0	0	3
ECO 25*	Prin of M*economics	3	0	0	3
INT 110	International Business	3	0	0	3
MKT 220	Advertising and Sales Promotion	3	0	0	3
	OR				
MKT 223	Customer Service	3	0	0	3
		14	**2**	**0**	**15**
Second Year:	**Spring Semester**				
BUS 153	Human Resource Management	3	0	0	3
BUS 225	Business Finance	2	2	0	3
BUS 285	Business Management Issues	2	2	0	3
ETR 210	Intro to Entrepreneurship	3	0	0	3
	OR				
WBL 111B	Work-Based Learning I- BA	0	0	10	1
H/FA	Humanities/Fine Arts	3	0	0	3
S/BS	Social/Behavioral Science	3	0	0	3
		13/16	**4**	**0/10**	**16/18**

*Students can take either ECO 251 Prin of Microeconomics or ECO 252 Prin of Macroeconomics.

Total Semester Hours Credit for Degree: 71 or 73

Humanities/Fine Arts Electives (choose one)	Social/Behavioral Science Electives (choose one)
ART 111 Art Appreciation	ECO 251 Prin of Microeconomics
HUM 110 Technology and Society	ECO 252 Prin of Macroeconomics
HUM 115 Critical Thinking	POL 120 American Government
MUS 110 Music Appreciation	PSY 150 General Psychology
PHI 240 Introduction to Ethics	SOC 210 Introduction to Sociology

Business Administration [D25120]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
ECO 25*	Prin of M*economics	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
		13	**2**	**0**	**14**
First Year:	**Spring Semester**				
ACC 121	Prin of Managerial Accounting	3	2	0	4
BUS 116	Business Law II	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ENG 114	Prof Research & Reporting	3	0	0	3
		14	**4**	**0**	**16**
First Year:	**Summer Semester**				
CTS 135	Integrated Software Intro	2	4	0	4
MKT 120	Principles of Marketing	3	0	0	3
		5	**4**	**0**	**7**

*Students can take either ECO 251 Prin or Microeconomics or ECO 252 Prin of Macroeconomics.

Total Semester Hours Credit for Degree: 37

Business Administration Certificate [C25120]

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

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

Total Semester Hours Credit for Certificate: 16

Business Administration/Marketing Certificate [C25120M]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACC 120	Prin of Financial Accounting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
		9	**2**	**0**	**10**
First Year:	**Spring Semester**				
BUS 137	Principles of Management	3	0	0	3
MKT 220	Advertising and Sales Promotion	2	2	0	3
		6	**0**	**0**	**6**

Total Semester Hours Credit for Degree: 16

Business Administration: Human Resource Management [A25120HR]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
		13	**2**	**0**	**14**
First Year:	**Spring Semester**				
ACC 121	Prin of Managerial Accounting	3	2	0	4
BUS 116	Business Law II	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ENG 114	Prof Research & Reporting	3	0	0	3
		14	**4**	**0**	**16**
First Year:	**Summer Semester**				
BUS 217	Employment Law and Regs	3	0	0	3
BUS 234	Training and Development	3	0	0	3
CTS 135	Integrated Software Intro	2	4	0	4
		8	**4**	**0**	**10**
Second Year:	**Fall Semester**				
BUS 256	Recruit Select & Per Plan	3	0	0	3
BUS 258	Compensation and Benefits	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
MKT 120	Principles of Marketing	3	0	0	3
		11	**2**	**0**	**12**
Second Year:	**Spring Semester**				
BUS 137	Principles of Management	3	0	0	3
BUS 259	HRM Applications	3	0	0	3
ECO 25*	Prin of M*economics	3	0	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
S/BS	Social/Behavioral Science	3	0	0	3
		15	**0**	**0**	**15**

*Students can take either ECO 251 Prin of Microeconomics or ECO 252 Prin of Macroeconomics.

Total Semester Hours Credit for Degree: 67

Humanities/Fine Arts Electives (choose one)	Social/Behavioral Science Electives (choose one)
ART 111 Art Appreciation	ECO 251 Prin of Microeconomics
HUM 110 Technology and Society	ECO 252 Prin of Macroeconomics
HUM 115 Critical Thinking	POL 120 American Government
MUS 110 Music Appreciation	PSY 150 General Psychology
PHI 240 Introduction to Ethics	SOC 210 Introduction to Sociology

Collision Repair & Refinishing Technology

[D60130] Diploma; [C60130] Certificate

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

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

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

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

Program Competencies

Upon successful completion of the Collision Repair and Refurnishing Technology Program, the student should be able to:

1. Construct welds according to industry standards.
2. Analyze damage, plan and conduct repairs.
3. Explain and perform refinishing procedures.
4. Prepare written estimates on damage vehicles.

Collision Repair and Refinishing Technology [D60130]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
AUB 121	Non-Structural Damage I	1	4	0	3
AUB 136	Plastics & Adhesives	1	4	0	3
AUB 141	Mech & Elec Components I	2	2	0	3
AUB 162	Autobody Estimating	1	2	0	2
ENG 102	Applied Communications II	3	0	0	3
TRN 110	Intro to Transp Tech	1	2	0	2
TRN 180	Basic Welding for Transp	1	4	0	3
		10	**18**	**0**	**19**
First Year:	**Spring Semester**				
AUB 111	Painting and Refinishing I	2	6	0	4
AUB 122	Non-Structural Damage II	2	6	0	4
AUB 131	Structural Damage I	2	4	0	4
AUC 112	Auto Custom Fabrication	2	4	0	4
H/FA	Humanities/Fine Arts	3	0	0	3
		11	**20**	**0**	**19**
First Year:	**Summer Semester**				
AUB 112	Painting & Refinishing II	2	6	0	4
AUB 132	Structural Damage II	2	6	0	4
		4	**12**	**0**	**8**

Total Semester Hours Credit for Diploma: 46

Collision Repair and Refinishing Technology [C60130] [C60130HS]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
AUB 121	Non-Structural Damage I	1	4	0	3
TRN 180	Basic Welding for Transp	1	4	0	3
		2	**8**	**0**	**6**
First Year:	**Spring Semester**				
AUB 111	Painting & Refinishing I	2	6	0	4
AUB 131	Structural Damage I	2	4	0	4
		4	**10**	**0**	**8**

Total Semester Hours Credit for Certificate: 14

Collision Repair and Refinishing Technology: Non-Structural [C60130E] [C60130HE]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
AUB 111	Painting & Refinishing I	2	6	0	4
AUB 121	Non-Structural Damage I	1	4	0	3
		3	**10**	**0**	**7**
First Year:	**Spring Semester**				
AUB 122	Non-Structural Damage II	2	6	0	4
TRN 180	Basic Welding for Transp	1	4	0	3
		3	**10**	**0**	**7**

Total Semester Hours Credit for Certificate: 14

Computed Tomography and Magnetic Resonance Imaging Technology

Computed Tomography [C45200C]; Magnetic Resonance Imaging [C45200M]

The Computed Tomography and Magnetic Resonance Imaging Technology curriculum prepares the individual to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes. Individuals entering this curriculum must be registered or registry – eligible radiologic technologist, radiation therapist, or nuclear medicine technologist.

Program Competencies

Upon successful completion of the Computed Tomography and Magnetic Resonance Imaging Technology certificate, the student should be able to:

1. Manipulate CT equipment, and any accessory equipment, to produce diagnostic images at the lowest possible dose to the patient.
2. Carry out all aspects of standard scanning protocols independently to provide the information necessary to assist the physician in diagnosis, keeping the highest standard for patient care in mind.
3. Identify pertinent anatomy and pathology on images in various planes to appropriate scan protocols and to evaluate for image quality.
4. Manipulate MRI equipment to select appropriate technical parameters to achieve optimum imaging.
5. Employ appropriate MR safety protocols.
6. Identify pertinent anatomy and pathology on images in various planes to appropriate scan protocols and to evaluate for image quality.

Computed Tomography Technology [C45200C]

Courses for this certificate program will be offered online, hybrid, day, evening, and/or weekends

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
CAT 210	CT Physics & Equipment	3	0	0	3
CAT 211	CT Procedures	4	0	0	4
CAT 225	CT Clinical Practicum	0	0	15	5
		7	**0**	**15**	**12**

Total Semester Hours Credit for Certificate: 12

Students must obtain a grade of "C" or better in all CAT courses.

Students will need to meet requirements for ARRT post primary eligibility pathway prior to entrance into CT program.

Magnetic Resonance Imaging Technology [C45200M]

Courses for this certificate program will be offered online, hybrid, day, evening, and/or weekends

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Spring Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
MRI 210	MRI Physics and Equipment	3	0	0	3
MRI 211	MRI Procedures	4	0	0	4
MRI 231	MRI Clinical Practicum	0	0	33	11
		7	**0**	**33**	**18**

Total Semester Hours Credit for Certificate: 18

Students must obtain a grade of "C" or better in all MRI courses.

Students will need to meet requirements for ARRT post primary eligibility pathway prior to entrance into MRI program.

Computer-Integrated Machining

[A50210] Associate in Applied Science Degree; [D50210] Diploma; [C50210TM] CNC Programming Turning & Milling Certificate; [C50210CM] CNC Milling Certificate; [C50210LA] CNC Turning Certificate; [C50210AM] Adv. Machining Certificate; [C50210P] Product Inspection & Metrology Certificate

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product.

Course work may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

Program Competencies

Upon successful completion of the Computer-Integrated Machining program, the student should be able to:

1. Demonstrate proper use precision measuring tools.
2. Indicate proficiency in print reading principles.
3. Demonstrate proper set up and operation of manual machine tools.
4. Interpret CNC turning and milling machines.
5. Demonstrate proficiency in CAD/CAM applications.
6. Illustrate tool & die, mold making principles.

Haas Technical Education Center

Randolph Community College's Computer-Integrated Machining program has been designated a Haas Technical Education Center by Haas Automation. The Haas Technical Education Center (HTEC) Network is a worldwide partnership program established to transform CNC classrooms into high-tech, advanced manufacturing labs that provide the best CNC education possible. Members gain access to industry-standard CNC machines and essential technologies, as well as classroom materials, professional training, and national and international conferences. Members also can network and share best practices with thousands of CNC machining educators around the world, on a regional, national, and global scale.

HTEC Mission

To attract more young people to careers in manufacturing, and advance manufacturing and productivity through excellence in manufacturing education.

HTEC Vision

To develop, deliver, and disseminate collectively the best educational methods and techniques for advance manufacturing education in the world.

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

Computer-Integrated Machining [A50210]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ENG 111	Writing and Inquiry	3	0	0	3
MAC 111	Machining Technology I	2	12	0	6
MAC 131	Blueprint Reading/Mach I	1	2	0	2
MAC 151	Machining Calculations	1	2	0	2
		8	**16**	**0**	**14**
First Year:	**Spring Semester**				
ENG 114	Prof Research & Reporting	3	0	0	3
MAC 112	Machining Technology II	2	12	0	6
MAC 124	CNC Milling	1	3	0	2
MAC 152	Adv Machining Calc	1	2	0	2
MAC 171	Measure/Material & Safety	0	2	0	1
MEC 110	Intro to CAD/CAM	1	2	0	2
		8	**21**	**0**	**16**
First Year:	**Summer Semester**				
MAC 122	CNC Turning	1	3	0	2
MAC 143	Machining Appl III	2	6	0	4
MEC 231	Comp-Aided Manufact I	1	4	0	3
		4	**13**	**0**	**9**
Second Year:	**Fall Semester**				
MAC 214	Machining Technology IV	2	12	0	6
MAC 224	Advanced CNC Milling	1	3	0	2
MAC 241	Jigs & Fixtures I	2	6	0	4
S/BS	Social/Behavioral Science	3	0	0	3
		8	**21**	**0**	**15**
Second Year:	**Spring Semester**				
MAC 222	Advanced CNC Turning	1	3	0	2
MAC 242	Jigs & Fixtures II	1	9	0	4
MAC 245	Mold Construction I ***OR***	2	6	0	4
WBL 111M	Work Based Learning I-CIM	0	0	10	1
PHY 110	Conceptual Physics ***OR***	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
		7/10	**14/18**	**0/10**	**13/16**

Total Semester Hours Credit for Degree: 67 or 70

Computer-Integrated Machining [D50210]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ENG 111	Writing and Inquiry	3	0	0	3
MAC 111	Machining Technology I	2	12	0	6
MAC 131	Blueprint Reading/Mach I	1	2	0	2
MAC 151	Machining Calculations	1	2	0	2
		8	**20**	**0**	**14**
First Year:	**Spring Semester**				
ENG 114	Prof Research & Reporting	3	0	0	3
MAC 112	Machining Technology II	2	12	0	6
MAC 124	CNC Milling	1	3	0	2
MAC 152	Adv Machining Calc	1	2	0	2
MAC 171	Measure/Material & Safety	0	2	0	1
MEC 110	Intro to CAD/CAM	1	2	0	2
		8	**21**	**0**	**16**
First Year:	**Summer Semester**				
MAC 122	CNC Turning	1	3	0	2
MAC 143	Machining Appl III	2	6	0	4
MEC 231	Comp-Aided Manufact I	1	4	0	3
		4	**13**	**0**	**9**

Total Semester Hours Credit for Diploma: 39

CNC Programming Turning & Milling Certificate [C50210TM]

Course for this certificate program are offered day and evening

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
MAC 131	Blueprint Reading/Mach I	1	2	0	2
		1	**2**	**0**	**2**
First Year:	**Spring Semester**				
MAC 124	CNC Milling	1	3	0	2
MEC 110	Intro to CAD/CAM	1	2	0	2
		2	**5**	**0**	**4**
First Year:	**Summer Semester**				
MAC 122	CNC Turning	1	3	0	2
MEC 231	Comp-Aided Manufact I	1	4	0	3
		2	**7**	**0**	**5**
Second Year:	**Fall Semester**				
MAC 224	Advanced CNC Milling	1	3	0	2
		1	**3**	**0**	**2**
Second Year:	**Spring Semester**				
MAC 222	Advanced CNC Turning	1	3	0	2
		1	**3**	**0**	**2**

Total Semester Hours Credit for Certificate: 15

CNC Milling Certificate [C50210CM]

Course for this certificate program are offered day and evening.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
MAC 112*	Machining Technology II	2	12	0	6
MAC 124	CNC Milling	1	3	0	2
MAC 152*	Adv Machining Calc	1	2	0	2
MEC 110	Intro to CAD/CAM	1	2	0	2
		5	**19**	**0**	**12**

These courses have prerequisites that must be completed prior to enrolling in this certificate.

Total Semester Hours Credit for Certificate: 12

CNC Turning Certificate [C50210LA]

Course for this certificate program are offered day and evening

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Spring Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
MAC 112*	Machining Technology II	2	12	0	6
MAC 152*	Adv Machining Calc	1	2	0	2
MEC 110	Intro to CAD/CAM	1	2	0	2
		4	**16**	**0**	**10**
First Year:	**Summer Semester**				
MAC 122	CNC Turning	1	3	0	2
		1	**3**	**0**	**2**

These courses have prerequisites that must be completed prior to enrolling in this certificate

Total Semester Hours Credit for Certificate: 12

Adv. Machining Certificate [C50210AM]

Course for this certificate program are offered day and evening

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Summer Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
MEC 231*	Comp-Aided Manufact I	1	4	0	3
		1	**4**	**0**	**3**
First Year:	**Fall Semester**				
MAC 224*	Advanced CNC Milling	1	3	0	2
MAC 241*	Jigs and Fixtures I	2	6	0	4
		3	**9**	**0**	**6**
First Year:	**Spring Semester**				
MAC 222*	Advanced CNC Turning	1	3	0	2
MAC 242	Jigs & Fixtures II	1	9	0	4
		2	**12**	**0**	**6**

These courses have prerequisites that must be completed prior to enrolling in this certificate.

Total Semester Hours Credit for Certificate: 15

Product Inspection & Metrology Certificate [C50210P] [C50210HP]*

***pending approval by the Southern Association of Colleges and Schools Commission on Colleges**

Course for this certificate program are offered day and evening

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
MAC 131	Blueprint Reading/Mach I	1	2	0	2
MAC 161	Metrology, Inspection & Testing I	2	3	0	3
		3	**5**	**0**	**5**
First Year:	**Spring Semester**				
ISC 111	Quality Control	2	0	0	2
MAC 132	Blueprint Reading/Mach II	1	2	0	2
MAC 162	Metrology, Inspection & Testing II	1	2	0	2
MAC 171	Measure/Material & Safety	0	2	0	1
		4	**6**	**0**	**7**
First Year:	**Summer Semester**				
ISC 132	Mfg Quality Control	2	3	0	3
		2	**3**	**0**	**3**

Total Semester Hours Credit for Certificate: 15

Cosmetology

[A55140] Associate in Applied Science Degree; [D55140] Diploma; [C55140] Certificate

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment, which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

*Students completing the 1500-hour AAS (Associate in Applied Science) or Diploma program are eligible to sit for the examination for full licensure as a cosmetologist while students completing the 1200-hour certificate are eligible to sit for the examination for an apprentice license which requires students to work under a licensed cosmetologist for a minimum of 6 months and 1040 hours after graduation before receiving full licensure status.

Program Competencies

Upon successful completion of the Cosmetology Program, the student should be able to:

1. Cut and style hair according to accepted professional standards
2. Perform manicures and pedicures according to accepted professional standards
3. Provide skin care services according to accepted professional standards
4. Restructure hair using chemical services according to accepted professional standards
5. Market services and finances
6. Provide a safe and sanitized environment

Special Program Requirements

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

1. Students must complete ENG 002 Tier 2 or have an acceptable reading placement score before enrolling in COS 111 or COS 112.
2. Submit a government issued photo identification (ID) including date of birth.
3. Submit a social security card or Tax ID card or student visa information.
4. Purchase of the Pivot Point: Fundamentals of Cosmetology Digital Education Package and the required student kit will be made available through the RCC Campus Store.
5. Purchase appropriate shoes, uniforms, and name badges.
6. Students enrolled in the program should not be subject to color blindness or have sensitivity to chemicals.
7. Students should be physically able to use cosmetology equipment, such as scissors and clippers, and should be able to stand for extended periods of time.

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

Randolph Community College's Cosmetology program complies with the rules and regulations of the North Carolina Board of Cosmetic Arts Examiners.

N.C. Board of Cosmetic Arts
121 Edinburgh South Dr. Suite 209
Cary, NC 27511
919-723-6123
Email: nccosmo@nccosmeticarts.com
www.nccosmeticarts.com

Cosmetology [A55140]

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

Curriculum Courses by Semester		Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
COS 250	Computerized Salon Ops	1	0	0	1
		6	**24**	**0**	**14**
First Year:	**Spring Semester**				
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 223	Contemp Hair Coloring	1	3	0	2
ENG 111	Writing and Inquiry	3	0	0	3
		8	**27**	**0**	**17**
First Year:	**Summer Semester**				
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
		4	**12**	**0**	**8**
Second Year:	**Fall Semester**				
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	0	21	0	7
COS 240	Contemporary Design	1	3	0	2
MKT 120	Principles of Marketing	3	0	0	3
		6	**24**	**0**	**14**
Second Year:	**Spring Semester**				
COM 110	Introduction to Communication	3	0	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
MAT 110	Math Measurement & Literacy OR				
MAT 143	Quantitative Literacy	2	2	0	3
PSY 150	General Psychology OR				
SOC 210	Introduction to Sociology	3	0	0	3
		11	**2**	**0**	**12**

Total Semester Hours Credit for Degree: 65

Students **must** obtain a grade of "C" or better in all COS courses to be able to progress to the next level. If a student does not earn a "C" or better in a COS course, he/she **must repeat the course to earn the minimal "C" before enrolling in the higher-level course.**

Legal Limitations of Licensure

Students who enroll in the cosmetology program should be aware that the application for licensure at the completion of the program might be denied or restricted by the North Carolina Board of Cosmetic Arts. Please reference 21 NCAC 141.0401 Application/Licensure/Individuals Who Have Been Convicted of Felony at the following website: www.nccosmeticarts.com.

Cosmetology [D55140]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
		5	**24**	**0**	**13**
First Year:	**Spring Semester**				
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
ENG 111	Writing & Inquiry	3	0	0	3
		7	**24**	**0**	**15**
First Year:	**Summer Semester**				
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
		4	**12**	**0**	**8**
Second Year:	**Fall Semester**				
COM 110	Intro to Communications	3	0	0	3
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	0	21	0	7
		5	**21**	**0**	**12**

Total Semester Hours Credit for Diploma: 48

Students **must** obtain a grade of "C" or better in all COS courses to be able to progress to the next level. If a student does not earn a "C" or better in a COS course, he/she **must repeat the course to earn the minimal "C" before enrolling in the higher-level course.**

Cosmetology [C55140]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
		4	**24**	**0**	**12**
First Year:	**Spring Semester**				
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 223	Contemp Hair Coloring	1	3	0	2
		5	**27**	**0**	**14**
First Year:	**Summer Semester**				
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
		4	**12**	**0**	**8**

Total Semester Hours Credit for Certificate: 34

Students **must** obtain a grade of "C" or better in all COS courses to be able to progress to the next level. If a student does not earn a "C" or better in a COS course, he/she **must repeat the course to earn the minimal "C" before enrolling in the higher-level course.**

Students completing the certificate are eligible to sit for the examination for an apprentice license which requires students to work under a licensed cosmetologist for a minimum of 6 months and 1040 hours after graduation before receiving full licensure status.

Cosmetology [A55140S] Spring Admissions Curriculum

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Spring Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
COS 250	Computerized Salon Ops	1	0	0	1
		6	**24**	**0**	**14**
First Year:	**Summer Semester**				
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
		4	**12**	**0**	**8**
First Year:	**Fall Semester**				
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 223	Contemp Hair Coloring	1	3	0	2
ENG 111	Writing and Inquiry	3	0	0	2
		8	**27**	**0**	**17**
Second Year:	**Spring Semester**				
COM 110	Introduction to Communication	3	0	0	3
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	0	21	0	7
COS 240	Contemporary Design	1	3	0	2
		6	**24**	**0**	**14**
Second Year:	**Fall Semester**				
H/FA	Humanities/Fine Arts	3	0	0	3
MAT 110	Math Measurement & Literacy OR				
MAT 143	Quantitative Literacy	2	2	0	3
MKT 120	Principles of Marketing	3	0	0	3
PSY 150	General Psychology OR				
SOC 210	Introduction to Sociology	3	0	0	3
		11	**2**	**0**	**12**

Total Semester Hours Credit for Degree: 65

***Spring admission track highly recommended for students seeking A.A.S. degree**

Students **must** obtain a grade of "C" or better in all COS courses to be able to progress to the next level. If a student does not earn a "C" or better in a COS course, he/she **must repeat the course to earn the minimal "C" before enrolling in the higher-level course.**

Legal Limitations of Licensure

Students who enroll in the cosmetology program should be aware that the application for licensure at the completion of the program might be denied or restricted by the North Carolina Board of Cosmetic Arts. Please reference 21 NCAC 141.0401 Application/Licensure/Individuals Who Have Been Convicted of Felony at the following website: www.nccosmeticarts.com.

Cosmetology [D55140S] Spring Admission Curriculum

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Spring Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
		5	**24**	**0**	**13**
First Year:	**Summer Semester**				
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
		4	**12**	**0**	**8**
First Year:	**Fall Semester**				
ENG 111	Writing & Inquiry	3	0	0	3
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
		7	**24**	**0**	**15**
Second Year:	**Spring Semester**				
COM 110	Introduction to Communication	3	0	0	3
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	0	21	0	7
		5	**21**	**0**	**12**

Total Semester Hours Credit for Degree: 48

Students **must** obtain a grade of "C" or better in all COS courses to be able to progress to the next level. If a student does not earn a "C" or better in a COS course, he/she **must repeat the course to earn the minimal "C" before enrolling in the higher-level course.**

Cosmetology [C55140S] Spring Admission Curriculum

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Spring Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
		4	**24**	**0**	**12**
First Year:	**Summer Semester**				
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
		4	**12**	**0**	**8**
First Year:	**Fall Semester**				
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 223	Contemp Hair Coloring	1	3	0	2
		5	**27**	**0**	**14**

Total Semester Hours Credit for Degree: 34

Students **must** obtain a grade of "C" or better in all COS courses to be able to progress to the next level. If a student does not earn a "C" or better in a COS course, he/she **must repeat the course to earn the minimal "C" before enrolling in the higher-level course.**

Students completing the certificate are eligible to sit for the examination for an apprentice license which requires students to work under a licensed cosmetologist for a minimum of 6 months and 1040 hours after graduation before receiving full licensure status.

Criminal Justice Technology

[A55180] Associate in Applied Science Degree; [C55180] Certificate

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

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

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

Program Competencies

Upon successful completion of the Criminal Justice Technology Program, the student should be able to:

7. Discuss the processes, techniques and law involved in investigating, prosecuting, and housing offenders.
8. Determine how theories of criminal behavior affect treatment options.
9. Demonstrate the ability to accurately interpret case law.

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

Criminal Justice Technology [A55180]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success ***OR***	1	0	0	1
ACA 122	College Transfer Success	0	2	0	1
CIS 110	Introduction to Computers	2	2	0	3
CJC 111	Intro to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 141	Corrections	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
		17/18	**2/4**	**0**	**19**
First Year:	**Spring Semester**				
CJC 113	Juvenile Justice	3	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 131*	Criminal Law	3	0	0	3
CJC 132*	Court Procedure and Evidence	3	0	0	3
ENG 112	Writing/Research in the Disc ***OR***	3	0	0	3
ENG 114	Prof Research & Reporting	3	0	0	3
		15	**0**	**0**	**15**
Second Year:	**Fall Semester**				
CJC 212	Ethics & Comm Relations	3	0	0	3
CJC 215	Organization & Administration	3	0	0	3
CJC 231*	Constitutional Law	3	2	0	4
PSY 150	General Psychology	3	0	0	3
M/NS	Math/Natural Science Elective	2/3	2/3	0	3/4
		14/15	**2/3**	**0**	**15/16**
Second Year:	**Spring Semester**				
CJC 160	Terrorism: Underlying Issu	3	0	0	3
CJC 214	Victimology	3	0	0	3
CJC 221*	Investigative Principles	3	2	0	4
POL 120	American Government	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
		15	**2**	**0**	**16**

Total Semester Hours Credit for Degree: 65 or 66

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

Math/Natural Science Elective must be taken from one of these courses: BIO 110, BIO 111, CHM 151, GEL 111, MAT 110, MAT 143, MAT 152, PHY 110 and PHY 110A

Criminal Justice Technology [C55180]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
CJC 111	Intro to Criminal Justice	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 212	Ethics and Comm Relations	3	0	0	3
		9	**0**	**0**	**9**
First Year:	**Spring Semester**				
CJC 113	Juvenile Justice	3	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	3
		6	**0**	**0**	**6**

Total Semester Hours Credit for Degree: 15

Early Childhood Education

[A55220G] Associate in Applied Science Degree (Career Track); [A55220TL] Associate in Applied Science Degree Transfer: Birth- Kindergarten (Licensure Track); [A55220NL] Associate in Applied Science Degree Transfer: Non-teaching (Non-Licensure Track) ; [D55220] Diploma; [C55220] Certificate; [C55290] Infant/Toddler Care; [C55220A] Early Childhood Administration Certificate

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

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

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

Graduates of the Transfer: Birth-Kindergarten Licensure and Transfer: Non-teaching programs, who have earned 60 semester hours in approved transfer courses with a grade of "C" or better and an overall GPA of at least 2.0 on a 4.0 scale, will receive at least 60 semester hours of academic credit upon admission to a UNC institution.

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

Early Childhood Credentials Track for State Certificate
Under the credentials track, there are three options, depending upon the need of the student:

1. To meet the minimum North Carolina credential requirements to teach in a childcare center, students must take and pass EDU 119 (Early Childhood Education) with a grade of C or higher.
2. To meet the minimum North Carolina School-Age credential requirements, students must take and pass EDU 145 (Child Development I) and EDU 235 (School-Age Development) with a grade of C or higher. EDU 144 is not a prerequisite for EDU 145.
3. To meet the minimum credential requirement to be a director of a childcare center, students must take and pass EDU 261 (Early Childhood Administration I) and EDU 262 (Early Childhood Administration II) with a grade of C or higher.

Note: EDU 119 is required as either a prerequisite or a corequisite for EDU 234, EDU 261 & EDU 262.

Certificate, Diploma and Degree Tracks
Early Childhood certificates may be obtained in three areas - Early Childhood Education Certificate (16 semester hours of academic credit), Infant/Toddler Care Certificate (16 semester hours of academic credit), and Early Childhood Administration Certificate (16 semester hours of academic credit).

The Early Childhood Education diploma may be obtained by taking 13 courses, earning a total of 38 semester hours of academic credit.

The Early Childhood Education degree may be earned in two years as a full-time day student or in three years as a part-time student. Degree students earn 69 or 70 hours of academic credit. The Early Childhood Education Transfer: Birth-Kindergarten Licensure and Transfer: Non-teaching degree tracks may be earned in two years as a full-time day student or in three years as a part-time student. Students earn 71 hours of academic credit.

Program Competencies
Upon successful completion of the Early Childhood Education Program, the graduate should be able to:

1. Plan developmentally appropriate activities for children ages 0-8.
2. Demonstrate appropriate guidance techniques for children.
3. Demonstrate ethical/professional behaviors and build relationships with children, parents, and coworkers.

Early Childhood Education – Career Track [A55220G]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 131	Child, Family & Community	3	0	0	3
EDU 144	Child Development I *(first 8-weeks)*	3	0	0	3
EDU 145	Child Development II *(Second 8-weeks)*	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 261	Early Childhood Admin I	3	0	0	3
		20	**0**	**0**	**20**
First Year:	**Spring Semester**				
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
EDU 262	Early Childhood Admin II	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
		18	**0**	**0**	**18**
Second Year:	**Fall Semester**				
EDU 251	Exploration Activities	3	0	0	3
EDU 259	Curriculum Planning	3	0	0	3
EDU 280	Language/Literacy Experiences	3	0	0	3
ENG 112	Writing/Research in the Disc ***OR***	3	0	0	3
ENG 114	Prof Research & Reporting				
SPA 120	Spanish for the Workplace	3	0	0	3
		15	**0**	**0**	**15**
Second Year:	**Spring Semester**				
BIO 110	Principles of Biology ***OR***	3	3	0	4
BIO 111	General Biology I ***OR***	3	3	0	4
GEL 111	Geology ***OR***	3	2	0	4
MAT 143	Quantitative Literacy	2	2	0	3
EDU 235	School-Age Develop & Programs	3	0	0	3
EDU 284	Early Child Capstone Prac	1	9	0	4
PSY 150	General Psychology	3	0	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
		12/13	**11/12**	**0**	**16/17**

Total Semester Hours Credit for Degree: 69 or 70

Humanities/Fine Arts Electives (choose one)

ART 111 Art Appreciation	ART 115 Art History Survey II	PHI 215 Philosophical Issues
ART 114 Art History Survey I	MUS 110 Music Appreciation	PHI 240 Introduction to Ethics

Early Childhood Education – Transfer: Birth – Kindergarten Licensure [A55220TL]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 122	College Student Success	0	2	0	1
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 131	Child, Family & Community	3	0	0	3
EDU 144	Child Development I *(first 8-weeks)*	3	0	0	3
EDU 145	Child Development II *(Second 8-weeks)*	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
		19	**2**	**0**	**20**
First Year:	**Spring Semester**				
BIO 110	Principles of Biology ***OR***				
BIO 111	General Biology I	3	3	0	4
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
ENG 112	Writing/Research in the Disc ***OR***				
ENG 114	Prof Research & Reporting	3	0	0	3
		18	**3**	**0**	**19**
Second Year:	**Fall Semester**				
EDU 216	Foundations of Education	3	0	0	3
EDU 280	Language/Literacy Experiences	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	3
NS	Natural Science Elective	3	3	0	4
S/BS	Social/Behavior Science	3	0	0	3
		14	**5**	**0**	**16**
Second Year:	**Spring Semester**				
COM 231	Public Speaking	3	0	0	3
EDU 250	Teacher Licensure Preparation	3	0	0	3
EDU 284	Early Child Capstone Prac	1	9	0	4
PSY 150	General Psychology	3	0	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
		13	**9**	**0**	**16**

Total Semester Hours Credit for Degree: 71

Humanities/Fine Arts Electives (choose one)

ART 111 Art Appreciation
ART 114 Art History Survey I
ART 115 Art History Survey II
MUS 110 Music Appreciation
PHI 215 Philosophical Issues
PHI 240 Introduction to Ethics

Natural Science Electives (choose one)

CHM 151 General Chemistry I
GEL 111 Geology
PHY 110 Conceptual Physics & Lab (PHY 110A)

Social/Behavioral Science Electives (choose one)

ECO 251 Prin of Microeconomics
ECO 252 Prin of Macroeconomics
HIS 111 World Civilizations I
HIS 112 World Civilizations II
HIS 131 American History I
HIS 132 American History II
POL 120 American Government
SOC 210 Introduction to Sociology

Early Childhood Education– Transfer: Non-teaching [A55220NL]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 122	College Student Success	0	2	0	1
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 131	Child, Family & Community	3	0	0	3
EDU 144	Child Development I *(first 8-weeks)*	3	0	0	3
EDU 145	Child Development II *(Second 8-weeks)*	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
		19	**2**	**0**	**20**
First Year:	**Spring Semester**				
BIO 110	Principles of Biology ***OR***				
BIO 111	General Biology I	3	3	0	4
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
ENG 112	Writing/Research in the Disc ***OR***				
ENG 114	Prof Research & Reporting	3	0	0	3
		18	**3**	**0**	**19**
Second Year:	**Fall Semester**				
EDU 261	Early Childhood Admin I	3	0	0	3
EDU 280	Language/Literacy Experiences	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	3
NS	Natural Science Elective	3	3	0	4
S/BS	Social/Behavior Science	3	0	0	3
		14	**5**	**0**	**16**
Second Year:	**Spring Semester**				
COM 231	Public Speaking	3	0	0	3
EDU 262	Early Childhood Admin II	3	0	0	3
EDU 284	Early Child Capstone Prac	1	9	0	4
PSY 150	General Psychology	3	0	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
		13	**9**	**0**	**16**

Total Semester Hours Credit for Degree: 71

Humanities/Fine Arts Electives (choose one)	Natural Science Electives (choose one)	Social/Behavioral Science Electives (choose one)
ART 111 Art Appreciation	CHM 151 General Chemistry I	ECO 251 Prin of Microeconomics
ART 114 Art History Survey I	GEL 111 y Geology	ECO 252 Prin of Macroeconomics
ART 115 Art History Survey II	PHY 110 Conceptual Physics & Lab (PHY 110-A)	HIS 111 World Civilizations I
MUS 110 Music Appreciation		HIS 112 World Civilizations II
PHI 215 Philosophical Issues		HIS 131 American History I
PHI 240 Introduction to Ethics		HIS 132 American History II
		POL 120 American Government
		SOC 210 Introduction to Sociology

Early Childhood Education [D55220]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 131	Child, Family & Community	3	0	0	3
EDU 144	Child Development I *(first 8-weeks)*	3	0	0	3
EDU 145	Child Development II *(second 8-weeks)*	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 261	Early Childhood Admin I	3	0	0	3
		20	**0**	**0**	**20**
First Year:	**Spring Semester**				
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
EDU 262	Early Childhood Admin II	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
		21	**0**	**0**	**21**

Total Semester Hours Credit for Diploma: 41

Early Childhood Education [C55220]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 144	Child Development I *(first 8-weeks)*	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
		10	**0**	**0**	**10**
First Year:	**Spring Semester**				
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
		6	**0**	**0**	**6**

Total Semester Hours Credit for Certificate: 16

Infant/Toddler Care Certificate [C55290]

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with young children under the supervision of qualified teachers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with parents and children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

Early Childhood Infant/Toddler [C55290]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 131	Child, Family & Community	3	0	0	3
EDU 144	Child Development I *(first 8-weeks)*	3	0	0	3
		10	**0**	**0**	**10**
First Year:	**Spring Semester**				
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
		6	**0**	**0**	**6**

Total Semester Hours Credit for Certificate: 16

Early Childhood Administration Certificate [C55220A]

This curriculum prepares individuals pursuing administrative roles in diverse child care settings to work effectively with children, families and teachers. The certificate is composed of learning opportunities in developmental theories, competency and evidence-based professional knowledge, administrative skills and leadership qualities.

Course work includes foundations in early childhood education, physical/nutritional needs of young children, safety issues in the care of young children; communication and leadership skills with teachers, families and children; programming and staffing, budgeting/financial management and marketing, and rules and regulations of early childhood programs.

Employment opportunities include entrepreneurship and/or management of child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start and Head Start programs, and other programs.

Early Childhood Administration Certificate [C55220A]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 131	Child, Family & Community	3	0	0	3
EDU 261	Early Childhood Admin I	3	0	0	3
		10	**0**	**0**	**10**
First Year:	**Spring Semester**				
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 262	Early Childhood Admin II	3	0	0	3
		6	**0**	**0**	**6**

Total Semester Hours Credit for Certificate: 16

Electrical Systems Technology

[A35130] Associate in Applied Science Degree; [D35130] Diploma; [C35130B] Wiring Certificate

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

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

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

Program Competencies

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

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

Electrical Systems Technology [A35130]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ELC 113	Residential Wiring	2	6	0	4
ELC 120	Intro to Wiring	2	2	0	3
ELC 125	Diagrams and Schematics	1	2	0	2
ENG 111	Writing and Inquiry	3	0	0	3
ISC 112	Industrial Safety	2	0	0	2
		11	**10**	**0**	**15**
First Year:	**Spring Semester**				
ELC 112	DC/AC Electricity	3	6	0	5
ELC 115	Industrial Wiring	2	6	0	4
ELC 131	Circuit Analysis I	3	3	0	4
ENG 114	Prof Research & Reporting ***OR***	3	0	0	3
ENG 116	Technical Report Writing	3	0	0	3
		11	**15**	**0**	**16**
First Year:	**Summer Semester**				
ELC 118	National Electrical Code	1	2	0	2
ELC 215	Electrical Maintenance	2	3	0	3
ELN 260	Prog Logic Controllers	3	3	0	4
		6	**8**	**0**	**9**
Second Year:	**Fall Semester**				
ELC 116	Telecom Cabling	1	2	0	2
ELC 119	NEC Calculations	1	2	0	2
ELC 122	Advanced Residential Wiring	2	4	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
S/BS	Social/Behavioral Science	3	0	0	3
		9	**11**	**0**	**14**
Second Year:	**Spring Semester**				
ELC 117	Motors and Controls	2	6	0	4
ELC 121	Electrical Estimating	1	2	0	2
MNT 120	Industrial Wiring Methods	1	3	0	2
MAT 110	Math Measurement & Literacy ***OR***	2	2	0	3
PHY 110	Conceptual Physics	3	0	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
		9/10	**11/13**	**0**	**14**

Total Semester Hours Credit for Degree: 68

Humanities/Fine Arts Electives (choose one)

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

Social/Behavioral Science Electives (choose one)

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

Electrical Systems Technology [D35130]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ELC 113	Residential Wiring	2	6	0	4
ELC 120	Intro to Wiring	2	2	0	3
ELC 125	Diagrams and Schematics	1	2	0	2
ENG 111	Writing and Inquiry	3	0	0	3
ISC 112	Industrial Safety	2	0	0	2
		11	**10**	**0**	**15**
First Year:	**Spring Semester**				
ELC 112	DC/AC Electricity	3	6	0	5
ELC 115	Industrial Wiring	2	6	0	4
ELC 131	Circuit Analysis I	3	3	0	4
ENG 114	Prof Research & Reporting ***OR***				
ENG 116	Technical Report Writing	3	0	0	3
		11	**15**	**0**	**16**
First Year:	**Summer Semester**				
ELC 118	National Electrical Code	1	2	0	2
ELC 215	Electrical Maintenance	2	3	0	3
ELN 260	Prog Logic Controllers	3	3	0	4
		6	**8**	**0**	**9**

Total Semester Hours Credit for Diploma: 40

Electrical Systems Technology Wiring Certificate [C35130B]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ELC 113	Residential Wiring	2	6	0	4
ELC 120	Intro to Wiring	2	2	0	3
ELC 125	Diagrams and Schematics	1	2	0	2
		5	**10**	**0**	**9**
First Year:	**Spring Semester**				
ELC 112	DC/AC Electricity	3	6	0	5
ELC 115	Industrial Wiring	2	6	0	4
		5	**12**	**0**	**9**

Total Semester Hours Credit for Wiring Certificate: 18

Fire Protection Technology

[A55240] Associate in Applied Science Degree

The Fire Protection Technology curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community and related firefighting industries, and to provide currently employed firefighters with knowledge and skills often required for promotional consideration.

Course work includes diverse fire protection subject areas, including fire prevention and safety, public education, building construction, fire ground strategies and tactics, and local government finance and laws, as they apply to emergency services management. Emphasis includes understanding fire characteristics and the structural consequences of fire; risk assessment and management; and relevant research, communications, and leadership methodologies.

Employment opportunities exist with fire departments, governmental agencies, industrial firms, insurance rating organizations, and educational organizations.

Program Competencies

Upon successful completion of the Fire Protection Technology program, the student should be able to:

1. Demonstrate effective and professional communication skills.
2. Demonstrate appropriate assessment strategies to reduce risk in management of fire services.
3. Apply local government finance and laws as related to fire and emergency services management.
4. Apply leadership methodologies in management and supervision of fire services.

Fire Protection Technology [A55240]

Some courses for this A.A.S program are offered in CE and then transferred to CU. Students may be eligible to receive course credit for experiential learning.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111 OR	College Student Success	1	0	0	1
ACA 122	College Transfer Success	0	2	0	1
ENG 111	Writing and Inquiry	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
FIP 120	Intro to Fire Protection	3	0	0	3
FIP 124	Fire Prevention & Public Ed	3	0	0	3
FIP 136	Inspections and Codes	3	0	0	3
		15	**2**	**0**	**16**
First Year:	**Spring Semester**				
FIP 132	Building Construction	3	0	0	3
FIP 152	Fire Protection Law	3	0	0	3
FIP 220	Fire Fighting Strategies	3	0	0	3
FIP 240	Fire Service Supervision	3	0	0	3
MAT 110	Math Measurement & Literacy ***OR***				
MAT 143*	Quantitative Literacy	2	2	0	3
		14	**2**	**0**	**15**
First Year:	**Summer Semester**				
ENG 114	Prof Research & Reporting ***OR***				
ENG 112	Writing/Research in the Discipline	3	0	0	3
FIP 221	Adv Fire Fighting Strat	3	0	0	3
		6	**0**	**0**	**6**
Second Year:	**Fall Semester**				
EPT 140	Emergency Management	3	0	0	3
FIP 228	Local Govt Finance	3	0	0	3
FIP 230	Chem of Hazardous Mat I	5	0	0	5
FIP 276	Managing Fire Services	3	0	0	3
WBL 111X	Work-Based Learning I	0	0	10	1
		14	**0**	**10**	**15**
Second Year:	**Spring Semester**				
FIP 146	Fire Protection Systems	3	2	0	4
FIP 232	Hydraulics & Water Dist	3	0	0	3
H/FA*	Humanities Elective	3	0	0	3
S/BS*	Social/Behavioral Science	3	0	0	3
		12	**2**	**0**	**13**

Total Semester Hours Credit for Degree: 65

*Students wishing to transfer should take MAT 143 or higher. HUM 115 is the recommended H/FA elective. PSY 150 or SOC 210 is the recommended S/BS.

Fire Protection Technology (C55240 & C55240HS)

Some courses for this certificate program are offered in CE and then transferred to CU. Students may be eligible to receive course credit for experiential learning.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
FIP 120	Intro to Fire Protection	3	0	0	3
		3	**0**	**0**	**3**
First Year:	**Spring Semester**				
FIP 132	Building Construction	3	0	0	3
		3	**0**	**0**	**3**
Second Year:	**Fall Semester**				
FIP 124	Fire Prevention & Public Ed	3	0	0	3
		3	**0**	**0**	**3**
Second Year:	**Spring Semester**				
FIP 152	Fire Protection Law	3	0	0	3
		3	**0**	**0**	**3**

Total Semester Hours Credit for Certificate: 12

Fire Protection Technology: Operations (C55240OP)

Some courses for this certificate program are offered in CE and then transferred to CU. Students may be eligible to receive course credit for experiential learning.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
FIP 120	Intro to Fire Protection	3	0	0	3
		3	**0**	**0**	**3**
First Year:	**Spring Semester**				
FIP 132	Building Construction	3	0	0	3
FIP 146	Fire Protection Systems	3	2	0	4
		6	**0**	**0**	**7**
Second Year:	**Fall Semester**				
FIP 230	Chemistry of Hazardous Materials I	5	0	0	5
		5	**0**	**0**	**5**
Second Year:	**Spring Semester**				
FIP 232	Hydraulics & Water Distribution	3	0	0	3
		3	**0**	**0**	**3**

Total Semester Hours Credit for Certificate: 18

Fire Protection Technology: Supervision (C55240SV)

Some courses for this certificate program are offered in CE and then transferred to CU. Students may be eligible to receive course credit for experiential learning.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
FIP 124	Fire Prevention & Public Education	3	0	0	3
		3	**0**	**0**	**3**
First Year:	**Spring Semester**				
FIP 132	Building Construction	3	0	0	3
FIP 152	Fire Protection Law	3	0	0	3
		6	**0**	**0**	**6**
Second Year:	**Fall Semester**				
EPT 140	Emergency Management	3	0	0	3
		3	**0**	**0**	**3**
Second Year:	**Spring Semester**				
FIP 146	Fire Protection Systems	3	2	0	4
		3	**2**	**0**	4

Total Semester Hours Credit for Certificate: 16

Fire Protection Technology: Command (C255240CO)

Some courses for this certificate program are offered in CE and then transferred to CU. Students may be eligible to receive course credit for experiential learning.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
FIP 136	Inspection & Codes	3	0	0	3
EPT 140	Emergency Management	3	0	0	3
		6	**0**	**0**	**6**
First Year:	**Spring Semester**				
FIP 152	Fire Protection Law	3	0	0	3
		3	**0**	**0**	**3**
First Year:	**Summer Semester**				
FIP 221	Advanced Fire Fighting Strategies	3	0	0	3
		3	**0**	**0**	**3**
Second Year:	**Fall Semester**				
FIP 228	Local Government Finance	3	0	0	3
		3	**0**	**0**	3
Second Year:	**Spring Semester**				
FIP 240	Fire Service Supervision	3	0	0	3
		3	**0**	**0**	**3**

Total Semester Hours Credit for Certificate: 18

Human Services Technology

[A45380] Associate in Applied Science Degree; [C45380] Certificate

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Program Competencies

Upon successful completion of the Human Services Technology program, students will be able to:

1. Identify different communications within group settings and how these impact people.
2. Demonstrate effective communication, which promotes understanding of self, other people, and personal growth.
3. Demonstrate different roles of human services workers and best practices when working with human service agencies.

Human Services Technology [A45380]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ENG 111	Writing and Inquiry	3	0	0	3
HSE 110	Intro to Human Services	2	2	0	3
MAT 110	Math Measurement & Literacy ***OR***	2	2	0	3
MAT 152	Statistical Methods I ***OR***	3	2	0	4
BIO 110	Principles of Biology ***OR***	3	3	0	4
BIO 163	Basic Anat & Physiology ***OR***	4	2	0	5
BIO 168	Anatomy and Physiology I	3	3	0	4
PSY 150	General Psychology	3	0	0	3
SAB 110	Substance Abuse Overview	3	0	0	3
		14/15/16	**4/5**	**0**	**16/17/18**
First Year:	**Spring Semester**				
ENG 112	Writing/Research in the Disc ***OR***	3	0	0	3
ENG 114	Prof Research & Reporting				
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
		11	**6**	**0**	**14**
First Year:	**Summer Semester**				
PSY 241	Developmental Psych	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
		6	**0**	**0**	**6**
Second Year:	**Fall Semester**				
CIS 110	Introduction to Computers	2	2	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
HSE 120	Interpersonal Relations	3	0	0	3
HSE 210	Human Services Issues	2	0	0	2
HSE 220	Case Management	2	2	0	3
SAB 137	Co-Dependency	3	0	0	3
		15	**4**	**0**	**17**
Second Year:	**Spring Semester**				
HSE 226	Intellectual Disabilities	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SAB 210	Addiction and Recovery Counsel	2	2	0	3
SOC 213	Sociology of the Family	3	0	0	3
WBL 111H	Work-Based Learning I-HST	0	0	10	1
WBL 115H	Work-Based Learning Seminar I	1	0	0	1
		12	**2**	**10**	**14**

Total Semester Hours Credit for Degree: 67, 68 or **69**

Human Services Technology-Substance Abuse Certificate [C45380]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
SAB 110	Substance Abuse Overview	3	0	0	3
SAB 137	Co-Dependency	3	0	0	3
		6	**0**	**0**	**6**
First Year:	**Spring Semester**				
SAB 210	Addiction and Recovery Counsel	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
		5	**2**	**0**	**6**

Total Semester Hours Credit for Certificate: 12

Human Services Technology/Addiction and Recovery Studies Concentration

[A4538E] Associate in Applied Science Degree

The Human Services Technology/Addiction and Recovery Studies concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees.

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients.

Graduates should qualify for positions as substance abuse counselors, DUI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Substance Abuse Board.

Program Competencies

Upon successful completion of the Human Services Technology/Addiction and Recovery Studies Concentration program, students will be able to:

1. Identify different communications within group settings and how these impact people.
2. Demonstrate effective communication which promotes understanding of self, other people, and personal growth.
3. Demonstrate different roles of human services workers and best practices when working with human service agencies.
4. Develop and maintain skills, using evidence-based practices, which support addiction treatment.

Human Services Technology/Addiction and Recovery Studies [A4538E]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
HSE 110	Intro to Human Services	2	2	0	3
MAT 110	Math Measurement & Literacy ***OR***	2	2	0	3
MAT 152	Statistical Methods I ***OR***	3	2	0	4
BIO 110	Principles of Biology ***OR***	3	3	0	4
BIO 163	Basic Anat & Physiology ***OR***	4	2	0	5
BIO 168	Anatomy and Physiology I	3	3	0	4
SAB 110	Substance Abuse Overview	3	0	0	3
		13/14/15	**6/7**	**0**	**16/17/18**
First Year:	**Spring Semester**				
ENG 112	Writing/Research in the Disc ***OR***	3	0	0	3
ENG 114	Prof Research & Reporting				
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
PSY 150	General Psychology	3	0	0	3
SAB 210	Addiction and Recovery Counsel	2	2	0	3
		12	**6**	**0**	**15**
First Year:	**Summer Semester**				
H/FA	Humanities/Fine Arts	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
		6	**0**	**0**	**6**
Second Year:	**Fall Semester**				
HSE 210	Human Services Issues	2	0	0	2
PSY 281	Abnormal Psychology	3	0	0	3
SAB 125	SA Case Management	2	2	0	3
SAB 137	Co-Dependency	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
WBL 111O	Work-Based Learning I	0	0	10	1
WBL 115O	Work-Based Learning Seminar I	1	0	0	1
		14	**2**	**10**	**16**
Second Year:	**Spring Semester**				
HSE 112	Group Process I	1	2	0	2
HSE 225	Crisis Intervention	3	0	0	3
SAB 120	Intake and Assessment	3	0	0	3
SAB 135	Addictive Process	3	0	0	3
SAB 140	Pharmacology	3	0	0	3
SAB 240	Sab Issues in Client Serv	3	0	0	3
		16	**2**	**0**	**17**

Total Semester Hours Credit for Degree: 70, 71 or 72

Humanities/Fine Arts and Social/Behavioral Sciences

The following are approved Humanities/Fine Arts and Social/Behavioral Sciences courses for the Associate in Applied Science Degree. Some programs have specific courses that are to be taken. Please refer to that program.

Humanities	/Fine Arts		Hours/Week		Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
DRA 111	Theater Appreciation	3	0	0	3
ENG 231	American Literature I	3	0	0	3
ENG 232	American Literature II	3	0	0	3
ENG 241	British Literature I	3	0	0	3
ENG 242	British Literature II	3	0	0	3
HUM 110	Technology And Society	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM130	Myth in Human Culture	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 215	Philosophical Issues	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religion	3	0	0	3
REL 212	Intro to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3
SPA 211	Intermediate Spanish I	3	0	0	3
SPA 212	Intermediate Spanish II	3	0	0	3

Social/Behavioral Sciences			Hours/Week		Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ECO 251	Prin of Microeconomics	3	0	0	3
ECO 252	Prin of Macroeconomics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
HIS 221	African-American History	3	0	0	3
HIS 236	North Carolina History	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psych	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 225	Social Diversity	3	0	0	3

Information Technology

[A25590] Associate in Applied Science Degree; [C25590] Certificate

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies, which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Program Competencies

Upon successful completion of the Information Technology program, the student should be able to:

1. Explain terminology and concepts used by computer technicians.
2. Use interpersonal skills to interact with business users on computer issue
3. Effectively communicate and exchange ideas and information with others through oral, written, or visual means.

Information Technology - Network and Cyber Security Specialist [A25590N]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm., & Db Foundation	2	2	0	3
CTI 120	Network and Sec Foundation	2	2	0	3
NET 125	Introduction to Networks	1	4	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
		10	**13**	**0**	**16**
First Year:	**Spring Semester**				
CTS 115	Info Sys Business Concepts	3	0	0	3
CTS 120	Hardware/Software Support	2	3	0	3
ENG 111	Writing and Inquiry	3	0	0	3
NET 126	Switching & Routing	1	4	0	3
		9	**7**	**0**	**12**
First Year:	**Summer Semester**				
CIS 115	Intro to Prog & Logic	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
		6	**7**	**0**	**9**
Second Year:	**Fall Semester**				
ENG 112	Writing/Research in the Disc	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
NET 225	Enterprise Networking	1	4	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
SEC 160	Security Administration I	2	2	0	3
		10	**10**	**0**	**15**
Second Year:	**Spring Semester**				
CCT 250	Network Vulnerabilities I	2	2	0	3
CTI 289	CTI Capstone Project	1	6	0	3
SEC 260	Security Admin II	2	2	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
S/BS	Social/Behavioral Science	3	0	0	3
		11	**10**	**0**	**15**

Total Semester Hours Credit for Degree: 67

Humanities/Fine Arts Electives (choose one)	Social/Behavioral Science Electives (choose one)
ART 111 Art Appreciation [u]	ECO 251 Prin of Microeconomics [u]
HUM 110 Technology and Society	ECO 252 Prin of Macroeconomics [u]
HUM 115 Critical Thinking	POL 120 American Government [u]
MUS 110 Music Appreciation [u]	PSY 150 General Psychology [u]
PHI 240 Introduction to Ethics [u]	SOC 210 Introduction to Sociology [u]

[U] indicates a Universal General Education Transfer Component (UGETC) course included in the Comprehensive Articulation Agreement. UGETC courses are guaranteed to transfer to any of the sixteen University of North Carolina senior institutions as equivalent credit within defined distribution limits.

Information Technology - Network and Cyber Security Specialist Certificate [C25590N]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
CTI 120	Network and Sec Foundation	2	2	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
NET 125	Introduction to Networks	1	4	0	3
		5	**9**	**0**	**9**
First Year:	**Spring Semester**				
CTS 120	Hardware/Software Support	2	3	0	3
NET 126	Switching and Routing	1	4	0	3
		3	**7**	**0**	**6**
First Year:	**Summer Semester**				
SEC 110	Security Concepts	2	2	0	3
		2	**2**	**0**	**3**

Total Semester Hours Credit for Certificate: 18

Information Technology-IT Support Specialist [A25590S]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm., & Db Foundation	2	2	0	3
CTI 120	Network and Sec Foundation	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
		12	**9**	**0**	**16**
First Year:	**Spring Semester**				
CTS 115	Info Sys Business Concepts	3	0	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
		11	**10**	**0**	**15**
First Year:	**Summer Semester**				
CIS 115	Intro to Prog & Logic	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
		6	**7**	**0**	**9**
Second Year:	**Fall Semester**				
ENG 112	Writing/Research in the Disc	3	0	0	3
NET 125	Introduction to Networks	1	4	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
		8	**8**	**0**	**12**
Second Year:	**Spring Semester**				
CTI 289	CTI Capstone Project ***OR***	1	6	0	3
WBL 111S	Work-Based Learning I-ITSS	0	0	10	1
CTI 140	Virtualization Concepts	1	4	0	3
WEB 110	Web Development Fundamentals	2	3	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
S/BS	Social/Behavior Science	3	0	0	3
		9/10	**6/12**	**0/10**	**13/15**

Total Semester Hours Credit for Degree: 65 or 67

Humanities/Fine Arts Electives (choose one)	Social/Behavioral Science Electives (choose one)
ART 111 Art Appreciation [U]	ECO 251 Prin of Microeconomics [U]
HUM 110 Technology and Society	ECO 252 Prin of Macroeconomics [U]
HUM 115 Critical Thinking	POL 120 American Government [U]
MUS 110 Music Appreciation [U]	PSY 150 General Psychology [U]
PHI 240 Introduction to Ethics [U]	SOC 210 Introduction to Sociology [U]

[U] indicates a Universal General Education Transfer Component (UGETC) course included in the Comprehensive Articulation Agreement. UGETC courses are guaranteed to transfer to any of the sixteen University of North Carolina senior institutions as equivalent credit within defined distribution limits.

Information Technology – Support Specialist Certificate [C25590S]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm., & Db Foundation	2	2	0	3
CTI 120	Network and Sec Foundation	2	2	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
		8	**9**	**0**	**12**
First Year:	**Spring Semester**				
CTS 115	Info Sys Business Concepts	3	0	0	3
CTS 120	Hardware/Software Support	2	3	0	3
		5	**3**	**0**	**6**

Total Semester Hours Credit for Certificate: 18

Information Technology - Virtualization Specialization Specialist Certificate [C25590V]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Summer Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
NOS 130	Windows Single User	2	2	0	3
		2	**2**	**0**	**3**
First Year:	**Fall Semester**				
NET 125	Introduction to Networks	1	4	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
		5	**8**	**0**	**9**
First Year:	**Spring Semester**				
CTI 140	Virtualization Concepts	1	4	0	3
		1	**4**	**0**	**3**

Total Semester Hours Credit for Certificate: 15

Information Technology-IT Support Specialist [A25590AP] Apprenticeship Track

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
Pre-Apprenticeship:	**Summer Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
CIS 115	Intro to Prog & Logic	2	3	0	3
		2	**3**	**0**	**3**
Apprenticeship:					
First Year:	**Fall Semester**				
ACA 111	College Student Success	1	0	0	1
CTI 120	Network and Sec Foundation	2	2	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
		5	**5**	**0**	**7**
First Year:	**Spring Semester**				
CIS 110	Introduction to Computers	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
		4	**5**	**0**	**6**
Second Year:	**Summer Semester**				
NOS 130	Windows Single User	2	2	0	3
		2	**2**	**0**	**3**
Second Year:	**Fall Semester**				
CTI 110	Web, Pgm. & Db Foundation	2	2	0	3
NET 125	Introduction to Networks	1	4	0	3
		3	**6**	**0**	**6**
Second Year:	**Spring Semester**				
CTS 115	Info Sys Business Concepts	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
		8	**2**	**0**	**9**
Third Year:	**Summer Semester**				
ENG 112	Writing/Research in the Disc	3	0	0	3
		3	**0**	**0**	**3**
Third Year:	**Fall Semester**				
H/FA	Humanities/Fine Art	3	0	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
		5	**2**	**0**	**6**
Third Year:	**Spring Semester**				
DBA 110	Database Concepts	2	3	0	3
WBL 112T	Work-Based Learning I–ITSS	0	0	20	2
S/BS	Social/Behavior Science	3	0	0	3
		5	**3**	**20**	**8**

Curriculum	Courses By Semester	Hours/Week			Sem. Hrs.
Fourth Year:	**Summer Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
SEC 110	Security Concepts	2	2	0	3
		2	**2**	**0**	**3**
Fourth Year:	**Fall Semester**				
CTS 130	Spreadsheet	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
		4	**4**	**0**	**6**
Fourth Year:	**Spring Semester**				
CTI 140	Virtualization Concepts	1	4	0	3
WEB 110	Web Development Fundamentals	2	3	0	3
		3	**6**	**0**	**6**

Total Semester Hours Credit for Degree: 66

Information Technology-IT Support Apprentice [C25590AP]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
Pre-Apprenticeship:	**Summer Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
CIS 115	Intro to Prog & Logic	2	3	0	3
		2	**3**	**0**	**3**
First Year:	**Fall Semester**				
CTI 120	Network and Sec Foundation	2	2	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
		4	**5**	**0**	**6**
First Year:	**Spring Semester**				
CIS 110	Introduction to Computers	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
		4	**5**	**0**	**6**

Total Semester Hours Credit for Certificate: 15

Interior Design

[A30220] Associate in Applied Science Degree; [C30220] Certificate

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 and design process.

Curriculum content includes residential and nonresidential interior design, architectural drafting, computer-aided design, and universal design. Also included are basic design, code standards, history of interiors and furnishings, color theory, products, business practices, visual presentations, and sustainable principles.

Graduates should qualify for interior design opportunities in numerous residential and commercial environments such as hospitality, corporate, mercantile, educational, and healthcare. Interior designers also have employment opportunities in real estate, entertainment, visual merchandising, government, sales and marketing, and other specialties dealing with interiors.

Program Competencies

Upon successful completion of the Interior Design program, the student should be able to:

1. Utilize the fundamental principles and elements of design to create a unified environment.
2. Design an environment using sound space planning principles.
3. Visually communicate design concepts.
4. Create harmonious hue schemes.
5. Identify and design interiors based on historical periods or design styles.
6. Apply ethical business practices.

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

Interior Design [A30220]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ARC 111	Intro to Arch Technology	1	6	0	3
DES 125	Visual Presentation I	0	6	0	2
DES 135	Prin and Elem of Design I	2	4	0	4
DES 255	History of Interior & Furn I	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
		10	**16**	**0**	**16**
First Year:	**Spring Semester**				
ARC 114	Architectural CAD	1	3	0	2
DES 130	Digital App/Interior Design	2	3	0	3
DES 136	Prin and Elem of Design II	2	4	0	4
DES 220	Interior Design Fundamentals	1	6	0	3
DES 225	Textiles for Interiors	2	2	0	3
		8	**18**	**0**	**15**
First Year:	**Summer Semester**				
DES 210	Professional Practices/Int Des	2	0	0	2
DES 230	Residential Design I	1	6	0	3
DES 235	Products	2	2	0	3
DES 240	Commercial/Contract Design I	1	6	0	3
		6	**14**	**0**	**11**
Second Year:	**Fall Semester**				
ART 114	Art History Survey I	3	0	0	3
DES 231	Residential Design II	1	6	0	3
DES 241	Comm/Contract Design II	1	6	0	3
DES 265	Lighting/Interior Design	1	2	0	2
MAT 110	Math Measurement & Literacy	2	2	0	3
		8	**16**	**0**	**14**
Second Year:	**Spring Semester**				
ARC 235	Architectural Portfolio	2	3	0	3
COM 110	Introduction to Communication ***OR***				
ENG 114	Prof Research & Reporting	3	0	0	3
DES 256	History of Interiors & Furn II	3	0	0	3
S/BS	Social/ Behavioral Science	3	0	0	3
WBL 112I	Work-Based Learning I-ID	0	0	20	2
		11	**3**	**20**	**14**

Total Semester Hours Credit for Degree: 70

Interior Design - Architectural Technology and Design Certificate [C30220]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ARC 111	Intro to Arch Technology	1	6	0	3
DES 125	Visual Presentation I	0	6	0	2
DES 135	Prin and Elem of Design I	2	4	0	4
		3	**16**	**0**	**9**
First Year:	**Spring Semester**				
ARC 114	Architectural CAD	1	3	0	2
DES 220	Interior Design Fundamentals	1	6	0	3
		2	**9**	**0**	**5**
First Year:	**Summer Semester**				
DES 230	Residential Design I	1	6	0	3
		1	**6**	**0**	**3**

Total Semester Hours Credit for Certificate: 17

Interior Design - Digital Imaging and Design Certificate [C30220D]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ARC 111	Intro to Arch Technology	1	6	0	3
DES 125	Visual Presentation I	0	6	0	2
DES 135	Prin and Elem of Design I	2	4	0	4
		3	**16**	**0**	**9**
First Year:	**Spring Semester**				
ARC 114	Architectural CAD	1	3	0	2
DES 130	Digital App/Interior Design	2	3	0	3
DES 220	Interior Design Fundamentals	1	6	0	3
		4	**12**	**0**	**8**

Total Semester Hours Credit for Certificate: 17

Manicuring/Nail Technology

[C55400] Certificate

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

Program Competencies

Upon successful completion of the Manicuring/Nail Technology Certificate program, the student should be able to:

1. Perform manicures and pedicures according to accepted professional standards
2. Market services and finances
3. Provide a safe and sanitized environment

Special Program Requirements

1. Students must have an acceptable reading placement score before enrolling in COS 221.
2. Submit a government issued photo identification (ID) including date of birth.
3. Submit a social security card or Tax ID card or student visa information.
4. Purchase of the Pivot Point: Fundamentals of Manicuring/Nail Tech Digital Education Package and required student kit will be made from the RCC (Randolph Community College) Campus Store.
5. Purchase appropriate shoes, uniforms, and name badges.
6. Students enrolled in the program should not be subject to color blindness or have sensitivity to chemicals including nail products.

Randolph Community College's Manicuring program complies with the rules and regulations of the North Carolina Board of Cosmetic Arts Examiners.

N.C. Board of Cosmetic Arts
121 Edinburgh South Dr. Suite 209
Cary, NC 27511
919-723-6123
Email: nccosmo@nccosmeticarts.com
www.nccosmeticarts.com

Manicuring/Nail Technology Certificate [C55400]

Courses for this certificate program are offered afternoon/early evening only.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
COS 121	Manicure/Nail Technology I	4	6	0	6
		4	**6**	**0**	**6**
First Year:	**Spring Semester**				
COS 222	Manicure/Nail Tech. II	4	6	0	6
		4	**6**	**0**	**6**

Total Semester Hours Credit for Certificate: 12

Legal Limitations of Licensure

Students who enroll in the manicuring program should be aware that the application for licensure at the completion of the program might be denied or restricted by the North Carolina Board of Cosmetic Arts. Please reference 21 NCAC 141.0401 Application/Licensure/Individuals Who Have Been Convicted of Felony at the following website: www.nccosmeticarts.com.

Manufacturing Technology

[A50320] Associate in Applied Science Degree; [C50320AR] Certificate Apprenticeship Track

This curriculum is designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment and information as leaders in an industrial or manufacturing setting.

Course work includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

More specifically, a course of study that prepares students to use basic engineering principles and technical skills to identify and resolve production problems in the manufacture of products. Includes instruction in machine operations and CNC principles, production line operations, instrumentation, computer-aided manufacturing (CAM) and other computerized production techniques, manufacturing planning, quality control, quality assurance and informational infrastructure.

Graduates should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician.

This program is offered as a part of the Apprenticeship Randolph initiative with area high schools and local manufacturing industries. For more information about Apprenticeship Randolph, please visit http://apprenticeshiprandolph.com/

Program Competencies

Upon successful completion of the manufacturing Technology program, the student should be able to:

1. Apply basic industrial safety concepts including basic electrical and fire safety, PPE (personal protective equipment) and hazardous communication requirements.
2. Demonstrate efficiency in computer-aided manufacturing (CAM) and other computerized production techniques.
3. Demonstrate competency with manufacturing techniques and processes.
4. Identify and resolve production problems in the manufacture of products.

Manufacturing Technology - Machining [A50320CM]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Summer Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
WBL 110	World of Work	1	0	0	1
WBL 110A	World of Work Lab	0	2	0	1
WLD 112	Basic Welding Processes	1	3	0	2
		2	**5**	**0**	**4**
First Year:	**Fall Semester**				
ISC 112	Industrial Safety	2	0	0	2
MAC 111AB	Machining Technology I	1	6	0	3
		3	**6**	**0**	**5**
First Year:	**Spring Semester**				
BPR 111	Print Reading	1	2	0	2
MAC 111BB	Machining Technology I	1	6	0	3
		2	**8**	**0**	**5**
Second Year:	**Summer Semester**				
MEC 145	Mfg Materials I	2	3	0	3
		2	**3**	**0**	**3**
Second Year:	**Fall Semester**				
H/FA	Humanities/Fine Arts Elective	3	0	0	3
MAC 112AB	Machining Technology II	1	6	0	3
		4	**6**	**0**	**6**
Second Year:	**Spring Semester**				
ATR 112	Intro to Automation	2	3	0	3
MAC 112BB	Machining Tech II	1	6	0	3
		3	**9**	**0**	**6**
Third Year:	**Summer Semester**				
MAC 114	Intro to Metrology	2	0	0	2
MAC 122	CNC Turning	1	3	0	2
		3	**3**	**0**	**4**
Third Year:	**Fall Semester**				
ENG 111	Writing and Inquiry	3	0	0	3
MAC 151	Machining Calculations	1	2	0	2
		4	**2**	**0**	**5**

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
Third Year:	**Spring Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ENG 114	Prof Research & Reporting ***OR***	3	0	0	3
ENG 116	Technical Report Writing	3	0	0	3
MAC 124	CNC Milling	1	3	0	2
MAC 152	Adv Machining Calc	1	2	0	2
		5	**5**	**0**	**7**
Fourth Year:	**Summer Semester**				
MAC 143	Machining Appl III	2	6	0	4
WBL 111W	Work-Based Learning I-APPRN	0	0	10	1
		2	**6**	**10**	**5**
Fourth Year:	**Fall Semester**				
ISC 132	Mfg Quality Control	2	3	0	3
MAT 121	Algebra/Trigonometry I OR	2	2	0	3
MAT 171	Precalculus Algebra	3	2	0	4
		4/5	**5**	**0**	**6/7**
Fourth Year:	**Spring Semester**				
MEC 110	Intro to CAD/CAM	1	2	0	2
MNT 160	Industrial Fabrication	1	3	0	2
S/BS	Social/Behavioral Science Elective	3	0	0	3
		5	**5**	**0**	**7**
Fifth Year:	**Summer Semester**				
MEC 231	Comp-Aided Manufact I	1	4	0	3
WBL 121W	Work-Based Learning II-APPRN	0	0	10	1
		1	**4**	**10**	**4**

Total Semester Hours Credit for Degree: 67/68

Humanities/Fine Arts Electives		**Social/Behavioral Science Electives**	
HUM 110	Technology and Society	ECO 251	Prin of Microeconomics
HUM 115	Critical Thinking	GEO 111	World Regional Geography
PHI 240	Introduction to Ethics	PSY 150	General Psychology
		SOC 210	Introduction to Sociology

Manufacturing Technology - Mechatronics [A50320MT]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Summer Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
WBL 110	World of Work	1	0	0	1
WBL 110A	World of Work Lab	0	2	0	1
WLD 112	Basic Welding Processes	1	3	0	2
		2	**5**	**0**	**4**
First Year:	**Fall Semester**				
ISC 112	Industrial Safety	2	0	0	2
MAC 111AB	Machining Technology I	1	6	0	3
		3	**6**	**0**	**5**
First Year:	**Spring Semester**				
BPR 111	Print Reading	1	2	0	2
MAC 111BB	Machining Technology I	1	6	0	3
		2	**8**	**0**	**5**
Second Year:	**Summer Semester**				
MEC 145	Mfg Materials I	2	3	0	3
		2	**3**	**0**	**3**
Second Year:	**Fall Semester**				
ELN 150	CAD for Electronics	1	3	0	2
H/FA	Humanities/Fine Arts Elective	3	0	0	3
MEC 130	Mechanisms	2	2	0	3
		6	**5**	**0**	**8**
Second Year:	**Spring Semester**				
ATR 112	Intro to Automation	2	3	0	3
ELC 131	Circuit Analysis I	3	3	0	4
		5	**6**	**0**	**7**
Third Year:	**Summer Semester**				
MAC 114	Intro to Metrology	2	0	0	2
MNT 110	Intro to Maint Procedures	1	3	0	2
		3	**3**	**0**	**4**
Third Year:	**Fall Semester**				
ENG 111	Writing and Inquiry	3	0	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
		5	**3**	**0**	**6**

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
Third Year:	**Spring Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ELC 117	Motors & Controls	2	6	0	4
ENG 114	Prof Research & Reporting ***OR***	3	0	0	3
ENG 116	Technical Report Writing	3	0	0	3
		5	**6**	**0**	**7**
Fourth Year:	**Summer Semester**				
ELN 260	Prog Logic Controllers	3	3	0	4
WBL 111W	Work-Based Learning I-APPRN	0	0	10	1
		3	**3**	**10**	**5**
Fourth Year:	**Fall Semester**				
ISC 132	Mfg Quality Control	2	3	0	3
MAT 121	Algebra/Trigonometry I ***OR***	2	2	0	3
MAT 171	Precalculus Algebra	3	2	0	4
		4/5	**5**	**0**	**6/7**
Fourth Year:	**Spring Semester**				
ATR 219	Automation Troubleshooting	1	3	0	2
MNT 160	Industrial Fabrication	1	3	0	2
S/BS	Social/Behavioral Science Elective	3	0	0	3
		5	**6**	**0**	**7**
Fifth Year:	**Summer Semester**				
ATR 214	Advanced PLCs	3	3	0	4
WBL 121W	Work-Based Learning II-APPRN	0	0	10	1
		3	**3**	**10**	**5**

Total Semester Hours Credit for Degree: 72/73

Humanities/Fine Arts Electives		**Social/Behavioral Science Electives**	
HUM 110	Technology and Society	ECO 251	Prin of Microeconomics
HUM 115	Critical Thinking	GEO 111	World Regional Geography
PHI 240	Introduction to Ethics	PSY 150	General Psychology
		SOC 210	Introduction to Sociology

Manufacturing Technology - Certificate [C50320AR] Apprenticeship Track

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Summer Semester – Pre-Apprenticeship**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
WBL 110	World of Work	1	0	0	1
WBL 110A	World of Work Lab	0	2	0	1
WLD 112	Basic Welding Processes	1	3	0	2
		2	**5**	**0**	**4**
First Year:	**Fall Semester**				
ISC 112	Industrial Safety	2	0	0	2
MAC 111AB	Machining Technology I	1	6	0	3
		3	**6**	**0**	**5**
First Year:	**Spring Semester**				
BPR 111	Print Reading	1	2	0	2
MAC 111BB	Machining Technology I	1	6	0	3
		2	**8**	**0**	**5**
Second Year:	**Summer Semester**				
MEC 145	Mfg Materials I	2	3	0	3
		4	**2**	**0**	**3**

Total Semester Hours Credit for Certificate: 17

Medical Assisting

[A45400] Associate in Applied Science Degree

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Program Competencies

Upon successful completion of the Medical Assisting program, the student should be able to:

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

See Additional Admissions Policies & Procedures for additional Medical Assisting requirements.

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

NOTE: For more information, contact Kia Vang at 336-328-1779 or kyvang@randolph.edu.

Accreditation Statement

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

Commission on Accreditation of Allied Health Education Programs
9355-113th Street North, #7709
Seminole, FL 33775
727-210-2350
www.caahep.org

Medical Assisting [A45400]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
MED 110	Orientation to Med Assisting	1	0	0	1
MED 118	Medical Law and Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 130	Admin Office Proc I	1	2	0	2
		15	**6**	**0**	**18**
First Year:	**Spring Semester**				
BIO 163	Basic Anat & Physiology	4	2	0	5
ENG 114	Prof Research & Reporting	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 131	Admin Office Proc II	1	2	0	2
MED 183	Electronic Med Records I	3	2	3	5
		14	**4**	**3**	**18**
First Year:	**Summer Semester**				
MED 140	Exam Room Procedures I	3	4	0	5
MED 232	Medical Insurance Coding	1	3	0	2
MED 276	Patient Education	1	2	0	2
		5	**9**	**0**	**9**
Second Year:	**Fall Semester**				
MED 150	Laboratory Procedures I	3	4	0	5
MED 240	Exam Room Procedures II	3	4	0	5
MED 270	Symptomatology	2	2	0	3
MED 272	Drug Therapy	3	0	0	3
		11	**10**	**0**	**16**
Second Year:	**Spring Semester**				
MED 260	MED Clinical Practicum	0	0	15	5
MED 262	Clinical Perspectives	1	0	0	1
MED 264	Med Assisting Overview	2	0	0	2
PSY 150	General Psychology	3	0	0	3
---	Humanities/Fine Arts Elective	3	0	0	3
		9	**0**	**15**	**14**

Total Semester Hours Credit for Degree: 75

Students must earn a minimum grade of "C" in all the courses with the prefixes of MED, and “B” or better for BIO, CIS, and MAT. Any student not meeting a minimum grade of "C" in all courses with the prefix of MED, and “B” or better for BIO, CIS, and MAT will be dismissed from the Medical Assisting program.

Medical Office Administration

[A25310] Associate in Applied Science Degree; [D25310] Diploma; [C25310] Certificate

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Program Competencies

Upon successful completion of the Medical Office Administration program, the student should be able to:

1. Demonstrate a professional image including proper attire, proper communication, and proper behavior in a professional environment.
2. Demonstrate ability to accurately complete a medical insurance claim form.
3. Demonstrate ability to use a medical practice management package to schedule, bill, and maintain patient records.

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

Medical Office Administration [A25310]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 141	Med Office Terms I	3	0	0	3
OST 161	Medical Ofc Procedures	2	2	0	3
		12	**6**	**0**	**15**
First Year:	**Spring Semester**				
ENG 114	Prof Research & Reporting	3	0	0	3
OST 142	Med Office Terms II	3	0	0	3
OST 148	Med Ins & Billing	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Office Editing	3	0	0	3
		15	**0**	**0**	**15**
First Year:	**Summer Semester**				
OST 136	Word Processing	2	2	0	3
OST 243	Med Office Simulation	2	2	0	3
		4	**4**	**0**	**6**
Second Year:	**Fall Semester**				
ACC 120	Prin of Financial Accounting	3	2	0	4
OST 247	Procedure Coding	2	2	0	3
OST 248	Diagnostic Coding	2	2	0	3
OST 263	Healthcare Customer Relations	3	0	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
		13	**6**	**0**	**16**
Second Year:	**Spring Semester**				
CTS 130	Spreadsheet	2	2	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
OST 286	Professional Development	3	0	0	3
OST 288	Medical Office Admin Capstone	2	2	0	3
S/BS	Social/Behavioral Science	3	0	0	3
		12	**6**	**0**	**15**

Total Semester Hours Credit for Degree: 67

Medical Office Administration [D25310]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 141	Med Office Terms I	3	0	0	3
OST 161	Medical Ofc Procedures	2	2	0	3
		12	**6**	**0**	**15**
First Year:	**Spring Semester**				
ENG 114	Prof Research & Reporting	3	0	0	3
OST 142	Med Office Terms II	3	0	0	3
OST 148	Med Ins & Billing	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Office Editing	3	0	0	3
		15	**0**	**0**	**15**
First Year:	**Summer Semester**				
OST 136	Word Processing	2	2	0	3
OST 243	Med Office Simulation	2	2	0	3
		4	**4**	**0**	**6**

Total Semester Hours Credit for Diploma: 36

Medical Office Administration [C25310]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
CIS 110	Introduction to Computers	2	2	0	3
OST 141	Med Office Terms I	3	0	0	3
OST 161	Medical Ofc Procedures	2	2	0	3
		7	**4**	**0**	**9**
First Year:	**Spring Semester**				
OST 142	Med Office Terms II	3	0	0	3
OST 148	Med Ins & Billing	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
		9	**0**	**0**	**9**

Total Semester Hours Credit for Certificate: 18

Photographic Technology: Commercial Photography

[A30280CP] Associate in Applied Science Degree

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

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

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

Program Competencies

Upon successful completion of all Photographic Technology Concentrations, the student should be able to:

1. Demonstrate the ability to control photographic exposure
2. Execute photographic imaging processes.
3. Demonstrate proficiency in digital photography workflow.
4. Utilize lighting equipment.
5. Utilize design elements to produce photographs.

Humanities/Fine Arts approved for A30280CP ART 111, ART 114, ART 115, HUM 110, HUM 115, PHI 240.

Social/Behavioral Sciences approved for A30280CP ECO 251, GEO 111, PSY 150, SOC 210

Photographic Technology: Commercial Photography [A30280CP]

Courses for this A.A.S. degree program are offered day, evening, online, and/or hybrid with the exception of PHO courses. They are only offered during the day.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ENG 111	Writing and Inquiry	3	0	0	3
PHO 110	Fund of Photography	3	6	0	5
PHO 112	Design Laboratory I	0	3	0	1
H/FA	Humanities/Fine Arts	3	0	0	3
		10	**9**	**0**	**13**
First Year:	**Spring Semester**				
PHO 115	Basic Studio Lighting	2	6	0	4
PHO 122	Design Laboratory II	0	3	0	1
PHO 127	Photo Materials/ Processes	3	3	0	4
PHO 132	Small-Format Photography	2	6	0	4
		7	**18**	**0**	**13**
First Year:	**Summer Semester**				
ENG 114	Prof Research & Reporting ***OR***	3	0	0	3
COM 110	Introduction to Communications ***OR***	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
PHO 139	Intro to Digital Imaging	1	4	0	3
PHO 143	Multimedia I	2	3	0	3
		6	**7**	**0**	**9**
Second Year:	**Fall Semester**				
MAT 110	Math Measurement & Literacy ***OR***	2	2	0	3
MAT 143	Quantitative Literacy	2	2	0	3
PHO 215	Photographic Illustration	2	8	0	6
PHO 241	Digital Image Technology	2	3	0	3
WBL 112N	Work-Based Learning I - PHOCP	0	0	20	2
		6	**13**	**20**	**14**
Second Year:	**Spring Semester**				
PHO 220	Business of Photography	3	0	0	3
PHO 229	Advertising Photography	2	8	0	6
PHO 244	Multimedia II Commercial Photo	2	3	0	3
WBL 122N	Work-Based Learning II - PHOCP	0	0	20	2
		7	**11**	**20**	**14**
Second Year:	**Summer Semester**				
PHO 231	Commercial Portfolio Capstone	1	3	0	2
---	Social/Behavioral Science	3	0	0	3
		4	**3**	**0**	**5**

Total Semester Hours Credit for Degree: 68

ART 111 or ART 114 is the preferred Humanities/Fine Arts Course. Students will take WBL 112N and WBL 122N.

Photographic Technology: Multimedia Journalism

[A30280PJ] Associate in Applied Science Degree

Multimedia Journalism 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 multimedia journalism. 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 multimedia journalism.

Program Competencies

Upon successful completion of all Photographic Technology Concentrations, the student should be able to:

1. Demonstrate the ability to control photographic exposure.
2. Execute photographic imaging processes.
3. Demonstrate proficiency in digital photography workflow.
4. Utilize lighting equipment.
5. Utilize design elements to produce photographs.

Humanities/Fine Arts approved for A30280PJ ART 111, ART 114, ART 115, HUM 110, HUM 115, PHI 240.

Social/Behavioral Sciences approved for A30280PJ ECO 251, GEO 111, PSY 150, SOC 210

Photographic Technology: Multimedia Journalism [A30280PJ]

Courses for this A.A.S. degree program are offered day, evening, online, and/or hybrid with the exception of PHO courses. They are only offered during the day.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ENG 111	Writing and Inquiry	3	0	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
PHO 110	Fund of Photography	3	6	0	5
PHO 112	Design Laboratory I	0	3	0	1
		10	**9**	**0**	**13**
First Year:	**Spring Semester**				
PHO 115	Basic Studio Lighting	2	6	0	4
PHO 122	Design Laboratory II	0	3	0	1
PHO 127	Photo Materials/Processes	3	3	0	4
PHO 132	Small-Format Photography	2	6	0	4
		7	**18**	**0**	**13**
First Year:	**Summer Semester**				
ENG 114	Prof Research & Reporting ***OR***	3	0	0	3
COM 110	Introduction to Communications ***OR***				
ENG 112	Writing/Research in the Disc				
PHO 139	Intro to Digital Imaging	1	4	0	3
PHO 143	Multimedia I	2	3	0	3
		6	**7**	**0**	**9**
Second Year:	**Fall Semester**				
MAT 110	Math Measurement & Literacy ***OR***	2	2	0	3
MAT 143	Quantitative Literacy				
PHO 217	Photojournalism I	1	6	0	4
PHO 241	Digital Image Technology	2	3	0	3
PHO 243	Multimedia II Journalism	2	3	0	3
		7	**14**	**0**	**13**
Second Year:	**Spring Semester**				
PHO 216	Documentary Photography/Multimedia	2	4	0	4
PHO 220	Business of Photography	3	0	0	3
S/BS	Social/Behavioral Science	3	0	0	3
WBL 112P	Work-Based Learning I - PHOPJ	0	0	20	2
		8	**4**	**20**	**12**
Second Year:	**Summer Semester**				
PHO 232	Multimedia Journalism Portfolio Capstone	1	3	0	2
WBL 122P	Work-Based Learning II - PHOPJ	0	0	20	2
		1	**3**	**20**	**4**

Total Semester Hours Credit for Degree: 64

ART 111 or ART 114 is the preferred Humanities/Fine Arts Course. Students will take WBL 112P and WBL 122P.

Photographic Technology: Portrait & Wedding Photography

[A30280PS] Associate in Applied Science Degree

Portrait & Wedding Photography 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 & wedding photography.

Program Competencies

Upon successful completion of all Photographic Technology Concentrations, the student should be able to:

1. Demonstrate the ability to control photographic exposure.
2. Execute photographic imaging processes.
3. Demonstrate proficiency in digital photography workflow.
4. Utilize lighting equipment.
5. Utilize design elements to produce photographs.

Humanities/Fine Arts approved for A30280PS ART 111, ART 114, ART 115, HUM 110, HUM 115, PHI 240.

Social/Behavioral Sciences approved for A30280PS ECO 251, GEO 111, PSY 150, SOC 210

Photographic Technology: Portrait & Wedding Photography [A30280PS]

Courses for this A.A.S. degree program are offered day, evening, online, and/or hybrid with the exception of PHO courses. They are only offered during the day.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ENG 111	Writing and Inquiry	3	0	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
PHO 110	Fund of Photography	3	6	0	5
PHO 112	Design Laboratory I	0	3	0	1
		10	**9**	**0**	**13**
First Year:	**Spring Semester**				
PHO 115	Basic Studio Lighting	2	6	0	4
PHO 122	Design Laboratory II	0	3	0	1
PHO 127	Photo Materials/Processes	3	3	0	4
PHO 132	Small-Format Photography	2	6	0	4
		7	**18**	**0**	**13**
First Year:	**Summer Semester**				
ENG 114	Prof Research & Reporting ***OR***	3	0	0	3
COM 110	Introduction to Communications ***OR***				
ENG 112	Writing/Research in the Disc				
PHO 139	Intro to Digital Imaging	1	4	0	3
PHO 143	Multimedia I	2	3	0	3
		6	**7**	**0**	**9**
Second Year:	**Fall Semester**				
MAT 110	Math Measurement & Literacy ***OR***	2	2	0	3
MAT 143	Quantitative Literacy				
PHO 210	Prof Wedding Photography	1	6	0	3
PHO 211	Contemporary Portraiture I	2	8	0	6
PHO 241	Digital Image Technology	2	3	0	3
PHO 245	Multimedia II Portrait Photo	2	3	0	3
		9	**22**	**0**	**18**
Second Year:	**Spring Semester**				
PHO 220	Business of Photography	3	0	0	3
PHO 221	Contemporary Portraiture II	1	8	0	5
S/BS	Social/Behavioral Science	3	0	0	3
WBL 112S	Work-Based Learning I- PHOCPS	0	0	20	2
		7	**8**	**20**	**13**
Second Year:	**Summer Semester**				
PHO 233	Portraiture Portfolio Capstone	1	3	0	2
		1	**3**	**0**	**2**

Total Semester Hours Credit for Degree: 68

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

Radiography

[A45700] Associate in Applied Science Degree

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

Program Competencies

Upon successful completion of the Radiography program,

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

The Randolph Community College Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Phone 312-704-5300, or at ***www.jrcert.org****.*

Radiography [A45700]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
BIO 163	Basic Anat & Physiology**	4	2	0	5
ENG 111	Writing and Inquiry	3	0	0	3
RAD 110	Rad Intro & Patient Care	2	3	0	3
RAD 111	RAD Procedures I	3	3	0	4
RAD 113	RAD Lab Elective	0	3	0	1
RAD 151	RAD Clinical Ed I	0	0	9	2
		13	**11**	**9**	**19**
First Year:	**Spring Semester**				
ENG 114	Prof Research & Reporting	3	0	0	3
PHY 110	Conceptual Physics **+**	3	0	0	3
PHY 110A	Conceptual Physics Lab ***OR***	0	2	0	1
MAT 171	Precalculus Algebra	3	2	0	4
RAD 112	RAD Procedures II	3	3	0	4
RAD 121	Image Production I	2	3	0	3
RAD 161	RAD Clinical Ed II	0	0	15	5
		11	**8**	**15**	**19**
First Year:	**Summer Semester**				
RAD 122	Image Production II	1	3	0	2
RAD 141	Radiation Safety	2	0	0	2
RAD 171	RAD Clinical Ed III	0	0	9	3
		3	**3**	**9**	**7**
Second Year:	**Fall Semester**				
PHI 240	Introduction to Ethics	3	0	0	3
RAD 211	RAD Procedures III	2	3	0	3
RAD 231	Image Production III	1	3	0	2
RAD 251	RAD Clinical Ed IV	0	0	21	7
		6	**6**	**21**	**15**
Second Year:	**Spring Semester**				
PSY 150	General Psychology	3	0	0	3
RAD 261	RAD Clinical Ed V	0	0	21	7
RAD 271	Radiography Capstone	2	3	0	3
		5	**3**	**21**	**13**

Total Semester Hours Credit for Degree: 73

Students must obtain a grade of "C" or better in all RAD courses, "B" or better BIO 163, ENG 111, ENG 114, PHI 240, PHY 110, PHY 110A, MAT 171, and PSY 150 in order to progress in the Radiography program.

***Students who choose to take BIO 168 and BIO 169 instead of BIO 163 will receive credit for BIO 163 if they earn a "B" or better.*

Welding Technology

[D50420] Diploma; [D50420E] Diploma Evening; [C50420M] MIG Certificate; [C50420T] TIG Certificate

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

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

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

Program Competencies

Upon successful completion of the Welding Technology program, the student should be able to:

1. Properly perform welds to industry standards.
2. Demonstrate the ability to identify common weld defects.
3. Show proficiency in setting up of welding machines.

NOTE: The Welding Technology program is offered at RCC's Archdale Center.

Welding Technology [D50420]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCWA/Plate	2	6	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3
		9	**26**	**0**	**18**
First Year:	**Spring Semester**				
ENG 102	Applied Communications II	3	0	0	3
MAT 110	Math Measurement& Literacy ***OR***	2	2	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
WLD 116	SMAW (stick) Plate/Pipe	1	9	0	4
WLD 122	GMAW (MIG) Plate/Pipe	1	6	0	3
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	3
WLD 262	Inspection &Testing	2	2	0	3
		10/11	**23/25**	**0**	**19**
First Year:	**Summer Semester**				
WLD 151	Fabrication I	2	6	0	4
WLD 221	GMAW (MIG) Pipe	1	6	0	3
WLD 231	GTAW (TIG) Pipe	1	6	0	3
		4	**18**	**0**	**10**

Total Semester Hours Credit for Diploma: 47

Welding Technology [D50420E] Evening Layout

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Spring Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
WLD 110	Cutting Processes	1	3	0	2
WLD 121	GMAW (MIG) FCWA/Plate	2	6	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols &Specifications	2	2	0	3
		7	**17**	**0**	**13**
First Year:	**Summer Semester**				
ENG 102	Applied Communications	3	0	0	3
WLD 122	GMAW (MIG) Plate/Pipe	1	6	0	3
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	3
		5	**12**	**0**	**9**
First Year:	**Fall Semester**				
MAT 110	Math Measurement & Literacy ***OR***	2	2	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
WLD 115	SMAW (stick) Plate	2	9	0	5
WLD 221	GMAW (MIG) Pipe	1	6	0	3
WLD 231	GTAW (TIG) Pipe	1	6	0	3
		6/7	**21/23**	**0**	**14**
First Year:	**Spring Semester**				
WLD 116	SMAW (stick) Plate/Pipe	1	9	0	4
WLD 151	Fabrication I	2	6	0	4
WLD 262	Inspection &Testing	2	2	0	3
		5	**17**	**0**	**11**

Total Semester Hours Credit for Diploma: 47

Welding Technology - MIG [C50420M]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Fall Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
WLD 110	Cutting Processes	1	3	0	2
WLD 121	GMAW (MIG) FCWA/Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3
		5	**11**	**0**	**9**
First Year:	**Spring Semester**				
WLD 122	GMAW (MIG) Plate/Pipe	1	6	0	3
		1	**6**	**0**	**3**

Total Semester Hours Credit for Certificate: 12

Welding Technology - TIG [C50420T]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	**Spring Semester**	**Class**	**Lab**	**Wk. Exp.**	**Credit**
WLD 110	Cutting Processes	1	3	0	2
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3
		5	**11**	**0**	**9**
First Year:	**Summer Semester**				
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	3
		1	**6**	**0**	**3**

Total Semester Hours Credit for Certificate: 12

University Partnerships are a collaborative effort between Randolph Community College and four-year colleges and universities around the state.

Cabarrus College of Health Sciences (Radiography)

Bachelor of Science in Medical Imaging (B.S.)

The agreement has been established to maximize students' transfer of credit from Randolph Community College (RCC) toward a Bachelor of Science degree in Imaging at Cabarrus College. RCC graduates who meet the following criteria will be eligible to enter the program: cumulative GPA of 2.5 or higher; either current active registry or registry eligible status with the ARRT; two professional references, with one from a current supervisor or imaging faculty member.

Fayetteville State University

Bachelor of Science in Accounting (B.S.)

Bachelor of Science in Business (B.S.)

This dual degree articulation agreement assures students at Randolph Community College (RCC) that if they complete all courses outlined in the dual degree plan with a grade of C or better, they will receive an associate's degree from RCC and a bachelor's degree from Fayetteville State University (FSU) in the specified discipline.

To qualify for this program, an individual must complete an associate's degree at RCC, submit all application materials to FSU, and meet all requirements for transfer admissions. Upon receipt of the student's transcript, FSU will award transfer credit for all courses included in the dual degree plan in which the student earned a final grade of C or higher. For more information, please contact RCC’s department head for Accounting and Business Administration.

Bachelor of Science in Fire and Emergency Services Administration (B.S.)

This agreement furthers the efforts of both institutions to meet the educational needs of the citizens of North Carolina and to work cooperatively to improve access to higher education in their respective service districts. This agreement will pertain to those Randolph Community College students who earn an Associate of Applied Science (A.A.S.) Degree in Fire Protection Technology (A55240) through Randolph Community College, and who seek to complete their Bachelor of Science Degree through the Fayetteville State University Fire and Emergency Services Administration Program.

Gardner-Webb University

Bachelor of Science in Human Services (B.S.)

The purpose of this Pathway Agreement is to articulate the requirements and procedures to facilitate graduates from Randolph Community College's Associate in Applied Science in Human Services Technology and Associate in Applied Science in Human Services Technology-Substance Abuse in pursuing the corresponding degree of Bachelor of Science with Gardner-Webb University's Degree Completion Program. Students accepted at Garner-Webb University must comply with all applicable academic regulations as listed in the Online Undergraduate Degree Completion Program Catalog.

Lees-McRae

Bachelor of Arts and Applied Science in Human Services (B.A.A.S.)

This agreement furthers the efforts of both institutions to meet the educational needs of the citizens of North Carolina and to work cooperatively to improve access to higher education in their respective services districts. This agreement will pertain to those Randolph Community College students who earn an Associate of Applied Science (A.A.S.) degree in Human Services Technology and Human Services Technology with a concentration in Addiction and Recovery Services through Randolph Community College, and who seek to complete their Bachelor of Arts and Applied Science degree through the Lees-McRae Human Services program.

Methodist University

This agreement between Methodist University and Randolph Community College will provide access to the Methodist University Online Programs for RCC students, faculty, and staff. It is intended to provide a seamless transfer of credits to the Online Programs offered by Methodist University. Educational discounts or scholarships may be available.

North Carolina Agricultural and Technical State University (NC A & T)

Bachelor of Science in Agricultural Education (B.S.)

This agreement has been established to facilitate the transfer of students graduating from Randolph Community College (RCC) with an Associate in Applied Science in Agribusiness Technology to NC A & T into the Bachelor of Science in Agricultural Education (Professional Services) Program or Bachelor of Science in Agricultural Education (Secondary Education) Program. For more information, please contact the RCC Department Head for Agribusiness Technology.

North Carolina Central University (NCCU)

Bachelor of Science in Criminal Justice (B.S.)

This agreement has been established between Randolph Community College and North Carolina Central University for students who complete the required hours for the Associate in Applied Science (AAS) degree in Criminal Justice. Students who complete the AAS degree in Criminal Justice will be awarded transfer credit as outlined in the NCCU Degree Plan for Criminal Justice. For more information, please contact RCC's department head for Criminal Justice.

North Carolina Wesleyan College

Bachelor of Arts in Criminal Justice (B.A.)

This agreement has been established to promote an easy transition for qualified transfer students from Randolph Community College to North Carolina Wesleyan University to pursue a Bachelor of Arts degree in Criminal Justice. Upon successful completion of the Associate in Applied Science Criminal Justice degree, articulated credits will be awarded toward the bachelor's degree at North Carolina Wesleyan University. For more information, please contact RCC's department head for Criminal Justice.

Pfeiffer University

Pfeiffer Pact

This agreement creates a pathway for the seamless transfer of credits upon graduation from Randolph Community College and admission into Pfeiffer University. Pfeiffer University and Randolph Community College recognize and value high-quality educational opportunities for transfer students in the region. The Baccalaureate Degree Plans in the Pfeiffer Pact include:

Randolph Community College	Pfeiffer University
Associate in Arts	Bachelor of Science, Computer Information Systems
Associate in Arts	Bachelor of Arts, Elementary Education
Associate in Arts	Bachelor of Arts, Elementary Education - Adult Degree Completion Online
Associate in Arts	Bachelor of Arts, Psychology
Associate in Arts or Associate in Science, Teacher Prep	Bachelor of Arts, Elementary Education
Associate in Arts or Associate in Science, Teacher Prep	Bachelor of Arts, Elementary Education – Adult Degree Completion Online
Associate in Science	Bachelor of Science, Biology with a General Biology Concentration
Associate in Science	Bachelor of Science, Biology with a Biomedical Science Concentration

Associate in Science	Bachelor of Science, Biology with a Forensic Science Concentration
Associate in Science	Bachelor of Science, Computer Information Systems
Associate in Applied Science, Accounting and Finance	Bachelor of Science, Accounting
Associate in Applied Science, Advertising and Graphic Design	Bachelor of Arts, Visual Communication
Associate in Applied Science, Criminal Justice Technology	Bachelor of Science, Criminal Justice - Seated
Associate in Applied Science, Criminal Justice Technology	Bachelor of Science, Criminal Justice -Adult Degree Completion Online
Associate in Applied Science, Nursing	Bachelor of Science, Nursing

For more information, please contact RCC's Associate Dean of College Transfer.

University of Mount Olive

The University of Mount Olive Bridge program (UMO Promise) is a partnership between UMO and Randolph Community College. The UMO Promise partnership will enhance educational opportunities and facilitate a seamless transfer of graduates from RCC Associate Degree programs, to UMO Bachelor Degree programs. Specific pathways have been developed for RCC's Associate in Applied Science Agribusiness Technology. For more information, please see RCC's Department Head for Agribusiness Technology.

University of North Carolina at Greensboro

Bachelor of Fine Arts in Interior Architecture

This program-specific agreement has been established to improve access toward completion of a bachelor's degree in Interior Architecture. RCC graduates will be admitted as candidates for the articulation program in Interior Architecture. A maximum of 64 hours of credit can be earned and awarded for transfer from RCC. Students transferring with at least 60 hours will be classified as Junior status. RCC Interior Design graduates with 64 semester hours of credit accepted from RCC will have no more than 63 semester hours of credit remaining for degree completion. Based on a portfolio review, an Interior Design graduate from RCC may be awarded credit for additional hours toward degree completion.

University of North Carolina at Pembroke

Bachelor of Arts in Criminal Justice (B.A.)

Bachelor of Arts in Sociology (B.A.)

This agreement has been established between the University of North Carolina at Pembroke and Randolph Community College for students who complete the required hours for the Associate in Applied Science degree in Criminal Justice. For more information, please contact RCC's department head for Criminal Justice.

Teacher Preparation Program

Bachelor of Arts or Bachelor of Science

This agreement has been established between the University of North Carolina at Pembroke (UNCP) and Randolph Community College (RCC) for students who complete the required hours for the Associate in Arts in Teacher Preparation and/or Associate in Science in Teacher Preparation. For more information, please contact Maria Lebaron at mblebaron@randolph.edu.

University of North Carolina Wilmington

Pathway to Excellence Program

This program is a partnership between the University of North Carolina at Wilmington (UNCW) and Randolph Community College (RCC). It is a pathway for guaranteed admission to UNCW for students completing an Associate in Arts or Associate in Science with a cumulative GPA of at least a 2.5 (on a 4.0 scale) in transferrable, college-level coursework from RCC. Guaranteed admission to the university does not constitute admission to a professional school or specific program.

Students entering the pathway will be expected to indicate their plan by submitting their letter of intent to UNCW Transfer Admission; 601 South College Road; Wilmington NC 28403-5904 or UNCWTransfer@uncw.edu. Students entering under the agreement who have earned an AA or AS degree meet the requirements of the NC Comprehensive Articulation Agreement (CAA) and will receive a waiver of Foundations and Approaches & Perspective requirements (with the exception of PE, foreign language, and three credits from Living in Our Diverse Nation or Living in a Global Society).

Western Carolina University

Bachelor of Science in Criminal Justice (B.S.)

This agreement between Randolph Community College (RCC) and Western Carolina University (WSU) allows graduates of the RCC Criminal Justice Technology Program to transfer credit toward a Bachelor of Science in Criminal Justice degree. Upon transfer to WSU, students from RCC must comply with all applicable academic regulations as listed in the Western Carolina

Undergraduate Catalogue. For more information, please contact RCC's department head for Criminal Justice.

North Carolina Community College System: College Transfer Articulation Agreements

Comprehensive Articulation Agreement

The North Carolina Comprehensive Articulation Agreement (CAA) is a statewide agreement governing the transfer of credits between NC community colleges and NC public universities and has as its objective the smooth transfer of students. Please refer to the Associate in Arts and/or Associate in Science program layouts for further information.

Independent Articulation Agreement

The Independent Comprehensive Articulation Agreement (ICAA) between the North Carolina Community College System (NCCCS) and the Signatory Institutions of North Carolina Independent Colleges and Universities (NCICU) is intended to provide smooth transfer for community college students who wish to continue their education at an NCICU Signatory Institution. The ultimate goal of this agreement is the seamless articulation from the community college to the NCICU institution with minimal loss of credit or repetition of work.

Uniform Articulation Agreement (Associate in Early Childhood)

The Early Childhood Education Articulation Agreement is a statewide academic progression agreement that will promote educational advancement opportunities for early childhood education (ECE) students matriculating from the North Carolina Community College System to the constituent institutions of the University of North Carolina in order to complete a bachelor's degree in Birth-Kindergarten teaching licensure program or a bachelor's degree in a related Early Education non-licensure program.

Uniform Articulation Agreement Psychology and Sociology

The Uniform Articulation Agreement in Psychology and Sociology between the North Carolina Community College System (NCCCS) and the Signatory Institutions of North Carolina Independent Colleges and Universities (NCICU) is intended to provide smooth transfer for community college students who wish to continue their education in psychology or sociology at an NCICU Signatory Institution.

This articulation agreement provides a degree plan which includes required Associate in Arts and Associate in Science courses that count towards Bachelor of Arts in Psychology, Bachelor of Science in Psychology, and/or Bachelor of Arts in Sociology program options. Students who follow the degree plan will have 60 hours applied to certain NCICU Signatory Institutions. For a list of these institutions, please visit https://ncicu.org/wp-

content/uploads/2021/10/Uniform_Psychology_Sociology_Agreement_Independents.pdf.

Uniform Articulation Agreement RN to BSN Programs
Uniform Articulation Agreement between The University of North Carolina RN to BSN Programs:

The Uniform Articulation Agreement promotes educational advancement opportunities for registered nurses moving between North Carolina Community Colleges and the constituent institutions of The University of North Carolina in order to complete Bachelor of Science in Nursing degrees.

Uniform Articulation Agreement Between North Carolina Independent Colleges and Universities RN to BSN Programs
The Uniform Articulation Agreement promotes educational advancement opportunities for registered nurses moving between North Carolina Community Colleges and the signatory campuses of the North Carolina Independent Colleges and Universities (NCICU) in order to complete Bachelor of Science in Nursing degrees.

Uniform Articulation Agreement in Teacher Preparation Between the University of North Carolina System and the NCCCS
The Uniform Articulation Agreement in Teacher Preparation between the North Carolina Community College System (NCCCS) and the University of North Carolina (UNC) System is intended to provide smooth transfer for community college students who wish to continue their education in teacher preparation at any public institution within the University of North Carolina System. For a list of these colleges, please visit https://www.northcarolina.edu/institutions/

Uniform Articulation Agreement in Teacher Preparation Between North Carolina Independent Colleges and Universities and the NCCCS
The Uniform Articulation Agreement in Teacher Preparation between the North Carolina Community College System (NCCCS) and the Signatory Institutions of North Carolina Independent Colleges and Universities (NCICU) is intended to provide smooth transfer for community college students who wish to continue their education in teacher preparation at an NCICU Signatory Institution.

For a list of these institutions, please visit https://ncicu.org/wp-content/uploads/2022/11/AATP-ASTP-Articulation_NCICU-w-campus-sig-pgs-1-1.pdf.

Career and College Promise provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. North Carolina community colleges may offer the following Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:

College Transfer Pathway (CTP)

■ **Curriculum: Juniors and Seniors**

1. The Career and College Promise Pathway requires the completion of a transfer pathway approved by the State Board of Community Colleges including transfer courses in English and mathematics and ACA 122 College Transfer Success.
2. To be eligible for enrollment, a high school student must meet the following criteria as of the first day of the applicable term:
    a. Be a high school junior or senior,
    b. Have unweighted, cumulative GPA of 2.8 on high school courses, **or**
    c. Demonstrate college readiness on an approved assessment or placement test (See attachment A for college readiness scores).
3. To maintain eligibility for continued enrollment, a student must:
    a. Continue to make progress toward high school graduation, **and**
    b. Maintain a 2.0 GPA in college coursework after completing two courses, **and**
    c. Submit an updated high school transcript each academic term.

    A student who falls below a 2.0 GPA after completing two college courses will be subject to the
    college's policy for satisfactory academic progress.
4. Students who are successfully progressing towards high school graduation have access to the College Transfer Pathway for one year as a junior and one year as a senior.
5. Colleges may request a graduation plan verifying what high school courses remain and the anticipated graduation date. Students participating in CCP may not delay high school graduation in order to maintain enrollment.
6. A student may enroll in one College Transfer Pathway and may not substitute courses in one program for courses in another.
7. A student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator. The college's chief academic officer or chief student development administrator shall approve a change in pathway based on verification provided by the student that the program change allows the student to meet their newly chosen career path. Verification could include (but is not limited

to) a baccalaureate degree plan published by the university, a career pathway plan, career information published in the Occupational Outlook Handbook and/or information published in the North Carolina Career Cluster Guide, etc.

8. With approval of the high school principal or his/her designee and the college's chief academic

   officer or chief student development administrator, a student who completes a College Transfer Pathway, while still enrolled in high school, may continue to earn college transfer credits leading to the completion of the Associate in Arts, Associate in Arts in Teacher Preparation, Associate in Science, Associate in Science in Teacher Preparation, Associate in Engineering, AGE-Nursing, AFA-Music, AFA-Theater, or AFA-Visual Arts. Students enrolled in courses to complete a pathway during a term may concurrently enroll in additional courses to complete the associated degree program within the same term.
9. A student who completes a transfer pathway and continues (with the required permissions outlined above) will keep their P code until the student a) graduates from high school/exits CCP or b) completes the full associate degree while still enrolled in high school.
10. Students pursuing credits beyond the initial transfer associate degree must provide documentation of justification based upon career pathway needs or transfer program requirements (i.e., bachelor's baccalaureate degree plan published by the University of North Carolina). The high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer must approve prior to enrollment in credits beyond the initial transfer program of study. Approval is contingent upon documentation of justification based upon career pathway needs or transfer program requirements (i.e., bachelor's baccalaureate degree plan published by the University of North Carolina).
11. The AA/AS/AE/AGE-Nursing/ AFA-Music/AFA-Theater/AFA-Visual Arts/AATP/ASTP degree may be awarded prior to high school graduation verification.
12. Colleges should follow the same graduation process for CCP students as is followed for traditional college students.
13. With approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator, a student may concurrently enroll in:
    a. One College Transfer Pathway and one Career Technical Education Pathway; **<u>or</u>**
    b. One College Transfer Pathway and one Workforce Continuing Education Pathway
14. CCP students **may not** enroll in transition courses offered through CCR. *(examples: BSP-4002 and BSP-4003)*
15. CCP students **may** enroll in supplemental courses. *(examples: MAT-010, MAT-021,)*
16. CCP students **may** enroll in curriculum transition courses but may not enroll in non-curriculum transition courses. *(examples: MAT 003; ENG 002)*
17. CCP students **may not** audit courses.
18. CCP students **may not** be enrolled in the Associate in General Education or General Occupational Technology programs.

19. Students enrolled in Adult High School, Adult Basic Education, or Adult Secondary Education **are not** eligible for Career and College Promise.

Reference: 1D SBCCC 400.11

Attachment C
Effective Term:
Fall 2019

Career and College Promise College Transfer Pathway

Leading to the Associate in Arts (P1012C)

The CCP College Transfer Pathway Leading to the Associate in Arts is designed for high school students who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major.

GENERAL EDUCATION (31-32 SHC)

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) component of the Comprehensive Articulation Agreement.

English Composition (**6 SHC**)

The following two English composition courses are required.

ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

Select three courses from the following from at least two different disciplines (**9 SHC**)

Communication

COM 231	Public Speaking	(3 SHC)

Humanities/Fine Arts

ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
DRA 111	Theatre Appreciation	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature	(3 SHC)
ENG 241	II British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

Social/Behavioral Sciences (9 SHC)

Select three courses from the following from at least two different disciplines:

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)
HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)

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

Math (3-4 SHC)

Select one course from the following:

MAT 143	Quantitative Literacy	(3 SHC)
MAT 152	Statistical Methods I	(4 SHC)
MAT 171	Precalculus Algebra	(4 SHC)

Updated CC21-024 at: https://www.nccommunitycolleges.edu/sites/default/files/numbered-memos/numbered_memo_cc21-024_mat_271_placement_le.pdf

Natural Sciences (4 SHC)

Select 4 SHC from the following course(s):

BIO 110	Principles of Biology	(4 SHC)
BIO 111	General Biology I	(4 SHC)
CHM 151	General Chemistry I	(4 SHC)
GEL 111	Introductory Geology	(4 SHC)

PHY 110 Conceptual Physics (3 SHC) and PHY 110A Conceptual Physics Lab (1 SHC)

Total General Education Hours Required: 31-32

Academic Transition (1 SHC)

The following course is required:

ACA 122	College Transfer Success	(1 SHC)

***OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)**

A student may satisfy up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Total Semester Hours Credit (SHC) in Program: 32-41*

High school students in the CCP College Transfer Pathway Leading to the Associate in Arts must complete the entire pathway before taking additional courses in the Associate in Arts degree, except for mathematics courses in the Associate in Arts.

Approved by the State Board of Community Colleges on 3/21/14; Editorial Revision 12/2/22

Effective Term:
Fall 2020

Career and College Promise College Transfer Pathway

Leading to the Associate in Arts in Teacher Preparation (P1012T)

The CCP College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation is designed for high school students who wish to begin study toward the Associate in Arts in Teacher Preparation degree and a baccalaureate degree in teaching in a non-STEM major.

GENERAL EDUCATION (31-32 SHC)
The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) component of the Comprehensive Articulation Agreement.

English Composition (6 SHC)
The following two English composition courses are required.

ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

Select three courses from the following from at least two different disciplines **(9 SHC)**

Communication

COM 231	Public Speaking	(3 SHC)

Humanities/Fine Arts

ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
DRA 111	Theatre Appreciation	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

Social/Behavioral Sciences (6 SHC)
Select two courses from the following from at least two different disciplines:

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)
HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

Math (3-4 SHC)

Select one course from the following:

MAT 143	Quantitative Literacy	(3 SHC)
MAT 152	Statistical Methods I	(4 SHC)
MAT 171	Precalculus Algebra	(4 SHC)

Updated CC21-024 at: https://www.nccommunitycolleges.edu/sites/default/files/numbered-memos/numbered_memo_cc21-024_mat_271_placement_le.pdf

Natural Sciences (4 SHC)

Select 4 SHC from the following course(s):

BIO 110	Principles of Biology	(4 SHC)
BIO 111	General Biology I	(4 SHC)
CHM 151	General Chemistry I	(4 SHC)
GEL 111	Introductory Geology	(4 SHC)
PHY 110	Conceptual Physics (3 SHC) and PHY 110A Conceptual Physics Lab (1 SHC)	

Other Required General Education (3 SHC)

SOC 225	Social Diversity	(3 SHC)

General Education Hours Required: 31-32

OTHER REQUIRED HOURS (8 SHC)

Education (7 SHC)

The following courses are required:

EDU 187	Teaching and Learning for All*	(4 SHC)
EDU 216	Foundations of Education	(3 SHC)

*Students who have completed Teacher Cadet or Teaching as a Profession courses in in high school with a B or better may substitute that course for EDU 187 Teaching & Learning for all. High School faculty must meet transfer level qualifications as established by SACSCOC or other accrediting body.

Academic Transition (1 SHC)

The following course is required:

ACA 122	College Transfer Success	(1 SHC)

****OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)**

A student may satisfy up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Total Semester Hours Credit (SHC) in Program: 39-48**

High school students in the CCP College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation must complete the entire pathway before taking additional courses in the Associate in Arts degree in Teacher Preparation except for mathematics courses mathematics courses in the Associate in Arts in Teacher Preparation.

Approved by the State Board of Community Colleges on 3/21/14; Editorial Revision 12/2/22

Effective Term:
Fall 2019

Career and College Promise College Transfer Pathway

Leading to the Associate in Science (P1042C)

The CCP College Transfer Pathway Leading to the Associate in Science is designed for high school students who wish to begin study toward the Associate in Science degree and a baccalaureate degree in a STEM or technical major.

GENERAL EDUCATION (34 SHC)
The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC).

English Composition (**6 SHC**)
The following two English composition courses are required.

ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

Select two courses from the following from at least two different disciplines (**6 SHC**)
Communication

COM 231	Public Speaking	(3 SHC)

Humanities/Fine Arts

ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
DRA 111	Theatre Appreciation	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

Social/Behavioral Sciences (**6 SHC**)
Select two courses from the following from at least two different disciplines:

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)
HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)

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

Math (8 SHC)

Select two courses from the following:

MAT 171	Precalculus Algebra	(4 SHC)
MAT 172	Precalculus Trigonometry	(4 SHC)
MAT 263	Brief Calculus	(4 SHC)
MAT 271	Calculus I	(4 SHC)
MAT 272	Calculus II	(4 SHC)

Updated CC21-024 at: https://www.nccommunitycolleges.edu/sites/default/files/numbered-memos/numbered_memo_cc21-024_mat_271_placement_le.pdf

Natural Sciences (8 SHC)

Select 8 SHC from the following course(s):

BIO 110	Principles of Biology		(4 SHC)
BIO 111	General Biology I (4 SHC)	**and** BIO 112	General Biology II (4 SHC)
CHM 151	General Chemistry I (4 SHC)	**and** CHM 152	General Chemistry II (4 SHC)
GEL 111	Introductory Geology		(4 SHC)
PHY 110	Conceptual Physics (3 SHC)	**and** PHY 110A	Conceptual Physics Lab (1 SHC)
PHY 151	College Physics I (4 SHC)	**and** PHY 152	College Physics II (4 SHC)
PHY 251	General Physics I (4 SHC)	**and** PHY 252	General Physics II (4 SHC)

Total General Education Hours Required: 34

Academic Transition (1 SHC)

The following course is required:

ACA 122	College Transfer Success	(1 SHC)

***OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)**

A student may satisfy up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Total Semester Hours Credit (SHC) in Pathway: 35-43*

High school students in the CCP College Transfer Pathway Leading to the Associate in Science must complete the entire pathway before taking additional courses in the Associate in Science degree, except for mathematics courses in the Associate in Science.

Approved by the State Board of Community Colleges on 3/21/14; Editorial Revision 12/2/22

Effective Term:
Fall 2020

Career and College Promise College Transfer Pathway

Leading to the Associate in Science in Teacher Preparation (P1042T)

The CCP College Transfer Pathway Leading to the Associate in Science in Teacher Preparation is designed for high school students who wish to begin study toward the Associate in Science in Teacher Preparation degree and a baccalaureate degree in teaching in a STEM or technical major.

GENERAL EDUCATION (34 SHC)
The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) component of the Comprehensive Articulation Agreement.

English Composition (6 SHC)
The following two English composition courses are required.

ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

Select two courses from the following from at least two different disciplines **(6 SHC)**

Communication

COM 231	Public Speaking	(3 SHC)

Humanities/Fine Arts

ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
DRA 111	Theatre Appreciation	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

Social/Behavioral Sciences (3 SHC)
Select one course from the following:

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)
HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

Math (8 SHC)

Select two courses from the following:

MAT 171	Precalculus Algebra	(4 SHC)
MAT 172	Precalculus Trigonometry	(4 SHC)
MAT 263	Brief Calculus	(4 SHC)
MAT 271	Calculus I	(4 SHC)
MAT 272	Calculus II	(4 SHC)

Updated CC21-024 at: https://www.nccommunitycolleges.edu/sites/default/files/numbered-memos/numbered_memo_cc21-024_mat_271_placement_le.pdf

Natural Sciences (8 SHC)

Select 8 SHC from the following course(s):

BIO 110	Principles of Biology	(4 SHC)
BIO 111	General Biology I (4 SHC)	*and* BIO 112 General Biology II (4 SHC)
CHM 151	General Chemistry I (4 SHC)	*and* CHM 152 General Chemistry II (4 SHC)
GEL 111	Introductory Geology	(4 SHC)
PHY 110	Conceptual Physics (3 SHC)	*and* PHY 110A Conceptual Physics Lab (1 SHC)
PHY 151	College Physics I (4 SHC)	*and* PHY 152 College Physics II (4 SHC)
PHY 251	General Physics I (4 SHC)	*and* PHY 252 General Physics II (4 SHC)

Other Required General Education (3 SHC)

SOC 225	Social Diversity	(3 SHC)

Total General Education Hours Required: 34

OTHER REQUIRED HOURS (8 SHC)

Education (7 SHC)

The following courses are required:

EDU 187	Teaching and Learning for All*	(4 SHC)
EDU 216	Foundations of Education	(3 SHC)

*Students who have completed Teacher Cadet or Teaching as a Profession courses in in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All. High school faculty must meet transfer level qualifications as established by SACSCOC or other accrediting body.

Academic Transition (1 SHC)

The following course is required:

ACA 122	College Transfer Success	(1 SHC)

****OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)**

A student may satisfy up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Total Semester Hours Credit (SHC) in Pathway: 42-50**

High school students in the CCP College Transfer Pathway Leading to the Associate in Science in Teacher Preparation must complete the entire pathway before taking additional courses in the Associate in Science in Teacher Preparation degree with the exception of mathematics courses in the Associate in Science in Teacher Preparation.

Approved by the State Board of Community Colleges on 2/4/21; Editorial Revision 12/2/22

Attachment A

***CCP Program Eligibility Benchmarks on Approved Diagnostic Assessment Tests**

Test	PSAT 10 and PSAT/NMSQT (2015 and Future)	SAT (March 2016 and Future)	Pre-ACT and ACT	NC DAP (NCCCS Cut Score)	RISE Placement Test
English	26 or a composite score of 460 for Evidenced-Based Reading and Writing	480 composite score for Evidenced-Based Reading and Writing	18	Composite score of 151 or higher	70 or higher on Tier 1 ***and*** Tier 2 *(See RISE placement Guide)*
Reading	26 or a composite score of 460 for Evidenced-Based Reading and Writing		22		
Mathematics	24.5 or 510	530	22	7 on each assessment for DMA 010 thru 060	70 or higher on Tier 1 ***and*** Tier 2 ***and*** Tier 3 *(See RISE placement Guide)*

Advanced Placement (AP)		**International Baccalaureate (IB)**		**Cambridge International Examinations**	
English, Language and Composition	3 or higher	IB English A (Standard or Higher Level)	4 or higher	AS Level English Language	C or higher
English, Literature, and Composition	3 or higher	IB Mathematics (Higher Level)	4 or higher	A Level English Language	C or higher
Calculus AB	3 or higher	IB Advanced Mathematics (Higher Level)	4 or higher	AS Level Language and Literature in English	C or higher
Calculus BC	3 or higher	IB Mathematical Studies (Standard Level)	4 or higher	AS Level Math	C or higher
*To be eligible for enrollment in a College Transfer Pathway, students must demonstrate college readiness in English, reading, and mathematics on an approved test or tests. Eligibility may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student may combine a 22 on ACT math with a 480 on SAT composite score for evidenced based reading and writing to demonstrate college readiness.				A Level Math	C or higher
				A Level Mathematics - Further	C or higher

Career Technical Education Pathways (CTE)

■ **Curriculum: Juniors and Seniors**

1. The Career and College Promise Career and Technical Education Pathway (CTE) for high school juniors and seniors leads to a certificate or diploma aligned with a high school Career Cluster.
2. To be eligible for enrollment in a Career and Technical Education pathway, a high school student must be a high school junior or senior as of the first day of the applicable academic term **and** meet the following criteria:
    a. Have an unweighted, cumulative GPA of 2.8 or higher on high school courses, **or**
    b. Demonstrate college readiness in English, reading and mathematics on an assessment (See Attachment A for college readiness scores), **or**
    c. Have the recommendation of the high school principal or his/her designee **and** his/her rationale for recommendation in place of GPA requirement (assessment scores should be considered) **and** have the recommendation of the college's Chief Academic Officer or Chief Student Development Administrator, **and**
3. A recommendation for eligibility **will not** be permitted for CTE pathways that include UGETC (Universal General Education Transfer Component) course(s).
4. If a CTE pathway contains a UGETC (Universal General Education Component) course, the student must meet the same eligibility criteria as a College Transfer Pathway student.
5. High school counselors should consider students' assessment scores in making pathway recommendations.
6. College Career and Technical Education courses may be used to provide partial or full fulfillment of a high school career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College Articulation Agreement.
7. To maintain eligibility for continued enrollment, a student must
    a. Continue to make progress toward high school graduation, **and**
    b. Submit an updated high school transcript each academic term, **and**
    c. Maintain a 2.0 in college coursework after completing two courses.

    A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress (SAP).
8. Students who are successfully progressing towards high school graduation have

access to the Career and Technical Education (CTE) Pathway for up to two years – one year as a junior and one year as a senior.

9. Colleges may request a graduation plan verifying what high school courses remain to complete high school and the anticipated high school graduation date. High school students participating in CCP may not delay high school graduation to maintain enrollment.
10. A student may be awarded a Career and Technical Pathway (CTE) certificate, diploma or AAS degree prior to high school graduation
11. Colleges should follow the same graduation process for CCP students as is followed for traditional college students.
12. A student may not substitute courses in one program for courses in another.
13. The student may change his or her pathway major with approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator. The college's chief academic officer or chief student development administrator shall approve a change in pathway based on verification provided by the student that the program change allows the student to meet their newly chosen career path and/or academic goal. Verification could include (but is not limited to) a baccalaureate degree plan published by the university, a career pathway plan, career information published in the Occupational Outlook Handbook and/or information published in the North Carolina Career Cluster Guide, etc.
14. With approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator, a student may concurrently enroll in:
    a. One College Transfer Pathway and one curriculum Career and Technical Education Pathway, **or**
    b. Two curriculum Career and Technical Education Pathways, **or**
    c. One curriculum Career and Technical Education Pathway and one Workforce Continuing Education Pathway
15. A student who completes the CTE Pathway may continue in the same traditional, parent AAS program of study as long as they are still eligible for CCP. Students enrolled in courses that complete a CTE pathway during a term may concurrently enroll in additional courses, for which they are qualified, toward the associated degree program within the same term. To continue, the program code should be changed to reflect the traditional, parent AAS program or Diploma program code effective for the semester in which the CCP pathway will be completed. The student type will remain CCPP, and their student code will remain CTE in accordance with Student Coding guidelines.
16. Colleges are responsible for adhering to external agency guidelines

that may restrict CCP students from enrolling in specific pathway programs.

17. CCP students **may not** enroll in transition courses offered through CCR. *(examples: BSP-4002 and BSP-4003)*
18. CCP students **may** enroll in supplemental courses. *(examples: MAT-010, MAT-021, MAT-043, MAT-052, MAT 071; ENG 011)*
19. CCP students **may** enroll in curriculum transition courses but may not enroll in non-curriculum transition courses. *(examples: MAT 003; ENG 002)*
20. CCP students **may not** audit courses.
21. CCP students **may not** be enrolled in the Associate in General Education or General Occupational Technology programs.
22. Students enrolled in Adult High School, Adult Basic Education, or Adult Secondary Education **are not** eligible for Career and College Promise.

Reference: 1D SBCCC 400.11

Career Technical Education Pathways (CTE)Workforce Continuing Education Pathway (WCE): Juniors and Seniors

The Appropriations Act of 2017, S.L. 2017-57, amended NC General Statutes 115D-20(4)a.2 to allow "Academic transition pathways for qualified junior and senior high school students that lead to a career and technical education certificate, diploma or State or industry-recognized credential."

1. The Workforce Continuing Education Pathway for juniors and seniors leads to a State or industry-recognized credential aligned with a high school Career Cluster.
2. To be eligible for enrollment a high school student must meet the following criteria:
    a. Be a high school junior or senior as of the first day of the applicable term, **and**
        i. Have an unweighted, cumulative GPA of 2.8 or higher on high school courses, **or**
        ii. Demonstrate college readiness in English, reading and mathematics on an assessment (See Attachment A for college readiness scores.) **OR**
    b. Be a high school junior or senior as of the first day of the applicable term, **and**
        i. Have the recommendation of the high school principal or his/her designee and have the high school principal or his/her designee's rationale for recommendation in place of GPA requirement, **and**
        ii. Have the recommendation of the college's Chief Academic Officer or Chief Student Development Administrator
3. High school counselors should consider students' assessment scores in making pathway recommendations.
4. Where possible, students should be granted articulated credit based on the college's CE to CU articulation agreement or alternate 'credit for prior learning' options.
5. To maintain eligibility for continued enrollment, a student must:
    a. Continue to make progress toward high school graduation, **and**
    b. Continue to make progress toward successful completion of the Workforce Continuing Education pathway as defined by the pathway syllabus.
    c. A student who does not meet these criteria will be subject to the college's policy for satisfactory progress.
6. A student may be awarded a WCE certificate of completion prior to high school graduation.
7. Colleges should follow the same process to award CCP students a credential as is followed for traditional college students.
8. CCP students **may** enroll in supplemental courses.

9. CCP students **may not** enroll in transitional courses.
10. CCP students **may** enroll in curriculum transition courses but **may not** enroll in non-curriculum transition courses.
11. CCP students **may not** audit courses.
12. With approval of the high school principal or his/her designee and the college's chief academic officer or chief student development administrator, a student **may** concurrently enroll in:
    a. Two Workforce Continuing Education Pathways, **or**
    b. One College Transfer Pathway and one Workforce Continuing Education Pathway, **or**
    c. One curriculum Career Technical Education Pathway and one Workforce Continuing Education Pathway
13. Colleges are responsible for adhering to external agency guidelines that may restrict CCP students from enrolling in specific WCE pathways.
14. Students who are successfully progressing towards high school graduation have access to the Workforce Continuing Education Career and Technical Education (CTE) Pathway for up to two years - one year as a junior and one year as a senior.
15. Colleges may request a graduation plan verifying what high school courses remain to complete high school and the anticipated high school graduation date.
16. The student may change a pathway with the approval of the high school principal or his/her designee and the college's chief academic office or chief student development administrator. The chief academic officer or chief student development administrator may approve a change in pathway based upon the verification provided by the student that the program change allows the student to meet their newly chosen career path and/or academic goal. Verification could include (but is not limited to) baccalaureate degree plan published by the university, a career pathway plan, career information published in the Occupational Outlook Handbook and/or information published in the North Carolina Career Cluster Guide, etc.

Reference: 1D SBCCC 300.4

Career and Technical Education Pathway
Accounting and Finance [C25800HS]

First Year: Fall Semester	Credit
ACC 120 Prin. Of Financial Acct.	4
Total Hours:	**4**

First Year: Spring Semester	Credit
ACC 121 Prin. Of Managerial Acct.	4
Total Hours:	**4**

Second Year: Fall Semester	Credit
BUS 115 Business Law I	3
Total Hours:	**3**

Second Year: Spring Semester	Credit
ACC 129 Individual Income Taxes	3
Total Hours:	**3**

Total Semester Hours Credit for Certificate: 14

Career & Technical Education Pathway
Advertising & Graphic Design [C30100HS]

First Year: Fall Semester	Credit
GRD 121 Drawing Fundamentals	2
GRD 141 Graphic Design I	4
GRA 151 Computer Graphics I	2
Total Hours:	**8**

First Year: Spring Semester	Credit
GRD 110 Typography I	3
GRD 142 Graphic Design II	4
GRA 152 Computer Graphics II	2
Total Hours:	**9**

Total Semester Hours Credit for Certificate: 17

Career & Technical Education Pathway
Agribusiness Technology [C15100HS]

First Year: Fall Semester	Credit
AGR 139 Intro to Sustainable Ag	3
BUS 110 Introduction to Business	3
Total Hours:	**6**

First Year: Spring Semester	Credit
AGR 110 Agricultural Economics	3
CIS 110 Introduction to Computers	3
Total Hours:	**6**

Total Semester Hours Credit for Certificate: 12

Career & Technical Education Pathway
Automation Engineering Technology – PLC [C40120HA]

First Year: Fall Semester	Credit
ELC 125 Diagrams & Schematics	2
Total Hours:	**2**

First Year: Spring Semester	Credit
ELC 117 Motors and Controls	4
Total Hours:	**4**

First Year: Summer Semester	Credit
ELC 260 Prog Logic Controllers	4
Total Hours:	4

Second Year: Fall Semester	Credit
ELC 228 PLC Applications	4
Total Hours:	**4**

Total Semester Hours Credit for Certificate: 14

Career & Technical Education Pathway
Automation Engineering Technology – Robotics [C40120HB]

First Year: Fall Semester	Credit
ELC 125 Diagrams & Schematics	2
ELN 133 Digital Electronics	4
Total Hours:	**6**

First Year: Spring Semester	Credit
ATR Intro to Automation	3
Total Hours:	**3**

First Year: Summer Semester	Credit
ELC 260 Prog Logic Controllers	4
Total Hours:	**4**

Second Year: Fall Semester	Credit
ATR 212 Industrial Robots	3
Total Hours:	**3**

Total Semester Hours Credit for Certificate: 16

Career & Technical Education Pathway
Automotive Systems Technology [C60160HA] Apprenticeship Certificate

Pre-Apprenticeship: Summer Semester	Credit
TRN 140 Transportation Climate Control	2
TRN 140A Transportation Climate Control Lab	2
Total Hours:	**4**

First Year: Spring Semester	Credit
ACA 111 College Student Success	1
AUT 151 Brake Systems	3
TRN 110 Intro to Transportation	2
Total Hours:	**6**

First Year: Spring Semester	Credit
ATT 140 Emerging Transp Tech	3
AUT 141 Suspension & Steering Sys	3
Total Hours:	**6**

Total Semester Hours Credit for Certificate: 16

Career & Technical Education Pathway
Automotive Systems Technology – Diagnostics Certificate [C60160HD]

First Year: Fall Semester	Credit	First Year: Summer Semester	Credit
TRN 120 Basic Transportation Electricity	5	ATT 125 Hybrid-Electric Tranp	4
Total Hours:	**5**	**Total Hours:**	**4**

First Year: Spring Semester	Credit
AUT 163 Advanced Auto Electricity	3
AUT 181 Engine Performance I	3
TRN 181A Engine Performance I Lab	1
Total Hours:	**7**

Total Semester Hours Credit for Certificate: 16

Career & Technical Education Pathway
Automotive Systems Technology – EV Certificate [C60160HE]

First Year: Fall Semester	Credit	First Year: Summer Semester	Credit
TRN 120 Basic Transportation Electricity	5	ATT 125 Hybrid-Electric Tranp	4
Total Hours:	**5**	**Total Hours:**	**4**

First Year: Spring Semester	Credit
AUT 140 Emerging Transp Tech	3
AUT 163 Advanced Auto Electricity	3
TRN 145 Adv Transportation Electronics	3
Total Hours:	**9**

Total Semester Hours Credit for Certificate: 18

Career & Technical Education Pathway
Automotive Systems Technology – HVAC for Transportation Certificate [C60160HC]

First Year: Fall Semester	Credit
TRN 120 Basic Transportation Electricity	5
Total Hours:	**5**

First Year: Summer Semester	Credit
TRN 140 Transportation Climate Control	2
TRN 140A Transportation Climate Control Lab	2
Total Hours:	**4**

First Year: Spring Semester	Credit
AUT 163 Advanced Auto Electricity	3
TRN 145 Adv Transportation Electronics	3
Total Hours:	**6**

Total Semester Hours Credit for Certificate: 15

Career & Technical Education Pathway
Automotive Systems Technology – Powertrain Certificate [C60160HP]

First Year: Fall Semester	Credit
AUT 231 Manual Drive Trans/Axles	3
Total Hours:	**3**

First Year: Summer Semester	Credit
ATT 125 Hybrid-Electric Transportation	4
Total Hours:	**4**

First Year: Spring Semester	Credit
AUT 221 Automatic Transmissions	3
AUT 221A Automatic Transmissions Lab	1
AUT 181 Engine Performance I	3
AUT 181A Engine Performance I Lab	1
Total Hours:	**8**

Total Semester Hours Credit for Certificate: 15

Career & Technical Education Pathway
Transportation Technology- Automotive Systems Technology- Undercar [C60160HU]

First Year: Fall Semester	Credit
AUT 151 Brake Systems	3
AUT 151A Brake Systems Lab	1
TRN 110 Intro to Transport Tech	2
Total Hours:	**6**

First Year: Spring Semester	Credit
AUT 141 Suspensions and Steering Sys	3
AUT 141A Susp. & Steering Lab	1
Total Hours:	**4**

Second Year: Fall Semester	
TRN 120 Basic Transp Electricity	5
Total Hours:	**5**

Second Year: Spring Semester	
AUT 163 Advanced Auto Electricity	3
Total Hours:	**3**

Total Semester Hours Credit for Certificate: 18

Career & Technical Education Pathway
Business Administration-Marketing [C25120HS]

First Year: Fall Semester	Credit
ACC 120 Prin of Financial Acct	4
BUS 115 Business Law I	3
MKT 120 Prin of Marketing	3
Total Hours:	**10**

First Year: Spring Semester	Credit
BUS 137 Principles of Management	3
MKT 220 Adv & Sales Promotion	3
Total Hours:	**6**

Total Semester Hours Credit for Certificate: 16

Career & Technical Education Pathway
Collision Repair and Refinishing Technology [C60130HS]

First Year: Fall Semester	Credit
AUB 121 Non-Structural Damage I	3
TRN 180 Basic Welding for Transp	3
Total Hours:	**6**

First Year: Spring Semester	Credit
AUB 111 Painting & Refinishing I	4
AUB 131 Structural Damage I	4
Total Hours:	**8**

Total Semester Hours Credit for Certificate: 14

Career & Technical Education Pathway
Collision Repair and Refinishing Technology: Non-Structural [C60130HE] *Pending approval

First Year: Fall Semester	Credit
AUB 111 Painting & Refinishing I	4
AUB 121 Non-Structural Damage I	3
Total Hours:	**7**

First Year: Spring Semester	Credit
AUB 122 Non-Structural Damage II	4
TRN 180 Basic Welding for Transp	3
Total Hours:	**7**

Total Semester Hours Credit for Certificate: 14

Career & Technical Education Pathway
Computer-Integrated Machining- Fundamental Machining [C50210HS]

First Year: Fall Semester	Credit
MAC 111A Machining Tech I	3
MAC 131 Blueprint Reading/ Mach I	2
MAC 151 Machining Calculations	2
Total Hours:	**7**

First Year: Spring Semester	Credit
MAC 111B Machining Tech I	3
MAC 124 CNC Milling	2
Total Hours:	**5**

First Year: Summer Semester	Credit
MAC 122 CNC Turning	2
Total Hours:	**2**

Total Semester Hours Credit for Certificate: 14

Career & Technical Education Pathway
Computer-Integrated Machining - Product Inspection & Metrology Certificate [C50210HP]*
***pending approval by the Southern Association of Colleges and Schools Commission on Colleges.**

First Year: Fall Semester	Credit
MAC 131 Blueprint Reading/Mach I	2
MAC 161 Metrology, Inspection & Testing I	3
Total Hours:	**5**

First Year: Spring Semester	Credit
ISC 111 Quality Control	2
MAC 132 Blueprint Reading/Mach II	2
MAC 162 Metrology, Inspection & Testing II	2
MAC 171 Measure/Material & Safety	1
Total Hours:	**7**

First Year: Summer Semester	Credit
ISC 132 Mfg Quality Control	3
Total Hours:	**3**

Total Semester Hours Credit for Certificate: 15

Career & Technical Education Pathway
Cosmetology [C55140HS]

First Year: Fall Semester	Credit
COS 111AB Cosmetology Concepts I	2
COS 112AB Salon I	4
Total Hours:	**6**

First Year: Spring Semester	Credit
COS 111BB Cosmetology Concept I	2
COS 112BB Salon I	4
Total Hours:	**6**

First Year: Summer Semester	Credit
COS 115 Cosmetology Concepts III	4
COS 116 Salon III	4
Total Hours	**8**

Second Year: Fall Semester	Credit
COS 113 Cosmetology Concepts II	4
COS 114 Salon II	8
COS 223 Contemp Hair Coloring	2
Total Hours:	**14**

Total Semester Hours Credit for Certificate: 34

Students must obtain a grade of "C" or better in all COS courses to be able to process to the next level. If a student does not earn a "C" or better in COS courses, he/she must repeat the course to earn the minimal "C" before enrolling in the higher level course.
CCP Entry Point = Senior Year
COS 115 and 116 will be scheduled to allow high school students to transition to the day program to finish certificate, diploma or degree.
Begin new cohort each fall.
Students completing the certificate (1200 hours) are eligible to sit for the examination for an apprentice license which requires students to work under a licensed cosmetologist for a minimum of 6 months and 1040 hours after graduation before receiving full licensure status.

Career & Technical Education Pathway
Criminal Justice Technology [C55180HS]

First Year: Fall Semester	Credit
CJC 111 Intro to Criminal Justice	3
CJC 141 Corrections	3
Total Hours:	**6**

First Year: Spring Semester	Credit
CJC 121 Law Enforcement Operations	3
Total Hours:	**3**

Second Year: Fall Semester	Credit
CJC 212 Ethics and Comm Relations	3
Total Hours:	**3**

Second Year: Spring Semester	Credit
CJC 113 Juvenile Justice	3
Total Hours:	**3**

Total Semester Hours Credit for Certificate: 15

Career & Technical Education Pathway
Early Childhood Education Foundation [C55220HS]

First Year: Fall Semester	Credit
EDU 119 Intro to Early Child Edu.	4
EDU 144 Child Development I	3
Total Hours:	**7**

First Year: Spring Semester	Credit
EDU 151 Creative Activities	3
Total Hours:	**3**

Second Year: Fall Semester	Credit
EDU 146 Child Guidance	3
Total Hours:	**3**

Second Year: Spring Semester	Credit
EDU 153 Health, Safety & Nutrition	3
Total Hours:	**3**

Total Semester Hours Credit for Certificate: 16

Career & Technical Education Pathway
Electrical Systems Technology Wiring [C35130HS]

First Year: Fall Semester	Credit
ELC 120 Intro to Wiring	3
ELC 125 Diagrams and Schematics	2
Total Hours:	**5**

First Year: Spring Semester	Credit
ELC 112 DC/AC Electricity	5
Total Hours:	**5**

Second Year: Fall Semester	Credit
ELC 113 Residential Wiring	4
Total Hours:	**4**

Second Year: Spring Semester	Credit
ELC 115 Industrial Wiring	4
Total Hours:	**4**

Total Semester Hours Credit for Certificate: 18

Career & Technical Education Pathway
Fire Protection Technology Certificate (C55240HS)

First Year: Fall Semester	Credit
FIP 120 Intro to Fire Protection	3
Total Hours:	**3**

First Year: Spring Semester	Credit
FIP 132 Building Construction	3
Total Hours:	**3**

Second Year: Fall Semester	Credit
FIP 124 Fire Prevention & Public Ed	3
Total Hours:	**3**

Second Year: Spring Semester	Credit
FIP 152 Fire Protection Law	3
Total Hours:	**3**

Total Semester Hours Credit for Certificate: 12

Career & Technical Education Pathway
Human Services Substance Abuse Certificate [C45380HS]

First Year: Fall Semester	Credit
SAB 137 Co-Dependency	3
SAB 110 Substance Abuse Overview	3
Total Hours:	**6**

First Year: Spring Semester	Credit
HSE 225 Crisis Intervention	3
SAB 210 Substance Abuse Counseling	3
Total Hours:	**6**

Total Semester Hours Credit for Certificate: 12

Career & Technical Education Pathway
Information Technology- Network and Cyber Security Specialist [C25590HN]

First Year: Fall Semester	Credit
CTI 120 Network and Sec Foundation	3
NET 125 Introduction to Networks	3
NOS 110 Operating Systems Concepts	3
Total Hours:	**9**

First Year: Spring Semester	Credit
CTS 120 Hardware/Software Support	3
NET 126 Routing Basics	3
Total Hours:	**6**

First Year: Summer Semester	Credit
SEC 110 Security Concepts	3
Total Hours:	**3**

Total Semester Hours Credit for Certificate: 18

Career & Technical Education Pathway
Information Technology- Support Specialist Certificate [C25590HS]

First Year: Fall Semester	Credit
CIS 110 Intro to Computers	3
CTI 110 Web, Pgm., & DB Foundation	3
CTI 120 Network and Sec Foundation	3
NOS 110 Operating Systems Concepts	3
Total Hours:	**12**

First Year: Spring Semester	Credit
CTS 115 Info System Business Concepts	3
CTS 120 Hardware/Software Support	3
Total Hours:	**6**

Total Semester Hours Credit for Certificate: 18

Career & Technical Education Pathway
Information Technology- Apprenticeship [C25590AH]

First Year: Summer Semester	Credit
CIS 115 Intro to Programming & Logic	3
Total Hours:	**3**

First Year: Fall Semester	Credit
ACA 111 College Student Success	1
CTI 120 Network and Sec Foundation	3
NOS 110 Operating Systems Concepts	3
Total Hours:	**7**

First Year: Spring Semester	Credit
CIS 110 Intro to Computers	3
CTS 120 Hardware/Software Support	3
Total Hours:	**6**

Total Semester Hours Credit for Certificate: 16

Career & Technical Education Pathway
Interior Design- Architectural Technology and Design [C30220HS]

First Year: Fall Semester	Credit
ARC 111 Intro to Arch. Tech.	3
DES 125 Visual Presentation I	2
DES 135 Prin & Elem of Design I	4
Total Hours:	**9**

First Year: Spring Semester	Credit
ARC 114 Architectural CAD	2
DES 220 Interior Design Fundamentals	3
Total Hours:	**5**

First Year: Summer Semester	Credit
DES 230 Residential Design I	3
Total Hours:	**3**

Total Semester Hours Credit for Certificate: 17

Career & Technical Education Pathway
Interior Design-Digital Imaging and Design [C30220HD]

First Year: Fall Semester	Credit
ARC 111 Intro to Arch Technology	3
DES 125 Visual Presentation I	2
DES 135 Prin & Elem of Design I	4
Total Hours:	**9**

First Year: Spring Semester	Credit
ARC 114 Architectural CAD	2
DES 130 Digital App/Interior Design	3
DES 220 Interior Design Fundamentals	3
Total Hours:	**8**

Total Semester Hours Credit for Certificate: 17

Career & Technical Education Pathway
Manicuring/Nail Technology [C55400HS]

First Year: Fall Semester	Credit
COS 121 Manicuring/Nail Tech. I	6
Total Hours:	**6**

First Year: Spring Semester	Credit
COS 222 Manicuring/ Nail Tech. II	6
Total Hours:	**6**

Total Semester Hours Credit for Certificate: 12

Career & Technical Education Pathway
Manufacturing Technology [C50320AR]

First Year: Summer Semester	Credit
WBL 110 World of Work	1
WBL 110A World of Work Lab	1
WLD 112 Basic Welding Processes	2
Total Hours:	**4**

First Year: Fall Semester	Credit
ISC 112 Industrial Safety	2
MAC 111AB Machining Tech I	3
Total Hours:	**5**

First Year: Spring Semester	Credit
BPR 111 Print Reading	2
MAC 111BB Machining Tech I	3
Total Hours:	**5**

Second Year: Summer Semester	Credit
MEC 145 Mfg Materials I	3
Total Hours:	**3**

Total Semester Hours Credit for Certificate: 17

Career & Technical Education Pathway
Medical Office Administration [C25310HS]

First Year: Fall Semester	Credit
OST 141 Medical Office Term I	3
Total Hours:	**3**

First Year: Spring Semester	Credit
OST 142 Medical Office Term II	3
Total Hours:	**3**

Second Year: Fall Semester	Credit
OST 161 Medical Ofc Procedures	3
CIS 110 Introduction to Computers	3
Total Hours:	**6**

Second Year: Spring Semester	Credit
OST 148 Med. Ins. & Billing	3
OST 149 Medical Legal Issues	3
Total Hours:	**6**

Total Semester Hours Credit for Certificate: 18

Career & Technical Education Pathway
Therapeutic & Diagnostic Services- Nursing [D45970HN]

First Year: Fall Semester	Credit
ACA 111 College Student Success	1
ENG 111 Writing & Inquiry	3
PSY 150 General Psychology	3
Total Hours:	**7**

First Year: Spring Semester	Credit
ENG 112 Writing/Research	3
PSY 241 Developmental Psychology	3
Total Hours:	**6**

First Year: Summer Semester	Credit
MED 120 Survey of Med. Term.	2
MED 180 CPR Certification	1
HUM 115 Critical Thinking	3
Total Hours:	**6**

Second Year: Fall Semester	Credit
BIO 168 Anatomy & Phys. I	4
NAS 101 Nursing Assistant I	6
Total Hours:	**10**

Second Year: Spring Semester	Credit
BIO 169 Anatomy & Phys. II	4
BIO 175 Microbiology	3
Total Hours:	**7**

Second Year: Summer Semester	Credit
NAS 102 Nursing Assistant II	6
Total Hours:	**6**

Total Semester Hours Credit for Diploma: 42

For these courses BIO and PSY to transfer into Nursing degree you will need to make a B or better.

Career & Technical Education Pathway
Therapeutic & Diagnostic Services- Medical Assistant [D45970HM]

First Year: Fall Semester	Credit
ENG 111 Writing & Inquiry	3
MAT 110 Math Measurement & Lit.	3
Total Hours:	**6**

First Year: Spring Semester	Credit
ENG 114 Prof. Research & Report	3
CIS 110 Introduction to Computers	3
PSY 150 General Psychology	3
Total Hours:	**9**

First Year: Summer Semester	Credit
BIO 163 Basic Ana. & Physiology	5
MED 180 CPR Certification	1
Total Hours:	**6**

Second Year: Fall Semester	Credit
MED 121 Medical Term. I	3
HUM 115 Critical Thinking	**3**
Total Hours:	**6**

Second Year: Spring Semester	Credit

Second Year: Summer Semester	Credit

MED 122 Medical Term. II	3	NAS 102 Nursing Assistant II	6
NAS 101 Nursing Assistant I	6	**Total Hours:**	**6**
Total Hours:	**9**		

Total Semester Hours Credit for Diploma: 42

For these courses BIO, ENG, PSY and MAT to transfer into Medical Assistant degree you will need to make a B or better.

Career & Technical Education Pathway
Therapeutic & Diagnostic Services- Radiography [D45970HR]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
ACA 111 College Student Success	1	ENG 114 Prof. Research & Report	3
ENG 111 Writing & Inquiry	3	MAT 171 Precalculus Algebra	4
PSY 150 General Psychology	3	**Total Hours:**	**7**
Total Hours:	**7**		

First Year: Summer Semester	Credit	Second Year: Fall Semester	Credit
MED 120 Survey of Med. Term.	2	BIO 163 Basic Ana. & Physiology	5
MED 180 CPR Certification	1	**Total Hours:**	**5**
Total Hours:	**3**		

Second Year: Spring Semester	Credit	Second Year: Summer Semester	Credit
PHI 240 Introduction to Ethics	3	NAS 102 Nursing Assistant II	6
NAS 101 Nursing Assistant I	6	**Total Hours:**	**6**
Total Hours:	**9**		

Total Semester Hours Credit for Diploma: 37

For these courses BIO, ENG, PHI, PSY and MAT to transfer into Radiography degree you will need to make a B or better.

Career & Technical Education Pathway
Welding Technology- MIG [C50420HM]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
WLD 110 Cutting Process	2	WLD 122 GMAW (MIG) Plate/ Pipe	3
WLD 121 GMAW (MIG) FCAW/Plate	4	**Total Hours:**	**3**
WLD 141 Symbols & Specs	3		
Total Hours:	**9**		

Total Semester Hours Credit for Certificate: 12

Career & Technical Education Pathway
Welding Technology- TIG [C50420HT]

First Year: Spring Semester	Credit	First Year: Summer Semester	Credit
WLD 110 Cutting Process	2	WLD 132 GTAW (TIG) Plate/Pipe	3

WLD 131 GTAW (TIG) Plate	4
WLD 141 Symbols & Specifications	3
Total Hours:	**9**

Total Hours:	**3**

Total Semester Hours Credit for Certificate: 12

Career & Technical Education Pathway
Zoological Horticulture Certificate [C15100HH]

First Year: Fall Semester	Credit
BIO 110 Principles of Biology	4
HOR 150 Intro to Horticulture	2
HOR 152 Horticultural Practices	1
Total Hours:	**7**

First Year: Spring Semester	Credit
HOR 160 Plant Material I	3
WBL 111Z Work-Based Learning I	1
ZAS 113 Animal Habitats	1
Total Hours:	**5**

First Year: Summer Semester	Credit
HOR 255 Interiorscapes	2
WBL 121Z Work-Based Learning II	1
Total Hours:	**3**

Total Semester Hours Credit for Certificate: 15

Randolph Community College offers career credit courses in a variety of program areas at both the Asheboro Campus and Archdale Center in addition to many locations throughout the county. These areas include occupational, community service, and College and Career Readiness programs (Adult Basic Education, Adult Secondary Education, Adult High School Diploma, English for Speakers of Other Languages, and Adult Basic Life-Skills Education). Business and Industry training programs within Continuing Education are the Human Resources Development program, Small Business Center, and the Customized Training Program. Online delivery is available for some courses.

College and Career Readiness Programs

The College and Career Readiness program (CCR) is located at the main campus in Asheboro and at the Archdale Centers as well as various businesses, schools, churches, and community centers throughout the county. All classes and study materials are FREE of charge and are offered Monday – Saturday in the mornings, afternoons, and evenings to accommodate busy schedules. Randolph Community College is dedicated to helping students reach their educational goals!

■ Program Structure

The areas of study in the CCR Program include Adult Basic Education (ABE), Adult High School (AHS), GED® and High School Equivalency Preparation (HSE), Adult Basic Life-Skills Education (ABLE) (formerly known as Compensatory Education), and English for Speakers of Other Languages (ESOL).

■ Program Entry Requirements

Students are required to attend an orientation and complete a TABE or CASAS assessment to determine academic skills and abilities to ensure proper placement in our programs. Orientations are offered during the day and evening. Regular attendance is vital for student success.

■ Adult Basic Education

Our ABE pathway is designed for adult learners who need to improve their reading, writing and math skills before transitioning into our GED®/HSE or AHS pathway. ABE is also available to students with a high school diploma that wish to increase, or review needed skills. Students will develop the basic skills needed for the workplace or secondary education completion.

■ Adult High School

With the help of our programming and experienced instructors, our AHS pathway can assist

adult learners in earning their high school diploma. A student's high school transcript will be evaluated to determine how many classes are needed to earn a diploma. For a student's convenience, multiple platforms are available such as online, face-to-face or hybrid classes. RCC awards the AHS Diploma by affiliation agreements with Asheboro City Schools, Randolph County Schools and Uwharrie Charter School. All systems are governed by the North Carolina Department of Public Instruction and its Board and by the local boards of education. Both are accredited by the Commission on High Schools of the Southern Association of Colleges and Schools.

■ GED®/High School Equivalency Diploma

Adult learners who have not graduated from high school and want to get ready for the GED®/HSE Diploma can attend classes to prepare for success. These in-depth classes will ensure students have the necessary skills in reading, writing, social studies, science and math to earn their diploma. RCC's Assessment Center is an authorized testing center that administers these exams.

■ Distance Learning

Our Distance Learning program can assist adult learners in completing their GED®/HSE or AHS diploma at their own pace. Students can work mainly from home or attend our instructor facilitated labs at the Archdale Center or Asheboro Campus.

Students interested in enrolling in our ABE, GED®/HSE, or Distance Learning pathways can call 336-633-0106 to schedule an orientation appointment or for more information. Se habla Espanol? LLame 336-633-0152.

A FREE Randolph Community College class is awarded to students who earn their GED®/HSE or Adult High School Diploma in the College and Career Readiness program.

■ Assessment Center

Enrollment in our CCR Program is not a requirement to take your GED®/HSE exam at the Assessment Center. To complete GED®/HSE testing, log on to GED.com to register for a free account and access the exam schedule at Randolph Community College's Assessment Center. Call 336-633-0321 for more information.

■ Minors (16 and 17 year olds)

Minors can enroll in our programs. Call 336-633-0106 for more information for ABE, GED® or AHS pathways.

■ Adult Basic Life-Skills Education (ABLE)

Our ABLE pathway (formerly known as Compensatory Education) is ideal for disabled adult learners ages 18 or older who want to achieve a higher level of independence and increase their academic skills by focusing on educational, social, vocational and life skills in a supportive academic setting. Call 336-633-0106 for more information.

■ English for Speakers of Other Languages (ESOL)

Our ESOL pathway can assist non-native English speaking adult learners to improve reading, writing, and speaking skills. This program provides beginning to advanced classes for learners to gain the essential skills to communicate more effectively at home and in the community. With the help of our dedicated instructors, language learners will increase their skills to help prepare them to find a job, advance professionally and become more involved in their children's education and community. Classes are also available for students who are interested in obtaining their U.S. Citizenship. Se habla Espanol? LLame 336-633-0152.

Business & Industry Training

Randolph Community College is the number one corporate training and workforce preparedness provider in Randolph County. Many training programs and services are available to area businesses and industries, governmental agencies, and public service organizations. Business and industry programs are available to all area firms. Call 336-633-0268 for more information on business and industry programs.

■ Small Business Center

The Small Business Center supports the development of new business and the growth of existing businesses by being a community-based provider of training, counseling, resource information, networking, and referral. The objective of the SBC is to increase the success rate and the number of viable small businesses in Randolph County by providing high quality, readily accessible assistance to prospective and existing small business owners. The vision of the SBC is to foster and support entrepreneurship, small business training, and economic development in the community. The SBC offers a wide variety of seminars to help businesses be successful. Seminars offered through the Center include marketing, management, record keeping, how to start and manage a small business, financing your business, how to write a business plan, business taxes, how to find your customers, social media-based marketing, sales, forming a nonprofit, grant writing, and many more. The SBC provides free, confidential counseling services for new and existing businesses. These services act as a sounding board for ideas and concerns you may have about your business.

The SBC professional staff will help you find solutions to your challenging business questions.

The Small Business Center has a library of professional resources including books, pamphlets, magazines, trade journals, templates, and wireless access to the Internet. Confidential counseling services and access to resource libraries are free of charge. Most seminars are free.

■ Customized Training Program

The NC Works Customized Training Program supports the economic development efforts of Randolph County by providing education and training opportunities for eligible businesses and industries. Our Customized Training Program shall offer programs and training services to assist new and existing business and industry to remain productive, profitable, and within Randolph County.

The program was developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in Randolph County is the ability of the state to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

Purpose

The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in the state of North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

Eligibility

Randolph County businesses and industries eligible for support through the Customized Training Program include Manufacturing, Technology Intensive (i.e., Information Technology, Life Sciences), Regional or National Warehousing and Distribution Centers, Customer Support Centers, Air Courier Services, National Headquarters with operations outside North Carolina, and Civil Service employees providing technical support to U.S. military installations located in North Carolina.

In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- The business is making an appreciable capital investment;
- The business is deploying new technology;

- The business is creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations within the state; and,
- The skills of the workers will be enhanced by the assistance.

Resources may support training assessment, instructional design, instructional costs, and training.

Delivery for personnel involved in the direct production of goods and services. Production and technology support positions are also eligible for training support. Full-time probationary employees of qualified Customized Training companies are eligible for training delivered by the community college. The use of Customized Training funds requires that trainees are paid by the company for all time during training hours.

Our programs, services, and courses are designed for all working shifts—seven days a week—and they can be delivered on company site or at one of our convenient campus locations.

Occupational Extension

Randolph Community College offers occupational extension courses that teach employment-related skills required to obtain and upgrade full-time or part-time employment. Typical courses and certificate programs are basic law enforcement training, emergency medical technician, fire, police upgrading, pharmacy technician, industrial maintenance, heating, ventilation and air conditioning, welding, power equipment, motorcycle safety, pottery, computers, career readiness and planning, hospitality and tourism and administrative assistant. For more information, call the Corporate and Continuing Education office at 336-633-0268.

■ Human Resources Development (HRD)/Employability Success

Individuals in transition, dislocated workers, unemployed, WIOA eligible, and anyone interested in self-improvement find assistance through this program. The goal of the Human Resources Development program is to educate and train individuals for success in the workplace. The program focuses on upgrading job skills, enhancing and developing educational skills, increasing economic self-sustainability, training the workforce for jobs and the changing workplace, and assisting participants in obtaining meaningful employment and training opportunities. Core services available for individuals include instruction and training, assessments, career counseling, job search assistance, resume preparation, and links to supportive services. For employers and agencies, core services available include skills training, resume writing, interviewing, and applications; pre-hire assessments; pre- and post-employment training services, and pool of applicants for hire. Fees for HRD courses are waived for those who are

unemployed, who have received notification of pending layoff, or who meet income eligibility requirements. For additional information or to register for HRD classes, please call 336-328-1750.

■ Community Service/Personal Enrichment

Community service courses consist of single courses that focus on an individual's personal, or leisure needs rather than occupational or professional employment.

■ Continuing Education Credits

Certificates of completion are awarded for Continuing Education courses in which Continuing Education Units are earned if participants meet the specified criteria presented at the first class session. Certificates are awarded by request for non-CEU courses if participants attend a minimum of 80 percent of the scheduled course hours.

■ Basic Law Enforcement Training

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

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

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

Program Competencies

Upon successful completion of the Basic Law Enforcement Training, the student should be able to:

1. Use essential skills required for entry-level employment as sworn law enforcement officers.

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

Randolph Community College's Basic Law Enforcement Training program has been accredited

by the North Carolina Criminal Justice Education and Training Standards Commission. To receive accreditation, RCC had to meet certain criteria including documentation of instructor qualifications; facility requirements such as space and lighting; equipment needs such as audiovisual equipment and automobiles for training; and availability of reference materials. A copy of this accreditation may be obtained by calling the director of BLET at 336-628-4552.

■ Emergency Medical Technician

The Emergency Medical Technician (EMT) course follows the guidelines established by the N.C. Office of EMS. Students receive instruction in emergency care procedures, operational aspects of the EMT's role, and developing emergency care skills.

Location:
Randolph Community College RSS Building Rooms 105
606 Industrial Park Ave (building physical address)
Asheboro, NC 27205

Institution Number: 076025

Upcoming Courses:

Fall 2022	August 23, 2022 - December 8, 2022
Spring 2023	January 24, 2023 – May 10, 2023 (class will meet Saturday, April 29, no class on March 8)
Summer 2023	May 23, 2023 – August 17, 2023

In classroom meeting days: Tuesday, Wednesday, and Thursday from 6:00 pm – 10:00 pm and some Saturdays from 8:00 am – 5:00 pm.

Program Contacts:
David Barr
EMS Coordinator
Telephone: 336-633-0275
E-mail: dlbarr@randolph.edu

Regina Brewer
Director of Public Safety Programs
Telephone: 336-628-4554
E-mail: rlbrewer@randolph.edu

Randolph Community College
EMS Student Handbook

College Information and Policies: For information regarding the following, refer to the RCC website.

- RCC's *Vision Statement, Mission Statement and Strategic Plan*
- Accreditation
- Affirmative Action
- Student Grievances
- Sexual Harassment
- Sanctions
- Appeal of Disciplinary Actions
- Campus Safety, Traffic and Parking Regulations
- Student Conduct

Objective: To prepare students for the appropriate EMS exam by providing instruction as set forth by the requirements of the Department of Transportation (DOT) and the North Carolina Office of Emergency Medical Services (NC OEMS) and National Registry.

Required Textbook: Emergency Care and Transportation of the Sick and Injured 12th Edition

ISBN-13: 9781284246223 (Essentials only required, Advantage and Premier are optional)

Content Notice: The material in this course is for the purpose of training healthcare providers. Some of the material presented includes graphic examples of injuries and illnesses, as well as a forthright presentation of human anatomy and biological functions. Some people may find some of this material disturbing or offensive. None of the materials presented is intended to be distasteful or grotesque. The material is intended to prepare potential pre-hospital care providersfor circumstances they may encounter during patient encounters. This class is intendedfor mature individuals who are psychologically prepared to encounter such situations and conduct themselves appropriately.

Values/Strategic Focus Areas:

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

EMT Student Prerequisites

1. 17 years of age on or before the official end date of the course.
2. Possession of a high school diploma, high school equivalency or successful completion of an exam assessing basic reading comprehension skills at a minimum at the eleventh-grade level.

The EMS Program does not accept the following for entrance into our programs:

- Advanced placement
- Transfer of credits
- Experiential learning

Attendance: Daily attendance is expected. Requirements from the NC Community College System and NCOEMS must be met to allow the candidate to successfully complete the program.

All students are required to attend 90 percent of the scheduled classroom hours. This means that you can miss no more than a total of **24** hours from class. You must complete the required 48 hours of clinical time by the date listed in the course schedule. Failure to meet the attendance requirements results in the student's unsatisfactory completion of the course. Students are not able to make-up during class hours. All classroom attendance must be made in the section the student is registered into. Unexcused tardiness will be docked 15 points from the employability grade.

- Students must notify the lead instructor via text message or email before class starts to request a make-up exam. The make-up work should be expected on the first date the student returns to class.
- Any student missing a quiz given during class will not be allowed to make it up.
- Any class meeting canceled by the instructor, or the institution must be made up before the end of the course.

Grading:

1. Quizzes – 5% (this includes Employability Grades and any pop-quizzes or assignments assigned outside of EMS Testing)
2. Chapter Exams – 60%
3. Final Exam – 20%
4. AHA Basic Life Support Course Exam – 5%
5. In Class Graded Skills Scenarios – 10%

***Note: AHA CPR exam will be counted as a separate course exam grade. An AHA card is**

required to complete this course. If you miss CPR during class, your test grade will be a zero and you will be responsible for obtaining a valid AHA BLS for Healthcare Providers certification card outside of this course prior to clinicals.

Requirements for Successful Completion: In order to successfully complete this course, you must have:

1. An 80 or higher on the final exam. To be eligible to take the final students must have a class average of 80 or higher.
2. An 80 or higher on the mid-term exam. This exam will cover all the material for the Emergency Medical Responder level that is required by NCOEMS prior to students beginning the field internship.

   The Clinical Coordinator must submit student requests to participating agencies in advance, typically by the 15th of the month prior to clinical start date. See the course schedule for the exact start date. See requirement 6 below for field internship criteria. Only those students who meet the mid-term requirements will be scheduled for their internship.
3. Successfully complete the BLS course and receive a course completion eCard.
4. Complete and properly document all required skills and submit them to the Platinum Planner platform.
5. Pass all required Technical Scope of Practice (TSOP) evaluations.
6. Complete your 48 hours of field internship with at least 10 live patient assessments completed and documented. To be eligible to participate in the field internship, students must score an 80 or greater on the mid-term exam.
7. Complete Traffic Incident Management for Emergency Responders (TIMS) course
8. Complete a State or Nationally recognized emergency vehicle driving program, to include a physical driving component utilizing a Type I, II, or III ambulance.

**All the above criteria must be met for successful completion of this course. Students will then be eligible to take the North Carolina Office of Emergency Medical Services (NCOEMS) and/or National Registry EMT Certification test. Students will be remediated as needed at the discretion of the instructor and/or at the student's request. Please speak with your instructor as soon as possible if you would like to request remediation or assistance. Some computer and internet knowledge are required for the course to accompany the in-classroom learning.

At any point the student's overall average goes below 80 or the exam average falls below 75, the student will be placed on **academic probation. This will serve as a written warning for the student to be officially notified of non-compliance with course requirements. This will involve a meeting with the lead instructor and/or program administration and will be documented as a

corrective action plan. The student will be counseled on their current situation and offered strategies for improvement.

Course Hours consist of 192 hours of didactic skills, labs, written exams, and the technical scope of practice in class. An additional 48 hours of clinical time is scheduled separate from the in-class schedule. Total hours for the course are 240.

Dress Code: Students are required to wear their assigned uniforms during class times.

Classroom Uniform consists of:

- Approved T-shirt or Polo with RCC EMS Logo
- Black or Navy Blue Jeans
- Closed toe shoes must be worn during any lab time (keep a pair in your vehicle)
- Black belt
- Black socks
- Watch with seconds timer (analog or digital)
- A white or black turtleneck style shirt may be worn under the T-shirt during wintermonths if desired
- Until your RCC EMS Logo shirt is available students are required to wear t-shirts that are not tight fitting. Shorts can be worn as long as they are not exposing body parts when you are bending over and lifting and moving patients. No biker shorts allowed or any otherclothing that your instructor feels is a distraction.

Clinical Uniform consists of:

- Approved Polo with RCC EMS Logo
- A white or black plain, unadorned t-shirt or turtleneck may be worn under the uniform polo shirt if desired
- Black Cargo style pants
- Black closed toe uniform style shoes or boots (clean and polished)
- Black belt
- Black socks
- Pre-approved high-visibility outer wear
- Black or Navy-Blue Coat or Jacket may be worn along with black, white, or navy-blue toboggan.

Clinical sites require hair to be clean and off the shoulders (maybe “pulled up”). Men should be clean-shaven except for a mustache. The mustache must not extend below the corner of the mouth and sideburns must not extend below the lobe of the ear. Fingernails should be

clean, neatly trimmed, and free of colored nail polish. Clear nail polish is acceptable. Rings should be limited to a wedding band and/or wedding set. Necklaces, bracelets, earrings, and other visible body piercings should be removed per clinical site requirements and as a safety measure for students. Your uniform should be wrinkle and odor free. Students must always observe the practices of effective personal hygiene. Strong body odors, offensive breath and the smell of smoke are particularly distracting. If you have a tendency to sweating a lot throughout the day, please take body wipes with you and wipe off during calls to keep body under control. Perfume, cologne, and other scented sprays and/or lotions are not permitted in the clinical setting and should be used sparingly in the classroom as these can trigger acute medical issues in some people.

Any violation of the clinical uniform may result in the student being sent home and is at the discretion of the clinical instructor/preceptor. The student will not be allowed to re-enter the clinical setting until the violation(s) have been corrected. Any removal from a clinical setting counts against the student's attendance requirements and will be the responsibility of the student to arrange make-up.

Additional Important Clinical Information:

Specific criteria must be met in the classroom prior to entering the clinical setting. The student is expected to adhere to all policies and procedures as outlined by the host agency/hospital. Any approved scheduled clinicals will be canceled if the above requirements have not been met.

Please do NOT contact the clinical site directly requesting clinical assignment or to cancel an assignment. All correspondence must made be through the program.

1. Please remember to pack food and snacks with you. Also, bring money for food. It is not the responsibility of the agency to feed you while you are attending clinical.
2. Please make sure to always have your RCC ID badge and driver's license with you.

Academic Integrity Policy: Randolph Community College expects the utmost integrity in its students' academic endeavors and behavior. Students are expected to conduct themselves in accordance with these high standards of academic honesty. Consequently, Randolph Community College will not accept any incident that threatens the integrity of the academic learning environment. Violations to the Academic Integrity Policy include but are not limited toinstances of cheating and plagiarism.

Student Conduct: Students at Randolph Community College are considered responsible adults;therefore, each student should use discretion and common sense in his/her appearance and behavior. All behavior which is prohibited by federal, state, and local laws is prohibited on

campus and may result in immediate dismissal, arrest or other appropriate action. Faculty and staff are authorized to handle minor violations. Any student whose behavior or other attribute is in violation of these provisions, the College official will take appropriate corrective and disciplinary action.

Zero Tolerance: Randolph Community College Policy does NOT allow any individual(s) to disrupt or threaten its learning environment and will maintain the standards in the RCC StudentCode of Conduct.

Student Expectations: Students are expected to conduct themselves in a mature, orderly, and respectful fashion. Disruptive behavior will not be tolerated. Poor behavior may result in dismissal from the course and may prevent future enrollment. The coordinator decides if a student is allowed to re-enroll in an EMS course if he or she was dismissed based on a behavioralissue. Students are expected to be punctual. If they have a conflict causing tardiness, they must notify the instructor in advance. Tardiness counts in students' overall attendance requirements (listed above).

Students are expected to acquire the books and materials necessary for this course and have themin their possession during each class. Students are expected to complete any homework assignments by the due date designated by the instructor. Assignments turned in late are not counted, and the student receives a zero for the assignment. Students are expected to complete their own work. *Dishonesty in any form including "cheating," misrepresentation of authorship,plagiarism, or other forms of academic dishonesty will be dealt with according to college policy.*

The following tasks should be completed prior to the end of the course:

- Read the assigned chapter(s)
- Review any handouts or materials provided by the instructor(s)
- View any required visual presentations
- Complete any written assignments
- Participate in discussion(s)
- Complete all chapter quizzes
- Complete all section exams
- Complete the proctored final exam
- Attend the scheduled classroom meetings

Classrooms should be free of all unnecessary distractions from the task of learning. Therefore, as a general rule, students should turn off all personal electronic devices not being

used for coursework prior to entering the classroom. Instructional management is a right and a responsibility of the instructor, therefore, the policy regarding the use of electronic devices in theclassroom may vary depending upon the nature of the course or the guidelines of the instructor. Electronic devices, such as cell phones or pagers, must operate silently or be turned off during class. Departmental pagers must be turned off unless you are "on-duty" and required to respond.Being issued a pager by a volunteer department does not constitute being "on-duty" by virtue of being a member of said department. Use of laptop computers is allowed at the discretion of the coordinator. Distractions from these devices are not tolerated. Students who receive emergency cell phone calls may leave the classroom to take the call and are held responsible for making up the missed material. Cell phone usage or monitoring of **all** electronic devices is strictly prohibited and must be turned off and put away during quizzes and exams. **CELL PHONES ARE NOT ALLOWED IN THE EXAM ROOM. The use of mobile devices is not permitted during classroom or lab time unless being used in an acceptable function, such asnote taking or an appropriate patient care application (ie. Handtevy or Stroke Screening apps).** Students in violation of this policy are not permitted to complete or make up the quiz or exam. Devices are not to be a distraction to the user or other classmates during class time. At thediscretion of your instructor, you can be dismissed from class, and it will counted as an absence.

Social Networking: Any reproduction in word or picture of topics discussed in class or pertaining to practical skills, lecture, and/or clinical, including but not limited to pictures, drawings, and/or verbal representations are strictly forbidden from posting on any social networking sites whether the reproductions are considered private or public. Anything that relates to a patient contact is prohibited from posting on any social networking sites per patientconfidentiality and HIPPA laws. Responsible ethical behavior is expected of persons using computer resources at our College.

Labs: Food and/or drinks are strictly prohibited in the lab and/or clinical areas. Classes designated as Lab on the attached course schedule are considered hands-on classes. Labs are essential in this course, and all students are expected to participate in lab sessions. Because a labmay be rescheduled without notice, all students should have closed-toed shoes available at all times. All labs and practical skills will be assessed at no less than the minimum criteria developed and maintained by the National Registry of Emergency Medical Technicians specific to the independent skills learned during each specific educational module.

Care and use of Equipment: EMS classrooms and laboratories are equipped with electronic equipment including computers, cameras, data projectors, sophisticated simulation manikins andcardiac monitors. In the labs and patient simulations spaces, students are supplied with a wide variety of patient care equipment and supplies in order to enhance the learning

experience. Labs and equipment should be used with respect and only with permission and/or under the supervision of an instructor.

If damaged or destroyed, lab equipment cannot be easily replaced. Just as important, if equipment is left in disarray or is not properly cleaned it is unavailable for the next group of students that use the lab space. A common-sense, necessary workplace tradition in EMS is that off-going crews or shifts leave the ambulance, equipment, and stationhouse in the same or better condition in which they found them. Students will be expected to adhere to this same tradition. Lab spaces will be "policed" and cleaned after each use. Equipment will be left clean, properly stored and ready for use by the next group. If you find or inadvertently damage equipment (this does happen) it must be immediately reported to your lab instructor. Students should not store broken or damaged equipment in a "ready for service" manner or otherwise "leave it to the next person" to repair. RCC strives to have good, state-of-the-art equipment and it is imperative that the students assist us in this endeavor. If you use disposable supplies during your lab period, it isyour responsibility to "restock" those supplies in the gear bag. All supplies must be properly logged out of inventory and the supply/inventory sheet turned in to your instructor. Repeated failure to treat equipment, supplies and lab and class spaces responsibly and respectfully may result in disciplinary measures up to and including dismissal from the program.

Tobacco Usage: Smoking is prohibited in all campus buildings, facilities or property owned or used by RCC, including outside areas. For more information about the tobacco free policy, please visit http://www.randolph.edu/studentlife/tobacco_free.php **Dip, E-cigarettes, and any other tobacco or tobacco substitute products are prohibited from the class and campus. Ifyou are found in violation of these products please see below:**

1. **You will be asked to dispose of the product and given a written warning.**
2. **You will be asked to leave the class and have the hours that you miss count against you.**
3. **You can be expelled from the class.**

Inclement Weather: Non-online classes will not meet at the scheduled location if the college isclosed due to inclement weather.

In case of inclement weather, the president or his or her authorized representative may close thecollege or begin classes at a later hour. Information on the college closing or delayed starting times will be announced on the college website, www.randolph.edu, by message on the campus switchboard, 336-633-0200, and on any local television stations.

Students with Disabilities: The College intends that all courses of study be fully accessible to

all qualified students. Reasonable accommodation for verified disabilities is available upon request. Students must take the responsibility to make their disability known and request academic accommodations or auxiliary aids. To establish the student's eligibility for services, documentation of disability will be required. Students who require academic accommodation due to any physical, psychological, or learning disability must request assistance from the disability services coordinator within the first two weeks of the course. Likewise, students requiring urgent medical attention due to a chronic health condition are encouraged to notify the disability services coordinator of their condition within the first two weeks of the course. Requests for information and assistance should be made by visiting the welcome center and asking for Tammy Cheek (Disability Services Coordinator), calling 336-633-0246, or emailing twcheek@randolph.edu. ***Please note, being granted testing accommodation from RCC does not mean that the student will receive testing accommodation from the North Carolina Office of Emergency Medical Services or theNational Registry of Emergency Medical Technicians.***

Additional Materials: Free online tutoring for all students in the areas of math, science, business, and writing is available through Smarthinking via Moodle accessible using the following link: http://moodle2.randolph.edu/.

Quality Enhancement Plan (QEP): Career Confidence: Career Confidence is not self-confidence, nor is it self-assurance of one's capabilities that they can "do the job". Rather, careerconfidence involves purpose, preparation, and realistic career placement. Randolph Community College's QEP will focus on career confidence to strengthen student retention and completion, providing instructional support through a career module in Student Success Courses and a tangible resource for all students, the Office of Career Services, where students can access careerassistance. This will help students gain confidence in their career choice, so that moving forward they can see the proverbial light at the end of the tunnel and persist to course completion and/or graduation in a timely manner.

Syllabus Changes: The Emergency Medical Services Program reserves the right to revise or change course requirements in accordance with applicable state laws, NCOEMS requirements, and college requirements and/or at the discretion of the faculty. Changes will be posted in a revised syllabus or addendum to the syllabus, posted to an appropriate website, or distributed asa revision or an addendum to the Student Handbook.

Randolph Community College has a strong commitment to providing the training needed by emergency services personnel to both satisfy regulatory requirements and to improve their ability to function in thefield. We have dedicated staff with substantial field experience responsible for assuring that our offers are timely, and pertinent to the needs of Randolph and

surrounding counties.

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)

The RCC Emergency Medical Science Curriculum Program is accredited by the Commission on Accreditation of Allied Health Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs

25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
https://www.caahep.org/

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions

8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
214-703-8445
FAX 214-703-8992
www.coaemsp.org

Optional Materials:

Students are ***strongly encouraged*** to use an up-to-date version of ***Mozilla Firefox®*** as their browser when accessing Randolph Community College courses. The on-line learning package used for this course, ***Moodle,*** performs best with this browser. Mozilla Firefox is a free downloadand can be obtained at: www.mozilla.org/download.

Microsoft Word® and Microsoft PowerPoint® would be valuable for students taking this class, although are not required. A free PowerPoint Viewer can be downloaded from: http://www.microsoft.com/downloads/en/details.aspx?FamilyID=048dc840%2D14e1%2D467d%2D8dca%2D19d2a8fd7485&DisplayLang=en.

Students may also benefit from having a recent version of **Adobe Acrobat Reader®**. This is also a free download and can be obtained at: http://www.adobe.com/products/acrobat/readstep2.html.

Some of the on-line interactivities available on the publisher's website require the installation of **Quicktime® Player**. This is a free download available at: http://www.apple.com/quicktime/download/. Real Player may also be required in order to view some of the course videos. This is a free download available at: http://www.real.com. There maybe other plug-ins necessary to use some of the publisher's material. If they are needed, they will be free downloads and instructions, along with links, are provided on the publisher's website.

Students who do not have an office suite, such as Microsoft Office®, installed on their computercan download a free office suite from: http://www.openoffice.org/. This software suite includesa word processor (similar to Microsoft Word®), a presentation package (similar to Microsoft PowerPoint®), a spreadsheet package (similar to Microsoft Excel®), a drawing and graphics package, and a database package (similar to Microsoft Access®). Files created in this software can be saved in Microsoft Office® compatible formats. If students are using the OpenOffice software for this class, please notify the instructor at the beginning of the class.

(Revised 12/2022)

Emergency Medical Technician - EMS 4200A

Initial EMT Spring 2023

	Topics	Didactic Hours	EMS Obs	Chapter
1	Orientation, Continuum Registration, Course Expectations	2.0		
MANDATORY	**AHA BLS**	3.0		AHA/14
	AHA BLS Exam & Skills Testing	1.0		AHA/14
2	EMS Systems	2.0		1
	Workforce Safety and Wellness	2.0		2
	Medical, Legal, and Ethical Issues	2.0		3
3	Communications and Documentation	2.0		4
	Medical Terminology	3.0		5
	Lifting and Moving	1.0		8
4	The Team Approach to Healthcare	0.5		9
	Communications and Documentation	1.5		4
	Lifting and Moving with Skills	3.0		8
	Exam 1	1.0		**1-5, 8, 9**
5	The Human Body	6.0		6
6	**Exam 2**	1.0		**6**
	Airway Management (Basic Skills)	5.0		11
7	Airway Management (Advanced)	3.0		11
	Airway Management Skills	2.0		
	Skills Check off	1.0		
8	**Exam 3**	1.0		**11**
	Patient Assessment and Vital Signs	2.5		10
	Medical and Trauma	2.5		
9	Patient Assessment Lab: Medical & Trauma	2.0		10
	Vital Signs Lab	2.0		

	Medical Overview	2.0		15
10	Principles of Pharmacology	3.0		12
	Respiratory Emergencies	3.0		16
11	Cardiovascular Emergencies	6.0		17
	ECG Lead Placement			
12	**Exam 4**	1.0		**10, 12, & 14-17**
	Cardiac Arrest CPR Graded Scenarios	5.0		
13	Shock	3.0		13
	Trauma Overview / Mechanism of Injury	1.0		25
	Bleeding	2.0		26
14	Soft-tissue Injuries	2.0		27
	Head and Spine Injuries	2.0		29
	Face & Neck Injuries	2.0		28
15	Chest Injuries	2.0		30
	Abdominal and Genitoruniary Injuries	2.0		31
	Trauma Lab (spinal)	2.0		
16	Orthopedic Injuries	2.0		32
	Scenarios/Skills Practice	2.0		
	Skills Check Off	2.0		
17	**Exam 5**	1.0		**13 & 25-32**
	Trauma Graded Scenarios	5.0		
18	Obstetrics & Neonatal Care	2.0		34
	Obstetrics & Neonatal Care Lab	2.0		
	Life Span Development	2.0		7
19	**Mid-Term Exam**	2.0		**1-17, 25-32, 34**
	Pharmacology Exam #1	1.0		

	Neurological Emergencies	3.0		18
	Begin EMS Field Internship		24.0	*********
20	Gastrointestinal & Urologic Emergencies	2.0		19
	Gynecologic Emergencies	2.0		24
	Endocrine & Hematologic Emergencies	2.0		20
21	Allergy and Anaphylaxis	3.0		21
	Medication Administration (Epi, Narcan, Albuterol, Oral Glucose, Benadryl)	3.0		
22	Toxicology	3.0		22
	Behavioral Health Emergencies	3.0		23
	NO CLASS - Easter			
23	**Exam 5**	1.0		**7, 18-24, 34**
	Medical Emergencies Lab	2.0		
	Medical Graded Scenarios	3.0		
24	Pediatric Emergencies	3.0		35
	Geriatric Emergencies	3.0		36
25	**Pharmacology Exam #2**	1.0		
	Patients with Special Challenges	2.0		37
	Scenario Lab	2.0		
	Exam 6	1.0		**35-37**
26	**Understanding Emergency Vehicle Driving (CEVO 4)**	4.0		
MANDATORY	**Driving Practical**	4.0		
	Traffic Incident Management for Emergency Responders		****TIMS due****	
27	Environmental Emergencies	4.0		33
	Transport Operations	2.0		38

28	Vehicle Extrication & Special Rescue	2.0		39
	Incident Management & Smart Triage	2.0		40
	Terrorism Response & Disaster Management	2.0		41
29	**Exam 9**	1.0		**33, 38-41**
	ALS Assist Skills	2.0		
	Practice TSOPs	3.0		
	Complete EMS Field Internship		24.0	*********
30	**Final Exam**	2.0		
	Technical Scope of Practice Exams	4.0		
31	**Technical Scope of Practice Exams**	6.0		
32	Exam Registration, Recertification, and Continuing Education / End of Course Evaluations	4.0		
	Retesting			
	Total hours for the course	192.0	48.0	
		240.0		

Course content for technical, vocational, and certificate level courses is outlined in the course descriptions to follow. All courses are alphabetized by course code. **All courses are to be pursued in a normal sequence with prerequisite courses taken as indicated.** Provided for each course is the following information: course number and title; number of class, laboratory, clinical/shop/work experience (if any), and credit hours; and the semester in which the course is offered - FA (Fall), SP (Spring), and SU (Summer).

	Hours/Week Class	Lab	Wk. Exp.	Semester Hours Credit

■ ACA – Academic Related

ACA-111 College Student Success	**1**	**0**	**0**	**1**

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. (FA, SP, or SU). National ID (CIP) 37.0101. Self-Awareness and Personal Assessment.

ACA-122 College Transfer Success	**0**	**2**	**0**	**1**

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.

Competencies

Student Learning Outcomes

1. Develop a strategic plan for completing community college academic goals, including certificates, diplomas, and/or associate degrees.
2. Develop a strategic plan for transferring to a university and preparing for a new career.
3. Identify the rights and responsibilities of transfer students under the Comprehensive Articulation Agreement (CAA), including Universal General Education Transfer Component (UGETC) designated courses, the Transfer Assured Admissions Policy (TAAP), the CAA appeals process, and university tuition surcharge.
4. Evaluate learning strategies, including note-taking, test-taking, information processing, time management, and memorization techniques, and identify strategies for improvement.
5. Identify essential college resources, including financial aid, advising, registration, tutoring, library services, computer labs, and counseling services and recognize the importance of these resources on student success.
6. Identify essential college policies and procedures, including academic integrity such as avoiding plagiarism; calculating a GPA, and maintaining satisfactory academic progress for financial aid eligibility and/or good academic standing.

This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (FA, SP, or SU). National ID (CIP) 37.0101. Self-Awareness and Personal Assessment.

■ ACC – Accounting

ACC-120 Prin of Financial Accounting	**3**	**2**	**0**	**4**

This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

the ICAA as a premajor and/or elective course requirement. (FA and SP). National ID (CIP) 2.0301Accounting.

ACC-121 Prin of Managerial Accounting	**3**	**2**	**0**	**4**

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. **State Prerequisite: Take ACC-120.** (FA and SP). National ID (CIP) 52.0301 Accounting.

ACC-129 Individual Income Taxes	**2**	**2**	**0**	**3**

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. (SP). National ID (CIP) 52.0301 Accounting.

ACC-130 Business Income Taxes	**2**	**2**	**0**	**3**

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms. (FA). National ID (CIP) 52.0301 Accounting.

ACC-140 Payroll Accounting	**1**	**3**	**0**	**2**

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. **State Prerequisites: Take one: ACC-115 or ACC-120.** (SU). National ID (CIP) 52.0301 Accounting.

ACC-150 Accounting Software Appl	**1**	**3**	**0**	**2**

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to accurately solve accounting problems. **State Prerequisites: Take one: ACC-115 or ACC-120.** (SU). National ID (CIP) 52.0301 Accounting.

ACC-220 Intermediate Accounting I	**3**	**2**	**0**	**4**

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. **State Prerequisite: Take ACC-120.** (FA). National ID (CIP) 52.0301 Accounting.

ACC-221 Intermediate Acct II	**3**	**2**	**0**	**4**

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

corrections. Upon completion, students should be able to demonstrate an understanding of the principals involved and display an analytical problem-solving ability for the topics covered. **State Prerequisite: Take ACC-220.** (SP). National ID (CIP) 52.0301 Accounting.

ACC-227 Practices in Accounting 3 0 0 3

This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, and practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations. **State Prerequisite: Take ACC-220.** (SP). National ID (CIP) 52.0301 Accounting.

■ AGR- Agricultural Courses

AGR-110 Agricultural Economics 3 0 0 3

This course provides an introduction to basic economic principles in agriculture. Topics include supply and demand, the role of agriculture in the economy, economic systems, and micro- and macroeconomics. Upon completion, students should be able to explain economic systems, interpret supply and demand curves, and complete cost revenue production schedules. (FA). National ID (CIP) 01.0103

AGR-111 Basic Farm Maintenance 1 3 0 2

This course covers fundamentals of maintenance and repair of farm facilities and equipment. Topics include safe use of hand tools and farm machinery, carpentry, concrete, painting, wiring, welding, plumbing, and calculating costs and materials needed. Upon completion, students should be able to answer theoretical questions on topics covered and assist with maintenance and repair of farm facilities and equipment. (SU). National ID (CIP) 01.0205 Agricultural Mechanics and Equipment/Machine Technology

AGR-121 Biological Pest Mgmt 3 0 0 3

This course will emphasize the building and maintain of healthy soil, plant and insect biological cycles as the key to pest and disease management. Course content includes study of major pests and diseases, including structure life cycle, and favored hosts; and biological and least toxic methods of chemical control. Upon completion, students will be able to identify and recommend methods of prevention and control of selected insect and diseases.

Competencies

Student Learning Outcomes

1. Identify soil properties and discuss how they relate to pest management.
2. Identify major pests and diseases in production agriculture.
3. Create a pest management plan using sustainable practices.

(SU). National ID (CID) 01.1105 Plant Protection and Integrated Pest Management.

AGR-139 Intro to Sustainable Ag 3 0 0 3

This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices.

(FA). National ID (CID) 01.0308 Agroecology and Sustainable Agriculture.

Competencies

Student Learning Outcomes

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

1. Identify sustainable practices in production agriculture.
2. Explain the impact of sustainable agriculture on our environment and our economy.
3. Demonstrate application of sustainable agriculture in a traditional farm management plan.

AGR-170 Soil Science	**2**	**2**	**0**	**3**

This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care practices and the impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.
(SP). National ID (CID) 01.1201 Soil Science and Agronomy, General.

Competencies
Student Learning Outcomes
1. Identify the biological properties of soil.
2. Describe sustainable land care practices and how they impact soil quality.
3. Select and apply fertilizers according to sustainable practices.

AGR-212 Farm Business Management	**3**	**0**	**0**	**3**

This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget. (FA) National ID (CIP) 01.0102 Agribusiness/Agricultural Business Operations.

AGR-213 Ag Law and Finance	**3**	**0**	**0**	**3**

This course covers the basic law and financial aspects affecting agriculture. Topics include environmental laws, labor laws, contractual business operations, assets, liabilities, net worth, and funding sources. Upon completion, students should be able to complete loan application procedures and explain basic laws affecting the agricultural industry. (SP). National ID (CID) 01.0102 Agribusiness/Agricultural Business Operations.

AGR-214 Agricultural Marketing	**3**	**0**	**0**	**3**

This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing a plan for an agricultural product. (FA). National ID (CID) 01.0102 Agribusiness/Agricultural Business Operations.

AGR-261 Agronomy	**2**	**2**	**0**	**3**

This course provides a basic introduction to field and forage crops. Topics include forage crops, field crops, seed selection, fertility management, field preparation, harvesting, and storage. Upon completion, students should be able to demonstrate a knowledge of forage and field crop production practices. (SP). National ID (CID) 01.1102.

■ ANS- Animal Science

ANS-110 Animal Science	**3**	**0**	**0**	**3**

This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally.
(SP). National ID (CIP) 01.0901 Animal Sciences, General.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

Competencies
Student Learning Outcomes

1. Describe the importance of animal production and explain the major issues related to the production of livestock on an international, national, and state level.
2. Explain the relationship of science and animal production through the studies of biotechnology, technology, genetics, physiology, nutrition, and health.
3. Describe the basic physiology and terminology of the animal industries.
4. Describe the production (including sustainable production) methodologies of the swine, beef, and dairy, sheep and horse industries.
5. Recognize the requirements of production animals, and the benefits of proper care, nutrition, genetics, and the environment to the animal's productivity levels.

■ ARC – Architecture

ARC-111 Intro to Arch Technology 1 6 0 3

This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards. (FA). National ID (CIP) 15.0101 Architectural Engineering Technology/Technician.

ARC-114 Architectural CAD 1 3 0 2

This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards. **RCC Prerequisite: ARC 111.** (SP). National ID (CIP) 15.0101 Architectural Engineering Technology/Technician.

ARC-235 Architectural Portfolio 2 3 0 3

This course covers the methodology for the creation of an architectural portfolio. Topics include preparation of marketing materials and a presentation strategy using conventional and/or digital design media. Upon completion, students should be able to produce an architectural portfolio of selected projects**. RCC Prerequisites: DES-231 and DES-241.** (SP). National ID (CIP) 15.0101 Architectural Engineering Technology/Technician.

■ ART – Art

ART-111 Art Appreciation 3 0 0 3

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. (FA and SP). National ID (CIP) 50.0701 Art/Art Studies, General. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

ART-114 Art History Survey I 3 0 0 3

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/ Fine Arts. (FA and SP). National ID (CIP) 50.0701 Art/Art Studies, General. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

ART-115 Art History Survey II 3 0 0 3

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. (FA and SP). National ID (CIP) 50.0701 Art/Art Studies, General. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

■ ATR – Automation & Robotics

ATR-112 Intro to Automation 2 3 0 3

This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems. (SP and SU). National ID (CIP) 15.0406 Automation Engineer Technology/Technician.

ATR-212 Industrial Robots 2 3 0 3

This course covers the operation of industrial robots. Topics include the classification of robots, activators, grippers, work envelopes, computer interfaces, overlapping work envelopes, installation, and programming. Upon completion, students should be able to install, program, and troubleshoot industrial robots. (SP). National ID (CIP) 15.0406 Automation Engineer Technology/Technician.

ATR-214 Advanced PLCs 3 3 0 4

This course introduces the study of high-level programming languages and advanced I/O modules. Topics include advanced programming languages; system networking; computer interfacing; analog and other intelligent I/O modules; and system troubleshooting. Upon completion, students should be able to write and troubleshoot systems using high-level languages and complex I/O modules. (SP).
National ID (CIP) 15.0406 Automation Engineer Technology/Technician.

ATR-215 Sensors and Transducers 2 3 0 3

This course provides the theory and application of sensors typically found in an automated manufacturing system. Topics include physical properties, operating range, and other characteristics of numerous sensors and transducers used to detect temperature, pressure, position, and other desired physical parameters. Upon completion, students should be able to properly interface a sensor to a PLC, PC, or process control system. (FA). National ID (CIP)15.0406 Automation Engineer Technology/Technician.

ATR-218 Work Cell Integration 2 3 0 3

This course introduces high technology systems which are currently being used in new automated manufacturing facilities. Topics include integration of robots and work cell components, switches, proxes, vision and photoelectric sensors, with the automated control and data gathering systems. Upon completion, students should be able to install, program, and troubleshoot an automated manufacturing cell and its associated data communications systems. (SP). National ID (CIP) 15.0406 Automation Engineer Technology/Technician.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
ATR-219 Automation Troubleshooting	**1**	**3**	**0**	**2**

This course introduces troubleshooting procedures used in automated systems. Topics include logical fault isolation, diagnostic software usage, component replacement techniques, and calibration; safety of equipment; and protection of equipment while troubleshooting. Upon completion, students should be able to analyze and troubleshoot an automated system. (SP). National ID (CIP) 15.0406 Automation Engineer Technology/Technician.

■ ATT- Alternative Transportation Tec.

ATT-125 Hybrid-Electric Trans	**2**	**4**	**0**	**4**

This course covers the theory and operation of hybrid-electric drive vehicles. Topics include maintenance, diagnostics, repair and safety procedures for electrically propelled and hybrid vehicles. Upon completion, students should be able to perform diagnostics, maintenance and repair hybrid-electric drive vehicles. State Prerequisite: Take TRN-120. (SU). National ID (CIP) 47.0614 Alternative Fuel Vehicle Technology/Technician.

ATT-140 Emerging Transp Tech	**2**	**3**	**0**	**3**

This course covers emerging technologies in the automotive industry and diagnostic procedures associated with those technologies. Topics include exploring new technologies, diagnostic tools, methods and repairs. Upon completion, students should be able to demonstrate practical skills applicable to emerging automotive technologies. (SP). National ID (CIP) 47.0614 Alternative Fuel Vehicle Technology/ Technician.

■ AUB – Automotive Body Repair

AUB-111 Painting & Refinishing I	**2**	**6**	**0**	**4**

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards. (FA/SP evening only). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.

AUB-112 Painting & Refinishing II	**2**	**6**	**0**	**4**

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems. **State Prerequisite: Take AUB-111.** (SP). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.

AUB-114 Special Finishes	**1**	**2**	**0**	**2**

This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards. **State Prerequisite: Take AUB-111.** (SU). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.

AUB-121 Non-Structural Damage I	**1**	**4**	**0**	**3**

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

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

(CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.

AUB-122 Non-Structural Damage II	**2**	**6**	**0**	**4**

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware. RCC prerequisite: Take AUB-121. (SP). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.

AUB-131 Structural Damage I	**2**	**4**	**0**	**4**

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage. (FA/SP evening only). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.

AUB-132 Structural Damage II	**2**	**6**	**0**	**4**

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards. **State Prerequisites: Take AUB-131 RCC Prerequisites: TRN-180.** (SU). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/ Technician.

AUB-136 Plastics & Adhesives	**1**	**4**	**0**	**3**

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards. (SP). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.

AUB-141 Mech & Elec Components I	**2**	**2**	**0**	**3**

This course covers the basic principles of automotive mechanical and electrical components. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, and restraint systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards. (SU). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/ Technician.

AUB-144 Mech & Elec Specialties	**2**	**2**	**0**	**3**

This course concentrates on special automotive mechanical and electrical system operations and diagnostics. Topics include personal and environmental safety, suspension and steering, electrical, restraint, and air-conditioning systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards. (SP). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

AUB-150 Automotive Detailing 1 3 0 2

This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle. (FA). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.

AUB-160 Body Shop Operations 1 0 0 1

This course introduces the day-to-day operations of autobody repair facilities. Topics include work habits and ethics, customer relations, equipment types, materials cost and control, policies and procedures, shop safety and liabilities, and other related topics. Upon completion, students should be able to understand the general operating policies and procedures associated with an autobody repair facility. (FA). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.

AUB-162 Autobody Estimating 1 2 0 2

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report. **RCC Prerequisites: Take AUB-111, AUB-121, AUB-131, TRN-180.** (FA). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.

■ AUC – Automotive Customizing

AUC-112 Auto Custom Fabrication 2 4 0 4

This course covers modifications of existing vehicle components, as well as fabrication of new vehicle components. Emphasis is placed on basic customizing techniques used on factory original parts, as well as fabrication of custom components using machining processes and customizing techniques. Upon completion, students should be able to modify existing factory components and create custom-fabricated components using auto customizing techniques. **RCC Prerequisites: Take AUB-121 and TRN-180.** (SP). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.

■ AUM – Automotive Management

AUM-111 Managing Automotive Org 3 0 0 3

This course will cover the principles and procedures involved in managing an automotive facility. Emphasis is placed on record maintenance, facility layout, technical service training, personnel management, parts management, and computer-based shop management systems. Upon completion, students should be able to demonstrate procedures used in the day-to-day operations of an automotive facility. (FA/SP). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.

■ AUT – Automotive

AUT-116 Engine Repair 2 3 0 3

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. (FA). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
AUT-116A Engine Repair Lab	**0**	**3**	**0**	**1**

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. **State Corequisite: Take AUT-116.** (FA). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.

AUT-141 Suspension & Steering Sys	**2**	**3**	**0**	**3**

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. (SP). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/ Technician.

AUT-141A Suspension & Steering Lab	**0**	**3**	**0**	**1**

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. **State Corequisite: Take AUT-141.** (SP). National ID (CIP) 47.0604 Automobile/ Automotive Mechanics Technology/Technician.

AUT-151 Brake Systems	**2**	**3**	**0**	**3**

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. (FA). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.

AUT-151A Brakes Systems Lab	**0**	**3**	**0**	**1**

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. **State Corequisite: Take AUT-151.** (FA). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.

AUT 163 Adv Auto Electricity	**2**	**3**	**0**	**3**

This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns. **State Prerequisite: Take TRN-120.** (SP). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
AUT-181 Engine Performance 1	**2**	**3**	**0**	**3**

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related drivability problems using appropriate test equipment/service information. (SP). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.

AUT-181A Engine Performance 1 Lab	**0**	**3**	**0**	**1**

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related drivability problems using appropriate test equipment/service information. **State Corequisite: Take AUT-181.** (SP). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.

AUT-183 Engine Performance 2	**2**	**6**	**0**	**4**

This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information. **State Prerequisite: Take AUT-181.** (SU). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.

AUT-221 Auto Transm/Transaxles	**2**	**3**	**0**	**3**

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains. (SP). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.

AUT-221A Auto Transm/Transax Lab	**0**	**3**	**0**	**1**

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains. **State Corequisite: Take AUT-221.** (SP). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/ Technician.

AUT-231 Man Trans/Axles/Drtrains	**2**	**3**	**0**	**3**

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

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

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

■ BIO – Biology

BIO-110 Principles of Biology	**3**	**3**	**0**	**4**

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. (FA and SP). National ID (CIP) 26.0101. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

BIO-111 General Biology I	**3**	**3**	**0**	**4**

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. **RCC Prerequisite: Take one set: Set 1: RED-090; Set 2: DRE-098; Set 3: ENG-002 Tier 2 or acceptable placement score.** (FA). National ID (CIP) 26.0101. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

BIO-112 General Biology II	**3**	**3**	**0**	**4**

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science**. State Prerequisite: Take BIO-111.** (SP only). National ID (CIP) 26.0101. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

BIO-163 Basic Anat & Physiology	**4**	**2**	**0**	**5**

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. **RCC Prerequisite: Take one set: Set 1: RED-090; Set 2: DRE-098; Set 3: ENG-002 Tier 2 or acceptable placement score.** (FA and SP). National ID (CIP) 26.0403.

BIO-168 Anatomy and Physiology I	**3**	**3**	**0**	**4**

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. **RCC Prerequisite: Take one set: Set 1: RED-090; Set 2: DRE-098; Set 3: ENG-002 Tier 2 or acceptable placement**

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

score. (FA only). National ID (CIP) 26.0403.

BIO-169 Anatomy and Physiology II	**3**	**3**	**0**	**4**

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. **State Prerequisite: Take BIO-168.** (SP only). National ID (CIP) 26.0403.

BIO-175 General Microbiology	**2**	**2**	**0**	**3**

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. **State Prerequisites: Take one: BIO-110, BIO-111, BIO-163, BIO-165, or BIO-168.** (FA and SP). National ID (CIP) 26.0502.

■ BPR – Blueprint Reading

BPR-111 Print Reading	**1**	**2**	**0**	**2**

This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system. (SP). National ID (CIP) 15.1306 Mechanical Drafting and Mechanical Drafting CAD/CADD.

Competencies

Student Learning Outcomes:

1. Interpret symbols, abbreviations, and line types.
2. Identify and describe types of projection and use of views.
3. Draw freehand sketches.
4. Calculate measurements of features.
5. Identify and interpret dimensioning and tolerancing.

■ BUS – Business

BUS-110 Introduction to Business	**3**	**0**	**0**	**3**

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (FA). National ID (CIP) 52.0201 Business Administration and Management, General.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

Competencies
Student Learning Outcomes:
1. Identify various forms of business organizations.
2. Define business vocabulary.
3. Describe the basics of business ethics.
4. Explain basic management principles.

BUS-115 Business Law I 3 0 0 3
This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (FA and SP). National ID (CIP) 52.0201 Business Administration and Management, General.

Competencies
Student Learning Outcomes
1. Identify the elements of a contract.
2. Describe the structure of the U.S. court system.
3. Identify laws, conditions and regulations in national and international work environments.

BUS-116 Business Law II 3 0 0 3
This course includes the study of the legal and ethical framework of business. Business Organizations, property law, intellectual property law, agency and employment law, consumer law, secured transactions, and bankruptcy are examined. Upon completion, the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. **State Prerequisite: Take BUS-115. (**SP). National ID (CIP) 52.0201 Business Administration and Management, General.

BUS-137 Principles of Management 3 0 0 3
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (SP). National ID (CIP) 52.0201 Business Administration and Management, General.

Competencies
Student Learning Outcomes
1. Explain strategic management in business operations.
2. Define management, quality management, and project management.
3. Identify relevant issues in human resource management.

BUS-153 Human Resource Management 3 0 0 3
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns. (SP). National ID (CIP)

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

52.0201 Business Administration and Management, General.

BUS-217 Employment Law and Regs 3 0 0 3

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law. (SU). National ID (CIP) 52.0201 Business Administration and Management, General.

Competencies

Student Learning Outcomes

1. Define fair employment practices, EEO, affirmative action.
2. Identify employee rights and protections.
3. Evaluate organization policy for compliance.
4. Evaluate decisions to assure they are not contrary to law.

BUS-225 Business Finance 2 2 0 3

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management. **State Prerequisite: Take ACC-120.** (SP). National ID (CIP) 52.0201 Business Administration and Management, General.

BUS-230 Small Business Management 3 0 0 3

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan. (SP). National ID (CIP) 52.0201 Business Administration and Management, General.

BUS-234 Training and Development 3 0 0 3

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program. (SU). National ID (CIP) 52.0201 Business Administration and Management, General.

Competencies

Student Learning Outcomes

1. Design, conduct, and evaluate a training program.
2. Define the steps for conducting a needs assessment.
3. Identify instructional approaches.
4. Design a learning environment.

BUS-255 Org Behavior in Business 3 0 0 3

This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action. (FA and SU). National ID (CIP) 52.0201 Business Administration and Management, General.

BUS-256 Recruit Select & Per Plan 3 0 0 3

This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives. (FA). National ID (CIP) 52.0201 Business Administration and Management, General.

Competencies

Student Learning Outcomes

1. Identify recruiting, interviewing and screening techniques.
2. Describe processes to acquire and retain employees who match position requirement and fulfill organizational objectives.
3. Describe personnel planning.
4. Identify procedures for maintaining employee records.

BUS-258 Compensation and Benefits 3 0 0 3

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees. (FA). National ID (CIP) 52.0201 Business Administration and Management, General.

Competencies

Student Learning Outcomes

1. Describe job analysis and job evaluation techniques.
2. Describe benefits and pay-for-performance programs.
3. Develop and manage a basic compensation system to attract, motivate, and retain employees.
4. Define wage and salary surveys.

BUS-259 HRM Applications 3 0 0 3

This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work. **State Prerequisites: Take: BUS-217 or BUS-234.** (SP). National ID (CIP) 52.0201 Business Administration and Management, General.

Competencies

Student Learning Outcomes

1. Apply day-to-day HRM functions to exercises and simulations.
2. Determine the appropriate actions called for by typical events that affect the status of people at work.

BUS-280 REAL Small Business 4 0 0 4

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding. This course will be taught using the REAL Agricultural Entrepreneurship curriculum to build, strengthen, and promote agricultural and agriculture-related ventures. (SP). National ID (CIP) 52.0201Business Administration and Management, General.

BUS-285 Business Management Issues 2 2 0 3
This course covers contemporary issues that affect successful businesses and their managers and employees. Emphasis is placed on using case studies and exercises to develop analytical and problem-solving skills, ethics, quality management concepts, team skills, and effective communication. Upon completion, students should be able to apply the specific knowledge and skills covered to become more effective managers and employees. **State Prerequisite: Take BUS-137.** (SP). National ID (CIP) 52.0201 Business Administration and Management, General.

■ CAT Computed Tomography

CAT-210 CT Physics & Equipment 3 0 0 3
This course covers the system operations and components, image processing and display, image quality, and artifacts in computed tomography. Emphasis is placed on the data acquisition components, issue attenuation conversions, image manipulation, and factors controlling image resolution. Upon completion, students should be able to understand the physics and instrumentation used in computed tomography. (FA) National ID (CIP) 51.0999 Allied Health Diagnostic, Intervention, and Treatment Professions, Other

CAT-211 CT Procedures 4 0 0 4
This course is designed to cover specialized patient care, cross-sectional anatomy, contrast media, and scanning procedures in computed tomography. Emphasis is place on patient assessment and monitoring, contrast agents' use, radiation safety, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of the imaging procedures in computed tomography. (FA) National ID (CIP) 51.0999 Allied Health Diagnostic, Intervention, and Treatment Professions, Other

CAT-225 CT Clinical Practicum 0 0 15 5
This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment. (FA) National ID (CIP) 51.0999 Allied Health Diagnostic, Intervention, and Treatment Professions, Other

■ CCT Cyber Crime Technology

CCT-250 Network Vulnerabilities I 2 2 0 3
This course introduces students to penetration testing, network vulnerabilities, and hacking. Topics include an overview of traditional network security, system hardening, and known weaknesses. Upon completion, students should be able to evaluate weaknesses of traditional and wireless network for the purpose of incident response, reconstruction, and forensic investigation. **RCC Prerequisite: NET 126.** (SP) National ID (CIP) 43.0403 Cyber/Computer Forensics and Counterterrorism

■ CHM – Chemistry

CHM-151 General Chemistry I 3 3 0 4
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry,

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. **RCC Prerequisite: Take one set: Set 1: DMA-010, DMA-020, and DMA-030; Set 2: MAT-060 Set 3: MAT-003 Tier 1 or acceptable placement score.** (FA). National ID (CIP) 40.0501 Chemistry, General. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

CHM-152 General Chemistry II	**3**	**3**	**0**	**4**

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. **State Prerequisite: Take CHM-151.** (SP). National ID (CIP) 40.0501 Chemistry, General. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

■ CIS – Information Systems

CIS-110 Introduction to Computers	**2**	**2**	**0**	**3**

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). (FA, SP, SU). National ID (CIP) 11.0103 Information Technology.

CIS-115 Intro to Prog & Logic	**2**	**3**	**0**	**3**

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to use top-down algorithm design and implement algorithmic solutions in a programming language. **State Prerequisites: Take one set: Set 1: DMA-010, DMA-020, DMA-030, and DMA-040; Set 2: DMA-025 AND DMA-040 Set 3: MAT-121; Set 4: MAT-171; Set 5: MAT-003 Set 6: BSP-4003.** This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). (SU). National ID (CIP) 11.0103 Information Technology.

Competencies

Student Learning Outcomes

1. Apply control structures.
2. Apply top-down algorithmic design.
3. Implement algorithmic solutions in a programming language.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

■ CJC – Criminal Justice

CJC-111 Intro to Criminal Justice	**3**	**0**	**0**	**3**

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (FA and SU). National ID (CIP) 3.0107Criminal Justice/Political Science.

CJC-112 Criminology	**3**	**0**	**0**	**3**

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. (FA). National ID (CIP) 43.0107 Criminal Justice/Political Science.

CJC-113 Juvenile Justice	**3**	**0**	**0**	**3**

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. (SP). National ID (CIP) 43.0107 Criminal Justice/Political Science.

CJC-121 Law Enforcement Operations	**3**	**0**	**0**	**3**

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (SP). National ID (CIP) 43.0107 Criminal Justice/Political Science.

CJC-131 Criminal Law	**3**	**0**	**0**	**3**

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements. (SP). National ID (CIP) 43.0107 Criminal Justice/Political Science.

CJC-132 Court Procedure & Evidence	**3**	**0**	**0**	**3**

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. (SP). National ID (CIP) 43.0107 Criminal Justice/Political Science.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
CJC-141 Corrections	**3**	**0**	**0**	**3**

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (FA). National ID (CIP) 43.0107 Criminal Justice/Political Science.

CJC-160 Terrorism: Underlying Issu	**3**	**0**	**0**	**3**

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents. (SP). National ID (CIP) 43.0107 Criminal Justice/Political Science.

CJC-212 Ethics & Comm Relations	**3**	**0**	**0**	**3**

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. (FA). National ID (CIP) 43.0107 Criminal Justice/Political Science.

CJC-214 Victimology	**3**	**0**	**0**	**3**

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs. (SP). National ID (CIP) 43.0107 Criminal Justice/Political Science.

CJC-215 Organization & Administration	**3**	**0**	**0**	**3**

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations. (FA). National ID (CIP) 43.0107 Criminal Justice/Political Science.

CJC-221 Investigative Principles	**3**	**2**	**0**	**4**

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. (SP). National ID (CIP) 43.0107 Criminal Justice/ Political Science.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
CJC-231 Constitutional Law	**3**	**0**	**0**	**3**

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. (FA). National ID (CIP) 43.0107 Criminal Justice/ Political Science.

■ COM – Communication

COM-110 Introduction to Communication	**3**	**0**	**0**	**3**

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved for transfer under the ICAA as a general education course in Communication. This course has been approved for transfer under the CAA as a general education course in Communication. (FA and SP). National ID (CIP) 09.0100.

COM-231 Public Speaking	**3**	**0**	**0**	**3**

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved for transfer under the CAA as a general education course in Communication. This course has been approved for transfer under the ICAA as a general education course in Communication. **RCC Prerequisites: Take one set: Set 1: ENG-090 and RED-090; Set 2: DRE-098; Set 3: ENG-002 Tier 2 or acceptable placement score.** (FA, SP, and SU). National ID (CIP) 09.0101 Speech Communication and Rhetoric. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

■ COS – Cosmetology

COS-111 Cosmetology Concepts I	**4**	**0**	**0**	**4**

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting. **State Corequisite: Take COS-112. RCC Prerequisites: Take one set: Set 1: RED-090; Set 2: DRE-098; Set 3: ENG-002 Tier 2 or acceptable placement score.** (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.

COS-111AB Cosmetology Concepts I	**2**	**0**	**0**	**2**
COS-111BB Cosmetology Concepts I	**2**	**0**	**0**	**2**

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting. **State Corequisite: Take COS-112. RCC Prerequisites: Take one set: Set 1: RED-090; Set 2: DRE-098; Set 3: ENG-002 Tier 2 or acceptable placement score. COS 111AB is a prerequisite for COS 111BB. (COS-111AB-FA, COS-111BB-SP**. National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
COS-112 Salon I	**0**	**24**	**0**	**8**

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services. **State Corequisite: Take COS-111. RCC Prerequisites: Take one set: Set 1: RED-090; Set 2: DRE-098; Set 3: ENG-002 Tier 2 or acceptable placement score.** (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.

COS-112AB Salon I	**0**	**12**	**0**	**4**
COS-112BB Salon I	**0**	**12**	**0**	**4**

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services. **State Corequisite: Take COS-111. RCC Prerequisites: Take one set: Set 1: RED-090; Set 2: DRE-098; Set 3: ENG-002 Tier 2 or acceptable placement score. COS 112AB is a prerequisite for COS 112BB.** (COS-112AB –FA, COS-112BB-SP).National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.

COS-113 Cosmetology Concepts II	**4**	**0**	**0**	**4**

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting**. State Prerequisites: Take all: COS-111 and COS-112.** (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.

COS-114 Salon II	**0**	**24**	**0**	**8**

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services. **State Prerequisites: Take all: COS-111 and COS-112.** (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.

COS-115 Cosmetology Concepts III	**4**	**0**	**0**	**4**

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting. **State Prerequisites: Take all: COS-111 and COS-112.** (SU). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.

COS-116 Salon III	**0**	**12**	**0**	**4**

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services**. State Prerequisites: Take all: COS-111 and COS-112.** (SU). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.

COS-117 Cosmetology Concepts IV	**2**	**0**	**0**	**2**

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

these cosmetology concepts and meet program completion requirements. **State prerequisites: Take all: COS-111 and COS-112.** (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.

COS-118 Salon IV 0 21 0 7
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements. **State Prerequisites: Take all: COS-111 and COS-112.** (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.

COS-121 Manicure/Nail Technology I 4 6 0 6
This course covers techniques of nail technology, hand and arm surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salon setting. (FA) National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.

COS-222 Manicure/Nail Tech. II 4 6 0 6
This course covers advanced techniques of nail technology and hand and arm surface manipulation. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations. **State Prerequisite: Take COS-121.** (SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.

COS-223 Contemp Hair Coloring 1 3 0 2
This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems. **State Prerequisites: Take all: COS-111 and COS-112.** (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.

COS-240 Contemporary Design 1 3 0 2
This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design. **State Prerequisites: Take all: COS-111 and COS-112.** (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.

COS-250 Computerized Salon Ops 1 0 0 1
This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting. (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist.

COS-271 Instructor Concepts I 5 0 0 5
This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting. **State Corequisite: Take COS-272.** (FA). National ID (CIP) 12.0413 Cosmetology, Barber/Styling, and Nail Instructor.

COS-272 Instructor Practicum I	**0**	**21**	**0**	**7**

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student. **State corequisite: Take COS-271.** (FA). National ID (CIP) 12.0413 Cosmetology, Barber/Styling, and Nail Instructor.

COS-273 Instructor Concepts II	**5**	**0**	**0**	**5**

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records**. State Prerequisites: Take all: COS-271 and COS-272. State Corequisite: Take COS-274.** (SP). National ID (CIP) 12.0413 Cosmetology, Barber/Styling, and Nail Instructor.

COS-274 Instructor Practicum II	**0**	**21**	**0**	**7**

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. **State Prerequisite: Take all: COS-271 and COS-272. State Corequisite: Take COS-273.** (SP). National ID (CIP) 12.0413 Cosmetology, Barber/Styling, and Nail Instructor.

■ CTI – Computer Technology Integration

CTI-110 Web, Pgm, & Db Foundation	**2**	**2**	**0**	**3**

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table. (FA only). National ID (CIP) 11.0103 Information Technology.

Competencies

Student Learning Outcomes

1. Apply basic principles of programming logic.
2. Create a simple website with mark-up tools.
3. Create a simple database table.

CTI-120 Network & Sec Foundation	**2**	**2**	**0**	**3**

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols. (FA only). National ID (CIP) 11.0103 Information Technology.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

Competencies
Student Learning Outcomes
1. Perform basic calculations necessary for network operations.
2. Identify the components of local and wide area networks.
3. Identify security risks to a networked information system.

CTI-140 Virtualization Concepts 1 4 0 3
This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines. (SP) National ID (CIP) 11.0103 Information Technology

CTI-289 CTI Capstone Project 1 6 0 3
This course provides students an opportunity to complete a significant integrated technology project from the design phase through implementation with minimal instructor support. Emphasis is placed on technology policy, process planning, procedure definition, systems architecture, and security issues to create projects for the many areas in which computer technology is integrated. Upon completion, students should be able to create, implement, and support a comprehensive technology integration project from the planning and design phase through implementation. **State Prerequisites: Take all: CTI-110, CTI-120, and CTS-115.** (SP). National ID (CIP) 11.0103 Information Technology.

■ CTS – Computer Information Technology

CTS-115 Info Sys Business Concepts 3 0 0 3
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (SP). National ID (CIP) 11.0103 Information Technology.

Competencies
Student Learning Outcomes
1. Identify the relationship between the business objectives and the IT requirements of an enterprise.
2. Identify attributes that make up a "hybrid business manager."
3. Assess the role of technology options for managing business processes.

CTS-120 Hardware/Software Support 2 3 0 3
This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/ maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers. (SP). National ID (CIP) 11.0103 Information Technology.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

Competencies
Student Learning Outcomes
1. Identify appropriate computer equipment and software based on organizational needs.
2. Demonstrate ability to upgrade/maintain existing equipment and software.
3. Repair non-functioning personal computers.

CTS-130 Spreadsheet	**2**	**2**	**0**	**3**

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. (FA, SP). National ID (CIP) 11.0103 Information Technology.

CTS-135 Integrated Software Intro	**2**	**4**	**0**	**4**

This course instructs students in the Windows or Linux based program suites for word processing, spreadsheet, database, personal information manager, and presentation software. This course prepares students for introductory level skills in database, spreadsheet, personal information manager, word processing, and presentation applications to utilize data sharing. Upon completion, students should be able to design and integrate data at an introductory level to produce documents using multiple technologies. **RCC Prerequisite: Take CIS-110.** (SU). National ID (CIP) 11.0103 Information Technology.

■ DBA – Database Management Technology

DBA-110 Database Concepts	**2**	**3**	**0**	**3**

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. (SP). National ID (CIP) 11.0802 Data Modeling/Warehousing and Database Administration.

■ DES – Design: Creative

DES-125 Visual Presentation I	**0**	**6**	**0**	**2**

This course introduces visual presentation techniques for communicating ideas. Topics include drawing, perspective drawing, rendering and mixed media. Upon completion, students should be able to present a design concept through graphic media. (FA). National ID (CIP) 50.0408 Interior Design.

DES-130 Digital App/Interior Design	**2**	**3**	**0**	**3**

This course introduces digital applications using current appropriate software and emerging technologies. Emphasis is placed on the operation of computer software in interior design applications. Upon completion, students should be able to use digital media to prepare a design solution. **RCC Corequisite: ARC-114.** (SP). National ID (CIP) 50.0408 Interior Design.

DES-135 Prin & Elem of Design I	**2**	**4**	**0**	**4**

This course introduces the basic concepts and terminology of design as they relate to the design profession. Topics include line, pattern, space, mass, shape, texture, color, unity, variety, rhythm, emphasis, balance, proportion, scale, and function. Upon completion, students should be able to demonstrate an understanding of the principles covered through 2D and 3D exploration. (FA). National ID (CIP) 50.0408 Interior Design.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
DES-136 Prin & Elem of Design II	**2**	**4**	**0**	**4**

This course provides advanced study of design principles and elements. Emphasis is placed on color theory, pattern, and texture as used in design as well as an investigation of the psychology of color. Upon completion, students should be able to originate a color program for 2D and 3D exploration. **State Prerequisite: Take DES-135.** (SP). National ID (CIP) 50.0408 Interior Design.

DES-210 Professional Practices/Int Des	**2**	**0**	**0**	**2**

This course introduces contemporary business practices for interior design. Topics include employment skills, business formations, professional associations, preparation of professional contracts and correspondence, and means of compensation. Upon completion, students should be able to demonstrate an understanding of basic business practices as they relate to the interior design profession. (SU). National ID (CIP) 50.0408 Interior Design.

DES-220 Interior Design Fundamentals	**1**	**6**	**0**	**3**

This course provides an introduction to the application of interior design principles. Emphasis is placed on spatial relationships, material selections, craftsmanship, and visual presentation techniques. Upon completion, students should be able to apply interior design principles and illustrate design solutions through visual communication. **State Prerequisites: Take one set: Set 1: DES-135 and ARC-111; Set 2: DES-110; Set 3: DFT-115.** (SP). National ID (CIP) 50.0408 Interior Design.

DES-225 Textiles for Interiors	**2**	**2**	**0**	**3**

This course includes the study of textiles and their applications for a variety of interiors. Emphasis is placed on history, manufacturing processes, fiber characteristics, and residential and non-residential applications. Upon completion, students should be able to specify appropriate textiles. (SP). National ID (CIP) 50.0408 Interior Design.

DES-230 Residential Design I	**1**	**6**	**0**	**3**

This course includes principles of interior design for various residential design solutions. Emphasis is placed on visual presentation and selection of appropriate styles to meet specifications. Upon completion, students should be able to present scaled floor plans, elevations, specifications, color schemes finishes and furniture selection. **RCC Prerequisite: Take DES-220.** (SU). National ID (CIP) 50.0408 Interior Design.

DES-231 Residential Design II	**1**	**6**	**0**	**3**

This course provides advanced projects with a client profile that utilizes the skills developed in DES 230. Emphasis is placed on a total concept and the presentation of appropriate and creative design solutions. Upon completion, students should be able to complete a detailed floorplan, space planning, furniture plan, specifications, program schedules, finishes, and detailed window treatments. **State Prerequisite: Take DES-230.** (FA). National ID (CIP) 50.0408 Interior Design.

DES-235 Products	**2**	**2**	**0**	**3**

This course provides an overview of interior products. Topics include floor coverings; wall coverings and finishes; ceilings, moldings, and furniture construction techniques; and other interior components. Upon completion, students should be able to identify and select appropriate materials and furnishings for interior spaces based on application. (SU). National ID (CIP) 50.0408 Interior Design.

DES-240 Commercial/Contract Design I	**1**	**6**	**0**	**3**

This course is designed to focus on commercial/contract design including retail, office, institutional,

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

healthcare and hospitality design. Emphasis is placed on ADA requirements, building codes and standards, space planning, and selection of appropriate materials for non-residential interiors. Upon completion, students should be able to analyze design and present non-residential projects. **State Prerequisite: Take DES-220.** (SU). National ID (CIP) 50.0408 Interior Design.

DES-241 Comm/Contract Design II	**1**	**6**	**0**	**3**

This course provides an in-depth study of non-residential design exploring more comprehensive design solutions such as health care facilities, furniture gallery design, and large office complexes. Emphasis is placed on design of commercial interiors and suitability of materials to meet ADA requirements, codes, and standards. Upon completion, students should be able to design non-residential spaces meeting ADA requirements and select furniture, materials, fabrics, and accessories meeting codes and flammability standards. **State Prerequisite: Take DES-240.** (FA). National ID (CIP) 50.0408 Interior Design.

DES-255 History of Interiors & Furn I	**3**	**0**	**0**	**3**

This course introduces architecture, interiors, and furnishings in a variety of historic styles from Prehistoric to Neoclassical. Emphasis is placed on vocabulary, chronology, and style recognition. Upon completion, students should be able to recognize, classify and describe major styles of furniture, interiors, and architecture. (FA). National ID (CIP) 50.0408 Interior Design.

DES-256 History of Interiors & Furn II	**3**	**0**	**0**	**3**

This course continues the study of architecture, interiors, and furnishings from a variety of historic styles from Colonial to Contemporary. Emphasis is placed on style recognition, vocabulary, and chronology. Upon completion, students should be able to recognize, classify and describe major styles of furniture, interiors, and exteriors. (FA). National ID (CIP) 50.0408 Interior Design.

DES-265 Lighting/Interior Design	**1**	**2**	**0**	**2**

This course introduces theory and contemporary concepts in lighting. Topics include light levels, light quality, lamps and fixtures, and their use and application in interior design. Upon completion, students should be able to visually communicate light concepts and requirements based on national standards and select solutions for specific lighting scenarios. **RCC Prerequisite: DES 220**. (FA). National ID (CIP) 50.0408 Interior Design.

■ DFT – Drafting

DFT-119 Basic CAD	**1**	**2**	**0**	**2**

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings. (SP). National ID (CIP) 15.1302 CAD/CADD Drafting and/or Design Technology/Technician.

■ DRA – Drama/Theater

DRA-111 Theatre Appreciation	**3**	**0**	**0**	**3**

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. (FA and SP). National ID (CIP) 50.0501. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

■ ECO – Economics

ECO-251 Prin of Microeconomics	**3**	**0**	**0**	**3**

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. (FA, SP, and SU). National ID (CIP) 45.0601. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

ECO-252 Prin of Macroeconomics	**3**	**0**	**0**	**3**

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. (FA and SP). National ID (CIP) 45.0601. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

■ EDU – Education

EDU-119 Intro to Early Child Educ	**4**	**0**	**0**	**4**

This course introduces the foundations of culturally responsive, equitable and inclusive early childhood education, planning intentional developmentally appropriate experiences, learning activities, and teaching strategies for indoor and outdoor environments for all young children, guidance techniques, and professionalism. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, guidance techniques, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to implement developmentally appropriate environments, guidance techniques, schedules, and teaching strategies across developmental domains to support culturally, linguistically, and ability diverse children and their families in inclusive settings, and design a personal career/professional development plan. (FA). National ID (CIP) 12.1210 Early Childhood Education and Teaching.

EDU-131 Child, Family, & Community	**3**	**0**	**0**	**3**

This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child. This course has been approved for transfer under the CAA as a premajor and /or elective course requirement. This course has been approved under the ICAA as premajor and/or elective course requirement. (FA). National ID (CIP) 12.1210 Early Childhood Education and Teaching.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
EDU-144 Child Development I	**3**	**0**	**0**	**3**

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/ learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (FA). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

EDU-145 Child Development II	**3**	**0**	**0**	**3**

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (FA). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

EDU-146 Child Guidance	**3**	**0**	**0**	**3**

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/ families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development. (FA). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

EDU-151 Creative Activities	**3**	**0**	**0**	**3**

This course introduces developmentally supportive, diverse, equitable, and inclusive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials and activities that align with the NC Foundations for Early Learning and Development. Emphasis is placed on best practices providing process-driven culturally diverse, learning experiences in art, music, creative movement, dance, and dramatic play integrated across all domains and academic content in indoor/outdoor environments for every young child age birth through age eight. Upon completion, students should be able to observe, examine, create, adapt, and advocate for developmentally appropriate creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse. (SP). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

EDU-153 Health, Safety, & Nutrition	**3**	**0**	**0**	**3**

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments. (SP). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

EDU-187 Teaching and Learning for All 3 3 0 4

This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards. (FA) National ID (CIP) 24.0101 Liberal Arts and Sciences/Liberal Studies.

EDU-216 Foundations of Education 3 0 0 3

This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (FA). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

EDU-221 Children with Exceptionalities 3 0 0 3

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. **State Prerequisites: Take one set: Set 1: EDU-144, EDU-145; Set 2: PSY-244, PSY-245.** (SP). National ID (CIP) 13.1210
Early Childhood Education and Teaching.

EDU-234 Infants, Toddlers, & Twos 3 0 0 3

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

diverse children birth to 36 months. **State Prerequisite: EDU-119** (SP). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

EDU-235 School-Age Develop & Programs 3 0 0 3

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques and program development. Upon completion, students should be able to discuss developmental principles for culturally, linguistically, and ability diverse children ages five to twelve and plan and implement developmentally appropriate programs and activities (SP). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

EDU-250 Teacher Licensure Preparation 3 0 0 3

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution. **State Prerequisites: Take one set: Set 1: ENG-111 and MAT-143; Set 2: ENG-111 and MAT-152; Set 3: ENG-111 and MAT-171.** (SP). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

EDU-251 Exploration Activities 3 0 0 3

This course covers fundamental concepts in the content areas of science, technology, engineering, math, and social studies through investigative experiences aligned with NC Foundations for Early Learning and Development. Emphasis is placed on exploring fundamental concepts, scope and sequence, and teaching strategies to engage each child through play and open-ended discovery in indoor/outdoor environments. Upon completion, students should be able to understand major concepts in each content area and implement developmentally appropriate, culturally responsive, equitable, and inclusive experiences for all young children. (FA). National ID (CIP) 12.1210 Early Childhood Education and Teaching.

EDU-259 Curriculum Planning 3 0 0 3

This course is designed to focus on using content knowledge to build effective developmentally appropriate approaches that are culturally responsive, equitable, and ability diverse for young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences and indoor/outdoor environments aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use developmentally appropriate curriculum to plan for the individual/group needs of young children. (FA). National ID (CIP) 12.1210 Early Childhood Education and Teaching.

EDU-261 Early Childhood Admin I 3 0 0 3

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures. **State Corequisites: EDU-119** (FA). National ID (CIP) 13.1210 Early Childhood Education and

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

Teaching.

EDU-262 Early Childhood Admin II 3 0 0 3

This course focuses on advocacy/leadership, public relations/community outreach and program quality/ evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs**. State Prerequisite: EDU-119 and EDU-261.** (SP). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

EDU-279 Literacy Develop and Instruct 3 3 0 4

This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards. (SP) National ID (CIP) 24.0101 Liberal Arts and Sciences/Liberal Studies.

EDU-280 Language/Literacy Experiences 3 0 0 3

This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/ assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse. (FA). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

EDU-284 Early Child Capstone Prac 1 9 0 4

This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments. **State Prerequisites: Take one set: Set 1: EDU-119, EDU-144, EDU-145, EDU-146, and EDU-151; Set 2: EDU-119, PSY-244, PSY-245, EDU-146, and EDU-151; Set 3: EDU-119, EDU-144, PSY 245, EDU-146, and EDU-151; Set 4: EDU-119, PSY-244, EDU-145, EDU-146, and EDU-151.** (SP). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

■ ELC – Electricity

ELC-112 DC/AC Electricity 3 6 0 5

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits. **RCC Prerequisites: Take ELC-125.** (SP). National ID (CIP) 46.0302 Electrician.

Student Learning Outcomes

1. Demonstrate safe practices and procedures with tools, materials, and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to electrical circuits.
3. Construct and analyze series, parallel and combinations circuits using appropriate components.
4. Use appropriate laws and formulas to perform circuit calculations.
5. Interpret electrical schematics.
6. Describe the characteristics of various power sources.

ELC-113 Residential Wiring **2** **6** **0** **4**

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations. (FA). National ID (CIP) 46.0302 Electrician.

Student Learning Outcomes

1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to residential electrical circuits.
3. Draw, plan and interpret electrical plans and symbols used in residential applications
4. Identify, size, and install wiring and electrical distribution equipment and devices associated with residential electrical installations in accordance with the National Electrical Code.
5. Recognize and demonstrate appropriate use of tools and materials that are used in residential wiring.

ELC-115 Industrial Wiring **2** **6** **0** **4**

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment. (SP). National ID (CIP) 46.0302 Electrician.

Student Learning Outcomes

1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to industrial electrical circuits.
3. Draw, plan, and interpret electrical plans and symbols used in industrial applications.
4. Identify, size, and install wiring and electrical distribution equipment and devices associated with industrial electrical installations in accordance with the National Electrical Code.
5. Recognize and demonstrate appropriate use of tools and materials that are used in industrial wiring.

ELC-116 Telecom Cabling **1** **2** **0** **2**

This course introduces the theory and practical application of both copper and fiber cabling for telecom systems. Topics include transmission theory, noise, standards, cable types and systems, connectors,

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

physical layer components, installation, and ground/shielding techniques. Upon completion, students should be able to choose the correct cable, install, test, and troubleshoot cabling for telecom. (FA). National ID (CIP) 46.0302 Electrician.

ELC-117 Motors and Controls 2 6 0 4

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits. **RCC Prerequisite: Take ELC 125.** (SP). National ID (CIP) 46.0302 Electrician.

Student Learning Outcomes

1. Demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to control circuits.
3. Interpret and use ladder and wiring diagrams, symbols, and schematics.
4. Demonstrate and describe the use of relays, contactors, motor starters and pilot devices in electrical control circuits.
5. Describe principles and operations related to electrical control circuits.
6. Describe the concepts of rotating electrical machinery.

ELC-118 National Electrical Code 1 2 0 2

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC. (SU). National ID (CIP) 46.0302 Electrician.

ELC-119 NEC Calculations 1 2 0 2

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service. (FA). National ID (CIP) 46.0302 Electrician.

ELC-120 Intro to Wiring 2 2 0 3

This course is an introduction to wiring concepts for non-electricians. Topics include safety, tools, materials, techniques and terminology associated with electrical wiring. Upon completion, students should be able to use and/or identify wiring tools, materials and procedures at an introductory level. (FA). National ID (CIP) 46.0302 Electrician.

ELC-121 Electrical Estimating 1 2 0 2

This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects. (SP). National ID (CIP) 46.0302 Electrician.

ELC-122 Advanced Residential Wiring 2 4 0 4

This course introduces advanced topics in residential electrical installations including the requirements of the National Electrical Code (NEC). Topics include NEC, special purpose outlets, telephone and low voltage signal systems, swimming pool electrical systems, home automation systems, standby power systems and residential utility-interactive photovoltaic systems. Upon completion, students should be able to properly install conduits, wiring, electrical distribution equipment, low voltage, standby power, automated systems, and utility-interactive

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

photovoltaic systems associated with advanced residential electrical installations. **State Prerequisite: Take ELC-113.** (FA). National IE (CIP) 46.0302 Electrician.

Competencies
Student Learning Outcomes

1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to advanced residential electrical circuits.
3. Draw, plan and interpret electrical plans and symbols used in advanced residential applications.
4. Identify, size, and install wiring and electrical distribution equipment and devices associated with advanced residential electrical installations in accordance with the National Electrical Code.

ELC-125 Diagrams and Schematics	**1**	**2**	**0**	**2**

This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics. (FA). National ID (CIP) 46.0302 Electrician.

ELC-131 Circuit Analysis I	**3**	**3**	**0**	**4**

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment. (FA and SP). National ID (CIP) 46.0302 Electrician.

Competencies
Student Learning Outcomes

1. Identify and describe the operation of components used in DC/AC circuits.
2. Apply math formulas and circuit theorems in the analyses of DC/AC Circuits.
3. Locate and select DC/AC devices using component specifications based on circuit requirements.
4. Construct series, parallel and combination circuits.
5. Select and demonstrate the use of appropriate test equipment to analyze circuit operation.
6. Using appropriate troubleshooting techniques evaluate circuit performance applying suitable repair methods.
7. Identify and demonstrate safe workplace practices.

ELC-133 Circuit Analysis II	**3**	**3**	**0**	**4**

This course covers additional concepts of DC/AC electricity, the use of test equipment, and measurement techniques. Topics include the application of network theorems such as delta/wye transformations, Superposition Theorem, and other advanced circuit analysis principles. Upon completion, students should be able to construct and analyze DC/AC circuits used advanced circuit analysis theorems, circuit simulators, and test equipment. (SU). National ID (CIP) 46.0302 Electrician

ELC-215 Electrical Maintenance	**2**	**3**	**0**	**3**

This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities. (SU). National ID (CIP) 46.0302 Electrician.

ELC-228 PLC Applications 2 6 0 4

This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems. **RCC Prerequisite: Take ELN 260.** (FA). National ID (CIP) 46.0302 Electrician.

■ ELN – Electronics

ELN-133 Digital Electronics 3 3 0 4

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. (FA). National ID (CIP) 14.1001 Electrical and Electronics Engineering.

Student Learning Outcomes

1. Identify and describe the operation of digital electronic devices and circuits.
2. Analyze where and how digital electronics circuits are used.
3. Locate and select digital electronic devices using component specifications based on circuit requirements.
4. Construct operational circuits using digital devices.
5. Select and demonstrate the use of appropriate test equipment to analyze circuit operation.
6. Using appropriate troubleshooting techniques evaluate circuit performance applying suitable repair methods.
7. Identify and demonstrate safe workplace practices.

ELN-150 CAD for Electronics 1 3 0 2

This course introduces computer-aided drafting (CAD) with an emphasis on applications in the electronics field. Topics include electronics industry standards (symbols, schematic diagrams, layouts); drawing electronic circuit diagrams; and specialized electronic drafting practices and components such as resistors, capacitors, and ICs. Upon completion, students should be able to prepare electronic drawings with CAD software. (FA). National ID (CIP) 14.1001 Electrical and Electronics Engineering

ELN-231 Industrial Controls 2 3 0 3

This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery. (SU).

ELN-260 Prog Logic Controllers 3 3 0 4

This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions. (FA). National ID

	Hours/Week Class	Lab	Wk. Exp.	Semester Hours Credit

(CIP) 14.1001 Electrical and Electronics Engineering

■ ENG – English

ENG-002 Transition English 0 6 0 3

This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. (FA, SP, and SU).

ENG-011 Writing and Inquiry 1 2 0 2

This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English. (FA, SP, and SU).

ENG-102 Applied Communications II 3 0 0 3

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. (SP and SU; online only). National ID (CIP) 23.1301 Writing, General.

ENG-111 Writing and Inquiry 3 0 0 3

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. (FA, SP, and SU). **State Prerequisites: Take One: DRE-097, ENG-002, BSP-4002. State Corequisites: ENG-011.** National ID (CIP) 23.1301 Writing, General. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

Competencies

Student Learning Outcomes

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

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
ENG-112 Writing/Research in the Disc	**3**	**0**	**0**	**3**

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. **State Prerequisite: Take ENG-111.** (FA, SP, and SU). National ID (CIP) 23.1301 Writing, General. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

ENG-114 Prof Research & Reporting	**3**	**0**	**0**	**3**

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. **State Prerequisite: Take ENG-111.** (FA, SP, and SU). National ID (CIP) 23.1303.

ENG-116 Technical Report Writing	**3**	**0**	**0**	**3**

This course, the second in a series of two, introduces layout and design of technical reports used in business and industry. Emphasis is placed on audience analysis, data collection and analysis, technical writing style and organization, oral presentation of technical data, and the appropriate use of graphics in written and oral presentations. Upon completion, students should be able to produce written and oral reports using a variety of technical communication models. **State Prerequisites: Take One: ENG-110 or ENG-111.** (FA). National ID (CIP) 23.1303.

ENG-231 American Literature I	**3**	**0**	**0**	**3**

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. **State prerequisites: Take one: ENG-112, ENG-113, or ENG-114.** (FA or SP). National ID (CIP) 23.1402. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

Competencies

Student Learning Outcomes

1. Describe, analyze, interpret and evaluate features of literary texts in several genres, applying appropriate literary and cultural terms.
2. Critically analyze and interpret American literature from its beginnings to 1865 within historical and cultural contexts.
3. Write critical essays about American literature that integrate primary and secondary sources using MLA documentation and standard academic written conventions.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
ENG-232 American Literature II	**3**	**0**	**0**	**3**

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. **State Prerequisites: Take one: ENG-112, ENG-113, or ENG-114.** (FA and SP). National ID (CIP) 23.1402. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

Competencies

Student Learning Outcomes

1. Describe, analyze, interpret, and evaluate features of literary texts in several genres, applying appropriate literary and cultural terms.
2. Critically analyze and interpret American literature from 1865 to the present within historical and cultural contexts.
3. Write critical essays about American literature that integrate primary and secondary sources using MLA documentation and standard academic written conventions.

ENG-241 British Literature I	**3**	**0**	**0**	**3**

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. **State Prerequisites: Take one: ENG-112, ENG-113, or ENG-114.** (FA). National ID (CIP) 23.1404. The Transfer Advisory Committee changed the status of this course from General Education: Humanities/Fine Arts AA/AS to Universal General Education Transfer Component (UGETC); Humanities/Fine Arts AA/AS on December 2, 2015.

ENG-242 British Literature II	**3**	**0**	**0**	**3**

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. **State Prerequisites: Take one: ENG-112, ENG-113, or ENG-114.** (FA and SP). National ID (CIP) 23.1404. The Transfer Advisory Committee changed the status of this course from General Education: Humanities/Fine Arts AA/AS to Universal General Education Transfer Component (UGETC); Humanities/Fine Arts AA/AS on December 2, 2015.

■ EPT – Emergency Preparedness

EPT-140 Emergency Management	**3**	**0**	**0**	**3**

This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system. (FA). National ID (CIP) 43.0201 Fire Technology.

	Hours/Week Class	Lab	Wk. Exp.	Semester Hours Credit

■ ETR – Entrepreneurship

ETR-210 Intro to Entrepreneurship	**3**	**0**	**0**	**3**

This course provides a survey of the starting and operating of an entrepreneurial venture. Topics include new venture creation, the business plan, economics of the business, determining resource needs and acquiring resources, marketing, technology, leadership skills, and business ethics. Upon completion, students should be able to demonstrate an understanding of entrepreneurship concepts and how to use the entrepreneurial mindset to succeed in their careers. (SP). National ID (CIP) 52.0701 Entrepreneurship/Entrepreneurial Studies.

■ FIP-Fire Protection

FIP-120 Intro to Fire Protection	**3**	**0**	**0**	**3**

This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field. (FA) National ID (CIP) 43.0201 Fire Technology

Competencies

Student Learning Outcomes

1. Illustrate and explain the history and culture of the fire service.
2. Discuss and describe the scope, purpose, and organizational structure of fire and emergency services.
3. Identify protection and emergency-service careers in both the public and private sector.
4. Describe the importance of wellness and fitness as it relates to emergency services.
5. Identify the primary responsibilities of fire prevention personnel including: code enforcement, public information, and public and private fire protection systems.

FIP-124 Fire Prevention & Public Ed	**3**	**0**	**0**	**3**

This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group. (FA). National ID (CIP) 43.0201Fire Technology.

Competencies

Student Learning Outcomes

1. Describe the relationship of fire prevention as it relates to the community.
2. Demonstrate an educational program for delivery to a defined audience.
3. Demonstrate the ability to gather research about fire deaths in the United States and knowledge of how fire prevention impacts this data.
4. Describe inspection practices and procedures.
5. Define the laws, rules, regulations, and codes and identify those relevant to fire prevention of the authority having jurisdictions.

FIP-132 Building Construction	**3**	**0**	**0**	**3**

This course covers the principles and practices reference in NFPA standard 220 related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

of construction and their positive or negative aspects as related to fire conditions. (SP) National ID (CIP) 43.0201 Fire Technology.

Competencies
Student Learning Outcomes
1. Describe building construction as it relates to fire fighter safety, building codes, fire prevention, code enforcement, firefighting strategy and tactics.
2. Analyze the hazards and tactical considerations associated with given types of building construction.
3. Explain the correlation of loads and stresses that are placed on buildings during fires and fire suppression activities.
4. Identify the indicators of potential structural failure as they relate to firefighter safety.
5. Classify major types of building construction according to materials and methods used.

FIP-136 Inspections & Codes	**3**	**0**	**0**	**3**

This course covers the fundamentals of fire and building codes and procedures to conduct an inspection referenced in NFPA standard 1730. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report. (FA) National ID (CIP) 43.0201 Fire Technology.

Competencies
Student Learning Outcomes
1. Describe the relationship of fire and building codes as they relate to a community.
2. Define the elements of a fire inspection program including application and the interpretation of codes, standards, and recommended practices.
3. Demonstrate an understanding of the code adoption process and the basis for each jurisdiction to enact such codes and regulations.
4. Demonstrate the ability to conduct a fire code compliance inspection and produce a written report.
5. Review a building drawing and identify fire systems.

FIP-146 Fire Protection Systems	**3**	**2**	**0**	**4**

This course introduces various types of automatic sprinklers, standpipes, fire alarm systems, and fixed and portable extinguishing systems referenced in NFPA standard 25, including their operation, installation, and maintenance. Topics include wet and dry systems, testing and maintenance, water supply requirements, fire detection and alarm systems, including application, testing, and maintenance of Halon, carbon dioxide, dry chemical, and special extinguishing agents utilized in fixed and portable systems. Upon completion, students should be able to demonstrate a working knowledge of sprinkler and alarm systems, both fixed and portable, including appropriate application, operation, inspection, and maintenance requirements. (SP). National ID (CIP) 43.0201 Fire Prevention and Safety Technology/Technician.

Competencies
Student Learning Outcomes
1. Identify the various types of automatic extinguishing systems.
2. Describe the proper procedure to maintain an extinguishing system.
3. Determine the design requirements for sprinklers and standpipes in a designated building.
4. Demonstrate a working knowledge of various sprinklers and alarm systems.
5. Define the proper application and maintenance of various sprinklers and alarm systems.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
FIP-152 Fire Protection Law	**3**	**0**	**0**	**3**

This course covers fire protection law as referenced in NFPA standard 1. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection. (SP) National ID (CIP) 43.0201 Fire Technology.

Competencies

Student Learning Outcomes

1. Define and describe the different types of laws within various levels of government.
2. Explain the purpose of national codes and standards.
3. Define and describe liability and negligence as it applies to fire and emergency services.
4. Discuss applicable court decisions influencing emergency services.
5. Explain current and emerging legal issues affecting emergency service delivery.

FIP-220 Fire Fighting Strategies	**3**	**0**	**0**	**3**

This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector referenced in NFPA standards 1561, 1710, and 1720. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations. (SP) National ID (CIP) 43.0201 Fire Technology.

Competencies

Student Learning Outcomes

1. Identify and define the main functions within the National Incident Management System (NIMS) and how they interrelate during an incident.
2. Explain how pre-incident plan information is gathered using pre-formatted forms and methods for storing and retrieving pre-plan information.
3. Compare construction methods in terms of structural stability, fire extension, and fuel contribution
4. Describe the 16 Firefighter Life Safety Initiatives and apply them to fire department operations.
5. Describe and compare offensive, defensive, and transitional fire attack methods for appropriate conditions and scenarios.

FIP-221 Adv Fire Fighting Strat	**3**	**0**	**0**	**3**

This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced use of the Incident Command System(ICS), advanced incident analysis, command-level fire operations, and control of both man made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command. **State prerequisites: Take FIP-220.** (SU). National ID (CIP) 43.0201 Fire Technology.

Competencies

Student Learning Outcomes

1. Describe the relationship between the fire department, local/state government, and the federal government in large scale and extended duration incidents requiring state and federal assistance or involvement.
2. Explain strategic goals and tactical objectives for multi-family, commercial, and industrial/manufacturing fire incidents involving multiple agencies.
3. Discuss operational considerations for special situations and occupancies including hotels, high rise structures, health care facilities, and public assembly/school buildings.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

4. Identify operational considerations for hazardous materials and terrorism incidents, and identify roles and responsibilities of responders from various agencies.

FIP-228 Local Govt Finance 3 0 0 3

This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department. (FA). National ID (CIP) 43.0201 Fire Technology.

Competencies

Student Learning Outcomes

1. Define the types of budgets and typical usage for each type.
2. Define and describe the different types of revenue fire departments receive including the advantages and disadvantages of each.
3. Develop and present a budget for a capital outlay.
4. Prepare a budget and written justification for the budget for presentation.
5. Define basic finance and budgeting principles in relation to governmental agencies.

FIP-230 Chem of Hazardous Mat I 5 0 0 5

This course covers the evaluation of hazardous materials referenced in NFPA standard 1072. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials. (FA). National ID (CIP) 43.0201 Fire Technology.

Competencies

Student Learning Outcomes

1. Describe the relationship between the elements listed in the periodical table and fire.
2. Develop a response plan for a hazardous materials incident.
3. Demonstrate knowledge of the chemical behavior of hazardous materials.
4. Describe how NFPA standard 1072 affects operations at an incident.

FIP-232 Hydraulics & Water Dist 2 2 0 3

This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices reference in NFPA standard 25. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems. (SP). National ID (CIP) 43.0201 Fire Technology.

Competencies

Student Learning Outcomes

1. Describe flow of water through various appliances.
2. Describe pumping system.
3. Demonstrate the ability to perform hydraulic calculations.
4. Demonstrate knowledge of a water distribution system.

FIP-240 Fire Service Supervision 3 0 0 3

This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

and responsibilities of effective fire service supervision, meeting elements of NFPA 1021. (SP). National ID (CIP) 43.0201 Fire Technology.

Competencies
Student Learning Outcomes
1. Describe the importance and necessity of supervisory skills and practices within the fire protection and emergency services.
2. Develop disciplinary action plan.
3. Demonstrate the process for dealing with a grievance.
4. Demonstrate an understanding of the roles and responsibilities of effective fire service supervision.
5. Administer an employee performance evaluation.

FIP-276 Managing Fire Services	**3**	**0**	**0**	**3**

This course provides an overview of fire department operative services referenced in NFPA standard 1021. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles. (FA). National ID (CIP) 43.0201 Fire Technology.

Competencies
Student Learning Outcomes
1. Define the standards of efficiency and optimization.
2. Define the framework of management and planning in the fire service.
3. Develop management policies and plans for fire prevention and investigation practices.
4. Explain the concepts of human resource management of public organizations.
5. Explain how modern fire services function as all-hazards organizations

■ GEL – Geology

GEL-111 Geology	**3**	**2**	**0**	**4**

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. (FA and SP). National ID (CIP) 40.0601. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

Competencies

1. Explain fundamental geologic concepts including earth structure, plate tectonics, rocks and minerals, rock cycle, crustal deformation, surficial processes, earth resources and geohazards.
2. Apply the basic methods of scientific inquiry in the context of geology.
3. Recognize and quantify the operation of Earth system processes over geologic and human timescales and over local, regional and global spatial scales.
4. Manipulate, interpret and construct visualizations of geologic data using maps, graphs, and contemporary technology.
5. Demonstrate an appreciation for the societal relevance of geology and the impact of humans on the earth system.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

■ GEO – Geography

GEO-111 World Regional Geography	**3**	**0**	**0**	**3**

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. (FA and SP). National ID (CIP) 45.0701.

■ GRA – Graphic Arts

GRA-151 Computer Graphics I	**1**	**3**	**0**	**2**

This course introduces the use of hardware and software for production and design in graphic arts. Topics include graphical user interface and current industry uses such as design, layout, typography, illustration, and imaging for production. Upon completion, students should be able to understand and use the computer as a fundamental design and production tool. (FA). National ID (CIP) 50.0409 Graphic Design.

GRA-152 Computer Graphics II	**1**	**3**	**0**	**2**

This course covers advanced design and layout concepts utilizing illustration, page layout, and imaging software in graphic arts. Emphasis is placed on enhancing and developing the skills that were introduced in GRA 151. Upon completion, students should be able to select and utilize appropriate software for design and layout solutions**. State Prerequisite: Take GRA 151.** (SP). National ID (CIP) 50.0409 Graphic Design.

GRA-153 Computer Graphics III	**1**	**3**	**0**	**2**

This course is a continuation of GRA 152. Emphasis is placed on advanced computer graphics hardware and software applications. Upon completion, students should be able to demonstrate competence in selection and utilization of appropriate software for specialized applications. **State Prerequisite: Take GRA-152.** (SU). National ID (CIP) 50.0409 Graphic Design.

GRA-154 Computer Graphics IV	**1**	**3**	**0**	**2**

This course is a continuation of GRA 153. Emphasis is placed on advanced techniques using a variety of hardware and software applications to produce complex projects. Upon completion, students should be able to use electronic document production tools. **State Prerequisite: Take GRA-153. RCC Corequisite: Take GRD-280.** (SP). National ID (CIP) 50.0409 Graphic Design.

■ GRD – Graphic Design

GRD-110 Typography I	**2**	**3**	**0**	**3**

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements. (SP). National ID (CIP) 50.0402 Commercial and Advertising Art.

GRD-121 Drawing Fundamentals I	**1**	**3**	**0**	**2**

This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works. (FA). National ID (CIP) 50.0402 Commercial

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

and Advertising Art.

GRD-141 Graphic Design I 2 4 0 4
This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects. (FA). National ID (CIP) 50.0402 Commercial and Advertising Art.

GRD-142 Graphic Design II 2 4 0 4
This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects. **State Prerequisites: Take one: ART-121, DES-135, or GRD-141. RCC Prerequisite: Take GRA-151.** (SP). National ID (CIP) 50.0402 Commercial and Advertising Art.

GRD-167 Photographic Imaging I 1 4 0 3
This course introduces basic camera operations and photographic production. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, and digital imaging, correction and output. Upon completion, students should be able to produce traditional and/or digital photographic prints with acceptable technical and compositional quality. (SP). National ID (CIP) 50.0402 Commercial and Advertising Art.

GRD-188 Graphic Design for Web I 2 3 0 3
This course introduces the application of graphic design principles to web sites and graphics for web/ mobile device delivery. Emphasis is placed on visual communication and presentation principles applied to web sites, including page layout, typography, color theory, navigation, responsive design, and image optimization. Upon completion, students should be able to apply the principles of design in the creation of full and mobile websites. **RCC Prerequisite: Take GRD-141.** (FA). National ID (CIP) 50.0402 Commercial and Advertising Art.

GRD-241 Graphic Design III 2 4 0 4
This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving. **State Prerequisites: Take one: DES-136 or GRD-142. RCC prerequisite: GRA-151.** (SU). National ID (CIP) 50.0402 Commercial and Advertising Art.

GRD-242 Graphic Design IV 2 4 0 4
This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction. **State Prerequisite: Take GRD-241.** (FA). National ID (CIP) 50.0402 Commercial and Advertising Art.

GRD-271 Multimedia Design I 1 3 0 2
This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation, graphics, digital audiovideo, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations. **State Prerequisites: Take one: GRD-151 or GRA-151. RCC Prerequisite:**

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

Take GRD-167. (FA). National ID (CIP) 50.0402 Commercial and Advertising Art.

GRD-273 New Media Design Communication 1 3 0 2
This course is designed to cover new media visual design communication, as well as computer-related interactivity production for implementation and presentation. Topics include graphic design for user interactivity, data visualization and motion graphics, social media, digital imaging for user content, mobile devices, and global information services, and creative direction for imaging, 2D and 3D modeling media design solutions. Upon completion, students should be able to design and produce various complex media with computer software imaging technologies that enable digital interactivity as well as motion graphics for global information services. **State Prerequisite: Take one set: Set 1: DES-135 and GRD-271; Set 2: GRD-142 and GRD-271.** (SP). National ID (CIP) 50.0402 Commercial and Advertising Art.

GRD-280 Portfolio Design 2 4 0 4
This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a resume and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials. **State Prerequisites: Take one set: Set 1: GRD-142 and GRD-152; Set 2: GRD-142 and GRA-152. RCC Prerequisite: GRA-154.** (SP). National ID (CIP) 50.0402 Commercial and Advertising Art.

GRD-285 Client/Media Relations 1 3 0 2
This course introduces media pricing, scheduling, and business ethics. Emphasis is placed on communication with clients and determination of clients' design, advertising, branding, or marketing needs. Upon completion, students should be able to use professional communication skills to effectively orchestrate client/media relationships. **State Prerequisites: Take one set: Set 1: GRD-142 and GRA-121; Set 2: GRD-142 and GRA-152; Set 3: GRD-142 and GRD-152.** (FA). National ID (CIP) 50.0402 Commercial and Advertising Art.

■ HIS – History

HIS-111 World Civilizations I 3 0 0 3
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. (FA and SP). National ID (CIP) 54.0101. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

HIS-112 World Civilizations II 3 0 0 3
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. (FA and SP). National ID (CIP) 54.0101. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

HIS-131 American History I 3 0 0 3
This course is a survey of American history from pre-history through the Civil War era. Topics include

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. (FA, SP, and SU). National ID (CIP) 54.0102. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

HIS-132 American History II 3 0 0 3

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. (FA, SP, and SU). National ID (CIP) 54.0102. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

HIS-221 African-American History 3 0 0 3

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. This course will also give students an understanding of the achievements and contributions of African-Americans to the overall development of the United States. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (FA) National ID (CIP) 54.0102

HIS-236 North Carolina History 3 0 0 3

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. **RCC Prerequisite: Take ENG-111**. (SP). National ID (CIP) 54.0102.

■ HOR- Horticulture

HOR-150 Intro to Horticulture 2 0 0 2

This course covers the history, development, and basic techniques of horticulture. Topics include propagation techniques, planting procedures, watering and fertility, plant growth, pest and disease control, and garden design and history. Upon completion, students should be able to demonstrate an understanding of the basic principles of horticulture. (FA) National ID (CIP) 01.0601 Applied Horticulture/Horticulture Operation, General.

HOR-152 Horticultural Practices 0 3 0 1

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

This course covers the maintenance of ornamental plantings and production areas. Topics include maintenance of flower beds, vegetable gardens, greenhouses, and container and field nursery stock using sound horticultural practices. Upon completion, students should be able to apply the principles and practices of maintaining ornamental landscape plantings. (FA). National ID (CIP) 01.0601 Applied Horticulture/Horticulture Operation, General.

HOR-160 Plant Materials I 2 2 0 3

This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.
(SP). National ID (CIP) 01.0601 Applied Horticulture/Horticulture Operations, General.

Competencies

Student Learning Outcomes

1.Identify landscape plants, including natives by both botanical and common name using morphological characteristics.
2.Explain the cultural practices used for growing each plant in the landscape.
3. Select plant materials for specific horticultural applications.
4.Discuss plant growth characteristics, site requirements, and sustainable landscape uses.

HOR-162 Applied Plant Science 2 2 0 3

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture. (FA). National ID (CIP) 01.0601 Applied Horticulture/Horticulture Operations, General.

HOR-245 Hor Specialty Crops 2 2 0 3

This course introduces the techniques and requirements for the production of horticultural crops of special or local interest. Topics include development of a local market, proper varietal selection, cultural practices, site selection, and harvesting and marketing practices. Upon completion, students should be able to choose, grow, and market a horticultural crop of special or local interest. (FA) National ID (CIP) 01.0601 Applied Horticulture/Horticulture Operations.

HOR-255 Interiorscapes 1 2 0 2

This course covers plant selection, design, and management for interior settings. Topics include tropical plant identification, cultural requirements, insect and disease identification and control, and design and management requirements for interior plants. Upon completion, students should be able to design, install, and manage plants in interior settings. (SU). National ID (CIP) 01.0601 Applied Horticulture/Horticulture Operations.

■ HSE – Human Services

HSE-110 Intro to Human Services 2 2 0 3

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker. (FA). National ID (CIP) 51.1599 Mental and Social Health Services and Allied Professions, Other.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
HSE-112 Group Process I	**1**	**2**	**0**	**2**

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings. (SP). National ID (CIP) 51.1599 Mental and Social Health Services and Allied Professions, Other.

HSE-120 Interpersonal Relations	**3**	**0**	**0**	**3**

This course introduces the interpersonal and communication skills used in helping relationships and professions. Topics include self-understanding; growth techniques; assertive, passive, and aggressive behaviors; and effective communications in the helping role. Upon completion, students should be able to demonstrate skills for effective communications in helping relationships which promote understanding of self, other people, and personal growth. (FA). National ID (CIP) 51.1599 Mental and Social Health Services and Allied Professions, Other.

HSE-123 Interviewing Techniques	**2**	**2**	**0**	**3**

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship. (SP). National ID (CIP) 51.1599 Mental and Social Health Services and Allied Professions, Other.

HSE-125 Counseling	**2**	**2**	**0**	**3**

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques. (SP). National ID (CIP) 51.1599 Mental and Social Health Services and Allied Professions, Other.

HSE-210 Human Services Issues	**2**	**0**	**0**	**2**

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. (FA). National ID (CIP) 51.1599 Mental and Social Health Services and Allied Professions, Other.

HSE-220 Case Management	**2**	**2**	**0**	**3**

This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services**. State Prerequisites: Take HSE-110.** (FA). National ID (CIP) 51.1599 Mental and Social Health Services and Allied Professions, Other.

HSE-225 Crisis Intervention	**3**	**0**	**0**	**3**

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

(SP). National ID (CIP) 51.1599 Mental and Social Health Services and Allied Professions, Other.

HSE-226 Intellectual Disabilities 3 0 0 3
This course covers intellectual disabilities and related issues. Emphasis is placed on the theoretical perspectives, causes, prevention, and treatment of intellectual disabilities. Upon completion, students should be able to demonstrate a general knowledge of individuals with intellectual disabilities. (SP). National ID (CIP) 51.1599 Mental and Social Health Services and Allied Professions, Other.

■ HUM – Humanities

HUM-110 Technology and Society 3 0 0 3
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/ Fine Arts. (FA and SP). National ID (CIP) 24.0103.

HUM-115 Critical Thinking 3 0 0 3
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. **State Prerequisites: Take one: DRE 098, ENG 002, BSP-4002, or ENG 111.** (FA and SP). National ID (CIP) 24.0103.

HUM-130 Myth in Human Culture 3 0 0 3
This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. (SP). National ID (CIP) 24.0103.

■ HYD – Hydraulics and Pneumatics

HYD-110 Hydraulics/Pneumatics I 2 3 0 3
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting. (FA). National ID (CIP) 15.1103 Hydraulics and Fluid Power Technology/Technician.

Competencies
Student Learning Outcomes
1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to fluid power systems.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

3. Identify components of fluid power systems using symbols and schematics.
4. Assemble a fluid power system.
5. Calculate and demonstrate the basic physics of fluid mechanics.

■ INT – International Business

INT-110 International Business	**3**	**0**	**0**	**3**

This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business. (FA). National ID (CIP) 52.1101 International Business/Trade/Commerce.

Competencies
Student Learning Outcomes
1. Describe the foundation of international business.
2. Describe international organizations and multinational corporations.
3. Define forms of foreign involvement.
4. Discuss international trade theory.

■ ISC – Industrial Science

ISC-111 Quality Control	**2**	**0**	**0**	**2**

This course provides training in inspection, gaging methods, and statistical process control concepts. Topics include special gage design, production gaging, inspection, and statistical process control concepts. Upon completion, students should be able to design and use custom gaging and apply statistical process control concepts. (SP). National ID (CIP) 15.0702 Quality Control Technology/Technician.

ISC-112 Industrial Safety	**2**	**0**	**0**	**2**

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.
(SU and FA). National ID (CIP) 15.0701 Occupational Safety and Health Technology/Technician.

Student Learning Outcomes
1. Describe and identify safety practices required to perform various job-related activities.
2. Describe the application of OSHA procedures and requirements for compliance.

Competencies
Student Learning Outcomes
1. Calculate standard deviation, mean, and central tendency of a set of data.
2. Calculate probability of outcome of an experiment.
3. Create control chart.
4. Explain concepts of six sigma.
5. Create a plan of quality and productivity process for a simulated process.

ISC-132 Mfg Quality Control	2	3	0	3

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment. (SU). National ID (CIP) 15.0699 Industrial Production Technologies/Technicians.

Competencies
Student Learning Outcomes
1. Calculate standard deviation, mean, and central tendency of a set of data.
2. Calculate probability of outcome of an experiment.
3. Create control chart.
4. Explain concepts of six sigma.
5. Create a plan of quality and productivity process for a simulated process.

ISC-220 Lean Manufacturing 2 2 0 3
This course introduces students to the concept of lean manufacturing as a means of waste reduction. Topics include the examination of manufacturing operations and the incorporation of lean techniques to reduce waste, cost, time, and materials in manufacturing processes. Upon completion, students should be able to demonstrate an understanding of lean manufacturing systems and how they benefit the environment and business. (FA). National ID (CIP) 15.0699 Industrial Production Technologies/Technicians. ■

■ LDD – Light-Duty Diesel

LDD-112 Intro Light-Duty Diesel 2 2 0 3
This course covers the history, evolution, basic design and operational parameters for light-duty diesel (LDD) engines used in on-road applications. Topics include familiarization with the light-duty diesel, safety procedures, engine service and maintenance procedures, and introduction to combustion and emission chemistry. Upon completion, students should be able to describe the design and operation of the LDD, perform basic service operations, and demonstrate proper safety procedures. (FA and SP).
National ID (CIP) 47.0605 Diesel Mechanics Technology/Technician.

LDD-181 Ldd Fuel Systems 2 6 0 4
This course covers the light-duty diesel fuel delivery systems in on-road applications including hydraulic electronically controlled unit injectors, common-rail, mechanical pumps, and emerging technologies. Topics include diesel combustion theory, fuel system components, electronic and mechanical controls, and fuel types and chemistries that are common to the light-duty diesel engines. Upon completion, students should be able to demonstrate skills necessary to inspect, test, and replace fuel delivery components using appropriate service information and tools. (FA).
National ID (CIP) 47.0605 Diesel Mechanics Technology/Technician.

LDD-183 Air, Exh, Emissions 2 6 0 4
This course covers terminology, theory and operation of air induction and boost technologies, exhaust, and emission controls used in light-duty diesel engines. Topics include component identification, operation, diagnosis and repair of air delivery systems including turbochargers, diesel particulate filters and other exhaust catalysts. Upon completion, students should be able to demonstrate skills necessary to research service information, and inspect, test, and repair induction, boost, and after-treatment components. (SP). National ID (CIP) 47.0605 Diesel Mechanics Technology/Technician.

LDD-284 LDD Test and Diagnosis 2 3 0 3
This course covers fundamentals of electronic engine management with an emphasis on diagnostic procedures and on-board diagnostic (OBD) systems in light-duty diesels. Topics include adaptive closed-loop controls, high-voltage injection systems, OBD fault detection, and government rules and regulations. Upon completion, students should be able to utilize diagnostic resources and equipment,

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

identify and troubleshoot electronic malfunctions, and complete repairs on light-duty diesels. (SP). National ID (CIP) 47.0605 Diesel Mechanics Technology/Technician.

■ MAC – Machining

MAC-111 Machining Technology I	**2**	**12**	**0**	**6**

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. (FA). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.

MAC-111AB Machining Technology I (FA/Evening).	**1**	**6**	**0**	**3**
MAC-111BB Machining Technology I (SP/Evening).	**1**	**6**	**0**	**3**

These courses introduce machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. **RCC Prerequisite: MAC-111AB is a prerequisite for MAC-111BB.** National ID (CIP) 48.0503 Machine Shop Technology/Assistant.

MAC-112 Machining Technology II	**2**	**12**	**0**	**6**

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling. **RCC Prerequisite: Take MAC-111 or MAC-111AB & BB.** (SP). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.

MAC-112AB Machining Technology II (FA/Afternoon).	**1**	**6**	**0**	**3**
MAC-112BB Machining Technology II (SP/Afternoon).	**1**	**6**	**0**	**3**

These courses provide additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling. **RCC Prerequisites: MAC-111 or MAC-111AB & BB; and MAC-112AB is a prerequisite for MAC-112BB.** National ID (CIP) 48.0503 Machine Shop Technology/Assistant.

MAC-114 Intro to Metrology	**2**	**0**	**0**	**2**

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments. (SU). National ID (CIP) 48.0510 Computer Numerically Controlled (CNC) Machinist Technology/CNC Machinist.

MAC-122 CNC Turning	**1**	**3**	**0**	**2**

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers. (SU). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
MAC-124 CNC Milling	**1**	**3**	**0**	**2**

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers. (FA or SP). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.

MAC-131 Blueprint Reading/Mach I	**1**	**2**	**0**	**2**

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. (FA). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.

MAC-132 Blueprint Reading/Mach II	**1**	**2**	**0**	**2**

This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints. (SP). National ID (CIP) 48.0510 Computer Numerically Controlled (CNC) Machinist Technology/CNC Machinist.

MAC-143 Machining Appl III	**2**	**6**	**0**	**4**

This course provides instruction in the field of advanced machining. Emphasis is placed on creating complex components, close-tolerance machining, precise measurement, and proper equipment usage. Upon completion, students should be able to demonstrate the ability to produce an accurately machined component with a quality finish using the proper machining process. **RCC Prerequisite: Take MAC-112.** (SU). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.

MAC-143AB Machining Appl III (FA).	**2**	**3**	**0**	**3**
MAC-143BB Machining Appl III (SP).	**0**	**3**	**0**	**1**

These courses provide instruction in the field of advanced machining. Emphasis is placed on creating complex components, close-tolerance machining, precise measurement, and proper equipment usage. Upon completion, students should be able to demonstrate the ability to produce an accurately machined component with a quality finish using the proper machining process**. RCC Prerequisites: Take MAC-112 or MAC-112AB and MAC-112BB, and MAC-143AB is a prerequisite for MAC-143BB.** (FA and SP). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.

MAC-151 Machining Calculations	**1**	**2**	**0**	**2**

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations. (FA). National ID (CIP) 48.0503 Machine Shop Technology/ Assistant.

MAC-152 Adv Machining Calc	**1**	**2**	**0**	**2**

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems. **RCC prerequisite: Take MAC-151.** (SP). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
MAC-161 Metrology, Inspection & Testing I	**2**	**3**	**0**	**3**

This course introduces techniques of metrology and inspection methods. Emphasis is placed on the use of inspection systems and measurement equipment for data collection and analysis to meet the quality assurance needs in manufacturing and production environments. Upon completion, students should be able to demonstrate competence in the care and use of various measurement tools and the implementation of a calibration program. (FA).

MAC-162 Metrology, Inspection & Testing II	**1**	**2**	**0**	**2**

This course develops more in-depth measurement and inspection skills using advanced technologies. Topics include utilizing a coordinate measuring machine (CMM) and geometric dimensioning and tolerancing (GD&P) techniques. Upon completion, students should be able to utilize advanced metrology techniques and equipment to meet the quality assurance demands of industry.
State Prerequisite: Take MAC 161. (SP).

MAC-171 Measure/Material & Safety	**0**	**2**	**0**	**1**

This course introduces precision measuring instruments, process control and adjustment, inspection, material handling and workplace safety. Topics include properly identifying and handling various measurement instruments and materials, process control, adjustment and improvement, Personal Protective equipment (PPE) and OSHA safety regulations. Upon completion, students should be able to safely demonstrate effective measurement techniques, identify and handle various materials, and explain safe industry practices. (SP). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.

MAC-214 Machining Technology IV	**2**	**12**	**0**	**6**

This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications. **RCC prerequisite: Take MAC-143**. (FA). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.

MAC-222 Advanced CNC Turning	**1**	**3**	**0**	**2**

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers. **RCC Prerequisite: Take MAC-122.** (SP). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.

MAC-224 Advanced CNC Milling	**1**	**3**	**0**	**2**

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers. **RCC Prerequisite: Take MAC-124.** (FA). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.

MAC-241 Jigs & Fixtures I	**2**	**6**	**0**	**4**

This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures. **RCC Prerequisite: Take MAC-143.** (FA). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.

MAC-242 Jigs & Fixtures II	**1**	**9**	**0**	**4**

This course provides continued study in the application of jigs and fixtures. Emphasis is placed on design and manufacture of complex jigs and fixtures. Upon completion, students should be able to design and

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

build complex jigs and fixtures**. RCC Prerequisite: Take MAC-241.** (SP). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.

MAC-245 Mold Construction I 2 6 0 4

This course introduces the principles of mold making. Topics include types, construction, and application of molds. Upon completion, students should be able to design and build simple molds. **RCC prerequisite: Take MAC-143.** (SP). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.

■ MAT – Mathematics

MAT-003 Transition Math 0 6 0 3

This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. (FA, SP, and SU).

MAT-010 Math Measurement & Literacy 0 2 0 1

This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. **RCC Corequisite: Take MAT-110** (FA, SP, and SU).

MAT-021 Algebra/Trigonometry I Support 1 2 0 2

This course provides an opportunity to customize foundational math content specific to Algebra and Trigonometry I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Algebra/Trigonometry I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. **RCC Corequisite: Take MAT-121.** (SP).

MAT-043 Quantitative Literacy Support 1 2 0 2

This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. **RCC Corequisite: Take MAT-143** (FA, SP, and SU).

MAT-052 Statistical Methods I Support 1 2 0 2

This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. **RCC Corequisite: Take MAT-152** (FA, SP, and SU).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
MAT-071 Precalculus Algebra Support	**0**	**4**	**0**	**2**

This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. **RCC Corequisite: Take MAT-171** (FA, SP, and SU).

MAT-110 Math Measurement & Literacy	**2**	**2**	**0**	**3**

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results. **State Prerequisites: Take one set: Set 1: DMA-010, DMA-020, and DMA-030; Set 2: DMA-025; Set 3: MAT-003; Set 4: BSP-4003. State Corequisite: MAT-010.** (FA, SP, SU). National ID (CIP) 27.0101 Mathematics, General.

Competencies

Student Learning Outcomes

1. Demonstrate estimation skills and justify results.
2. Use dimensional analysis to convert units of measurement.
3. Employ fractions, percentages and proportions to solve contextual problems.
4. Compute geometric measurements of perimeter, area, volume and angles.
5. Use technology to analyze and interpret elements of personal finance.
6. Compare and contrast measures of center and measures of dispersion.
7. Interpret tables, charts, and graphs and communicate results.

MAT-121 Algebra/Trigonometry I	**2**	**2**	**0**	**3**

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results. **State prerequisites: Take one set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050; Set 2: DMA-025, DMA-040, and DMA-050; Set 3: DMA-025, DMA-045; Set 4: DMA-010, DMA-020, DMA-030, and DMA-045; Set 5: MAT-003; Set 6: BSP-4003. State Corequisites: MAT-021**(SP). National ID (CIP) 27.0101 Mathematics, General.

Competencies

Student Learning Outcomes

1. Use geometric principles to solve industrial application problems involving perimeter, area, and volume.
2. Employ basic algebraic operations to simplify, evaluate, and solve proportions, radical and other algebraic functions, equations, and inequalities.
3. Perform basic algebraic operations involving complex numbers.
4. Solve applied problems using trigonometric principles involving right triangles.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

5. Solve applied problems using systems of equations involving two and three variables.
6. Use technology to solve practical problems and communicate results.

MAT-143 Quantitative Literacy 2 2 0 3

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). Successful completion of MAT-152 permits a student to register for MAT-143 without the coreq MAT-043. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] **State Prerequisites: Take one set: Set 1: DMA-010, DMA-020, DMA-030and DRE-098; Set 2: DMA-010, DMA-020, DMA-030 and ENG-002; Set 3: DMA-010, DMA-020, DMA-030, and BSP-4002; Set 4: DMA-025, and DRE-098; Set 5: DMA-025 and ENG-002; Set 6: DMA-025 and BSP-4002; Set 7: MAT-003 and DRE-098; Set 8: MAT-003 and ENG-002; Set 9: MAT-003 and BSP-4002; Set 10: BSP-4003 and DRE-098; Set 11: BSP-4003 and ENG-002; Set 12: BSP-4003 and BSP-4002. State Corequisites: MAT-043.** (FA, SP, and SU). National ID (CIP) 27.0101 Mathematics, General.

Competencies

Student Learning Outcomes

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

MAT-152 Statistical Methods I 3 2 0 4

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]. Successful completion of MAT-143 permits a student to register for MAT-152 without the coreq MAT-052. **State Prerequisites: Take one set: Set 1: DMA-010, DMA-020, DMA-030, and DRE-098; Set 2: DMA-010, DMA-020, DMA-030, and ENG-002; Set 3: DMA-010, DMA-020, DMA-030, and**

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

BSP-4002; Set 4: DMA-025 and DRE-098; Set 5: DMA-025 and ENG-002; Set 6: DMA-025 and BSP-4002; Set 7: MAT-003 and DRE-098; Set 8: MAT-003 and ENG-002; Set 9: MAT-003 and BSP-4002; Set 10: BSP-4003 and DRE-098; Set 11: BSP-4003 and ENG-002; Set 12: BSP-4003 and BSP-4002. State Corequisites: MAT-052. (FA, SP, and SU). National ID (CIP) 27.0501 Statistics, General

Competencies
Student Learning Outcomes
1. Organize, display, calculate, and interpret descriptive statistics
2. Apply basic rules of probability
3. Identify and apply appropriate probability distributions
4. Perform regression analysis
5. Analyze sample data to draw inferences about a population parameter
6. Communicate results through a variety of media.

MAT-171 Precalculus Algebra **3** **2** **0** **4**
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]. Successful completion of MAT-121 permits a student to register for MAT-171 without the coreq MAT-071. Successful completion of MAT-143 or MAT-152 permits a student to register for MAT-171 with the coreq MAT-071. The student is eligible for this course if MAT-003 is in the student's record with a demonstrated mastery level of Tier 2. **State Prerequisites: Takeone set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050; Set 2: DMA-010, DMA-020, DMA-030, and DMA-045; Set 3: DMA-025 and DMA-045; Set 4: DMA-025, DMA-040 and DMA-050; Set 5: MAT-121; Set 6: MAT-003; Set 7: BSP-4003. State Corequisites: MAT-071.** (FA, SP and SU). National ID (CIP) 27.0102 Algebra and Number Theory.

Competencies
Student Learning Outcomes
1. Use analytical, graphical, and numerical representations to solve absolute value, radical, polynomial, rational, exponential, and logarithmic equations with both real and complex solutions.
2. Use analytical, graphical, and numerical representations to solve absolute value, polynomial and rational inequalities with real solutions.
3. Use analytical, graphical, and numerical representations to analyze absolute value, radical, polynomial, rational, exponential and logarithmic functions with both real and complex zeros.
4. Use multiple methods to solve problems involving systems of equations and apply to decomposing partial fractions.
5. Construct the composition and inverse of functions.
6. Use polynomial, exponential and logarithmic functions to model various real world situations in order to analyze, draw conclusions, and make predictions.

MAT-172 Precalculus Trigonometry **3** **2** **0** **4**
This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. **State Prerequisite: Take MAT-171.** (SP only). This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] National ID (CIP) 27.0101 Mathematics, General.

Competencies

Student Learning Outcomes

1. Use the unit circle and right triangle definitions to evaluate and graph trigonometric functions and their inverses, to derive trigonometric identities, and to simplify trigonometric expressions.
2. Use multiple methods to solve problems involving trigonometric equations, right triangles, and oblique triangles.
3. Demonstrate knowledge of vector definitions and perform vector operations.
4. Convert equations and graphs between rectangular and polar coordinate systems, and apply to complex numbers.
5. Use multiple representations to define, construct and analyze conic sections.
6. Create, graph, and analyze parametric equations.

MAT-263 Brief Calculus **3** **2** **0** **4**

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. **State Prerequisite: Take MAT-171.** (SP). National ID (CIP) 27.0101 Mathematics, General. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

Competencies

Student Learning Outcomes

1. Calculate limits and verify using graphical, numerical and analytical methods.
2. Interpret the derivative as a rate of change.
3. Analyze and interpret the derivative of algebraic, exponential, and logarithmic functions.
4. Evaluate antiderivatives and definite integrals of algebraic, exponential, and logarithmic functions.
5. Apply derivatives and integrals to business, economics, and biological and behavioral sciences contexts.
6. Use appropriate technology and communicate results through a variety of media.

MAT-271 Calculus I **3** **2** **0** **4**

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. **State Prerequisite: Take MAT-172.** (FA). National ID (CIP) 27.0101 Mathematics, General. A student may place directly into MAT-271 if the student has met at least one (1) of the following criteria within the past five (5) years: 1. A score of 2 or

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

higher on the AP Calculus AB Exam. 2. A grade of C or higher in an in AP Calculus course and an unweighted HS GPA of 3.0 or higher. #. A score of 90 or higher on the ACCUPLACER College-Level Math (CLM) test. 4. A score of 46 or higher on the trigonometry section of the ACT Compass Math Placement Test. 5. A score of 580 or higher on the old (prior to March 2016) SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. 6. A score of 600 or higher on the new (march 2016 and beyond) SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. 7. A score of 27 or higher on the ACT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state. 8. A score of 560 or higher on the SAT Subject Test in Mathematics Level 2. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

Competencies

Student Learning Outcomes

1. Apply the definition of limit to evaluate limits by multiple methods and use it to derive the definition and rules for differentiation and integration.
2. Use derivatives to analyze and graph algebraic and transcendental functions.
3. Select and apply appropriate models and differentiation techniques to solve problems involving algebraic and transcendental functions; these problems will include but are not limited to applications involving optimization and related rates.
4. Apply the definition of indefinite integral to solve basic differential equations.
5. Apply the definition of definite integral to evaluate basic integrals.
6. Use the fundamental theorem of calculus to evaluate integrals involving algebraic and transcendental functions.

MAT-272 Calculus II **3** **2** **0** **4**

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. **State Prerequisite: Take MAT-271.** (SP). National ID (CIP) 27.0101 Mathematics, General. The Transfer Advisory Committee changed the status of this course from General Education: Math/AS to Universal General Education Transfer Component (UGETC): Math/AS on December 2, 2015.

Competencies

Student Learning Outcomes:

1. Select and apply appropriate models and integration techniques to solve problems involving algebraic and transcendental functions; these problems will include but are not limited to applications involving volume, arc length, surface area, centroids, force and work.
2. Evaluate proper and improper integrals using various integration techniques.
3. Analyze the convergence and divergence of infinite sequences and series and find the Taylor and McLaurin representations for transcendental functions.
4. Use differentiation and integration to analyze the graphs of polar form equations and parametric form equations.
5. Solve separable and first-order linear differential equations.
6. Analyze and graph conic sections using calculus techniques.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

■ MEC – Mechanical

MEC-110 Intro to CAD/CAM	**1**	**2**	**0**	**2**

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program. (SP). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.

MEC-130 Mechanisms	**2**	**2**	**0**	**3**

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems. (FA). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.

MEC-145 Mfg Materials I	**2**	**3**	**0**	**3**

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations. (SU). National ID (CIP) 15.0699 Industrial Production Technologies/ Technicians, Other.

Competencies

Student Learning Outcomes

1. Identify the physical and mechanical properties of ferrous and non-ferrous materials.
2. Identify the physical and mechanical properties of plastics, ceramics, and composites
3. Compare and contrast various primary metal work
4. Compare and contrast material finishing operations.
5. Discuss various testing procedures and results of each on various materials.
6. Apply and demonstrate OSHA safety procedures with the various manufacturing processes and testing procedures.

MEC-151 Mechanical Mfg Systems	**1**	**3**	**0**	**2**

This course covers mechanical systems and sub-systems including timing cams, cam followers, timing belts, servomotors, mechanical drive units, bearings, and mechanical linkage. Emphasis will be placed on the understanding of these components and their integration into operating systems. Upon completion, students should be able to diagnose mechanical problems using a structured approach to troubleshooting mechanical systems and subsystems. (FA).

MEC-231 Comp-Aided Manufact I	**1**	**4**	**0**	**3**

This course introduces computer-aided design / manufacturing (CAD / CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD / CAM applications. (SU). National ID (CIP) 15.0699 Industrial Production Technologies/Technicians, Other. **RCC Prerequisite: Take MEC-110.**

■ MED – Medical Assisting

MED-110 Orientation to Med Assist	**1**	**0**	**0**	**1**

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

profession of medical assisting. (FA). National ID (CIP) 51.0801 Medical/Clinical Assistant.

MED-118 Medical Law and Ethics	**2**	**0**	**0**	**2**

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional. (FA). National ID (CIP) 51.0801 Medical/Clinical Assistant.

MED-121 Medical Terminology I	**3**	**0**	**0**	**3**

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. (FA). National ID (CIP) 51.0801 Medical/Clinical Assistant.

MED-122 Medical Terminology II	**3**	**0**	**0**	**3**

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. **State Prerequisite: Take MED-121.** (SP). National ID (CIP) 51.0801 Medical/Clinical Assistant.

MED-130 Admin Office Proc I	**1**	**2**	**0**	**2**

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment. (FA). National ID (CIP) 51.0801 Medical/Clinical Assistant.

MED-131 Admin Office Proc II	**1**	**2**	**0**	**2**

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel. (SP). National ID (CIP) 51.0801 Medical/Clinical Assistant.

MED-140 Exam Room Procedures I	**3**	**4**	**0**	**5**

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures. (SU). National ID (CIP) 51.0801 Medical/Clinical Assistant.

MED-150 Laboratory Procedures I	**3**	**4**	**0**	**5**

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. (FA). National ID (CIP) 51.0801 Medical/

	Hours/Week Class	Lab	Wk. Exp.	Semester Hours Credit

Clinical Assistant.

MED-183 Electronic Med Records I 3 2 3 5

This course introduces students to the design and creation of Electronic Methods Records using a variety of EMR models. Topics include historical background of electronic medical records, legal/ethical principles inherent to healthcare information, patient flow, scheduling, call processing and tasking using the EMR. Upon completion, students should be able to discuss the history of EMR, identify emerging issues, apply ethical principles, and use basic modules of an EMR. **State Corequisites: Take one: CIS-110, CIS-111 or OST-131.** (SP). National ID (CIP) 51.0801 Medical/Clinical Assistant.

MED-232 Medical Insurance Coding 1 3 0 2

This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement. (SU). National ID (CIP) 51.0801 Medical/Clinical Assistant.

MED-240 Exam Room Procedures II 3 4 0 5

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures. **State Prerequisite: Take MED-140.** (FA). National ID (CIP) 51.0801 Medical/Clinical Assistant.

MED-260 MED Clinical Practicum 0 0 15 5

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. (SP). National ID (CIP) 51.0801 Medical/Clinical Assistant.

MED-262 Clinical Perspectives 1 0 0 1

This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility. (SP). National ID (CIP) 51.0801 Medical/Clinical Assistant.

MED-264 Med Assisting Overview 2 0 0 2

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants. (SP). National ID (CIP) 51.0801 Medical/Clinical Assistant.

MED-270 Symptomatology 2 2 0 3

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions. (FA). National ID (CIP) 51.0801 Medical/Clinical Assistant.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
MED-272 Drug Therapy	**3**	**0**	**0**	**3**

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office. (FA). National ID (CIP) 51.0801 Medical/ Clinical Assistant.

MED-276 Patient Education	**1**	**2**	**0**	**2**

This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies. (SU). National ID (CIP) 51.0801 Medical/Clinical Assistant.

■ MKT – Marketing & Retailing

MKT-120 Principles of Marketing	**3**	**0**	**0**	**3**

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making. (FA and SU). National ID (CIP) 52.1401 Marketing/Marketing Management, General.

Competencies

Student Learning Outcomes

1. Define the role of marketing in business.
2. Explain the role of selling, customer relations and product management in marketing.
3. Describe marketing.
4. Define pricing and channel management strategies.

MKT-220 Advertising and Sales Promotio	**3**	**0**	**0**	**3**

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application. (SP). National ID (CIP) 52.1401 Marketing/Marketing Management, General.

Competencies

Student Learning Outcomes

1. Explain use of advertising and sales promotion as a marketing tool.
2. Describe advertising and sales promotional appeals.
3. Explain appropriate selection of media.
4. Discuss means of testing effectiveness of advertising and sales promotion.

MKT-223 Customer Service	**3**	**0**	**0**	**3**

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations. (FA). National ID (CIP) 52.1401 Marketing/Marketing Management, General.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
MKT-231 Health Care Marketing	**3**	**0**	**0**	**3**

This course is designed to help students gain an understanding of how the principles of marketing are used in a health care setting. Topics include market development, market segmentation, market research, advertising and promotion, and service development for health care marketing. Upon completion, students should be able to plan, develop, and implement a basic marketing plan for an institution within the health care industry. **State Prerequisite: Take MKT-120.** (FA). National ID (CIP) 52.1401 Marketing/Marketing Management, General.

■ MNT – Maintenance

MNT-110 Intro to Maint Procedures	**1**	**3**	**0**	**2**

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.
(SP and SU). National ID (CIP) 47.0303 Industrial Mechanics and Maintenance Technology

Competencies
Student Learning Outcomes
1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Identify and demonstrate use of hand tools.
3. Identify grades of bolts and fasteners and demonstrate proper tightening techniques
4. Describe the operation of and assemble mechanical power transmissions and systems.
5. Identify bearings, seals, gaskets, and packing material and demonstrate appropriate assembly techniques.
6. Perform preventative and predictive maintenance and mechanical troubleshooting.

MNT-120 Industrial Wiring Methods	**1**	**3**	**0**	**2**

This course is designed to prepare the student to install industrial wiring systems in accordance with the NEC and industry practices. Emphasis is placed on the use and installation of raceways, conductors, enclosures, and other devices typically used in industry. Upon completion, students should be able to safety install simple industrial branch and feeder circuits. (SP). National ID (CIP) 47.0303 Industrial Mechanics and Maintenance Technology

MNT-160 Industrial Fabrication	**1**	**3**	**0**	**2**

This course covers the necessary techniques to fabricate and assemble basic items common in industrial environments. Emphasis is placed on students being able to create basic items such as frames, guards, supports, and other components commonly used in industry. Upon completion, students should be able to safely fabricate and assemble selected items within specifications. (SP). National ID (CIP) 47.0303 Industrial Mechanics and Maintenance Technology/Technician.

MNT-240 Indust Equip Troubleshoot	**1**	**3**	**0**	**2**

This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment**.** (FA and SP). National ID (CIP) 47.0303 Industrial Mechanics and Maintenance Technology

MNT-250 PLC Interfacing	**2**	**4**	**0**	**4**

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

This course introduces touch screens, PLC interface devices, and PID loops for applications such as motion control, encoders, and stepping motors. Topics include LVDT control, touch screens, PID controls, and motion controls. Upon completion, students should be able to safety install, program, and maintain touch screens and other interface devices. **State Prerequisites: Take ELC-128 or ELN-260.** (SP). National ID (CIP) 47.0303 Industrial Mechanics and Maintenance Technology

■ MRI – Magnetic Resonance Imaging

MRI-210 MRI Physics and Equipment	**3**	**0**	**0**	**3**

This course covers the physical principles of image formation, data acquisition, and image processing in magnetic resonance imaging. Emphasis is placed on instrumentation, fundamentals, pulse sequences, data manipulation, imaging parameters, options, and their effects on image quality. Upon completion, students should be able to understand the principles behind image formation, data acquisition, and image processing in magnetic resonance imaging. (SP). National ID (CIP) 51.0920 Magnetic Resonance Imaging (MRI) Technology/Technician.

MRI-211 MRI Procedures	**4**	**0**	**0**	**4**

This course covers patient care, magnetic field safety, cross-sectional anatomy, contrast media, and scanning procedures in magnetic resonance imaging. Emphasis is placed on patient assessment and monitoring, safety precautions, contrast agents' use, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of imaging procedures in magnetic resonance imaging. (SP). National ID (CIP) 51.0920 Magnetic Resonance Imaging (MRI) Technology/Technician.

MRI-231 MRI Clinical Practicum	**0**	**0**	**33**	**11**

This course provides experience in the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment. (SP). National ID (CIP) 51.0920 Magnetic Resonance Imaging (MRI) Technology/Technician.

■ MUS – Music

MUS-110 Music Appreciation	**3**	**0**	**0**	**3**

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. (FA and SP). National ID (CIP) 36.0115. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

■ NAS – Nursing Assistant

NAS-101 Nurse Aide I	**3**	**4**	**3**	**6**

This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry. (FA and SP). National ID (CIP) 51.3902 Nursing Assistant/Aide and Patient Care Assistant/Aide.

NAS-102 Nurse Aide II	**3**	**2**	**6**	**6**

This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II,

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry. **State Prerequisite: Take NAS-101; RCC Prerequisite: currently listed as CNA I with the NC Nurse Aide Registry.** (FA and SP). National ID (CIP) 51.3902 Nursing Assistant/Aide and Patient Care Assistant/Aide.

■ NET – Networking Technology

NET-125 Introduction to Networks	**1**	**4**	**0**	**3**

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. (FA) National ID (CIP) 11.0901 Networking Technology.

NET-126 Switching & Routing	**1**	**4**	**0**	**3**

This course covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Emphasis is placed on configuring and troubleshooting routers and switches for advanced functionality using security best practices and resolving common network issues utilizing both IPv4 and IPv6 protocols. Upon completion, students should be able to configure VLANs and Inter-VLAN routing applying security best practices, troubleshoot inter-VLAN routing on Layer 3 devices, configure redundancy on a switched network using STP and EtherChannel, configure WLANs using a WLC and L2 security best practices and configure IPv4 and IPv6 static routing on routers. **RCC Prerequisite: Take NET-125.** (SP). National ID(CIP) 11.0901 Networking Technology.

NET-225 Enterprise Networking	**1**	**4**	**0**	**3**

This course is designed to cover the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasis is placed on configuring, troubleshooting, and securing enterprise network devices and understanding how application programming interfaces (API) and configuration management tools enable network automation. Upon completion, students should be able to configure link state routing protocols, implement ACLs to filter traffic and secure administrative access, configure NAT services on the router to provide address scalability, explain techniques to provide address scalability and secure remote access for WAN, and explain how automation affects evolving networks. **RCC Prerequisite: Take NET-126.** (FA). National ID (CIP) 11.0901 Networking Technology.

■ NOS – Network Operating System

NOS-110 Operating Systems Concepts	**2**	**3**	**0**	**3**

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.
(FA). National ID (CIP) 11.0901 Networking Technology.

Competencies
Student Learning Outcomes
1. Identify steps to install various operating systems.
2. Analyze maintenance needs.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

3. Identify features and purposes of various operating systems.

NOS-120 Linux/UNIX Single User 2 2 0 3
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles. (FA). National ID (CIP) 11.0901 Networking Technology.

NOS-130 Windows Single User 2 2 0 3
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single user environment. (SU). National ID (CIP) 11.0901 Networking Technology.

NOS-230 Windows Administration I 2 2 0 3
This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system. (FA). National ID (CIP) 11.0901 Networking Technology.

■ NUR – Nursing

NUR-111 Intro to Health Concepts 4 6 6 8
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (FA). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.

NUR-112 Health-Illness Concepts 3 0 6 5
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. **State Prerequisite: Take NUR-111.** (SP). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.

NUR-113 Family Health Concepts 3 0 6 5
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. **State Prerequisite: Take NUR-111.** (FA). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.

NUR-114 Holistic Health Concepts 3 0 6 5
This course is designed to further develop the concepts within the three domains of the individual,

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. **State Prerequisite: Take NUR-111.** (SP). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.

NUR-117 Pharmacology 1 3 0 2

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely. (SP). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.

NUR-211 Health Care Concepts 3 0 6 5

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. **State Prerequisite: Take NUR-111.** (FA). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.

NUR-212 Health System Concepts 3 0 6 5

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. **State Prerequisite: Take NUR-111.** (SU). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.

NUR-213 Complex Health Concepts 4 3 15 10

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care. **State Prerequisite: Take: NUR-111. State Corequisites: Take all: NUR-112, NUR-113, NUR-114, NUR-211, and NUR-212.** (SP). National ID (CIP) 51.3801 Registered Nursing/ Registered Nurse.

■ OST – Office Systems Technology

OST-131 Keyboarding 1 2 0 2

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

OST-136 Word Processing 2 2 0 3

This course is designed to introduce word processing concepts and applications. Topics include

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. (SP, SU).

OST-141 Med Office Terms I 3 0 0 3

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms. (FA). National ID (CIP) 52.0204 Office Management and Supervision.

OST-142 Med Office Terms II 3 0 0 3

This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms. **State Prerequisite: Take one: MED-121 or OST-141.** (SP). National ID (CIP) 52.0204 Office Management and Supervision.

OST-148 Med Ins & Billing 3 0 0 3

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. (SP). National ID (CIP) 52.0204 Office Management and Supervision.

OST-149 Med Legal Issues 3 0 0 3

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. (SP).

OST-161 Medical Ofc Procedures 2 2 0 3

This course provides instruction on the skills and procedures needed in today's medical office. Topics include medical data entry, medical communications, phone etiquette, use and maintenance of office equipment, inventory control, patient scheduling, and managing the financial aspects of a practice. Upon completion, students should be able to display skills and decision-making abilities essential in the medical office. (FA) National ID (CIP) 52.0204 Office Management and Supervision.

OST-164 Office Editing 3 0 0 3

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. (SP). National ID (CIP) 52.0204 Office Management and Supervision.

OST-243 Med Office Simulation 2 2 0 3

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill,

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

update, and make corrections. **State Prerequisite: Take OST-148.** (SU). National ID (CIP) 52.0204 Office Management and Supervision.

OST-247 Procedure Coding 2 2 0 3
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility. **State Prerequisites: Take one: MED-121 or OST-141.** (FA only). National ID (CIP) 52.0204 Office Management and Supervision.

OST-248 Diagnostic Coding 2 2 0 3
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility. **State Prerequisites: Take MED-121 or OST-141.** (FA only). National ID (CIP) 52.0204 Office Management and Supervision.

OST-263 Healthcare Customer Relations 3 0 0 3
This course provides the soft skills necessary for effective communication and maintaining customer satisfaction in healthcare. Emphasis is placed on the importance of positive attitudes, techniques for handling difficult/angry customers, rephrasing blunt communication for better results, and the communication skills required to discuss topics such as insurance and billing issues with the patient and other medical personnel. Upon completion, students should be able to communicate information in a professional manner. **State Prerequisite: Take one: OST-148 or HMT-210.** (FA) National ID (CIP) 52.0204 Office Management and Supervision.

OST-286 Professional Development 3 0 0 3
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society. (SP). National ID (CIP) 52.0204 Office Management and Supervision.

OST-288 Medical Office Admin Capstone 2 2 0 3
This course is designed to be a capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management, electronic health records, medical office procedures, ethics, and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office**. State Prerequisite: Take one: OST-148 or HMT-210.** (SP) National ID (CIP) 52.0204 Office Management and Supervision.

■ PCI - PCI Process Control Instrumentation

PCI-171 Fieldbus Systems 3 3 0 4
This course is a survey of fieldbus systems found in the industrial setting. Topics include industrial data communication fieldbus and control networks for linking various control systems in an industrial environment. Upon completion, students should be able to demonstrate an understanding of fieldbus systems used to connect control systems.(SP). National ID (CIP) 15.0404 Instrumentation Technology/Technician

■ PED – Physical Education

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
PED-110 Fit and Well for Life	**1**	**2**	**0**	**2**

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (FA and SP). National ID (CIP) 31.0501 Health and Physical Education/Fitness, General.

PED-111 Physical Fitness I	**0**	**3**	**0**	**1**

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (FA and SP). National ID (CIP) 31.0501 Health and Physical Education/Fitness, General.

PED-112 Physical Fitness II	**0**	**3**	**0**	**1**

This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. **State Prerequisite: Take PED-111.** (FA or SP). National ID (CIP) 31.0501 Health and Physical Education/Fitness, General.

PED-120 Walking for Fitness	**0**	**3**	**0**	**1**

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (FA or SP). National ID (CIP) 31.0501.

PED-121 Walk, Jog, Run	**0**	**3**	**0**	**1**

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (FA and SP). National ID (CIP) 31.0501 Health and Physical Education/Fitness, General.

PED-122 Yoga I	**0**	**2**	**0**	**1**

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (FA or SP). National ID (CIP) 31.0501 Health and Physical Education/Fitness, General.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
PED-123 Yoga II	**0**	**2**	**0**	**1**

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. This course has been approved for transfer under the CAA as a premajor and/ or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. **State Prerequisite: Take PED-122.** (FA or SP). National ID (CIP) 31.0501 Health and Physical Education/Fitness, General.

PED-171 Nature Hiking	**0**	**2**	**0**	**1**

This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (FA). National ID (CIP) 31.0501 Health and Physical Education/Fitness, General.

PED-172 Outdoor Living	**1**	**2**	**0**	**2**

This course is designed to acquaint the beginning camper with outdoor skills. Topics include camping techniques such as cooking and preserving food, safety, and setting up camp. Upon completion, students should be able to set up camp sites in field experiences using proper procedures. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (FA or SP). National ID (CIP) 31.0501 Health and Physical Education/Fitness, General.

■ PHI – Philosophy

PHI-215 Philosophical Issues	**3**	**0**	**0**	**3**

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts**.** **State prerequisite: Take ENG-111.** (FA and SP). National ID (CIP) 38.0101 Philosophy. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

Competencies

1. Engage in critical thinking.
2. Identify, reconstruct, and evaluate philosophical arguments.
3. Analyze key philosophical concepts within epistemology, metaphysics, and ethics.
4. Demonstrate an understanding of major philosophical views, and how they relate to contemporary issues.

PHI-240 Introduction to Ethics	**3**	**0**	**0**	**3**

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

a general education course in Humanities/Fine Arts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. **State Prerequisite: Take ENG-111.** (FA, SP, and SU). National ID (CIP) 38.0101 Philosophy. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

Competencies

1. Engage in critical thinking about moral issues.
2. Identify, reconstruct and evaluate ethical arguments.
3. Analyze key ethical concepts.
4. Demonstrate understanding of major views in moral philosophy and how they relate to contemporary ethical and social issues.

■ PHO – Photography

PHO-110 Fund of Photography	**3**	**6**	**0**	**5**

This course covers the basic technical aspects of photography, including camera controls, light and optics, flash, exposure, and processing. Emphasis is placed on principles of camera design and the relationship between subject and photographic image, with hands-on experience Upon completion, students should be able to consistently produce technically excellent images. **RCC Corequisites: Take ACA-111.** (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

PHO-112 Design Laboratory I	**0**	**3**	**0**	**1**

This course covers basic perceptual and design skills required for effective professional photographic communication. Emphasis is placed on fundamental design principles and historic photographic images, execution and critique of photographic assignments, and laboratory projects emphasizing right-brain processing. Upon completion, students should be able to utilize basic design principles and knowledge of photographic history to produce images demonstrating control of the picture space. **State Corequisite: Take PHO-110.** (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/ Technician and Assistant.

PHO-115 Basic Studio Lighting	**2**	**6**	**0**	**4**

This course covers the basic principles of studio lighting. Topics include basic lighting techniques and application of lighting ratios to product illustration/portraiture using tungsten/electronic strobe sources, with emphasis on equipment maintenance and safety. Upon completion, students should be able to select and set up the best lights and lighting applications for a wide variety of photographic subjects. State Prerequisites: Take PHO-110. (SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician.

PHO-122 Design Laboratory II	**0**	**3**	**0**	**1**

This course continues development of perceptual and design skills required for effective professional communication in both black/white and color photography. Topics include illustration, layout design, color impact, color relationships, and continued study of photographic images. Upon completion, students should be able to utilize design elements and principles to produce black/white and color images demonstrating clear visual communication. **State Prerequisites: Take all: PHO-110 and PHO-112.** (SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
PHO-127 Photo Materials/Processes	**3**	**3**	**0**	**4**

This course covers the materials and processes of current black/white and color photography and digital imaging and the reproduction of tone and color. Topics include light, color temperature, subjects, emulsion and sensor sensitivity, development, printing systems, and the interrelationships in the reproduction process. Upon completion, students should be able to state the effects that each part of the photographic process has upon the resulting black/white or color image. **State Prerequisite: Take PHO-110.** (SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

PHO-132 Small-Format Photography	**2**	**6**	**0**	**4**

This course introduces small-format cameras and their application in location portraiture, industrial photography, photojournalism, and multimedia photography and portable lighting equipment and techniques. Topics include rapid camera operation, location photography, exposure techniques, portable flash, process modification, filtration, and simple multimedia production. Upon completion, students should be able to produce professional quality images under a variety of adverse shooting conditions using the equipment and techniques studied. **State Prerequisite: Take PHO-110.** RCC corequisite: Take PHO-127. (SP). National ID (CIP) 50.0406 Commercial Photography.

PHO-139 Intro to Digital Imaging	**1**	**4**	**0**	**3**

This course introduces digital images by exploring the effect hardware and software have on the reproduction process. Topics include basic imaging tools and vocabulary, calibration, density, contrast, and color. Upon completion, students should be able to demonstrate a basic understanding of the digital imaging process and be able to capture and output images. **RCC Prerequisites: Take PHO-110 and PHO-127.** (SU). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

PHO-143 Multimedia I	**2**	**3**	**0**	**3**

This course covers the basics of computer-based multimedia production using non-linear editing software. Topics include microphones and audio recording, editing sound for multimedia, the capture, editing and use of still photographs, industry standard multimedia software, control of image, continuity and pacing, script writing, storyboarding and introduction to digital single-lens reflex and/or other video capture processes. Upon completion, students should be able to use computer hardware and software for multimedia production. **State prerequisite: Take PHO-110. RCC Prerequisites: Take all: PHO-127 and PHO-132.** (SU). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

PHO-210 Prof Wedding Photography	**1**	**6**	**0**	**3**

This course covers the techniques used in producing wedding photographs and formal bridal portraits, along with applicable business practices. Emphasis is placed on the protocol of various religious services, discussion of sales packages and album sources, and promotional and advertising techniques. Upon completion, students should be able to photograph a wedding and deliver a professional photographic wedding album along with bridal portraits. This course is a unique concentration requirement in the Portrait & Wedding Photography concentration in the Photographic Technology program. **State Prerequisites: Take PHO-132. RCC Prerequisites: Take PHO 115 and PHO-139.** (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

PHO-211 Contemporary Portraiture I	**2**	**8**	**0**	**6**

This course covers lighting, cameras, and accessory equipment used in studio/location professional

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

portraiture and the dynamics and psychology of posing individuals and groupings. Topics include lighting, backgrounds, make-up, clothing, presentation techniques, sound business principles, and direct sales methods. Upon completion, students should be able to produce a variety of professional portraits and demonstrate an understanding of the business considerations of professional portrait photography. This course is a unique concentration requirement in the Portrait & Wedding Photography concentration in the Photographic Technology program. **State Prerequisites: Take PHO-126 or PHO 115. RCC Prerequisites: Take all PHO-132, PHO-139 and PHO-143.** (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

PHO-215 Photographic Illustration	**2**	**8**	**0**	**6**

This course provides a comprehensive study of professional commercial photographic illustration, including tools, techniques, and applications in preparation for internship experiences. Topics include theory and practice of location and studio lighting, camera techniques, and people/product and editorial illustration. Upon completion, students should be able to plan and execute professionally acceptable images in studio and on location illustrating people and products emphasizing commercial applications. This course is a unique concentration requirement in the Commercial Photography concentration in the Photographic Technology program. **State Prerequisites: Take all: PHO-132 and PHO 115 or PHO-135. RCC Prerequisites: Take all PHO-139 and PHO-143.** (FA). National ID (CIP) 50.0406 Commercial Photography.

PHO-216 Documentary Photography/Multimedia	**2**	**4**	**0**	**4**

This course introduces the practical, historical, and contemporary applications of documentary photography/multimedia. Emphasis is placed on understanding the various approaches to creating a photographic documentary/multimedia and how a documentary project can affect society. Upon completion, students should be able to produce a documentary project on a topic of interest to them. **State Prerequisites: Take PHO-110**. (SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician.

PHO-217 Photojournalism I	**1**	**6**	**0**	**4**

This course covers logistics and techniques used in current professional newspaper photography. Topics include detailed study of spot and general news, sports, and feature photography along with basic newspaper layout, advanced photographic techniques, and legal issues. Upon completion, students should be able to demonstrate an understanding of basic aspects of news, sports, and feature photography. **State Prerequisite: Take PHO-110. RCC Prerequisites: Take all: PHO-115, PHO-132, PHO-139 and PHO-143.** (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

PHO-220 Business of Photography	**3**	**0**	**0**	**3**

This course covers the business practices of photography with emphasis on freelance photography. Topics include copyright, payment fees, client relations, licenses, insurance, assignments, stock sales, and usage rates. Upon completion, students should be able to demonstrate an understanding of the photographic business, including billing, clients, copyright protection, and obtaining assignments. (SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

PHO-221 Contemporary Portraiture II	**1**	**8**	**0**	**5**

This course provides an in-depth study of portraiture of family groups, children, and pets; full-length portraits; character studies; and client relations. Topics include a variety of portrait situations along with professional business ethics, etiquette, and protocol. Upon completion, students should be able to produce professional quality portraits and demonstrate knowledge of business ethics and protocol. This course is a unique concentration requirement in the Portrait & Wedding Photography concentration in the Photographic Technology program. **State Prerequisite: Take PHO-211.** (SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
PHO-229 Advertising Photography	**2**	**8**	**0**	**6**

This course covers advertising photography, including its segments, practices, tools, techniques, and professional applications. Emphasis is placed on layout specification, art direction, and professional business practices. Upon completion, students should be able to demonstrate an understanding of commercial photography and create professional quality images under art direction within layout specifications. This course is a unique concentration requirement in the Commercial Photography concentration in the Photographic Technology program. **State Prerequisite: Take PHO-215.** (SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

PHO-231 Commercial Portfolio Capstone	**1**	**3**	**0**	**2**

This course provides an opportunity to develop a professional portfolio of photographs and visual marketing materials. Emphasis is placed on the development of a portfolio of prints and an electronic gallery exhibiting technical excellence, advanced lighting techniques, product illustration, consistency of vision, and a written business plan. Upon completion, students should be able to present a business plan and a diversified portfolio of professional quality photographic imaging to potential clients and employers. This course is a unique concentration requirement in the Commercial Photography Concentration in the Photographic Technology program. **State Prerequisite: Take all PHO 220 and PHO-229.** (SU). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

PHO-232 Multimedia Journalism Portfolio Capstone	**1**	**3**	**0**	**2**

This course provides an opportunity to develop a professional portfolio of photographs and visual marketing materials. Emphasis is placed on the development of a portfolio of prints and an electronic gallery exhibiting technical excellence, storytelling, video, and audio editing skills, consistency of vision and a written business plan. Upon completion, students should be able to present a business plan and a diversified portfolio of professional quality photographic imaging utilizing both still and video media platforms to potential clients and employers. This course is a unique concentration requirement in the Multimedia Journalism concentration in the Photographic Technology program. **State Prerequisite: Take all: PHO 217 and PHO 220.** (SU). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

PHO-233 Portraiture Portfolio Capstone	**1**	**3**	**0**	**2**

This course provides an opportunity to develop a professional portfolio of photographs and visual marketing materials. Emphasis is placed on the development of a portfolio of prints and an electronic gallery exhibiting technical excellence, advanced enhancement/editing skills, consistency of vision, and a written business plan. Upon completion, students should be able to present a business plan and a diversified portfolio of professional quality photographic imaging to potential clients and employers. This course is a unique concentration requirement of the Portrait & Wedding Photography concentration in the Photographic Technology program. **State Prerequisite: Take all: PHO 220 and PHO-221.** (SU). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

PHO-241 Digital Image Technology	**2**	**3**	**0**	**3**

This course provides an advanced study of technologies and processes used in the capture and purposing of digital images. Topics include operation and application of image capture, scanning, printing, and recording devices; and us of image retouching, toning, modifying and layout software. Upon completion, students should be able to capture, process, and purpose digital images for specific applications used in various segments of the photographic industry. **State Corequisites: Take one set: Set 1: PHO-211; Set 2: PHO-215; Set 3: PHO-217; Set 4: PHO-212, PHO-218, and PHO-225. RCC Prerequisites: Take all PHO-115, PHO-132, and PHO-139.** (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
PHO-243 Multimedia II Photojournalism	**2**	**3**	**0**	**3**

This course covers advanced digital single-lens reflex and/or other digital video capture and post production processes for non-linear editing. Topics include use of multimedia in documentary video making and producing news style videos with emphasis on storytelling, interviewing and natural sound capture. Upon completion, students should be able to produce industry standard news style video and short documentaries. **State prerequisite: Take PHO-143. RCC Corequisite: Take PHO 217.** (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

PHO-244 Multimedia II Commercial Photo	**2**	**3**	**0**	**3**

This course covers advanced digital single-lens reflex and/or other digital camera capture, postproduction processes for non-linear editing of digital video for video production and multimedia applications. Topics include the different roles, skill sets, and jobs of a production team, advanced on-set and on-location lighting, video production and multimedia projects for target audiences, advertising and client presentations. Upon completion, students should be able to produce industry standard multimedia and videos. **State Prerequisite: Take PHO-143. RCC Corequisite: Take PHO 229.** (SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

PHO-245 Multimedia II Portrait Photo	**2**	**3**	**0**	**3**

This course covers advanced digital single-lens reflex and/or other digital video capture and post production processes for non-linear editing. Topics include use of multimedia in small production team assignments to create legacy style videos, location lighting, video contracts, natural sound capture and storytelling techniques. Upon completion, students should be able to produce client-based multimedia and video products. **State Prerequisite: Take PHO-143. RCC Corequisite: Take PHO 211.** (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

■ PHY– Physics

PHY-110 Conceptual Physics	**3**	**0**	**0**	**3**

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. (FA and SP). National ID (CIP) 40.0801 This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

PHY-110A Conceptual Physics Lab	**0**	**2**	**0**	**1**

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY-110. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science**. State Corequisite: Take PHY-110.** (FA and SP). National ID (CIP) 40.0801. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

PHY-121 Applied Physics I	**3**	**2**	**0**	**4**

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields. **RCC Prerequisite: Take one set: Set 1: DMA-010, DMA-020,**

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

DMA-030 and DMA-040; Set 2: MAT-060 and DMA-040; Set 3: MAT-070 Set 4: MAT-003 Tier 2 or acceptable placement score. (SP). National ID (CIP) 40.0801.

PHY-151 College Physics I 3 2 0 4

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principals involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. **State Prerequisite: Take MAT-171 or MAT-271.** (FA). National ID (CIP) 40.0801. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

PHY-152 College Physics II 3 2 0 4

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principals involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. **State Prerequisite: Take PHY-151.** (SP only). National ID (CIP) 40.0801. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

■ POL– Political Science

POL-120 American Government 3 0 0 3

This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. (FA, SP, and SU). National ID (CIP) 45.1002. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

Competencies

1. Demonstrate an understanding of the essential concepts and theories in the course materials.
2. Illustrate an understanding of the roles, duties, and structural characteristics of the executive, legislative, and judicial branches in the US government.
3. Analyze how American political institutions and individual behaviors interact to create political outcomes, with an awareness of the global context.
4. Define the function of political parties, interest groups, public opinion, and the media.
5. Interpret how American's political history, constitutional structure, and political culture contribute to the state of contemporary American democracy.

■ PSY – Psychology

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
PSY-150 General Psychology	**3**	**0**	**0**	**3**

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. (FA, SP, and SU). National ID (CIP) 42.0101. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

PSY-241 Developmental Psych	**3**	**0**	**0**	**3**

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. **State Prerequisite: Take PSY-150.** (FA and SP). National ID (CIP) 42.2703.

PSY-281 Abnormal Psychology	**3**	**0**	**0**	**3**

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. **State Prerequisite: Take PSY-150.** (FA and SP). National ID (CIP) 42.9999.

■ RAD – Radiography

RAD-110 Rad Intro & Patient Care	**2**	**3**	**0**	**3**

This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas. **RCC Corequisite: RAD-113.** (FA). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.

RAD-111 RAD Procedures I	**3**	**3**	**0**	**4**

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, bony thorax, and pelvis. Upon completion, students should be able to demonstrate competence in these areas. **RCC Corequisites: Take all: RAD-110, RAD-113, and RAD-151.** (FA). National ID (CIP) 51.0911 Radiologic Technology/ Science – Radiographer.

RAD-112 RAD Procedures II	**3**	**3**	**0**	**4**

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, spine, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas. **RCC Corequisites: Take**

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

all: RAD-121 and RAD-161. (SP). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.

RAD-113 RAD Lab Elective 0 3 0 1
This course provides additional laboratory opportunities in radiologic technology. Emphasis is placed on radiographic procedures and manipulation of equipment. Upon completion, students should be able to demonstrate competence in radiographic procedures through laboratory evaluations. **RCC Corequisites: RAD 110, RAD 111, RAD 151**. (FA)**.** National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.

RAD-121 Image Production I 2 3 0 3
This course provides the basic principles of radiographic image production. Emphasis is placed on image production, x-ray equipment, receptor exposure, and basic imaging quality factors. Upon completion, students should be able to demonstrate an understanding of basic principles of radiographic image production**. RCC Corequisites: Take all: RAD-112 and RAD-161.** (SP) National ID (CIP) 51.0911 Radiologic Technology/Science –
Radiographer.

RAD-122 Image Production II 1 3 0 2
This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on advanced digital principles and production. Upon completion, students should be able to demonstrate an understanding of advanced principles of digital imaging production**. RCC Corequisites: Take all: RAD-141 and RAD-171.** (SU). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.

RAD-141 Radiation Safety 2 0 0 2
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology**. RCC Corequisites: RAD-122, RAD-171.** (SU). National ID (CIP) 51.2205. Radiologic Technology/Science – Radiographer.

RAD-151 RAD Clinical Ed I 0 0 6 2
This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives. **RCC Corequisite: Take RAD-113.** (FA). National ID (CIP) 51.0911 Radiologic Technology/Science –
Radiographer.

RAD-161 RAD Clinical Ed II 0 0 15 5
This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (SP). National ID
(CIP) 51.0911 Radiologic Technology/Science – Radiographer.

RAD-171 RAD Clinical Ed III 0 0 9 3
This course provides experience in patient management specific to advanced radiographic procedures.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

Emphasis is placed on applying appropriate technical factors to all studies and transitioning to mastering positioning of advanced studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives. **RCC Corequisites: Take all: RAD-122 and RAD-141.** (SU). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.

RAD-211 RAD Procedures III 2 3 0 3
This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, advanced imaging, radiographic pathology and image analysis. Upon completion, students should be able to demonstrate an understanding of these areas. **RCC Corequisites: Take all: RAD-231 and RAD-251.** (FA). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.

RAD-231 Image Production III 1 3 0 2
This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production. **RCC Corequisites: Take all: RAD-211 and RAD-251.** (FA). National ID (CIP) 51.2205. Radiologic Technology/Science – Radiographer.

RAD-251 RAD Clinical Ed IV 0 0 21 7
This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (FA). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.

RAD-261 RAD Clinical Ed V 0 0 21 7
This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (SP). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.

RAD-271 Radiography Capstone 2 3 0 3
This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer. (SP). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.

■ REL – Religion

REL-110 World Religions 3 0 0 3
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. (FA and SP). National ID (CIP) 38.0201.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
REL-212 Intro to New Testament	**3**	**0**	**0**	**3**

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. (FA and SP). National ID (CIP) 39.0201.

REL-221 Religion in America	**3**	**0**	**0**	**3**

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. (FA and SP). National ID(CIP) 38.0299.

■ SAB – Substance Abuse

SAB-110 Substance Abuse Overview	**3**	**0**	**0**	**3**

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment. (FA). National ID (CIP) 51.1501 Substance Abuse/ Addiction Counseling.

SAB-120 Intake and Assessment	**3**	**0**	**0**	**3**

This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process. (SP). National ID (CIP) 51.1501 Substance Abuse/Addiction Counseling.

SAB-125 SA Case Management	**2**	**2**	**0**	**3**

This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking. (FA). National ID (CIP) 51.1501 Substance Abuse/Addiction Counseling.

SAB-135 SA Addictive Process	**3**	**0**	**0**	**3**

This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders. (SP). National ID (CIP) 51.1501 Substance Abuse/Addiction Counseling.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
SAB-137 Co-Dependency	**3**	**0**	**0**	**3**

This course introduces the adult child concept and co-dependency as syndromes of the addictive process. Emphasis is placed on treatment and recovery within the context of a paradigm shift which allows the individual to choose a healthy model of life. Upon completion, students should be able to assess levels of co-dependency and associated levels of physical and mental health and develop strategies to enhance health. (FA). National ID (CIP) 51.1501 Substance Abuse/Addiction Counseling.

SAB-140 Pharmacology	**3**	**0**	**0**	**3**

This course covers the pharmacology of psychoactive drugs and abused chemicals and treatment options. Emphasis is placed on the use of psychoactive drugs and related psychological and social complexities, including models for prevention and treatment. Upon completion, students should be able to understand and identify theories of addiction, major classes of drugs, treatment alternatives, and social repercussions. (SP). National ID (CIP) 51.1501 Substance Abuse/Addiction Counseling.

SAB-210Addition and Recovery Counsel	**2**	**2**	**0**	**3**

This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change. (SP). National ID (CIP) 51.1501 Substance Abuse/Addiction Counseling.

SAB-240 Sab Issues in Client Serv	**3**	**0**	**0**	**3**

This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues. (SP). National ID (CIP) 51.1501 Substance Abuse/Addiction Counseling.

■ SCI – Science

SCI-095 Developmental Science	**3**	**4**	**0**	**5**

This course covers basic principles of science. Topics include measurement, basic atomic structure, compounds of life, cytology, histology, anatomy, taxonomy, and ecology. Upon completion, students should be able to demonstrate the basic knowledge necessary for college-level science courses. (FA and SP). National ID (CIP) 32.0101. Basic Skills and Developmental/Remedial Education, General.

■ SEC – Information Systems Security

SEC-110 Security Concepts	**2**	**2**	**0**	**3**

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy. (SU).

SEC-160 Security Administration I	**2**	**2**	**0**	**3**

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses. (FA). **RCC Prerequisites:**

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

NET-125 and NET-126. National ID (CIP) 11.1003 Computer and Information Systems Security/ Information Assurance.

SEC-260 Security Admin II	**2**	**2**	**0**	**3**

This course provides the skills necessary to design and implement information security controls. Topics include advanced networking and TCP/IP concepts, network vulnerability analysis, and monitoring. Upon completion, students should be able to distinguish between normal and anomalous network traffic, identify common network attack patterns, and implement security solutions. **State Prerequisite: Take SEC-160**. (SP). National ID (CIP) 11.1003 Computer and Information Systems Security/Information Assurance.

■ SOC – Sociology

SOC-210 Introduction to Sociology	**3**	**0**	**0**	**3**

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved for transfer under the CAA as a general education course in Social/ Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. (FA, SP, and SU). National ID (CIP) 45.1101. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

SOC-213 Sociology of the Family	**3**	**0**	**0**	**3**

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. (FA, SP, and SU). National ID (CIP) 19.0704.

SOC-225 Social Diversity	**3**	**0**	**0**	**3**

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. (FA and SP). National ID (CIP) 30.2301.

■ SPA – Spanish

SPA-111 Elementary Spanish I	**3**	**0**	**0**	**3**

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. (FA and SP). National ID (CIP) 16.0905.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
SPA-112 Elementary Spanish II	**3**	**0**	**0**	**3**

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. **State Prerequisite: Take SPA-111.** (FA and SP). National ID (CIP) 16.0905.

SPA-120 Spanish for the Workplace	**3**	**0**	**0**	**3**

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. (FA). National ID (CIP) 16.0905.

SPA-211 Intermediate Spanish I	**3**	**0**	**0**	**3**

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. **State Prerequisite: Take SPA-112.** (FA and SP). National ID (CIP) 16.0905.

SPA-212 Intermediate Spanish II	**3**	**0**	**0**	**3**

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. **State Prerequisite: Take SPA-211.** (FA and SP). National ID (CIP) 16.0905.

■ TRN – Transportation Technology

TRN-110 Intro to Transport Tech	**1**	**2**	**0**	**2**

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities. (FA and SP). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.

Student Learning Outcomes

1. Demonstrate work place safety and hazardous waste disposal per OSHA and EPA guidelines that apply to relevant transportation industry work.
2. Given a vehicle or piece of equipment, students will be able to identify it and locate relevant service information in one or more industry-standard databases.
3. Demonstrate proficiency hoisting transportation vehicles through use of lifts and floor jacks.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

4. Complete service repair orders with appropriate information: customer contact information; VIN; cause, concern, correction.
5. Identify and communicate about basic systems and terms associated with the transportation industry.
6. Distinguish between different transportation systems terms and components either on a written exercise or in a lab environment.
7. Demonstrate proper use and care of related transportation industry tools and equipment.
8. Correctly identify or describe government regulations associated with the transportation industry.

TRN-120 Basic Transp Electricity 4 3 0 5

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns. (FA). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.

Student Learning Outcomes

1. Demonstrate work place safety related to transportation electrical systems.
2. Interpret and apply wiring diagram information on a transportation vehicle electrical system.
3. Demonstrate the proper use of electrical diagnostic test equipment.
4. Use Ohm's law to calculate the value of any of the following given the values of the remaining variables:
   * Voltage (V)
   * Resistance (R)
   * Amperage (A)
5. Given a transportation vehicle with a fault in the battery, starting, and charging system, students will be able to perform successful diagnosis and repairs.
6. Demonstrate the ability to obtain appropriate service information on electrical circuit construction.

TRN-140 Transp Climate Control 1 2 0 2

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems. (FA and SU). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.

Student Learning Outcomes

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

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
TRN-140A Transp Climate Cont Lab	**1**	**2**	**0**	**2**

This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information. **State Corequisite: Take TRN-140.** (FA and SU). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.

Student Learning Outcomes

1. Given a transportation vehicle or related equipment with a fault in the A/C system, diagnose and repair the system using the recommended lab equipment and service information.
2. Utilize proper equipment to identify a given A/C refrigerant type and the purity of the A/C refrigerant for the transportation industry.
3. Given a transportation vehicle or equipment with an A/C system, determine the recommended refrigerant oil and capacity levels as prescribed from related service information.
4. Given a transportation vehicle or equipment with an A/C system, use the recommended equipment to properly reclaim, recycle, evacuate and recharge the entire refrigerant system.
5. Given a Heating Ventilation and Air Conditioning (HVAC) system, properly drain, flush and refill the entire anti-freeze coolant system.
6. Given a Heating Ventilation and Air Conditioning (HVAC) system, evaluate the anti-freeze coolant condition and perform a systems test as recommended by service information for a transportation vehicle or equipment.
7. Diagnose and repair a transportation vehicle or equipment with a fault in a protection device for the given A/C system.
8. Given an A/C system, remove and inspect system components and seals for damage which may cause the system to leak refrigerant.
9. Given a faulty climate control system, diagnose temperature control problems.

TRN-145 Adv Transp Electronics	**2**	**3**	**0**	**3**

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLC?s, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLCs, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems. **State Prerequisite: Take TRN-120.** (FA and SP). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.

Student Learning Outcomes

1. Given a transportation vehicle or related equipment, diagnose and repair a failure in the lighting, gauges, and accessory circuits by using the recommended lab or test equipment as outlined by the related service information.
2. Correctly describe the processes involved in electrical system diagnosis on modern transportation vehicles or equipment.
3. Given a transportation vehicle or equipment, diagnose and repair a fault in the controller area network (CAN) system by using the recommended lab or test equipment as outlined by the related service information.
4. In a lab setting, demonstrate the proper use of electrical diagnostic equipment that apply to transportation vehicles and equipment.
5. Given a transportation vehicle or equipment, diagnose and repair a fault in the electronic control

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

system by using the recommended lab or test equipment as outlined by the related service information.
6. Demonstrate appropriate diagnostic procedures for sensors, controllers, and circuits by using the recommended test equipment as outlined by service information.
7. Correctly identify or describe complex transportation vehicle systems such as, collision avoidance, high intensity headlamps, navigation, and communication systems.
8. Given a transportation vehicle or equipment, replace or reprogram an electronic system controller as outlined by the related service information.

TRN-170 Pc Skills for Transp 1 2 0 2

This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing. (FA).

Competencies

1. Given a transportation vehicle or equipment, identify it and locate relevant service information from one or more industry-standard databases.
2. Given a transportation vehicle or equipment, analyze and diagnose transportation on board diagnostic management systems using handheld and/or PC based diagnostic equipment.
3. Describe and perform basic PC skills used by transportation technicians.
4. Demonstrate the proper use of application software such as MS Word.

TRN-180 Basic Welding for Transp 1 4 0 3

This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/ joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard. (FA). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician

Student Learning Outcomes

1. Describe and list the proper fundamentals, processes and equipment, materials and metallurgy associated with welding of similar and dissimilar metals in transportation systems and equipment.
2. Identify and describe safety and health practices associated with the welding of similar and dissimilar metals in transportation systems and equipment.
3. In a lab setting, demonstrate the ability to successfully weld similar and dissimilar metals in transportation systems and equipment.
4. Select and list the proper inspection methods associated with the welding of similar and dissimilar metals in transportation systems and equipment.
5. In a lab setting, demonstrate proper setup and operational procedures associated with the welding of similar and dissimilar metals in transportation systems and equipment.
6. Describe and list the cutting techniques used with the various tools and methods associated with transportation systems and equipment.

■ WBL – Work-Based Learning

WBL-110 World of Work 1 0 0 1

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

completion, students should be able to successfully make the transition from school to work. (SU). National ID (CIP) 49.0202 Construction/Heavy Equipment/Earthmoving Equipment Operation.

WBL-110A World of Work Lab 0 2 0 1
This course provides a laboratory experience that covers the knowledge necessary for gaining and maintaining employment. Topics include job search and job interview skills, employment expectations, and employment preparation. Upon completion, students should be able to demonstrate how to successfully make the transition from postsecondary education to work. **State Corequisites: Take WBL 110**. (SU). National ID (CIP) 49.0202 Construction/Heavy Equipment/Earthmoving Equipment Operation.

WBL-111 Work-Based Learning I 0 0 10 1
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.
National ID (CIP) 46.0101 Mason/Masonry.

WBL-112 Work-Based Learning I 0 0 20 2
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.
National ID (CIP) 46.0503 Plumbing Technology/Plumber.

WBL-115 Work-Based Learning Seminar I 1 0 0 1
This course provides the student with an opportunity to evaluate practical experiences in the human services field. Students will discuss, with faculty, their co-op work in a human services agency and relationships to curriculum components. **State Corequisites: Take one: WBL-111, WBL-112, WBL-113 or WBL-114.** (SP). National ID (CIP) 15.0699 Industrial Production Technologies/Technicians, Other.

WBL-121 Work-Based Learning II 0 0 10 1
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.
National ID (CIP) 48.0508 Welding Technology/Welder.

WBL-122 Work-Based Learning II 0 0 20 2
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.
National ID (CIP) 49.0202 Construction/Heavy Equipment/Earthmoving Equipment Operation.

■ WEB – Web Technologies

WEB-110 Web Development Fundamentals 2 3 0 3
This course introduces World Wide Web Consortium (W3C) standard markup language. Topics include creating web pages, responsive design, file transfer, deployment, accessibility, and other related W3C topics. Upon completion, students should be able to deploy a hand-coded website created using the HyperText Markup

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

Language (HTML) and Cascading Style Sheet (CSS) standards. (SP). National ID (CIP) 11.0801 Web Page, Digital/Multimedia and Information Resources Design.

■ WLD – Welding

WLD-110 Cutting Processes	**1**	**3**	**0**	**2**

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness. (FA and SP). National ID (CIP) 48.0508 Welding Technology/Welder.

Student Learning Outcomes

1. Identify the parts and functions of an oxy-acetylene cutting torch.
2. Identify the parts and functions of various cutting equipment.
3. List the safety practices of using oxy-fuel, plasma-arc, and other cutting equipment.
4. Set-up and adjust cutting equipment.
5. Use an oxy-acetylene outfit, plasma cutting equipment, and other equipment to: a. Cut a straight marked line on various thickness steel plate. b. Cut various shapes out of carbon steel plate. c. Cut carbon steel plate to a bevel and pipe.

WLD-112 Basic Welding Processes	**1**	**3**	**0**	**2**

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes. (SP and SU). National ID (CIP) 48.0508 Welding Technology/Welder.

WLD-115 SMAW (Stick) Plate	**2**	**9**	**0**	**5**

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes. (FA). National ID (CIP) 48.0508 Welding Technology/Welder

Student Learning Outcomes

1. Demonstrate SMAW electrode classification in compliance with AWS codes.
2. Perform a groove weld according to AWS D1.1.
3. Demonstrate safe and proper SMAW equipment setup, operation, and shut-down practices in accordance to manufacturer's recommendations..

WLD-116 SMAW (stick) Plate/Pipe	**1**	**9**	**0**	**4**

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions. **State Prerequisite: Take WLD-115.** (SP). National ID (CIP) 48.0508 Welding Technology/Welder.

WLD-121 GMAW (MIG) FCAW/Plate	**2**	**6**	**0**	**4**

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

prescribed electrodes in the flat, horizontal, and overhead positions. (FA). National ID (CIP) 48.0508 Welding Technology/Welder.

Student Learning Outcomes

1. Demonstrate the use of GMAW electrode classification in compliance with AWS code for the selection of electrodes.
2. Demonstrate the use of FCAW electrode classification in compliance with AWS code for the selection of electrodes.
3. Perform a Fillet weld in accordance with AWS code.
4. Perform a groove weld in accordance with AWS code.
5. Demonstrate safe and proper GMAW equipment setup, operation, and shut-down practices in accordance to manufacturer's recommendations.

WLD-122 GMAW (MIG) Plate/Pipe	**1**	**6**	**0**	**3**

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry. **State Prerequisite: Take WLD-121.** (SP). National ID (CIP) 48.0508 Welding Technology/Welder.

WLD-131 GTAW (TIG) Plate	**2**	**6**	**0**	**4**

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials. (FA and SP). National ID (CIP) 48.0508 Welding Technology/Welder.

Student Learning Outcomes

1. Demonstrate the use of GTAW electrode classification in compliance with AWS for the selection of electrodes.
2. Perform a groove weld in accordance with AWS code.
3. Perform a Fillet weld in accordance with AWS code.
4. Demonstrate safe equipment setup, operation, and shut-down practices according to manufacturer's recommendations.

WLD-132 GTAW (TIG) Plate/Pipe	**1**	**6**	**0**	**3**

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry. **State Prerequisite: Take WLD-131.** (SP and SU). National ID (CIP) 48.0508 Welding Technology/Welder.

WLD-141 Symbols & Specifications	**2**	**2**	**0**	**3**

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding. (FA and SP). National ID (CIP) 48.0508 Welding Technology/Welder.

Student Learning Outcomes

1. Identify and read welding symbols.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

2. Identify and explain various lines, notes, and specifications on a blueprint.
3. Identify the different types of lines on a blueprint.
4. Interpret destructive testing symbols and their methods.
5. Interpret non-destructive testing symbols and their methods.
6. Develop a working sketch.
7. Create a bill of materials from a blueprint.

WLD-151 Fabrication I 2 6 0 4

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment. **RCC Prerequisites: Take WLD-110, WLD-115, WLD-121, and WLD-141.** (SU). National ID (CIP) 48.0508 Welding Technology/Welder.

WLD-221 GMAW (MIG) Pipe 1 6 0 3

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform GMAW welds to applicable codes on pipe with prescribed electrodes in various positions. **State Prerequisites: Take WLD-122.** (SU). National ID (CIP) 48.0508 Welding Technology/Welder.

WLD-231 GTAW (TIG) Pipe 1 6 0 3

This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions. **State Prerequisite: Take WLD-132.** (SU). National ID (CIP) 48.0508 Welding Technology/Welder.

WLD-262 Inspection & Testing 2 2 0 3

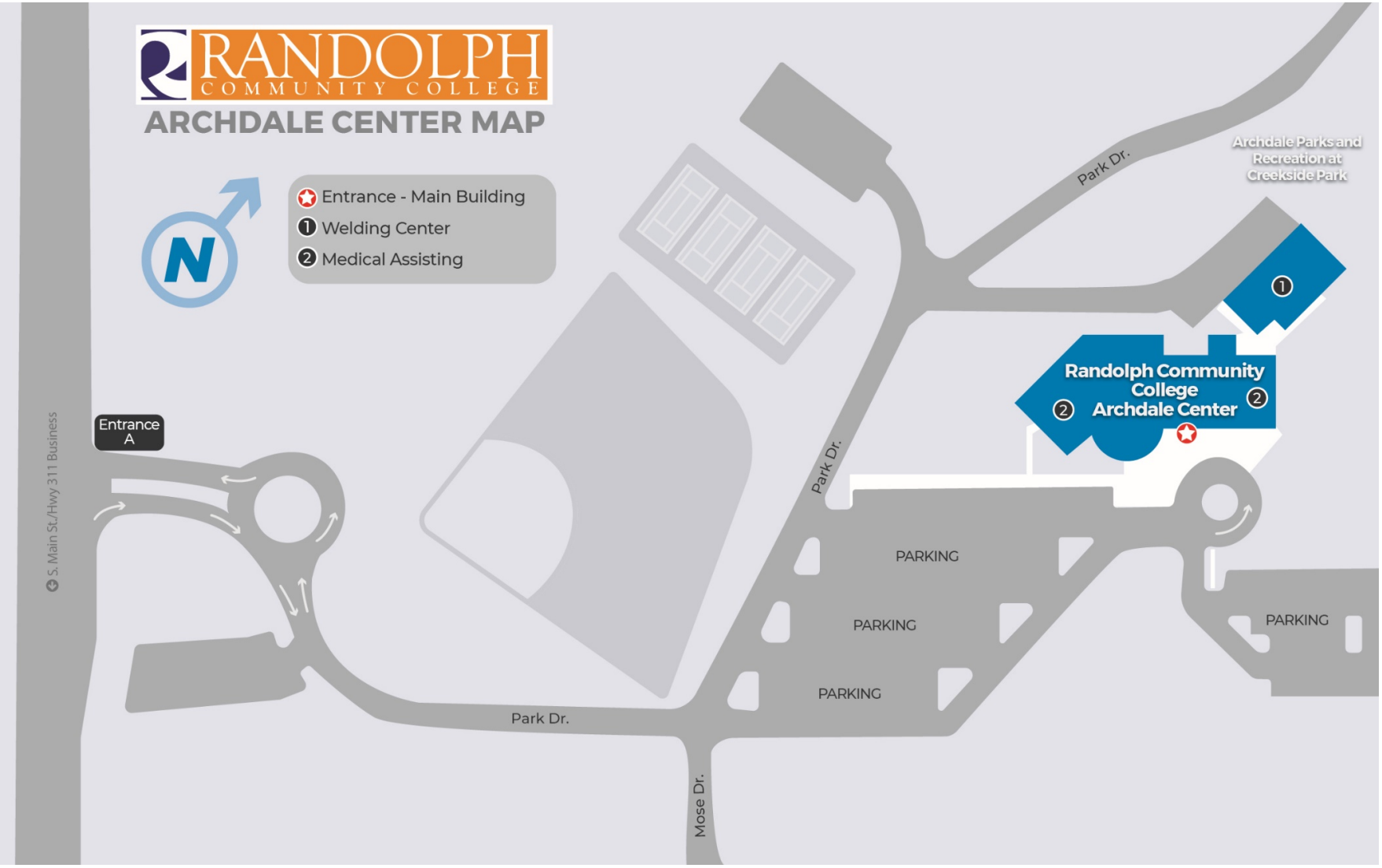
This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes. (SP). National ID (CIP) 48.0508 Welding Technology/Welder.

■ ZAS - Zoo & Aquarium Science

ZAS-113 Animal Habitats 1 0 0 1

This course introduces students to the concept of habitat design and construction used in zoo and aquaria settings. Topics include master plan development, habitat design, construction, and maintenance. Upon completion, students should be able to explain habitat design with principles associated with the biological and behavioral needs of the organism. This course will focus on the design aesthetics, researching and maintenance of habitat horticulture. (SP). National ID (CIP) 3.0601 Wildlife, Fish and Wildlands Science and Management.

RANDOLPH COMMUNITY COLLEGE
ASHEBORO CAMPUS MAP
N
Welcome Center
1 Campus Store
2 Assessment Center
3 Horticulture & Greenhouse
4 Storage Area
5 Pottery
Richard Petty Education Center
PARKING L1
RSS Allied Health Center
Entrance B
Entrance C
Industrial Park Ave.
Industrial Park Ave.
To South Fayetteville St. / Highway 220 Business
Entrance A
To McDowell Rd. and I-73/74
Industrial Park Ave.
PARKING A1
PARKING A2
PARKING A3
PARKING B1
PARKING B2
PARKING B3
Computer Technology Center (CTC)
Business Education Center (BEC)
PARKING G1
PARKING H
Cosmetology Center
Advanced Manufacturing
PARKING J1
Continuing Education & Industrial Center (CEIC)
Foundation Conference Center (FCC)
Administration/ Education Center (AEC)
Math & Science Center (MSC)
PARKING C1
PARKING C2
PARKING C3
Learning Resources Center (LRC)
Student Services Center (SSC)
PARKING G2
Building 13
PARKING K1
Photography Imaging Center
Building Trades Center
PARKING J2
Kinley Center
PARKING K2
PARKING D1
Vocational / Technical Center (VTC) & Randolph Early College High School
PARKING E1
PARKING E2
PARKING F2
Maintenance
PARKING F1
Design Center (DC)
PARKING K3
Armadillo Dr. Entrance
McDowell Rd.


RANDOLPH
COMMUNITY COLLEGE
ARCHDALE CENTER MAP
N
Entrance - Main Building
1 Welding Center
2 Medical Assisting
Entrance A
S. Main St./Hwy 311 Business
Park Dr.
Park Dr.
Park Dr.
Mose Dr.
Archdale Parks and Recreation at Creekside Park
Randolph Community College Archdale Center
PARKING
PARKING
PARKING
PARKING

RANDOLPH
COMMUNITY COLLEGE
EMERGENCY SERVICES
OFF-CAMPUS TRAINING CENTER
Parking Lot
1 Driving Range
2 Control Tower
3 Classroom/Offices
4 Tactical Bldg
5 Repel Tower
6 Burn Building
7 Flashover Can
8 Fire Control
9 Trench Pit
10 Storage
11 Pinic Area
12 Equip Storage
13 Target Range
14 Firing Range
15 Rifle Range
16 Pond
17 LP Field
Training Center Dr.
David Lane
Old Cedar Falls Road