



**RANDOLPH**  
COMMUNITY COLLEGE

# 2024-2025 CATALOG



Continuing Education  
and Industrial Center





# 2024-2025 Catalog



**Creating Opportunities.  
Changing Lives.**

Published by  
RANDOLPH COMMUNITY COLLEGE  
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Asheboro, NC 27205  
336-633-0200  
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Randolph Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Randolph Community College 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](http://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.aspx-success/catalog](http://www.randolph.edu/student-success/catalog.aspx-success/catalog). For more information, contact the Office of Institutional Effectiveness at 336-318-0025 or email [amphillips@randolph.edu](mailto:amphillips@randolph.edu).*

## Table of Contents

About the College .....	7
Vision, Mission and Strategic Priorities .....	7
Locale and College Facilities .....	8
Employee Directory.....	8
Equal Opportunity.....	8
Student Right-to-Know/Consumer Information .....	9
Health Services/Accidental Injury .....	9
Performance Measures Summary Report .....	10
Board of Trustees.....	11
Curriculum Calendar .....	12
College Admission and Registration .....	13
The Open Door Policy .....	13
Admission to Curriculum Programs .....	13
Placement Assessment .....	13
Orientation.....	14
Registration for Curriculum Courses.....	14
International Student Admissions .....	14
Undocumented Student Admissions .....	15
Transfer Student Admissions .....	15
Special Credit (Visiting) Students.....	16
Career and College Promise (High School) .....	16
Program Specific Admissions Requirements .....	16
Catalog of Record.....	37
Readmission .....	37
Academic Forgiveness.....	37
Transferring Between Programs .....	38
General Admissions Requirements for Continuing Education .....	38
College and Career Readiness Referral.....	38
Expenses (Tuition & Fees).....	39
Tuition & Fees for Curriculum Programs .....	39
Books & Supplies for Curriculum Programs.....	39
Fees for Continuing Education Programs .....	40
Housing .....	40
Institutional Refund Policy.....	41
Residency for Tuition Purposes .....	42
Debts to the College.....	42
Business Sponsorship.....	42
Financial Aid & Veterans Affairs .....	44
Rights & Responsibilities of Students Receiving Financial Assistance .....	44
How to Apply for Financial Assistance.....	45

## Table of Contents

Types of Financial Assistance Available .....	46
How Financial Assistance Award Amounts Are Determined .....	49
How to Determine Financial Assistance Status .....	50
Additional Financial Assistance Award Amount Information .....	50
Financial Literacy.....	51
Financial Aid Withdrawal Policy & Procedures (Return to Title IV) .....	52
Satisfactory Academic Progress Policy for Financial Assistance Recipients .....	52
Student Support Resources .....	53
Student Success Counselors .....	53
Faculty Advisor .....	53
Accommodations for Students with Disabilities .....	54
Tutoring.....	54
Career Services.....	54
Library Services .....	55
Distance Education .....	55
Writing Center.....	55
Online Resources .....	56
RCC Cares .....	56
Campus Life .....	57
Student Governance .....	57
Student Organizations .....	57
Student Publications .....	57
Student Lounge .....	57
Academic Policies.....	58
Awarding Credit .....	58
Prerequisites and Corequisites .....	59
Withdrawal/Drop/Add/Section Transfer .....	59
Enrollment Classifications .....	59
Academic Recognitions .....	60
Credits for Curriculum Programs .....	60
Maximum Credit Hour Load.....	61
Distance Education .....	61
Attendance.....	62
Grading System .....	62
Academic Progress Alert .....	62
Academic Probation (Standards of Progress) .....	63
Graduation Requirements and Process .....	63
Graduate Guarantee .....	63
Challenged Courses Policy .....	64
Student Records.....	65



## Table of Contents

Privacy of Student Educational Records .....	65
Grade Reports .....	65
Transcripts.....	65
College Policies .....	66
Campus Safety & Security.....	66
Traffic & Parking Regulations.....	69
Visitors on Campus .....	69
Food & Drink on Campus .....	70
Tobacco Free Policy .....	71
Electronic Access Acceptable Use Policy.....	71
Intellectual Property Policy.....	71
Unscheduled Closings/Delays.....	71
Student Conduct .....	73
Student Rights and Responsibilities.....	73
Student Code of Conduct.....	73
Academic Integrity .....	74
Student Grievances (Due Process) .....	74
Programs of Study (Curricula-Credit).....	75
Accounting and Finance.....	78
Agribusiness Technology.....	81
Associate Degree Nursing .....	84
Associate in Arts (College Transfer) .....	86
Associate in Arts in Teacher Preparation.....	86
Associate in General Education .....	91
Associate in Science (College Transfer) .....	96
Associate in Science in Teacher Preparation.....	96
Automation Engineering Technology.....	101
Automotive Systems Technology.....	105
Business Administration .....	114
Business Administration - Human Resource Management.....	114
Collision Repair & Refinishing Technology .....	119
Computed Tomography & Magnetic Resonance Imaging Technology .....	122
Computer-Integrated Machining.....	125
Cosmetology .....	133
Criminal Justice Technology.....	142
Early Childhood Education .....	145
Electrical Systems Technology .....	153
Fire Protection Technology .....	157
Graphic Design .....	161
Human Services Technology .....	164

## Table of Contents

Human Services Technology/Addiction and Recovery Services .....	167
Humanities/Fine Arts and Social/Behavioral Science Courses .....	169
Industrial Systems Technology .....	170
Information Technology.....	175
Interior Design .....	183
Medical Assisting .....	189
Medical Office Administration.....	192
Photographic Technology: Commercial Photography .....	195
Photographic Technology: Multimedia Journalism .....	198
Photographic Technology: Portrait and Wedding Photography .....	201
Radiography .....	204
Welding Technology .....	206
University Partnerships .....	210
Career and College Promise.....	218
Workforce Development and Continuing Education (Career Credit) .....	251
College & Career Readiness .....	251
Business & Industry Training .....	253
Occupational Extension .....	255
Basic Law Enforcement Training (BLET).....	256
Emergency Medical Technician (EMT).....	264
Course Descriptions .....	280
Campus Maps.....	377
Asheboro Campus .....	377
Archdale Center .....	378
Emergency Services Training Center (ESTC) .....	379



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.

### **Employee Directory**

For an up-to-date listing of RCC Administration, Faculty, and Staff members, please visit [www.randolph.edu/directory/index.aspx](http://www.randolph.edu/directory/index.aspx).

### **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. For more information, visit <https://www.randolph.edu/policy-manual/i-introduction/d-equal-opportunity-policy.aspx>.

### **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.

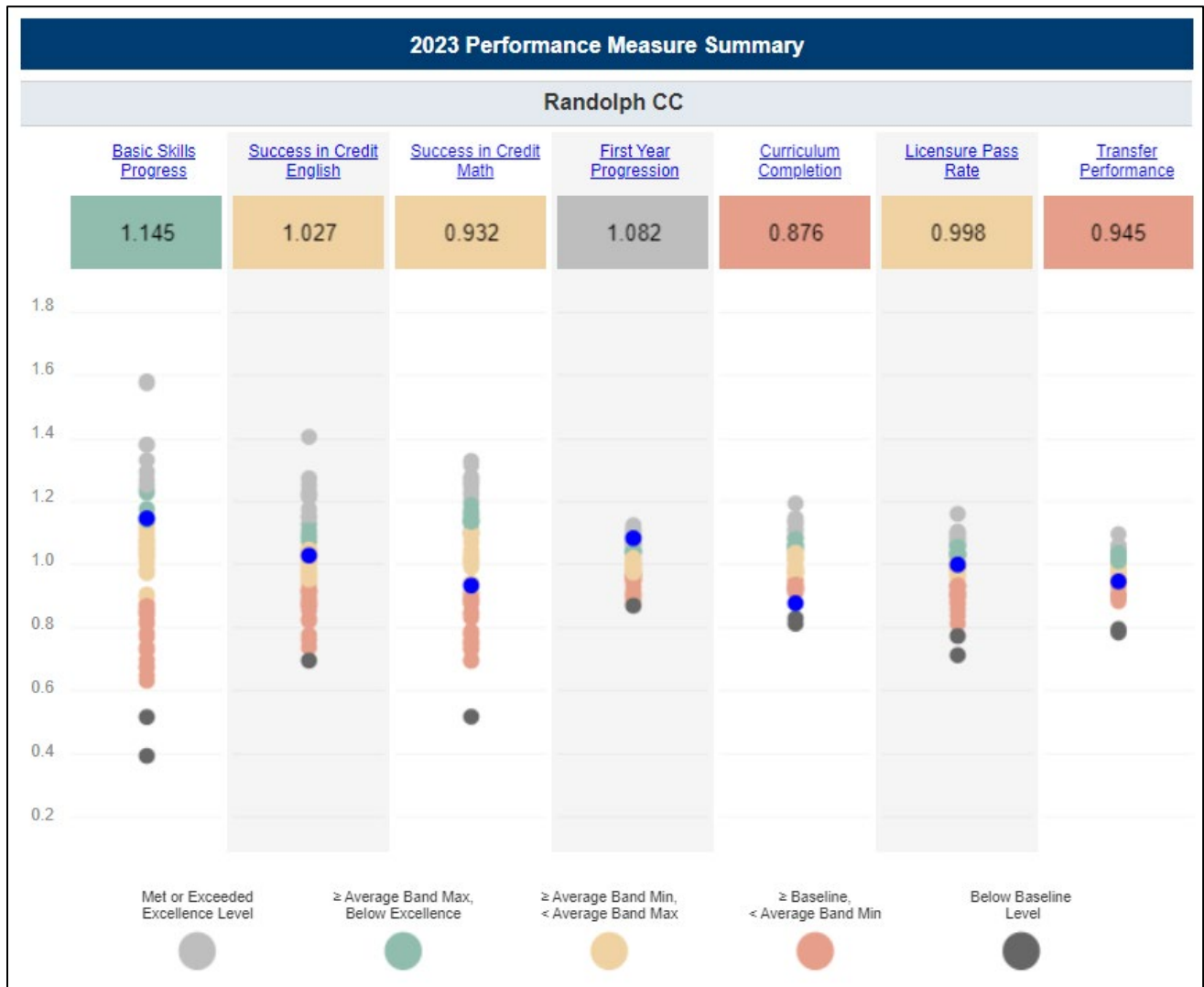
This information and much more beneficial information may be found at [www.randolph.edu/about-us/consumer-information](http://www.randolph.edu/about-us/consumer-information) or by visiting the Welcome Center on the Asheboro Campus. (See Campus Safety & Security section of the Catalog for additional information).

### **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 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/state-performance-measures-pm>



### Board of Trustees

The Randolph Community College Board of Trustees is made up of 13 members—eight appointed by the General Assembly 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:

T. Reynolds Lisk Jr., **Board Chair**

James G. Gouty, **Board Vice Chair**

Alvin Battle

Harvey C. Boone Jr.

Lisa Hayworth

M. Zeb Holden

Robert E. Morrison

J. Brooke Schmidly

Dr. Cynthia G. Schroder

F. Mac Sherrill

Dr. R. Andrews Sykes

Chris L. Yow

Student Government Association President

## Fall Semester 24

August 5 (M) – Tuition due for 4/8/24 – 8/5/24 registrants  
 August 14 (W) – Fall semester late registration; Tuition due for 8/6/24 – 8/14/24 registrants  
 August 19 (M) – Fall semester classes begins  
 August 19–20 (M–T) – Schedule adjustment\*  
 August 20 (T) – Tuition due for 8/15/24 – 8/20/24 registrants  
 September 2 (M) – Labor Day holiday+  
 September 30 (M) – Last day to withdraw from a 1st 8-week class without grade penalty  
 October 11 (F) – End 1st 8-week minimester  
 October 14-15 (M – T) – Fall break  
 October 16 (W) – Classes resume  
 October 16 (W) – Begin 2nd 8-week minimester  
 October 16 (W) – Schedule adjustment for 2nd 8-week minimester\*; Tuition due for 8/21/24–10/16/24 registrants  
*October 21 (M) – Spring & Summer 2025 priority registration opens for currently enrolled students*  
*October 28 (M) – Advising & registration for spring & summer 2025 semester for new students*  
 November 13 (W) – Last day to withdraw from 16-week course without grade penalty  
 November 26 (T) – Last day to withdraw from a 2nd 8-week class without grade penalty  
 November 27 (W) – Thanksgiving break  
 Nov. 28 – Dec. 1 (Th–Su) – Thanksgiving holidays+  
 December 2 (M) – Classes resume  
 December 14 (S) – End of 2nd 8-week minimester and fall semester

## Winter Semester 24

December 17 (T) – Winter semester classes begins  
 December 17 (T) – Schedule adjustment for winter term; Tuition due for 4/8/24–12/17/24 registrants  
 January 1 (W) – Last day to withdraw from a winter term class without grade penalty  
 January 7 (T) – End of winter semester

## Spring Semester 25

January 6 (M) – Tuition due for 4/29/24 – 1/6/25 registrants  
 January 8 (W)– Spring semester late registration; Tuition due for 1/7/25-1/8/25 registrants  
 January 13 (M)– Classes begin

January 13–14 (M–T)– Schedule adjustment\*  
 January 14 (T)– Tuition due for 1/9/25-1/14/25 registrants  
 January 20 (M)– Martin Luther King Jr. holiday+  
 February 24 (M) – Last day to withdraw from a 1st 8-week class without grade penalty  
 March 7 (F) – End 1st 8-week minimester  
 March 9–16 (Su–Su) – Spring break  
 March 17 (M) – Classes resume  
 March 17 (M) – Begin 2nd 8-week minimester  
 March 17 (M) – Schedule adjustment for 2nd 8-week minimester\*; Tuition due for 1/15/25- 3/17/25 registrants  
*March 24 (M) – Fall & Winter 2025 priority registration opens for currently enrolled students*  
*March 31 (M) – Advising & registration for fall & winter 2025 semesters for new students*  
 April 14 (M) – Last day to withdraw from a 16-week course without grade penalty  
 April 21 (M) – Easter holiday+  
 April 22 (T) – Classes resume  
 April 28 (M) – Last day to withdraw from a 2nd 8-week class without grade penalty  
 May 12 (M) – End of spring semester  
 May 14 (W) – Graduation Ceremony

## Summer Semester 25

May 22 (Th) – Summer semester late registration; Tuition due for 10/21/24-5/22/25 registrants  
 May 27 (T) – Summer semester classes begin  
 May 27 (T)– Schedule adjustment\*; Tuition due for 5/23/25-5/27/25 registrants  
 June 30 – July 3 (M–Th) – Summer Break  
 July 4 (F) Fourth of July holiday+  
 July 5–6 (S–Su) – Summer Break  
 July 7 (M) – Classes resume  
 July 14 (M) – Last day to withdraw from a summer course without grade penalty  
 July 28 (M) – Semester ends  
 August 4 (M) – Fall tuition due for 3/24/25-8/4/25 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 2/14/2412



### The Open Door Policy

Randolph Community College is an open door admission institution. This means that any person, whether a high school graduate or nongraduate, who is 18 years old or older and who is able to profit from further formal education will be served by the institution. This policy does not mean that there are no restrictions on admission to specific programs, but it does mean that these restrictions are flexible enough to allow students opportunities to improve their educational status by eliminating deficiencies through remedial work. The exception to this policy is that Randolph Community College may refuse admission to any applicant who has been suspended or expelled from any other educational entity.

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

For more information about this policy, visit <https://www.randolph.edu/policy-manual/xii-student-services/a-1-enrollment-matters-open-door-policy.aspx>.

### 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](http://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

Placement determination is required for students who plan to enter an instructional program; special credit (visiting) students who enroll in English, mathematics, or other restricted courses; and high school students taking college courses. 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 or

visit <https://www.randolph.edu/policy-manual/xii-student-services/a-13-enrollment-matters-placement-assessment.aspx>.

### Orientation

Students are oriented to the College's social, physical, and academic environment, to include policies and procedures, during the enrollment process with their Student Services Counselor, through the ACA College Success courses, as well as other scheduled events designed to help students succeed.

### 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 not complete until all tuition and fees are paid.*** For more information, visit <https://www.randolph.edu/policy-manual/xii-student-services/a-9-enrollment-matters-registration.aspx>.

### 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.
- Meeting benchmarks using college-approved placement tests.
- Successful completion of a college-level English course at a US college or university
- Exceptions to the policies above need to be approved by the Principal Designated School Official (PDSO).

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](http://www.randolph.edu/admissions/international-students), contact Dean Beck at 336-633-0265, or email at [gdbeck@randolph.edu](mailto: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. For more information about requirements, visit <https://www.randolph.edu/policy-manual/xii->

[student-services/a-2-enrollment-matters-transfer-student-admissions.aspx](https://www.randolph.edu/policy-manual/xii-student-services/a-2-enrollment-matters-transfer-student-admissions.aspx).

### **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 follow the normal enrollment procedures. For more information about requirements, visit <https://www.randolph.edu/policy-manual/xii-student-services/a-3-enrollment-matters-special-student-status.aspx>.

### **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. When June 1 falls on a Saturday/Sunday then all documents need to be submitted the Friday before by close of business.**

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](http://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](http://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](http://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](http://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](http://www.atitesting.com). Please reference the "Transfer of TEAS Scores" section of this policy and procedure for additional information.

**By June 15<sup>th</sup>, 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 15<sup>th</sup> of each applying year. Note: When July 15<sup>th</sup> falls on a Saturday/Sunday then all documents need to be submitted the Friday before by close of business.**

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](http://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 1<sup>st</sup> 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](http://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) When June 1 falls on a Saturday/Sunday then all documents need to be submitted the Friday before by close of business.**

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](http://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](http://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) When July 12 falls on a Saturday/Sunday then all documents need to be submitted the Friday before by close of business.**

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](http://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 ADMISSIONS 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 24<sup>th</sup> at noon) When October 24 falls on a Saturday/Sunday then all documents need to be submitted the Friday before by close of business.**

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 24<sup>th</sup> 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](http://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](http://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). When November 14 falls on a Saturday/Sunday then all documents need to be submitted the Friday before by close of business. 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. When June 1 falls on a Saturday/Sunday then all documents need to be submitted the Friday before by close of business.**

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) When June 1 falls on a Saturday/Sunday then all documents need to be submitted the Friday before by close of business.**

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](http://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) When July 12 falls on a Saturday/Sunday then all documents need to be submitted the Friday before by close of business.**

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](http://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

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. For more information, visit <https://www.randolph.edu/policy-manual/xii-student-services/a-8-enrollment-matters-catalog-of-record-for-graduation.aspx>.

### Readmission

Students who have been suspended from a curriculum program for academic reasons, from the college for disciplinary reasons, or expelled may request readmission to the college. The process for readmission depends on the circumstances surrounding the need for readmission. For more information on each process, visit <https://www.randolph.edu/policy-manual/xii-student-services/a-6-enrollment-matters-readmission.aspx>.

### Academic Forgiveness

Students who wish to start a curriculum program of study over with a new grade point average (GPA) should make a 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**

Students are authorized to transfer from one curriculum program to another (change majors). For more information on how to change majors, visit <https://www.randolph.edu/policy-manual/xii-student-services/a-5-enrollment-matters-transferring-between-programs.aspx>.

### **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 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
<b>1 through 15</b>	\$76.00/Credit Hour	\$268.00/Credit
<b>16 and up</b>	\$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 page at <https://www.randolph.edu/student-success/resources-for-your-success.aspx> 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](http://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](http://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 at [https://www.randolph.edu/\\_pdfs/admissions/business-sponsorship-form-8\\_10\\_23.pdf](https://www.randolph.edu/_pdfs/admissions/business-sponsorship-form-8_10_23.pdf). Completed forms must be submitted to the Business Office in the Administrative/Education Building by the *Late Registration* deadline date. Deadlines for each semester can be found in the academic calendar online at <https://www.randolph.edu/events/calendar.aspx>. 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 Assistance

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

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded usually only to undergraduate students who have not earned a bachelor's or a professional degree. (In some cases, however, a student enrolled in a post-baccalaureate teacher certification program might receive a Pell Grant.) Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added.

The maximum Pell Grant award for the 2024–25 award year (July 1, 2024, through June 30, 2025) is \$7,395. The maximum amount can change each award year and depends on program funding. The amount a student may receive, though, will depend not only on their financial need, but also on their costs to attend school, their status as a full-time or part-time student, and their plans to attend school for a full academic year or less.

#### ■ 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 Student Aid Indexes (SAI) 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-assistance/forms-and-resources.aspx](http://www.randolph.edu/financial-assistance/forms-and-resources.aspx) 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.

### ■ NEXT NC Scholarship

Beginning in the **2024-2025 academic year**, the NEXT NC Scholarship combines the federal Pell Grant with the state-funded financial aid program to form a simplified and predictable scholarship award that's easier to understand and makes education more affordable for most North Carolinians.

Students enrolling at a North Carolina Community College with an Adjusted Gross Income (AGI) of \$80,000 or less and a Student Aid Index (SAI) of 7,500 or less, as reported on the FAFSA Submission Summary, are guaranteed at least \$3,000 from combined federal and state aid.

#### Eligibility Requirements

- Must be an undergraduate students
- Be a North Carolina resident according to the [NC Residency Determination Service \(www.ncresidency.org\)](http://www.ncresidency.org)
- Enrolled in at least 6 credit hours at a North Carolina Community college
- Demonstrate eligibility based on Student Aid Index (SAI) of 7,500 or less and an Adjusted Gross Income (AGI) less than \$80,000
- Complete the Free Application for Federal Student Aid (FAFSA)
- Meet the Satisfactory Academic Progress requirements for financial assistance.

### ■ North Carolina Longleaf Commitment Grant

The [North Carolina Longleaf Commitment Grant \(www.nccommunitycolleges.edu/students/paying-for-college/options-for-paying-for-college/scholarships/north-carolina-longleaf-commitment-grant\)](http://www.nccommunitycolleges.edu/students/paying-for-college/options-for-paying-for-college/scholarships/north-carolina-longleaf-commitment-grant) is a grant program for North Carolina high school graduates who will attend one of North Carolina's community colleges starting in the Fall 2023 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 2025 spring semester.

#### Eligibility Requirements for 2023 Graduates:

- Be a 2023 NC high school graduate
- Be a North Carolina resident according to the [NC Residency Determination Service \(www.nccommunitycolleges.edu/students/paying-for-college/options-for-paying-for-college/scholarships/north-carolina-longleaf-commitment-grant\)](http://www.nccommunitycolleges.edu/students/paying-for-college/options-for-paying-for-college/scholarships/north-carolina-longleaf-commitment-grant)
- 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 2023 semester



- Enroll in at least 6 credit hours per semester
- Complete the Free Application for Federal Student Aid (FAFSA) for 2023-24 and subsequent years
- Have an Student Aid Index (SAI) from \$0 - \$15,000. ("SAI" is based upon student's FAFSA determination)
- Renew FAFSA for the 2024-25 academic year and meet the Satisfactory Academic Progress requirements of the college

### ■ RCC Foundation Scholarships

The RCC Foundation offers numerous scholarships to RCC students. To be eligible for consideration for RCC Foundation Scholarships students must have applied for admission to RCC, or be currently enrolled, and completed the Free Application for Federal Student Aid (FAFSA). Continuing Education (short-term training) scholarships are offered through the program areas and their coordinators.

Curriculum scholarships are awarded based on merit and need through an automatic award process associated with students' admissions application and FAFSA data. The Office of Financial Aid and Veteran's Affairs posts these awards to student accounts and notifies the student.

For more information about these programs, please schedule an appointment with a financial aid counselor.

### ■ 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-assistance/types-of-financial-assistance/student-loans.aspx](http://www.randolph.edu/financial-assistance/types-of-financial-assistance/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](http://www.gibill.va.gov) and [www.randolph.edu/financial-assistance/types-of-financial-assistance/veterans-affairs.aspx](http://www.randolph.edu/financial-assistance/types-of-financial-assistance/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/financial-assistance/types-of-financial-assistance/childcare-assistance.aspx](http://www.randolph.edu/financial-assistance/types-of-financial-assistance/childcare-assistance.aspx).

## 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.

Beginning in the 2024-25 academic year, the Annual Pell Award is the Scheduled Pell Award adjusted for enrollment intensity. Enrollment intensity is the percentage of full-time enrollment at which a student is enrolled, rounded to the nearest whole percent. For example, if full-time enrollment is 12 credit hours and the student is enrolled in 7 hours, the enrollment intensity would be  $7 \div 12 \times 100\% = 58\%$  and the student would get 58% of their scheduled award for the term.

### NOTE:

- Students receiving Federal Pell Grant with high Student Aid Index (SAI) who plan to enroll less than full time should consult with the Office of Financial Aid and Veterans Affairs to confirm their disbursement amounts.
- NEXT NC Scholarship (NCNBG) and North Carolina Longleaf Commitment Grant (NCLCG, NCLC2, and NCLC3) prorate based on enrollment intensity and requires at least half-time enrollment (i.e. 6 credit hours).
- Students are encouraged to review their financial assistance information and resources as well as their account activity on [RCC's Self-Service portal](#).

### 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-assistance/applying-for-financial-assistance.aspx](http://www.randolph.edu/financial-assistance/applying-for-financial-assistance.aspx).

### Additional Financial Assistance Award Amount Information

#### ■ Summer Session with Financial Assistance

The State grants, such as NEXT NC 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 other 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-assistance/forms-and-resources.aspx](http://www.randolph.edu/financial-assistance/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 [www.randolph.edu/financial-assistance/maintaining-your-eligibility.aspx](http://www.randolph.edu/financial-assistance/maintaining-your-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 are able to 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 also are able to assist students needing additional community resources, such as Veteran groups, financial programs, family crisis program, 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](http://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](http://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 they are 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](http://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 through the entire college experience. For more information, visit <https://www.randolph.edu/policy-manual/xii-student-services/d-3-student-matters-special-accomodations.aspx>.

### **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](http://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 multistep 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](http://www.randolph.edu/student-success/career-services).

#### **■ 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.

### Library Services

The library collection includes over 19,000 books, periodicals, and non-book materials to support the College curriculum. Easily accessible online resources include over 321,000 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, 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.

The Distance Education department provides support services to students, staff, and faculty. It offers technical assistance and instructional sessions in the use of distance education technologies to students, faculty, and staff. In addition to the use of distance education technologies, students are also able to complete an assessment, located on the Online Learning page of the website to determine if they are prepared for taking a distance education course.

### 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 or by referral. 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. Students may access Thinking Storm, an online tutoring service, through Moodle. It provides real-time assistance in Math, Science, Writing, Business, and Computers & Technology. This service provides drop-in sessions, ability to schedule a future session, and ask a question.

### 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 <https://www.randolph.edu/student-success/care-team.aspx>. 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 at the College are eligible to be represented through the student government. For more information, visit <https://www.randolph.edu/campus-life/index.aspx>.

### **Student Organizations**

Randolph Community College supports student participation in organizations (e.g., clubs and support groups). Organizational goals should support the interests and goals of the institution. If you are interested in forming a student organization, please visit <https://www.randolph.edu/campus-life/index.aspx> for more information.

### **Student Publications**

Students at Randolph Community College have the right and privilege of freedom of expression through student publications. For more information on student publication requests, please visit <https://www.randolph.edu/policy-manual/xii-student-services/d-5-student-matters-student-publications.aspx>.

### **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 always keep the lounge areas as neat and clean as possible. Good housekeeping practices should be maintained.

## Awarding Credit

### ■ Transfer Credit

Students who have attended other institutions of higher learning may transfer credit earned in comparable courses or programs of study by submitting official transcripts. The College reserves the right to accept or reject credits earned at other universities, colleges, and institutions. For more information, visit <https://www.randolph.edu/policy-manual/xii-student-services/b-4-academic-matters-awarding-credit.aspx>.

### ■ 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. For more information, visit <https://www.randolph.edu/policy-manual/xii-student-services/b-4-academic-matters-awarding-credit.aspx>.

### ■ 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. For more information on criteria, visit <https://www.randolph.edu/policy-manual/xii-student-services/b-4-academic-matters-awarding-credit.aspx>.

### ■ Internal Articulated Credit for Continuing Education

A student may be granted articulated curriculum credit upon successful completion of a noncredit, continuing education course. For more information on criteria, visit <https://www.randolph.edu/policy-manual/xii-student-services/b-4-academic-matters-awarding-credit.aspx>.

### ■ Credit by Proficiency Exam

Eligible students may request to earn credit by proficiency exam from their instructor. Faculty author, maintain, and administer the proficiency exams, which are approved by the dean of curriculum programs. For information on eligibility requirements, visit <https://www.randolph.edu/policy-manual/xii-student-services/b-4-academic-matters-awarding-credit.aspx>.

### ■ 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. For more information, visit <https://www.randolph.edu/policy-manual/xii-student-services/b-4-academic-matters-awarding-credit.aspx>.

Students who fail a required curriculum course must repeat that course to graduate. Students may attempt to raise their grade point average (GPA) by repeating a course. All grades are recorded and appear on the academic transcript when students repeat a course; however, only the best grade earned is calculated in the cumulative and program GPA. For more information, visit <https://www.randolph.edu/policy-manual/xii-student-services/b-7-academic-matters-repeating-a-course.aspx>.

### 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. For more information, visit <https://www.randolph.edu/policy-manual/viii-faculty-and-instruction/c-2-programs-prerequisites-and-corequisites.aspx>.

### Withdrawal/Drop/Add/Section Transfer

Students may withdrawal, drop, add, or transfer courses at specific times throughout the semester. For more information on procedures and withdrawal types, visit <https://www.randolph.edu/policy-manual/xii-student-services/b-3-academic-matters-withdrawal-drop-add-section-transfer.aspx>.

### Enrollment Classifications

#### ■ Full-Time Students

Curriculum students enrolled in 12 or more credit hours (nine or more credit hours during the summer semester) are considered full-time students.



### ■ Part-Time Students

Curriculum students enrolled in at least one but less than 12 credit hours (one through eight credit hours in the summer semester) 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

### ■ President's List

Curriculum students enrolled in 12 or more credit hours for the semester excluding college preparatory hours and proficiency hours who receive no incompletes and have a cumulative Grade Point Average (GPA) of at least 2.0 and a semester GPA of 4.0.

### ■ Dean's List

Curriculum students enrolled in 12 or more credit hours for the semester excluding college preparatory hours and proficiency hours who receive no incompletes and have a cumulative Grade Point Average (GPA) of at least 2.0 and a semester GPA of 3.5-3.99.

### ■ Academic Merit

Curriculum students enrolled in at least 6 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 semester GPA of 3.50 – 4.0.

### ■ Graduating with Honors

Graduating curriculum students' academic achievements are recognized for their academic accomplishments as follows:

- Cumulative GPA of 3.90 to 4.00 - Graduated with Highest Honors (Summa Cum Laude)
- Cumulative GPA of 3.75 to 3.89 - Graduated with High Honors (Magna Cum Laude)
- Cumulative GPA of 3.5 to 3.74 - Graduated with Honors (Cum Laude)

Students who graduate with honors will be recognized during the commencement ceremony and designated on their transcript.

## Credits for Curriculum Programs

A curriculum program is an organized sequence of courses leading to an associate degree, a diploma, or a certificate. 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). For more information on credit hours and how they are awarded, visit <https://www.randolph.edu/policy-manual/xii-student-services/b-1-academic-matters-credits-for-curriculum-programs.aspx>.

### 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. For more information on requesting to take additional hours, visit <https://www.randolph.edu/policy-manual/xii-student-services/b-11-academic-matters-maximum-credit-hour-load.aspx>.

### Distance Education

Randolph Community College offers online courses as an option and convenience to 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. Delivery method for these courses may be offered in online and hybrid formats. For more information, visit <https://www.randolph.edu/policy-manual/v-education-support-services/c-distance-education-virtual-campus.aspx>.

#### ■ Registration & Fees:

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.

#### ■ Technical Requirements & Knowledge:

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](mailto:deteam@randolph.edu) or through the phone numbers listed on the college website at [www.randolph.edu](http://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. Absences may be excused for military and jury duty as well as for religious observances. For more information on attendance and how to request an excused absence, visit <https://www.randolph.edu/policy-manual/viii-faculty-and-instruction/b-5-instruction-attendance.aspx>.

### 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. For more information on letter grades and grade points earned for curriculum classes, visit <https://www.randolph.edu/policy-manual/xii-student-services/b-2-academic-matters-grading-system.aspx>.

### ■ 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. Students will be notified by designated RCC faculty and staff throughout a semester when academic progress is unsatisfactory to connect students to multiple resources available to assist students experiencing personal and academic difficulties. For more

information, visit <https://www.randolph.edu/policy-manual/viii-faculty-and-instruction/b-8-instruction-academic-progress-alert.aspx>.

## **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. Any student on academic probation must complete all required interventions to maintain enrollment. Failure to comply may result in academic suspension. For more information on probation, suspension, and financial aid impact, visit <https://www.randolph.edu/policy-manual/xii-student-services/b-6-academic-matters-academic-probation-and-suspension.aspx>.

## **Graduation Requirements and Process**

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 graduation. Caps and gowns are required for participation in the graduation ceremony and are available for purchase through RCC's Campus Store. Students with questions regarding graduation should contact the Registrar's Office by calling 336-633-0200. For more information on the requirements to graduate, visit <https://www.randolph.edu/policy-manual/xii-student-services/b-8-academic-matters-graduation.aspx>.

## **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, visit <https://www.randolph.edu/policy-manual/xii-student-services/b-10-academic-matters-graduate-guarantee.aspx>.

## 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 and each curriculum program 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. In addition, courses offered through Workforce Development and Continuing Education are approved by the Vice President for Workforce Development and Continuing Education and/or other state agencies or accrediting bodies. For more information on how to challenge the appropriateness of course content, visit <https://www.randolph.edu/policy-manual/viii-faculty-and-instruction/b-7-instruction-challenged-courses-policy.aspx>.

## 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.

For information on specific FERPA rights, limitations for record review, directory information, exceptions to consent requirements, and contact information, visit

<https://www.randolph.edu/policy-manual/xii-student-services/c-2-records-confidentiality-of-permanent-records.aspx>.

## 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. For more information, visit <https://www.randolph.edu/policy-manual/xii-student-services/c-4-records-grade-reports.aspx>.

## 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](http://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](http://www.randolph.edu/campus-safety/campus-safety-security-report). For additional Campus Safety & Security information, visit [www.randolph.edu/campus-safety](http://www.randolph.edu/campus-safety) or contact Matthew Needham, the Director of Safety and Emergency Preparedness, at 336-633-0210 or [mrneedham@randolph.edu](mailto: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, 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. ESTC: Contact Regina Brewer, director, at 336-628-4554 or any College official.

### ■ Access to Campus Facilities

Access to campus facilities is dependent on the area of operation and program needs. The College closes general access to campus buildings and parking lots at 10 p.m. Monday – Thursday and 5 p.m. on Friday. The College is only open by scheduled appointment on Saturday and Sunday. 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. 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](http://www.randolph.edu/campus-safety/campus-safety-security-report). Printed copies are available from the RCC director of safety and emergency preparedness. For statistics regarding reported crimes at RCC, visit the Crime Statistics drop-down at <https://www.randolph.edu/campus-safety/campus-safety-security-report.aspx>.

### ■ Drugs & Alcohol

It is the policy of Randolph Community College to provide employees and students an environment that is free of drugs and alcohol. 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. For more information on the Drug & Alcohol policy as well as disciplinary action for violations, please visit <https://www.randolph.edu/policy-manual/vi-employment-matters/b-10-employee-conduct-drug-free-workplace.aspx>.

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](http://www.randolph.edu/campus-safety/campus-safety-security-report).

### ■ Sexual Offenses

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

The college educates the student community about sexual assaults and date rape through training material each semester. The college also requires all newly hired full-time 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 appropriate steps to address any incident. Additionally, all full-time 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 employee's 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. For more information or to report an incident, visit <https://www.randolph.edu/policy-manual/vi-employment-matters/b-9-employee-conduct-harassment-and-discrimination.aspx>.

### ■ 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 14-269.2 or firearm on any campus, property or remote training location of Randolph Community College. Violations to Randolph Community College's policy may also be a violation of a North Carolina General Statute. In such cases, violators will be prosecuted accordingly. For exceptions or information on concealed carry, please visit <https://www.randolph.edu/policy-manual/vi-employment-matters/b-21-employee-conduct-weapons-on-campus.aspx>.

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](http://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. For more information and rules applicable to the parking lots on RCC's campus, visit <https://www.randolph.edu/policy-manual/vii-facilities-and-campus-services/f-traffic-and-parking.aspx>.

## 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. 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.

### ■ Loitering on Campus

Loitering is strictly prohibited. Individuals who are loitering will be asked to leave campus. Refusal to leave or return 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 aged 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 has been granted.

For more information on visitors on campus, visit <https://www.randolph.edu/policy-manual/vii-facilities-and-campus-services/d-sales-personnel-and-visitors-on-campus.aspx>.

## 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.

For a list of buildings/rooms where food and beverage are not allowed, please visit <https://www.randolph.edu/policy-manual/vii-facilities-and-campus-services/b-food-and-drink.aspx>. An updated rooms list will be emailed to Adrienne

### **Tobacco Free Policy**

Use, sale, and advertisement of tobacco (including electronic cigarettes or other vaping devices) is prohibited by students, staff, faculty, or visitors at all RCC locations. For more information, visit <https://www.randolph.edu/policy-manual/vi-employment-matters/b-18-employee-conduct-tobacco-free-campus.aspx>.

### **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. 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. For information and guidelines for network/internet access and use, visit <https://www.randolph.edu/policy-manual/ix-information-systems-and-technology/a-acceptable-use-electronic-access.aspx>.

### **Intellectual Property Policy**

Randolph Community College encourages the development, writing, invention, and production of intellectual property designed to improve the productivity of the College and/or to enhance the teaching/learning environment. For information on the ownership of a copyright or patent resulting from the development of intellectual property by students/employees of Randolph Community College and any rewards or recognition that result from that intellectual property, visit <https://www.randolph.edu/policy-manual/vi-employment-matters/b-20-employee-conduct-intellectual-property.aspx>.

### **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. 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](http://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. All extracurricular activities or other scheduled events will normally be cancelled when it is necessary to cancel classes due to unscheduled College closings.

For more information and a list of TV stations and websites that will broadcast information pertaining to closings or delays, visit <https://www.randolph.edu/policy-manual/ii-administration/d-1-general-unscheduled-college-closings-and-delays.aspx>.

## **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](http://www.randolph.edu/about-us/policies-and-legal/student-code-of-conduct-rights-and-responsibilities).

## **Student Code of Conduct**

Randolph Community College is a community comprised of students, faculty, and staff, and the College reserves the right to maintain a safe and orderly educational environment. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and behavior. 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, peace, and integrity of the community.

Students at the college are considered responsible adults; therefore, each student should use discretion and common sense in their 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.

College employees are authorized to handle minor violations; however, when student misconduct threatens the health, well-being, function, or orderly conduct of a class, person, activity, or the college as a whole, then the college official will take appropriate corrective and disciplinary action as described at <https://www.randolph.edu/policy-manual/xii-student-services/d-1-student-matters-student-code-of-conduct.aspx>.



## **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. For a list of violations, sanctions, and the appeal process, visit <https://www.randolph.edu/policy-manual/viii-faculty-and-instruction/a-9-faculty-academic-integrity.aspx>.

## **Student Grievances (Due Process)**

The purpose of the student grievance policy is to resolve student complaints through an orderly grievance procedure. Every student has the right to present their grievances free from coercion, restraint, discrimination and reprisal. This policy provides for prompt and orderly consideration and determination of student grievances by college administrators.

For more information on the procedures, visit <https://www.randolph.edu/policy-manual/xii-student-services/d-2-student-matters-student-grievance-procedures.aspx>.

### 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.*

## Programs of Study (Curricula-Credit)

### Accounting and Finance [A25800]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Accounting (first 8-weeks)	3	2	0	4
ACC 121	Prin of Managerial Accounting (second 8-weeks)	3	2	0	4
CIS 110	Introduction to Computers	2	2	0	3
CTS 130	Spreadsheet	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>8</b>	<b>0</b>	<b>15</b>
<b>First Year:</b>	<b>Spring Semester</b>				
ACC 129	Individual Income Taxes	2	2	0	3
BUS 115	Business Law I	3	0	0	3
ENG 111	Writing and Inquiry (first 8-weeks)	3	0	0	3
ENG 114	Prof Research & Reporting (second 8-weeks)	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 136	Word Processing	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>14</b>	<b>6</b>	<b>0</b>	<b>17</b>
<b>First Year:</b>	<b>Summer Semester</b>				
ACC 140	Payroll Accounting	1	3	0	2
ACC 150	Accounting Software Appl	1	3	0	2
BUS 255	Org Behavior in Business	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>6</b>	<b>0</b>	<b>7</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
ACC 130	Business Income Taxes	2	2	0	3
ACC 220	Intermediate Accounting I	3	2	0	4
ECO 252	Prin of Macroeconomics	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
---	Social/Behavioral Science Course	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>13</b>	<b>6</b>	<b>0</b>	<b>16</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
ACC 221	Intermediate Acct II	3	2	0	4
ACC 227	Practices in Accounting	3	0	0	3
	<b>OR</b>				
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
---	Humanities/Fine Arts Course	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>13/10</b>	<b>7</b>	<b>0/10</b>	<b>16/14</b>

**Total Semester Hours Credit for Degree: 69 or 71**

## Programs of Study (Curricula-Credit)

### Accounting and Finance [D25800]

Courses for this diploma program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Accounting (first 8-weeks)	3	2	0	4
ACC 121	Prin of Managerial Accounting (second 8-weeks)	3	2	0	4
CIS 110	Introduction to Computers	2	2	0	3
CTS 130	Spreadsheet	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>8</b>	<b>0</b>	<b>15</b>
<b>First Year:</b>	<b>Spring Semester</b>				
ACC 129	Individual Income Taxes	2	2	0	3
BUS 115	Business Law I	3	0	0	3
ENG 111	Writing and Inquiry (first 8-weeks)	3	0	0	3
ENG 114	Prof Research & Reporting (second 8-weeks)	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 136	Word Processing	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>14</b>	<b>6</b>	<b>0</b>	<b>17</b>
<b>First Year:</b>	<b>Summer Semester</b>				
ACC 140	Payroll Accounting	1	3	0	2
ACC 150	Accounting Software Appl	1	3	0	2
BUS 255	Org Behavior in Business	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>6</b>	<b>0</b>	<b>7</b>

**Total Semester Hours Credit for Diploma: 39**

### Accounting and Finance [C25800]

Courses for this certificate program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
ACC 120	Prin of Financial Accounting (first 8-weeks)	3	2	0	4
ACC 121	Prin of Managerial Accounting (second 8-weeks)	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		<b>6</b>	<b>4</b>	<b>0</b>	<b>8</b>
<b>First Year:</b>	<b>Spring Semester</b>				
ACC 129	Individual Income Taxes	2	2	0	3
BUS 115	Business Law I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>2</b>	<b>0</b>	<b>6</b>

**Total Semester Hours Credit for Certificate: 14**



### **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.*

## Programs of Study (Curricula-Credit)

### Agribusiness Technology [A15100]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>
<b>First Year:</b>	<b>Spring Semester</b>				
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 <b>OR</b>	3	0	0	3
ENG 112	Writing/Research in the Disc				
---	Humanities/Fine Art Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>17</b>	<b>2</b>	<b>0</b>	<b>18</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
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 <b>OR</b>	3	3	0	4
MAT 112	Technical Mathematics	2	2	0	3
HOR 245	Hor Specialty Crops	2	2	0	3
WBL 111G	Work-Based Learning I	<u>0</u>	<u>0</u>	<u>10</u>	<u>1</u>
		<b>12</b>	<b>8</b>	<b>10</b>	<b>16</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
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
WBL 121G	Work-Based Learning II	0	0	10	1
---	Social/ Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>14</b>	<b>4</b>	<b>10</b>	<b>17</b>

**Total Semester Hours Credit for Degree: 67**

## Programs of Study (Curricula-Credit)

### Humanities/Fine Arts Electives (choose one)

ART 111 Art Appreciation  
HUM 115 Critical Thinking  
MUS 110 Music Appreciation  
PHI 215 Philosophical Issues  
PHI 240 Introduction to Ethics

### Social/Behavioral Science Electives (choose one)

ECO 251 Prin of Microeconomics  
ECO 252 Prin of Macroeconomics  
GEO 111 World Regional Geography  
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

### Agribusiness Technology Certificate [C15100] [C15100HS]

Courses for this certificate program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>
First Year: Spring Semester					
AGR 110	Agricultural Economics	3	0	0	3
CIS 110	Introduction to Computers	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>2</b>	<b>0</b>	<b>6</b>

**Total Semester Hours Credit for Certificate: 12**

### Zoological Horticulture Certificate [C15100H]

Courses for this certificate program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

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	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
		<b>5</b>	<b>6</b>	<b>0</b>	<b>7</b>
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	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
		<b>3</b>	<b>2</b>	<b>10</b>	<b>5</b>
First Year: Summer Semester					
HOR 255	Interiorscapes	1	2	0	2
WBL 121Z	Work-Based Learning II	<u>0</u>	<u>0</u>	<u>10</u>	<u>1</u>
		<b>1</b>	<b>2</b>	<b>10</b>	<b>3</b>

**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](http://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.*



## Programs of Study (Curricula-Credit)

### Associate Degree Nursing [A45110]

Courses for this A.A.S. degree program are offered day, evening, online, or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
ACA 122	College Transfer Success	0	2	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	<u>4</u>	<u>6</u>	<u>6</u>	<u>8</u>
		<b>10</b>	<b>11</b>	<b>6</b>	<b>16</b>
<b>First Year:</b>	<b>Spring Semester</b>				
BIO 169	Anatomy & Physiology II	3	3	0	4
NUR 112	Health-Illness Concepts	3	0	6	5
NUR 114	Holistic Health Concepts	3	0	6	5
PSY 150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>12</b>	<b>3</b>	<b>12</b>	<b>17</b>
<b>First Year:</b>	<b>Summer Semester</b>				
ENG 112	Writing/Research in the Disc <b>OR</b>	3	0	0	3
ENG 114	Prof Research & Reporting				
NUR 212	Health System Concepts	3	0	6	5
PSY 241	Developmental Psych	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>0</b>	<b>6</b>	<b>11</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
BIO 175	General Microbiology	2	2	0	3
NUR 113	Family Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	<u>3</u>	<u>0</u>	<u>6</u>	<u>5</u>
		<b>8</b>	<b>2</b>	<b>12</b>	<b>13</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
NUR 213	Complex Health Concepts	4	3	15	10
---	Humanities/ Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>7</b>	<b>3</b>	<b>15</b>	<b>13</b>

### Total Semester Hours Credit for Degree: 70

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)

Courses for this program are offered in 8-week and/or 16-week terms.

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 120 Intro to Interpersonal Communication

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

MAT 175 Precalculus

## 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.

# Programs of Study (Curricula-Credit)

## Associate in Arts Program of Study Worksheet

Fall 2024

<b>UGETC - Universal General Education Transfer Component Courses</b>			<b>31-32 SHC</b>
<b>English Composition - 6 semester hours credit required</b>			
ENG 111 (3) _____	ENG 112 (3) _____		
<b>Humanities/Fine Arts - 9 semester hours credit required</b>			
<i>Select 3 courses from at least 2 different prefixes</i>			
<b><u>Art</u></b>	<b><u>Communication</u></b>	<b><u>Literature</u></b>	<b><u>Music</u></b>
ART 111 (3) _____	COM 120 (3) _____	ENG 231 (3) _____	MUS 110 (3) _____
ART 114 (3) _____	COM 231 (3) _____	ENG 232 (3) _____	
ART 115 (3) _____		ENG 241 (3) _____	<b><u>Philosophy</u></b>
	<b><u>Drama</u></b>	ENG 242 (3) _____	PHI 215 (3) _____
	DRA 111 (3) _____		PHI 240 (3) _____
<b>Social/Behavioral Sciences - 9 semester hours credit required</b>			
<i>Select 3 courses from at least 2 different prefixes</i>			
<b><u>Economics</u></b>	<b><u>History</u></b>	<b><u>Political Science</u></b>	<b><u>Psychology</u></b>
ECO 251 (3) _____	HIS 111 (3) _____	POL 120 (3) _____	PSY 150 (3) _____
ECO 252 (3) _____	HIS 112 (3) _____		
	HIS 131 (3) _____		<b><u>Sociology</u></b>
	HIS 132 (3) _____		SOC 210 (3) _____
<b>Natural Sciences - 4 semester hours credit required</b>			
<b><u>Biology</u></b>	<b><u>Chemistry</u></b>	<b><u>Geology</u></b>	<b><u>Physics</u></b>
BIO 110* (4) _____	CHM 151 (4) _____	GEL 111 (4) _____	PHY 110^ (3) _____
BIO 111 (4) _____			PHY 110A^ (1) _____
<i>*preferred BIO</i>			<i>^ must take both courses</i>
<b>Mathematics - 3-5 semester hours credit required</b>			
<i>Select 1 course from the following:</i>			
	MAT 143 (3) _____	MAT 175 (5) _____	
	MAT 152 (4) _____		
	MAT 171 (4) _____		
<b>GENERAL EDUCATION</b>			<b>45 SHC</b>
<i>Select 13-14 semester hours credit from any courses listed here or above.</i>			
<i>Courses should be selected based on your intended major and transfer university.</i>			
<b><u>Biology</u></b>	<b><u>Foreign Language</u></b>	<b><u>Mathematics</u></b>	<b><u>Religion</u></b>
BIO 112 (4) _____	SPA 111 (3) _____	MAT 172 (4) _____	REL 110 (3) _____
	SPA 112 (3) _____	MAT 263 (4) _____	REL 212 (3) _____
<b><u>Chemistry</u></b>	SPA 211 (3) _____	MAT 271 (4) _____	REL 221 (3) _____
CHM 152 (4) _____	SPA 212 (3) _____	MAT 272 (4) _____	
<b><u>Computers</u></b>	<b><u>Geography</u></b>	<b><u>Physics</u></b>	<b><u>Sociology</u></b>
CIS 110 (3) _____	GEO 111 (3) _____	PHY 151 (4) _____	SOC 213 (3) _____
CIS 115 (3) _____		PHY 152 (4) _____	SOC 225 (3) _____
<b><u>Communication</u></b>	<b><u>Humanities</u></b>	<b><u>Psychology</u></b>	
COM 110 (3) _____	HUM 110 (3) _____	PSY 241 (3) _____	
	HUM 115 (3) _____	PSY 281 (3) _____	
	HUM 130 (3) _____		
<b><u>English Composition</u></b>			
ENG 114 (3) _____			
<b>DEGREE</b>			<b>60-61 SHC</b>
The following course is required:                      ACA 122 (1) _____			
<i>Select 14 semester hours credit from any courses listed above or below.</i>			
<i>Courses should be selected based on your intended major and transfer university.</i>			
ACC 120 (4) _____	BUS 115 (3) _____	CTS 115 (3) _____	HIS 221 (3) _____
ACC 121 (4) _____	BUS 137 (3) _____	EDU 131 (3) _____	HIS 236 (3) _____
BIO 163 (5) _____	CJC 111 (3) _____	EDU 144 (3) _____	HSE 110 (3) _____
BIO 168 (4) _____	CJC 113 (3) _____	EDU 145 (3) _____	PED 110 (2) _____
BIO 169 (4) _____	CJC 121 (3) _____	EDU 216 (3) _____	PED (1) _____
BIO 175 (3) _____	CJC 141 (3) _____	EDU 221 (3) _____	
BUS 110 (3) _____	CJC 212 (3) _____	HEA 110 (3) _____	

# Programs of Study (Curricula-Credit)

Associate of Arts in Teacher Preparation -A1010T

Fall 2024

<b>UGETC - Universal General Education Transfer Component Courses</b>		<b>29 SHC</b>
<b>English Composition - 6 semester hours credit required</b>		
ENG 111 (3) _____	ENG 112 (3) _____	
<b>Humanities/Fine Arts - 9 semester hours credit required</b>		
<i>Select 3 courses from at least 2 different prefixes</i>		
<b><u>Art</u></b>	<b><u>Communication</u></b>	<b><u>Literature</u></b>
ART 111 (3) _____	COM 120 (3) _____	ENG 231 (3) _____
ART 114 (3) _____	COM 231 (3) _____	ENG 232 (3) _____
ART 115 (3) _____		ENG 241 (3) _____
	<b><u>Drama</u></b>	ENG 242 (3) _____
	DRA 111 _____	
		<b><u>Music</u></b>
		MUS 110 (3) _____
		<b><u>Philosophy</u></b>
		PHI 215 (3) _____
		PHI 240 (3) _____
<b>Social/Behavioral Sciences - 6 semester hours credit required</b>		
<i>Select 2 courses from at least 2 different prefixes</i>		
<b><u>Economics</u></b>	<b><u>History</u></b>	<b><u>Political Science</u></b>
ECO 251 (3) _____	HIS 111 (3) _____	POL 120 (3) _____
ECO 252 (3) _____	HIS 112 (3) _____	
	HIS 131 (3) _____	
	HIS 132 (3) _____	
		<b><u>Psychology</u></b>
		PSY 150 (3) _____
		<b><u>Sociology</u></b>
		SOC 210 (3) _____
<b>Natural Sciences - 4 semester hours credit required</b>		
<b><u>Biology</u></b>	<b><u>Chemistry</u></b>	<b><u>Geology</u></b>
BIO 110* (4) _____	CHM 151 (4) _____	GEL 111 (4) _____
BIO 111 (4) _____		
* preferred BIO		
		<b><u>Physics</u></b>
		PHY 110^ (3) _____
		PHY 110A^ (1) _____
		^ must take both courses
<b>Mathematics - 4 semester hours credit required</b>		
<i>Select 1 course from the following:</i>		
	MAT 143 (3) _____	MAT 175 (5) _____
	MAT 152 (4) _____	
<i>This course is preferred:</i>	MAT 171 (4) _____	
<b>GENERAL EDUCATION</b>		<b>45 SHC</b>
<i>The following course is required:</i> SOC 225 (3) _____		
<i>Select 13-14 semester hours credit from any courses listed here or above.</i>		
<i>Courses should be selected based on your intended major and transfer university.</i>		
<b><u>Biology</u></b>	<b><u>English Composition</u></b>	<b><u>Humanities</u></b>
BIO 112 (4) _____	ENG 114 (3) _____	HUM 110 (3) _____
		HUM 115 (3) _____
		HUM 130 (3) _____
<b><u>Chemistry</u></b>	<b><u>Foreign Language</u></b>	
CHM 152 (4) _____	SPA 111 (3) _____	
	SPA 112 (3) _____	
<b><u>Computers</u></b>	SPA 211 (3) _____	<b><u>Mathematics</u></b>
CIS 110 (3) _____	SPA 212 (3) _____	MAT 172 (4) _____
CIS 115 (3) _____		MAT 263 (4) _____
		MAT 271 (4) _____
	<b><u>Geography</u></b>	MAT 272 (4) _____
<b><u>Communication</u></b>	GEO 111 (3) _____	
COM 110 (3) _____		<b><u>Physics</u></b>
		PHY 151 (4) _____
		PHY 152 (4) _____
		<b><u>Psychology</u></b>
		PSY 241 (3) _____
		PSY 281 (3) _____
		<b><u>Religion</u></b>
		REL 110 (3) _____
		REL 212 (3) _____
		REL 221 (3) _____
		<b><u>Sociology</u></b>
		SOC 213 (3) _____
<b>DEGREE</b>		<b>60-61 SHC</b>
<i>The following courses are required:</i>		
	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

Courses for this program are offered in 8-week and/or 16-week terms.

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 principally designed for college transfer. It is most beneficial for students to earn credits while awaiting admission into Associate Degree Nursing, Radiography, or Medical Assisting. Courses must be at the 110-199 or 210-299 level.

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

## Programs of Study (Curricula-Credit)

### Associate in General Education (A10300)

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

rev. 2024

**General Education Courses** - students must meet all prerequisite requirements as specified.

**15-16 SHC**

#### Communications - 6 semester hours credit required

ENG 111	<u>and</u>	ENG 112 or	ENG 114	(3)	(3)
COM 110		COM 120	COM 231		

#### Humanities/Fine Arts - 3 semester hours credit required

ART 111	ENG 231	HUM 110	PHI 215	(3)
ART 114	ENG 241	HUM 115	PHI 240	
ART 115	ENG 232	HUM 130	REL 110	
DRA 111	ENG 242	MUS 110	REL 221	

#### Social/Behavioral Sciences - 3 semester hours credit required

ECO 251	HIS 131	PSY 150	SOC 225	(3)
ECO 252	HIS 132	PSY 241		
GEO 111	HIS 221	PSY 281		
HIS 111	HIS 236	SOC 210		
HIS 112	POL 120	SOC 213		

#### Natural Sciences OR Mathematics - 3-5 semester hours

BIO 110	CHM 151			(3-5)
BIO 111	CHM 152		CIS 110	MAT 171
BIO 112	GEL 111	<u>OR</u>	CIS 115	MAT 172
PHY 110^	PHY 151		MAT 143	MAT 175
PHY 110A^	PHY 152		MAT 152	MAT 271

^ 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 in the Randolph Community College catalog numbered 110 or above. Students must meet all prerequisite requirements as specified.

ACA	CIS	FIP	MEC	SEC	<u>CLASS</u>	(SHC)	<u>CLASS</u>	(SHC)
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 ( )	

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

**64-65**

## Programs of Study (Curricula-Credit)

### 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)

Courses required in the ADN program:		Hours/ Week		Sem. Hrs. Credit
		Class	Lab	
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 <b>OR</b>	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 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.**

## Programs of Study (Curricula-Credit)

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

### Associate in General Education Courses for Radiography- DAY

Courses Offered - Degree		Hours/ Week		Sem. Hrs.
Courses required in the Radiography program		Class	Lab	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 <b>OR</b>	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.

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

### Associate in General Education for Medical Assisting

		Hours/ Week		Sem. Hrs.
Courses required in the Medical Assisting program		Class	Lab	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

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

\*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-academicprogress.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)

Courses for this program are offered in 8-week and/or 16-week terms.

### [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 120 Intro to Interpersonal Communication

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 175 Precalculus

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

# Programs of Study (Curricula-Credit)

## Associate in Science Program of Study Worksheet

Fall 2024

<b>UGETC - Universal General Education Transfer Component Courses</b>			<b>34 SHC</b>
<b>English Composition - 6 semester hours credit required</b>			
ENG 111 (3) _____	ENG 112 (3) _____		
<b>Humanities/Fine Arts - 6 semester hours credit required</b>			
<i>Select 2 courses from at least 2 different prefixes</i>			
<b><u>Art</u></b>	<b><u>Communication</u></b>	<b><u>Literature</u></b>	<b><u>Music</u></b>
ART 111 (3) _____	COM 120 (3) _____	ENG 231 (3) _____	MUS 110 (3) _____
ART 114 (3) _____	COM 231 (3) _____	ENG 232 (3) _____	
ART 115 (3) _____		ENG 241 (3) _____	<b><u>Philosophy</u></b>
	<b><u>Drama</u></b>	ENG 242 (3) _____	PHI 215 (3) _____
	DRA 111 (3) _____		PHI 240 (3) _____
<b>Social/Behavioral Sciences - 6 semester hours credit required</b>			
<i>Select 2 courses from at least 2 different prefixes</i>			
<b><u>Economics</u></b>	<b><u>History</u></b>	<b><u>Political Science</u></b>	<b><u>Psychology</u></b>
ECO 251 (3) _____	HIS 111 (3) _____	POL 120 (3) _____	PSY 150 (3) _____
ECO 252 (3) _____	HIS 112 (3) _____		
	HIS 131 (3) _____		<b><u>Sociology</u></b>
	HIS 132 (3) _____		SOC 210 (3) _____
<b>Natural Sciences - 8 semester hours credit required</b>			
<b><u>Biology</u></b>	<b><u>Chemistry</u></b>	<b><u>Physics</u></b>	
BIO 110 (4) _____	CHM 151 <sup>+</sup> (4) _____	PHY 110 <sup>+</sup> (3) _____	
BIO 111 <sup>+</sup> (4) _____	CHM 152 <sup>+</sup> (4) _____	PHY 110A (1) _____	
BIO 112 <sup>+</sup> (4) _____	+must take both courses	*co-requisites; take together	
+must take both courses		PHY 151 <sup>+</sup> (4) _____	
	<b><u>Geology</u></b>	PHY 152 <sup>+</sup> (4) _____	
	GEL 111 (4) _____	+must take both courses	
<b>Mathematics - 8 semester hours credit required</b>			
<i>Select 2 courses from the following:</i>			
	MAT 171 (4) _____	MAT 263 (4) _____	
	MAT 172 (4) _____	MAT 271 (4) _____	
	MAT 175 (5) _____	MAT 272 (4) _____	
<b>GENERAL EDUCATION</b>			<b>45 SHC</b>
<i>Select 11 semester hours credit from any courses listed here or above.</i>			
<i>Courses should be selected based on your intended major and transfer university.</i>			
<b><u>Computers</u></b>	<b><u>Foreign Language</u></b>	HUM 115 (3) _____	
CIS 110 (3) _____	SPA 111 (3) _____	HUM 130 (3) _____	
CIS 115 (3) _____	SPA 112 (3) _____		<b><u>Religion</u></b>
	SPA 211 (3) _____	<b><u>Mathematics</u></b>	REL 110 (3) _____
<b><u>Communication</u></b>	SPA 212 (3) _____	MAT 143 (3) _____	REL 212 (3) _____
COM 110 (3) _____		MAT 152 (4) _____	REL 221 (3) _____
<b><u>English Composition</u></b>	<b><u>Geography</u></b>	<b><u>Psychology</u></b>	<b><u>Sociology</u></b>
ENG 114 (3) _____	GEO 111 (3) _____	PSY 241 (3) _____	SOC 213 (3) _____
	<b><u>Humanities</u></b>	PSY 281 (3) _____	SOC 225 (3) _____
	HUM 110 (3) _____		
<b>DEGREE</b>			<b>60-61 SHC</b>
The following course is required:                      ACA 122 (1) _____			
<i>Select 14 semester hours credit from any courses listed above or below.</i>			
<i>Courses should be selected based on your intended major and transfer university.</i>			
ACC 120 (4) _____	BUS 115 (3) _____	CTS 115 (3) _____	HIS 221 (3) _____
ACC 121 (4) _____	BUS 137 (3) _____	EDU 131 (3) _____	HIS 236 (3) _____
BIO 163 (5) _____	CJC 111 (3) _____	EDU 144 (3) _____	HSE 110 (3) _____
BIO 168 (4) _____	CJC 113 (3) _____	EDU 145 (3) _____	PED 110 (2) _____
BIO 169 (4) _____	CJC 121 (3) _____	EDU 216 (3) _____	PED (1) _____
BIO 175 (3) _____	CJC 141 (3) _____	EDU 221 (3) _____	
BUS 110 (3) _____	CJC 212 (3) _____	HEA 110 (3) _____	

# Programs of Study (Curricula-Credit)

## Associate of Science in Teacher Preparation - A1040T

Fall 2024

<b>UGETC - Universal General Education Transfer Component Courses</b>		<b>31 SHC</b>
<b>English Composition - 6 semester hours credit required</b>		
ENG 111 (3) _____	ENG 112 (3) _____	
<b>Humanities/Fine Arts - 6 semester hours credit required</b>		
<i>Select 2 courses from at least 2 different prefixes</i>		
<b><u>Art</u></b>	<b><u>Communication</u></b>	<b><u>Literature</u></b>
ART 111 (3) _____	COM 120 (3) _____	ENG 231 (3) _____
ART 114 (3) _____	COM 231 (3) _____	ENG 232 (3) _____
ART 115 (3) _____		ENG 241 (3) _____
	<b><u>Drama</u></b>	ENG 242 (3) _____
	DRA 111 (3) _____	
		<b><u>Music</u></b>
		MUS 110 (3) _____
		<b><u>Philosophy</u></b>
		PHI 215 (3) _____
		PHI 240 (3) _____
<b>Social/Behavioral Sciences - 3 semester hours credit required</b>		
<i>Select 1 course</i>		
<b><u>Economics</u></b>	<b><u>History</u></b>	<b><u>Political Science</u></b>
ECO 251 (3) _____	HIS 111 (3) _____	POL 120 (3) _____
ECO 252 (3) _____	HIS 112 (3) _____	
	HIS 131 (3) _____	
	HIS 132 (3) _____	
		<b><u>Psychology</u></b>
		PSY 150 (3) _____
		<b><u>Sociology</u></b>
		SOC 210 (3) _____
<b>Natural Sciences - 8 semester hours credit required</b>		
<b><u>Biology</u></b>	<b><u>Chemistry</u></b>	<b><u>Physics</u></b>
BIO 110 (4) _____	CHM 151 <sup>+</sup> (4) _____	PHY 110* (3) _____
BIO 111 <sup>+</sup> (4) _____	CHM 152 <sup>+</sup> (4) _____	PHY 110A* (1) _____
BIO 112 <sup>+</sup> (4) _____	+must take both courses	*co-requisites; take together
+must take both courses		PHY 151 <sup>+</sup> (4) _____
	<b><u>Geology</u></b>	PHY 152 <sup>+</sup> (4) _____
	GEL 111 (4) _____	+must take both courses
<b>Mathematics - 8 semester hours credit required</b>		
<i>Select 2 courses from the following:</i>		
	MAT 171 (4) _____	MAT 263 (4) _____
	MAT 172 (4) _____	MAT 271 (4) _____
	MAT 175 (5) _____	MAT 272 (4) _____
<b>GENERAL EDUCATION</b>		<b>45 SHC</b>
<i>The following course is required:</i>		SOC 225 (3) _____
<i>Select 11 semester hours credit from any courses listed here or above.</i>		
<i>Courses should be selected based on your intended major and transfer university.</i>		
<b><u>Computers</u></b>	<b><u>Foreign Language</u></b>	<b><u>Humanities</u></b>
CIS 110 (3) _____	SPA 111 (3) _____	HUM 110 (3) _____
CIS 115 (3) _____	SPA 112 (3) _____	HUM 115 (3) _____
	SPA 211 (3) _____	HUM 130 (3) _____
	SPA 212 (3) _____	
<b><u>Communication</u></b>		<b><u>Mathematics</u></b>
COM 110 (3) _____		MAT 143 (3) _____
	<b><u>Geography</u></b>	MAT 152 (4) _____
<b><u>English Composition</u></b>	GEO 111 (3) _____	
ENG 114 (3) _____		
		<b><u>Psychology</u></b>
		PSY 241 (3) _____
		PSY 281 (3) _____
		<b><u>Religion</u></b>
		REL 110 (3) _____
		REL 212 (3) _____
		REL 221 (3) _____
		<b><u>Sociology</u></b>
		SOC 213 (3) _____
<b>DEGREE</b>		<b>60-61 SHC</b>
<i>The following courses are required:</i>		
	ACA 122 (1) _____	
	EDU 187* (4) _____	
	EDU 216 (3) _____	
	EDU 250 (3) _____	
	EDU 279 (4) _____	
<i>* 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.</i>		

### **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.

## Programs of Study (Curricula-Credit)

### 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. Credit
		Class	Lab	Wk. Exp.	
<b>First Year:</b>	<b>Fall Semester</b>				
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
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>12</b>	<b>8</b>	<b>0</b>	<b>15</b>
<b>First Year:</b>	<b>Spring Semester</b>				
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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>14</b>	<b>0</b>	<b>16</b>
<b>First Year:</b>	<b>Summer Semester</b>				
ELC 133	Circuit Analysis II	3	3	0	4
ELN 260	Prog Logic Controllers	3	3	0	4
MNT 110	Intro to Maint Procedures	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		<b>7</b>	<b>9</b>	<b>0</b>	<b>10</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
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 <b>OR</b>				
ENG 116	Technical Report Writing	3	0	0	3
---	Natural Sciences/Mathematics	<u>2/3</u>	<u>0/2</u>	<u>0</u>	<u>3</u>
		<b>11/12</b>	<b>12/14</b>	<b>0</b>	<b>16</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
ATR 219	Automation Troubleshooting	1	3	0	2
MNT 250	PLC Interfacing	2	4	0	4
MNT 263	Electro-Pneu Components	2	4	0	4
PCI 171	Fieldbus Systems	3	3	0	4
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>14</b>	<b>0</b>	<b>17</b>

**Total Semester Hours Credit for Degree:74**

#### Natural Sciences/Mathematics (choose one)

MAT 110 Math Measurement & Literacy

MAT 112 Technical Mathematics

PHY 110 Conceptual Physics



## Programs of Study (Curricula-Credit)

### 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. Credit
		Class	Lab	Wk. Exp.	
<b>First Year:</b>	<b>Fall Semester</b>				
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
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>12</b>	<b>8</b>	<b>0</b>	<b>15</b>
<b>First Year:</b>	<b>Spring Semester</b>				
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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>14</b>	<b>0</b>	<b>16</b>
<b>First Year:</b>	<b>Summer Semester</b>				
ELC 133	Circuit Analysis II	3	3	0	4
ELN 260	Prog Logic Controllers	3	3	0	4
MNT 110	Intro to Maint Procedures	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		<b>7</b>	<b>9</b>	<b>0</b>	<b>10</b>

**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. Credit
		Class	Lab	Wk. Exp.	
<b>First Year:</b>	<b>Fall Semester</b>				
ELC 125	Diagrams & Schematics	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
<b>First Year:</b>	<b>Spring Semester</b>				
ELC 117	Motors and Controls	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
<b>First Year:</b>	<b>Summer Semester</b>				
ELN 260	Prog Logic Controllers	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
		<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
ELC 228	PLC Applications	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>

**Total Semester Hours Credit for Certificate: 14**

## Programs of Study (Curricula-Credit)

### 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. Credit
		Class	Lab	Wk. Exp.	
<b>First Year:</b>	<b>Fall Semester</b>				
ELC 125	Diagrams & Schematics	1	2	0	2
ELN 133	Digital Electronics	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
		<b>4</b>	<b>5</b>	<b>0</b>	<b>6</b>
<b>First Year:</b>	<b>Spring Semester</b>				
ATR 112	Intro to Automation	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>First Year:</b>	<b>Summer Semester</b>				
ELN 260	Prog Logic Controllers	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
		<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
ATR 212	Industrial Robots	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

**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.

## Programs of Study (Curricula-Credit)

### Automotive Systems Technology [A60160]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Credit
		Class	Lab	Wk. Exp.	
<b>First Year:</b>	<b>Fall Semester</b>				
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	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>12</b>	<b>13</b>	<b>0</b>	<b>17</b>
<b>First Year:</b>	<b>Spring Semester</b>				
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
---	Natural Sciences/Mathematics	<u>2/3</u>	<u>0/2</u>	<u>0</u>	<u>3</u>
		<b>10/11</b>	<b>18/20</b>	<b>0</b>	<b>17</b>
<b>First Year:</b>	<b>Summer Semester</b>				
ATT 125	Hybrid-Electric Transportation	2	4	0	4
TRN 140	Transp Climate Control	1	2	0	2
TRN 140A	Transp Climate Cont Lab	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>4</b>	<b>8</b>	<b>0</b>	<b>8</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
AUT 116	Engine Repair	2	3	0	3
AUT 116A	Engine Repair Lab <b>OR</b>	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
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>12</b>	<b>8/11</b>	<b>0/10</b>	<b>16</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
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 <b>OR</b>	0	3	0	1
WBL 121F	Work-Based Learning II - AST	0	0	10	1
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>12</b>	<b>12/15</b>	<b>0/10</b>	<b>17</b>

**Total Semester Hours Credit for Degree: 75**

## Programs of Study (Curricula-Credit)

### 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

### Natural Sciences/Mathematics (choose one)

MAT 110 Math Measurement & Literacy

MAT 112 Technical Mathematics

PHY 110 Conceptual Physics

### Automotive Systems Technology [D60160]

Courses for this diploma program are offered day, evening, online, and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>12</b>	<b>13</b>	<b>0</b>	<b>17</b>
<b>First Year:</b>	<b>Spring Semester</b>				
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
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>18</b>	<b>0</b>	<b>17</b>
<b>First Year:</b>	<b>Summer Semester</b>				
ATT 125	Hybrid-Electric Transportation	2	4	0	4
TRN 140	Transp Climate Control	1	2	0	2
TRN 140A	Transp Climate Cont Lab	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>4</b>	<b>8</b>	<b>0</b>	<b>8</b>

**Total Semester Hours Credit for Diploma: 42**

## Programs of Study (Curricula-Credit)

### Automotive Systems Technology [C60160]

Course for this certificate program are offered day and evening. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
TRN 120	Basic Transp Electricity	<u>4</u>	<u>3</u>	<u>0</u>	<u>5</u>
		<b>6</b>	<b>9</b>	<b>0</b>	<b>9</b>
<b>First Year:</b>	<b>Spring Semester</b>				
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	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
		<b>4</b>	<b>12</b>	<b>0</b>	<b>8</b>

**Total Semester Hours Credit for Certificate: 17**

### Automotive Systems Technology- Diagnostics Certificate [C60160D] [C60160HD]

Course for this certificate program are offered day and evening. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
TRN 120	Basic Transportation Electricity	<u>4</u>	<u>3</u>	<u>0</u>	<u>5</u>
		<b>4</b>	<b>3</b>	<b>0</b>	<b>5</b>
<b>First Year:</b>	<b>Spring Semester</b>				
AUT 163	Adv Auto Electricity	2	3	0	3
AUT 181	Engine Performance I	2	3	0	3
AUT 181A	Engine Performance I Lab	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
		<b>4</b>	<b>9</b>	<b>0</b>	<b>7</b>
<b>First Year:</b>	<b>Summer Semester</b>				
ATT 125	Hybrid- Electric Transportation	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
		<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>

**Total Semester Hours Credit for Certificate: 16**

## Programs of Study (Curricula-Credit)

### Automotive Systems Technology- EV Certificate [C60160EV] [C60160HE]

Course for this certificate program are offered day and evening. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
TRN 120	Basic Transportation Electricity	<u>4</u>	<u>3</u>	<u>0</u>	<u>5</u>
		<b>4</b>	<b>3</b>	<b>0</b>	<b>5</b>
<b>First Year:</b>	<b>Spring Semester</b>				
ATT 140	Emerging Transp Tech	2	3	0	3
AUT 163	Advanced Auto Electricity	2	3	0	3
TRN 145	Adv Transp Electronics	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>9</b>	<b>0</b>	<b>9</b>
<b>First Year:</b>	<b>Summer Semester</b>				
ATT 125	Hybrid- Electric Transportation	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
		<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>

**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. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
TRN 120	Basic Transportation Electricity	<u>4</u>	<u>3</u>	<u>0</u>	<u>5</u>
		<b>4</b>	<b>3</b>	<b>0</b>	<b>5</b>
<b>First Year:</b>	<b>Spring Semester</b>				
AUT 163	Advanced Auto Electricity	2	3	0	3
TRN 145	Adv Transp Electronics	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>4</b>	<b>6</b>	<b>0</b>	<b>6</b>
<b>First Year:</b>	<b>Summer Semester</b>				
TRN 140	Transportation Climate Control	1	2	0	2
TRN 140A	Transportation Climate Control Lab	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>

**Total Semester Hours Credit for Certificate: 15**

## Programs of Study (Curricula-Credit)

### Automotive Systems Technology- Powertrain Certificate [C60160P] [C60160HP]

Course for this certificate program are offered day and evening. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
AUT 231	Manual Drive Trains/Axles	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>First Year:</b>	<b>Spring Semester</b>				
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	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
		<b>4</b>	<b>12</b>	<b>0</b>	<b>8</b>
<b>First Year:</b>	<b>Summer Semester</b>				
ATT 125	Hybrid-Electric Transportation	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
		<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>

**Total Semester Hours Credit for Certificate: 15**

### Automotive Systems Technology Undercar Certificate [C60160U] [C60160HU]

Course for this certificate program are offered day and evening. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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	<u>4</u>	<u>3</u>	<u>0</u>	<u>5</u>
		<b>7</b>	<b>11</b>	<b>0</b>	<b>11</b>
<b>First Year:</b>	<b>Spring Semester</b>				
AUT 141	Suspension & Steering Sys	2	3	0	3
AUT 141A	Suspension & Steering Lab	0	3	0	1
AUT 163	Adv Auto Electricity	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>4</b>	<b>9</b>	<b>0</b>	<b>7</b>

**Total Semester Hours Credit for Certificate: 18**



## Programs of Study (Curricula-Credit)

### Automotive Systems Technology [A60160A] Apprenticeship Track

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

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	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>
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	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>4</b>	<b>5</b>	<b>0</b>	<b>6</b>
First Year: Spring Semester					
ATT 140	Emerging Transp Tech	2	3	0	3
AUT 141	Suspension & Steering Sys	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>4</b>	<b>6</b>	<b>0</b>	<b>6</b>
First Year: Summer Semester					
H/FA	Humanities/Fine Arts	3	0	0	3
WBL 111F	Work-Based Learning I	<u>0</u>	<u>0</u>	<u>10</u>	<u>1</u>
		<b>3</b>	<b>0</b>	<b>10</b>	<b>4</b>
Second Year: Fall Semester					
ENG 111	Writing and Inquiry	3	0	0	3
TRN 120	Basic Transp Electricity	<u>4</u>	<u>3</u>	<u>0</u>	<u>5</u>
		<b>7</b>	<b>3</b>	<b>0</b>	<b>8</b>
Second Year: Spring Semester					
AUT 163	Adv Auto Electricity	2	3	0	3
AUT 181	Engine Performance 1	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>4</b>	<b>6</b>	<b>0</b>	<b>6</b>
Second Year: Summer Semester					
MAT 110	Math Measurement & Literacy <b>OR</b>	2	2	0	3
MAT 112	Technical Mathematics				
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>2</b>	<b>0</b>	<b>6</b>
Third Year: Fall Semester					
AUT 116	Engine Repair	2	3	0	3
ENG 116	Technical Report Writing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>3</b>	<b>0</b>	<b>6</b>
Third Year: Spring Semester					
TRN 145	Adv Transp Electronics	2	3	0	3
TRN 170	Pc Skills for Transp	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>3</b>	<b>5</b>	<b>0</b>	<b>5</b>
Third Year: Summer Semester					
ATT 125	Hybrid-Electric Transportation	2	4	0	4
WBL 121F	Work-Based Learning II	<u>0</u>	<u>0</u>	<u>10</u>	<u>1</u>
		<b>2</b>	<b>4</b>	<b>10</b>	<b>5</b>

## Programs of Study (Curricula-Credit)

### Courses by Semester

#### Fourth Year: Fall Semester

AUT 231      Man Trans/Axles/Drtrains  
LDD 112      Intro Light Duty Diesel

Hours/Week			Sem. Hrs.
Class	Lab	Wk. Exp.	Credit
2	3	0	3
<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
<b>4</b>	<b>5</b>	<b>0</b>	<b>6</b>

#### Fourth Semester: Spring Semester

AUT 183      Engine Performance 2  
AUT 221      Auto Transm/Transaxles

2	6	0	4
<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
<b>4</b>	<b>9</b>	<b>0</b>	<b>7</b>

**Total Semester Hours Credit for Degree: 69**

## Programs of Study (Curricula-Credit)

### Automotive Light-Duty Diesel Technology [D60430]

Courses for this diploma program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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	<u>4</u>	<u>3</u>	<u>0</u>	<u>5</u>
		<b>12</b>	<b>11</b>	<b>0</b>	<b>16</b>
<b>First Year:</b>	<b>Spring Semester</b>				
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	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>11</b>	<b>16</b>	<b>0</b>	<b>17</b>
<b>First Year:</b>	<b>Summer Semester</b>				
TRN 140	Transportation Climate Control	1	2	0	2
TRN 140A	Transportation Climate Control Lab	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>

**Total Semester Hours Credit for Diploma: 37**

### Automotive Light-Duty Diesel [C60430]

Courses for this certificate program are offered day and evening. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
LDD 112	Intro Light-Duty Diesel	2	2	0	3
LDD 181	Ldd Fuel Systems	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		<b>4</b>	<b>8</b>	<b>0</b>	<b>7</b>
<b>First Year:</b>	<b>Spring Semester</b>				
LDD 183	Air, Exh, Emissions	2	6	0	4
LDD 284	LDD Test and Diagnosis	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>2</b>	<b>9</b>	<b>0</b>	<b>7</b>

**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 institutions, and large to small business or industry.

#### **Program Competencies**

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

1. 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.

## Programs of Study (Curricula-Credit)

### Business Administration [A25120B]

Courses for this A.A.S. degree program are offered day, evening, online, and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
ACA 111	College Student Success	1	0	0	1
BUS 115	Business Law I (first 8-weeks)	3	0	0	3
BUS 116	Business Law II (second 8-weeks)	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
MKT 120	Principles of Marketing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>13</b>	<b>0</b>	<b>0</b>	<b>13</b>
<b>First Year:</b>	<b>Spring Semester</b>				
ACC 120	Prin of Financial Accounting (first 8-weeks)	3	2	0	4
ACC 121	Prin of Managerial Accounting (second 8-weeks)	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry (first 8-weeks)	3	0	0	3
ENG 114	Prof Research & Reporting (second 8-weeks)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>17</b>	<b>6</b>	<b>0</b>	<b>20</b>
<b>First Year:</b>	<b>Summer Semester</b>				
CTS 135	Integrated Software Intro	2	4	0	4
MAT 110	Math Measurement & Literacy	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>4</b>	<b>6</b>	<b>0</b>	<b>7</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
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
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>17</b>	<b>2</b>	<b>0</b>	<b>15</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
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
	<b>OR</b>				
WBL 111B	Work-Based Learning I- BA	0	0	10	1
MKT 223*	Customer Service	3	0	0	3
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>13/16</b>	<b>4</b>	<b>0/10</b>	<b>16/18</b>

\*Students can take either ECO 251 Prin of Microeconomics or ECO 252 Prin of Macroeconomics.

\*Students can take either MKT 220 Advertising and Sales Promotion or MKT 223 Customer Service.

**Total Semester Hours Credit for Degree: 71 or 73**

## Programs of Study (Curricula-Credit)

### 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. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	
<b>First Year:</b>	<b>Fall Semester</b>				<b>Credit</b>
ACA 111	College Student Success	1	0	0	1
BUS 115	Business Law I (first 8-weeks)	3	0	0	3
BUS 116	Business Law II (second 8-weeks)	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
ECO 25*	Prin of M*conomics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>13</b>	<b>0</b>	<b>0</b>	<b>13</b>
<b>First Year:</b>	<b>Spring Semester</b>				
ACC 120	Prin of Financial Accounting (first 8-weeks)	3	2	0	4
ACC 121	Prin of Managerial Accounting (second 8-weeks)	3	2	0	4
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry (first 8-weeks)	3	0	0	3
ENG 114	Prof Research & Reporting (second 8-weeks)	3	0	0	3
MKT 120	Principles of Marketing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>17</b>	<b>6</b>	<b>0</b>	<b>20</b>
<b>First Year:</b>	<b>Summer Semester</b>				
CTS 135	Integrated Software Intro	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
		<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>

\*Students can take either ECO 251 Prin or Microeconomics or ECO 252 Prin of Macroeconomics.

**Total Semester Hours Credit for Degree: 37**

## Programs of Study (Curricula-Credit)

### Business Administration Certificate [C25120]

Courses for this certificate program are offered day, evening, online, and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>
<b>First Year:</b>	<b>Spring Semester</b>				
ACC 120	Prin of Financial Accounting	3	2	0	4
CIS 110	Introduction to Computers	2	2	0	3
MKT 120	Principles of Marketing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>8</b>	<b>4</b>	<b>0</b>	<b>10</b>

**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. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
BUS 115	Business Law I	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
MKT 220	Advertising and Sales Promotion	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>
<b>First Year:</b>	<b>Spring Semester</b>				
ACC 120	Prin of Financial Accounting	3	2	0	4
BUS 137	Principles of Management	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>0</b>	<b>7</b>

**Total Semester Hours Credit for Degree: 16**

## Programs of Study (Curricula-Credit)

### Business Administration: Human Resource Management [A25120HR]

Courses for this A.A.S. degree program are offered day, evening, online, and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
ACA 111	College Student Success	1	0	0	1
BUS 110	Introduction to Business	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CTS 135	Integrated Software Intro	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
		<b>11</b>	<b>6</b>	<b>0</b>	<b>14</b>
<b>First Year:</b>	<b>Spring Semester</b>				
BUS 115	Business Law I (first 8-weeks)	3	0	0	3
BUS 116	Business Law II (second 8-weeks)	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
ENG 111	Writing and Inquiry (first 8-weeks)	3	0	0	3
ENG 114	Prof Research & Reporting (second 8-weeks)	3	0	0	3
MKT 120	Principles of Marketing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>
<b>First Year:</b>	<b>Summer Semester</b>				
BUS 217	Employment Law and Regs	3	0	0	3
BUS 234	Training and Development	3	0	0	3
MAT 110	Math Measurement & Literacy	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>8</b>	<b>2</b>	<b>0</b>	<b>9</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
ACC 120	Prin of Financial Accounting (first 8-weeks)	3	2	0	4
ACC 121	Prin of Managerial Accounting (second 8-weeks)	3	2	0	4
BUS 256	Recruit Select & Per Plan	3	0	0	3
ECO 25*	Prin of M*economics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>12</b>	<b>4</b>	<b>0</b>	<b>14</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
BUS 258	Compensation and Benefits	3	0	0	3
BUS 259	HRM Applications	3	0	0	3
---	Humanities/Fine Arts	3	0	0	3
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>12</b>	<b>0</b>	<b>0</b>	<b>12</b>

\*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.

## Programs of Study (Curricula-Credit)

### 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 111	Painting and Refinishing I	2	6	0	4
AUB 121	Non-Structural Damage I	1	4	0	3
AUB 141	Mech & Elec Components I	2	2	0	3
AUB 150	Automotive Detailing	1	3	0	2
AUB 162	Autobody Estimating	1	2	0	2
AUC 112	Auto Custom Fabrication	2	4	0	4
TRN 110	Intro to Transp Tech	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>10</b>	<b>23</b>	<b>0</b>	<b>20</b>
<b>First Year:</b>	<b>Spring Semester</b>				
AUB 112	Painting & Refinishing II	2	6	0	4
AUB 122	Non-Structural Damage II	2	6	0	4
AUB 131	Structural Damage I	2	4	0	4
AUB 136	Plastics & Adhesives	1	4	0	3
ENG 102	Applied Communications II	3	0	0	3
TRN 180	Basic Welding for Transp	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>24</b>	<b>0</b>	<b>21</b>
<b>First Year:</b>	<b>Summer Semester</b>				
AUB 132	Structural Damage II	2	6	0	4
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>6</b>	<b>0</b>	<b>7</b>

**Total Semester Hours Credit for Diploma: 48**

## Programs of Study (Curricula-Credit)

### 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 111	Painting & Refinishing I	2	6	0	4
AUB 121	Non-Structural Damage I	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		<b>3</b>	<b>10</b>	<b>0</b>	<b>7</b>
First Year:	Spring Semester				
AUB 131	Structural Damage I	2	4	0	4
TRN 180	<u>Basic Welding for Transp</u>	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		<b>3</b>	<b>8</b>	<b>0</b>	<b>7</b>

**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	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		<b>3</b>	<b>10</b>	<b>0</b>	<b>7</b>
First Year:	Spring Semester				
AUB 122	Non-Structural Damage II	2	6	0	4
TRN 180	Basic Welding for Transp	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		<b>3</b>	<b>10</b>	<b>0</b>	<b>7</b>

**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	<u>0</u>	<u>0</u>	<u>15</u>	<u>5</u>
		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	<u>0</u>	<u>0</u>	<u>33</u>	<u>11</u>
		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.

## Magnetic Resonance Imaging Technology [C45200SM]

Courses for this certificate program will be offered online, hybrid, day, evening, and/or weekends

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.	
		Class	Lab	Wk. Exp.		
First Year:	Spring Semester					
	MRI 210	MRI Physics and Equipment	3	0	0	3
	MRI 211	MRI Procedures	4	0	0	4
	MRI 231AB	MRI Clinical Practicum	<u>0</u>	<u>0</u>	<u>24</u>	<u>8</u>
			<b>7</b>	<b>0</b>	<b>24</b>	<b>15</b>
First Year:	Summer Semester					
	MRI 231BB	MRI Clinical Practicum	<u>0</u>	<u>0</u>	<u>9</u>	<u>3</u>
			<b>0</b>	<b>0</b>	<b>9</b>	<b>3</b>

**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.*

## Programs of Study (Curricula-Credit)

### 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	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>8</b>	<b>16</b>	<b>0</b>	<b>14</b>
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	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>8</b>	<b>21</b>	<b>0</b>	<b>16</b>
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	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		<b>4</b>	<b>13</b>	<b>0</b>	<b>9</b>
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
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>8</b>	<b>21</b>	<b>0</b>	<b>15</b>
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 <b>OR</b>	2	6	0	4
WBL 111M	Work Based Learning I-CIM	0	0	10	1
PHY 110	Conceptual Physics <b>OR</b>	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>7/10</b>	<b>14/18</b>	<b>0/10</b>	<b>13/16</b>

**Total Semester Hours Credit for Degree: 67 or 70**



## Programs of Study (Curricula-Credit)

### 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	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>8</b>	<b>20</b>	<b>0</b>	<b>14</b>
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	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>8</b>	<b>21</b>	<b>0</b>	<b>16</b>
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	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		<b>4</b>	<b>13</b>	<b>0</b>	<b>9</b>

**Total Semester Hours Credit for Diploma: 39**

## Programs of Study (Curricula-Credit)

### CNC Programming Turning & Milling Certificate [C50210TM]

Course for this certificate program are offered day and evening

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
MAC 131	Blueprint Reading/Mach I	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
<b>First Year:</b>	<b>Spring Semester</b>				
MAC 124	CNC Milling	1	3	0	2
MEC 110	Intro to CAD/CAM	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>2</b>	<b>5</b>	<b>0</b>	<b>4</b>
<b>First Year:</b>	<b>Summer Semester</b>				
MAC 122	CNC Turning	1	3	0	2
MEC 231	Comp-Aided Manufact I	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		<b>2</b>	<b>7</b>	<b>0</b>	<b>5</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
MAC 224	Advanced CNC Milling	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
MAC 222	Advanced CNC Turning	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>

**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.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>5</b>	<b>19</b>	<b>0</b>	<b>12</b>

*\*These courses have prerequisites that must be completed prior to enrolling in this certificate.*

**Total Semester Hours Credit for Certificate: 12**

## Programs of Study (Curricula-Credit)

### 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	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>4</b>	<b>16</b>	<b>0</b>	<b>10</b>
<b>First Year:</b>	<b>Summer Semester</b>				
MAC 122	CNC Turning	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>

*\*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	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		<b>1</b>	<b>4</b>	<b>0</b>	<b>3</b>
<b>First Year:</b>	<b>Fall Semester</b>				
MAC 224*	Advanced CNC Milling	1	3	0	2
MAC 241*	Jigs and Fixtures I	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		<b>3</b>	<b>9</b>	<b>0</b>	<b>6</b>
<b>First Year:</b>	<b>Spring Semester</b>				
MAC 222*	Advanced CNC Turning	1	3	0	2
MAC 242	Jigs & Fixtures II	<u>1</u>	<u>9</u>	<u>0</u>	<u>4</u>
		<b>2</b>	<b>12</b>	<b>0</b>	<b>6</b>

*\*These courses have prerequisites that must be completed prior to enrolling in this certificate.*

**Total Semester Hours Credit for Certificate: 15**

## Programs of Study (Curricula-Credit)

### Product Inspection & Metrology Certificate [C50210P] [C50210HP]

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	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>3</b>	<b>5</b>	<b>0</b>	<b>5</b>
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	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
		<b>4</b>	<b>6</b>	<b>0</b>	<b>7</b>
First Year:	Summer Semester				
ISC 132	Mfg Quality Control	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>

**Total Semester Hours Credit for Certificate: 15**

## Programs of Study (Curricula-Credit)

### Computer-Integrated Machining [A50210AR]

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:	Summer Semester–Pre-Apprenticeship	Class	Lab	Wk. Exp.	Credit
MAC 122	CNC Turning	1	3	0	2
WBL 130A	Workplace Professionalism	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
		<b>1</b>	<b>6</b>	<b>0</b>	<b>3</b>
<b>First Year:</b>	<b>Fall Semester</b>				
MAC 111	Machining Technology I	2	12	0	6
MAC 131	Blueprint Reading/Mach I	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>3</b>	<b>14</b>	<b>0</b>	<b>8</b>
<b>First Year:</b>	<b>Spring Semester</b>				
MAC 112	Machining Technology II	2	12	0	6
MAC 171	Measure/Material & Safety	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
		<b>2</b>	<b>14</b>	<b>0</b>	<b>7</b>
<b>Second Year:</b>	<b>Summer Semester</b>				
MAC 143	Machining Appl III	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
ENG 111	Writing and Inquiry	3	0	0	3
MAC 151	Machining Calculations	1	2	0	2
MAC 241	Jigs & Fixtures I	2	6	0	4
---	Math Elective	2/3	2	0	3/4
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>11/12</b>	<b>10</b>	<b>0</b>	<b>15/16</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
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
---	English/Communications Elective	3	0	0	3
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>7</b>	<b>0</b>	<b>12</b>
<b>Third Year:</b>	<b>Summer Semester</b>				
MEC 231	Comp-Aided Manufact I	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		<b>1</b>	<b>4</b>	<b>0</b>	<b>3</b>
<b>Third Year:</b>	<b>Fall Semester</b>				
MAC 214	Machining Technology IV	2	12	0	6
MAC 224	Advanced CNC Milling	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		<b>3</b>	<b>15</b>	<b>0</b>	<b>8</b>
<b>Third Year:</b>	<b>Spring Semester</b>				
MAC 222	Advanced CNC Turning	1	3	0	2
MAC 242	Jigs & Fixtures II	1	9	0	4
MAC 245	Mold Construction I	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>

## Programs of Study (Curricula-Credit)

4      18      0      10

**Total Semester Hours Credit for Degree: 70/71**

### Math Elective

MAT 121 Algebra/Trigonometry I

MAT 171 Precalculus Algebra

### English/Communications Elective

ENG 116 Technical Report Writing

COM 120 Intro Interpersonal Communication

### Computer-Integrated Machining [C50210AR] Apprenticeship Track

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:	Summer Semester–Pre-Apprenticeship	Class	Lab	Wk. Exp.	Credit
WBL 130A	Workplace Professionalism	0	3	0	1
MAC 122	CNC Turning	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		<b>1</b>	<b>6</b>	<b>0</b>	<b>3</b>
<b>First Year:</b>	<b>Fall Semester</b>				
MAC 111	Machining Technology I	2	12	0	6
MAC 131	Blueprint Reading/Mach I	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>3</b>	<b>14</b>	<b>0</b>	<b>8</b>
<b>First Year:</b>	<b>Spring Semester</b>				
MAC 112	Machining Technology II	2	12	0	6
MAC 171	Measure/Material & Safety	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
		<b>2</b>	<b>14</b>	<b>0</b>	<b>7</b>

**Total Semester Hours Credit for Certificate: 18**

### **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 a required orientation session.
2. Students must complete ENG 002 Tier 2 or have an acceptable reading placement score before enrolling in COS 111 or COS 112.
3. Submit a government issued photo identification (ID) including date of birth.
4. Submit a social security card or Tax ID card or student visa information.
5. 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.
6. Purchase appropriate shoes, uniforms, and name badges.
7. Students enrolled in the program should not be subject to color blindness or have sensitivity to chemicals.
8. 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.

## Programs of Study (Curricula-Credit)

*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](mailto:nccosmo@nccosmeticarts.com)  
[www.nccosmeticarts.com](http://www.nccosmeticarts.com)



## Programs of Study (Curricula-Credit)

### 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 <b>OR</b>	1	0	0	1
ACA 122	College Transfer Success	0	2	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
---	Communication Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>8/9</b>	<b>24/26</b>	<b>0</b>	<b>17</b>
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
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>8</b>	<b>27</b>	<b>0</b>	<b>17</b>
First Year:	Summer Semester				
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
---	Natural Sciences/Mathematics	<u>2/3</u>	<u>0/2/3</u>	<u>0</u>	<u>3/4</u>
		<b>6/7</b>	<b>12/14/15</b>	<b>0</b>	<b>11/12</b>
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
ENG 111	Writing and Inquiry	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>12</b>	<b>24</b>	<b>0</b>	<b>20</b>

**Total Semester Hours Credit for Degree: 65/66**

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.**

#### Communication Elective

COM 110 Introduction to Communication

COM 120 Intro Interpersonal Communication

COM 231 Public Speaking

#### Natural Sciences/Mathematics Electives

BIO 110 Principles of Biology

BIO 111 General Biology I

GEL 111 Geology

MAT 110 Math Measurement & Literacy

MAT 112 Technical Mathematics

MAT 143 Quantitative Literacy

MAT 152 Statistical Methods I

PHY 110 Conceptual Physics

PHY 121 Applied Physics I

### **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](http://www.nccosmeticarts.com).

## Programs of Study (Curricula-Credit)

### 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.
		Class	Lab	Wk. Exp.	
<b>First Year:</b>	<b>Fall Semester</b>				
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
---	Communications Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>7</b>	<b>24</b>	<b>0</b>	<b>15</b>
<b>First Year:</b>	<b>Spring Semester</b>				
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 223	Contemporary Hair Coloring	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		<b>5</b>	<b>27</b>	<b>0</b>	<b>14</b>
<b>First Year:</b>	<b>Summer Semester</b>				
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	<u>0</u>	<u>12</u>	<u>0</u>	<u>4</u>
		<b>4</b>	<b>12</b>	<b>0</b>	<b>8</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	0	21	0	7
---	Social Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>21</b>	<b>0</b>	<b>12</b>

### Total Semester Hours Credit for Diploma: 49

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.**

### Communication Elective

COM 110 Introduction to Communication

COM 120 Intro Interpersonal Communication

COM 231 Public Speaking

## Programs of Study (Curricula-Credit)

### 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	<u>0</u>	<u>24</u>	<u>0</u>	<u>8</u>
		<b>4</b>	<b>24</b>	<b>0</b>	<b>12</b>
<b>First Year:</b>	<b>Spring Semester</b>				
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 223	Contemp Hair Coloring	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		<b>5</b>	<b>27</b>	<b>0</b>	<b>14</b>
<b>First Year:</b>	<b>Summer Semester</b>				
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	<u>0</u>	<u>12</u>	<u>0</u>	<u>4</u>
		<b>4</b>	<b>12</b>	<b>0</b>	<b>8</b>

### 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.**

## Programs of Study (Curricula-Credit)

### 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.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Spring Semester</b>				
ACA 111	College Student Success <i>OR</i>	1	0	0	1
ACA 122	College Transfer Success	0	2	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
---	Communication Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>8/9</b>	<b>24/26</b>	<b>0</b>	<b>17</b>
<b>First Year:</b>	<b>Summer Semester</b>				
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
---	Natural Sciences/Mathematics	<u>2/3</u>	<u>0/2/3</u>	<u>0</u>	<u>3/4</u>
		<b>6/7</b>	<b>12/14/15</b>	<b>0</b>	<b>11/12</b>
<b>First Year:</b>	<b>Fall Semester</b>				
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
MKT 120	Principles of Marketing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>27</b>	<b>0</b>	<b>20</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
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
---	Humanities/Fine Arts	3	0	0	3
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>24</b>	<b>0</b>	<b>17</b>

**Total Semester Hours Credit for Degree: 65/66**

**\*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.**

#### Communication Elective

COM 110 Introduction to Communication

COM 120 Intro Interpersonal Communication

COM 231 Public Speaking

#### Natural Sciences/Mathematics Electives

BIO 110 Principles of Biology

BIO 111 General Biology I

GEL 111 Geology

## Programs of Study (Curricula-Credit)

MAT 110 Math Measurement & Literacy

MAT 143 Quantitative Literacy

MAT 152 Statistical Methods I

PHY 110 Conceptual Physics

PHY 121 Applied Physics I

### 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](http://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.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Spring Semester</b>				
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
---	Communication Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>7</b>	<b>24</b>	<b>0</b>	<b>15</b>
<b>First Year:</b>	<b>Summer Semester</b>				
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	<u>0</u>	<u>12</u>	<u>0</u>	<u>4</u>
		<b>4</b>	<b>12</b>	<b>0</b>	<b>8</b>
<b>First Year:</b>	<b>Fall Semester</b>				
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	<u>0</u>	<u>24</u>	<u>0</u>	<u>8</u>
COS 223	Contemporary Hair Coloring	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		<b>5</b>	<b>27</b>	<b>0</b>	<b>14</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	<u>0</u>	<u>21</u>	<u>0</u>	<u>7</u>
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>21</b>	<b>0</b>	<b>12</b>

### Total Semester Hours Credit for Degree: 49

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.**

#### Communication Elective

COM 110 Introduction to Communication

COM 120 Intro Interpersonal Communication

COM 231 Public Speaking

## 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.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Spring Semester</b>				
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	<u>0</u>	<u>24</u>	<u>0</u>	<u>8</u>
		<b>4</b>	<b>24</b>	<b>0</b>	<b>12</b>
<b>First Year:</b>	<b>Summer Semester</b>				
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	<u>0</u>	<u>12</u>	<u>0</u>	<u>4</u>
		<b>4</b>	<b>12</b>	<b>0</b>	<b>8</b>
<b>First Year:</b>	<b>Fall Semester</b>				
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 223	Contemp Hair Coloring	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		<b>5</b>	<b>27</b>	<b>0</b>	<b>14</b>

**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; [C55180J] Community Support Services 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.*



## Programs of Study (Curricula-Credit)

### Criminal Justice Technology [A55180]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
ACA 111	College Student Success <b>OR</b>	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
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>17/18</b>	<b>2/4</b>	<b>0</b>	<b>19</b>
<b>First Year:</b>	<b>Spring Semester</b>				
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 <b>OR</b>	3	0	0	3
ENG 114	Prof Research & Reporting	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
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
---	Natural Sciences/Mathematics	<u>2/3</u>	<u>2/3</u>	<u>0</u>	<u>3/4</u>
		<b>14/15</b>	<b>2/3</b>	<b>0</b>	<b>15/16</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>

**Total Semester Hours Credit for Degree: 65 or 66**

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

Natural Sciences/Mathematics 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

## Programs of Study (Curricula-Credit)

### Criminal Justice Technology [C55180]

Courses for this certificate program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
CJC 111	Intro to Criminal Justice	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 212	Ethics and Comm Relations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>
<b>First Year:</b>	<b>Spring Semester</b>				
CJC 113	Juvenile Justice	3	0	0	3
CJC 121	Law Enforcement Operations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**Total Semester Hours Credit for Degree: 15**

### Criminal Justice Technology - Community Support Services Certificate [C55180J] [C55180HJ]

Courses for this certificate program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
CJC 111	Intro to Criminal Justice	3	0	0	3
SAB 110	Substance Abuse Overview	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>
<b>First Year:</b>	<b>Spring Semester</b>				
CJC 214	Victimology	3	0	0	3
HSE 225	Crisis Intervention	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**Total Semester Hours Credit for Degree: 12**

### 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.

## Programs of Study (Curricula-Credit)

### Early Childhood Education – Career Track [A55220G]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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 ( <i>first 8-weeks</i> )	3	0	0	3
EDU 145	Child Development II ( <i>Second 8-weeks</i> )	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 261	Early Childhood Admin I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>20</b>	<b>0</b>	<b>0</b>	<b>20</b>
<b>First Year:</b>	<b>Spring Semester</b>				
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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
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 <b>OR</b>	3	0	0	3
ENG 114	Prof Research & Reporting				
SPA 120	Spanish for the Workplace	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
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
---	Humanities/Fine Arts	3	0	0	3
---	Natural Sciences/Mathematics Elective	<u>2/3</u>	<u>2/3</u>	<u>0</u>	<u>3/4</u>
		<b>12/13</b>	<b>11/12</b>	<b>0</b>	<b>16/17</b>

**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

#### Natural Sciences/Mathematics Electives (choose one)

BIO 110 Principles of Biology

GEL 111 Geology

BIO 111 General Biology I

MAT 143 Quantitative Literacy

## Programs of Study (Curricula-Credit)

### Early Childhood Education – Transfer: Birth – Kindergarten Licensure [A55220TL]

Courses for this A.A.S. degree program are offered day, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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 ( <i>first 8-weeks</i> )	3	0	0	3
EDU 145	Child Development II ( <i>Second 8-weeks</i> )	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
ENG 111	Writing and Inquiry	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>19</b>	<b>2</b>	<b>0</b>	<b>20</b>
<b>First Year:</b>	<b>Spring Semester</b>				
BIO 110	Principles of Biology <b>OR</b>				
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 <b>OR</b>				
ENG 114	Prof Research & Reporting	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>18</b>	<b>3</b>	<b>0</b>	<b>19</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
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
---	Natural Science Elective	3	3	0	4
---	Social/Behavior Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>14</b>	<b>5</b>	<b>0</b>	<b>16</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
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
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>13</b>	<b>9</b>	<b>0</b>	<b>16</b>

**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

## Programs of Study (Curricula-Credit)

### Early Childhood Education– Transfer: Non-teaching [A55220NL]

Courses for this A.A.S. degree program are offered day, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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 ( <i>first 8-weeks</i> )	3	0	0	3
EDU 145	Child Development II ( <i>Second 8-weeks</i> )	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
ENG 111	Writing and Inquiry	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>19</b>	<b>2</b>	<b>0</b>	<b>20</b>
<b>First Year:</b>	<b>Spring Semester</b>				
BIO 110	Principles of Biology <b>OR</b>				
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 <b>OR</b>				
ENG 114	Prof Research & Reporting	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>18</b>	<b>3</b>	<b>0</b>	<b>19</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
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
---	Natural Science Elective	3	3	0	4
---	Social/Behavior Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>14</b>	<b>5</b>	<b>0</b>	<b>16</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
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
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>13</b>	<b>9</b>	<b>0</b>	<b>16</b>

**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 110-A)

#### 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

## Programs of Study (Curricula-Credit)

### Early Childhood Education [D55220]

Courses for this diploma program are offered day, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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 ( <i>first 8-weeks</i> )	3	0	0	3
EDU 145	Child Development II ( <i>second 8-weeks</i> )	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 261	Early Childhood Admin I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>20</b>	<b>0</b>	<b>0</b>	<b>20</b>
<b>First Year:</b>	<b>Spring Semester</b>				
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
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>21</b>	<b>0</b>	<b>0</b>	<b>21</b>

**Total Semester Hours Credit for Diploma: 41**

### Early Childhood Education [C55220]

Courses for this certificate program are offered day, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 144	Child Development I ( <i>first 8-weeks</i> )	3	0	0	3
EDU 146	Child Guidance	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>10</b>	<b>0</b>	<b>0</b>	<b>10</b>
<b>First Year:</b>	<b>Spring Semester</b>				
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrition	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**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. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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 ( <i>first 8-weeks</i> )	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>10</b>	<b>0</b>	<b>0</b>	<b>10</b>
<b>First Year:</b>	<b>Spring Semester</b>				
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 234	Infants, Toddlers, & Twos	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**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. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>10</b>	<b>0</b>	<b>0</b>	<b>10</b>
<b>First Year:</b>	<b>Spring Semester</b>				
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 262	Early Childhood Admin II	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**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.

## Programs of Study (Curricula-Credit)

### 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	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		<b>11</b>	<b>10</b>	<b>0</b>	<b>15</b>
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 <b>OR</b>	3	0	0	3
ENG 116	Technical Report Writing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>15</b>	<b>0</b>	<b>16</b>
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	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
		<b>6</b>	<b>8</b>	<b>0</b>	<b>9</b>
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
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>11</b>	<b>0</b>	<b>14</b>
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
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
---	Natural Sciences/Mathematics Elective	<u>2/3</u>	<u>0/2</u>	<u>0</u>	<u>3</u>
		<b>9/10</b>	<b>11/13</b>	<b>0</b>	<b>14</b>

**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

#### Natural Sciences/Mathematics Elective (choose one)

MAT 110 Math Measurement & Literacy  
MAT 112 Technical Mathematics  
PHY 110 Conceptual Physics

#### Social/Behavioral Science Electives (choose one)

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

## Programs of Study (Curricula-Credit)

### 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:		Class	Lab	Wk. Exp.	Credit
<b>Fall Semester</b>					
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	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		<b>11</b>	<b>10</b>	<b>0</b>	<b>15</b>
<b>First Year: Spring Semester</b>					
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 <b>OR</b>				
ENG 116	Technical Report Writing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>15</b>	<b>0</b>	<b>16</b>
<b>First Year: Summer Semester</b>					
ELC 118	National Electrical Code	1	2	0	2
ELC 215	Electrical Maintenance	2	3	0	3
ELN 260	Prog Logic Controllers	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
		<b>6</b>	<b>8</b>	<b>0</b>	<b>9</b>

**Total Semester Hours Credit for Diploma: 40**

## Programs of Study (Curricula-Credit)

### 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	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>5</b>	<b>10</b>	<b>0</b>	<b>9</b>
<b>First Year:</b>	<b>Spring Semester</b>				
ELC 112	DC/AC Electricity	3	6	0	5
ELC 115	Industrial Wiring	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		<b>5</b>	<b>12</b>	<b>0</b>	<b>9</b>

**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.

## Programs of Study (Curricula-Credit)

### 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. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>15</b>	<b>2</b>	<b>0</b>	<b>16</b>
<b>First Year:</b>	<b>Spring Semester</b>				
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 <b>OR</b>				
MAT 143*	Quantitative Literacy	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>14</b>	<b>2</b>	<b>0</b>	<b>15</b>
<b>First Year:</b>	<b>Summer Semester</b>				
ENG 114	Prof Research & Reporting <b>OR</b>				
ENG 112	Writing/Research in the Discipline	3	0	0	3
FIP 221	Adv Fire Fighting Strat	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
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	<u>0</u>	<u>0</u>	<u>10</u>	<u>1</u>
		<b>14</b>	<b>0</b>	<b>10</b>	<b>15</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
FIP 146	Fire Protection Systems	3	2	0	4
FIP 232	Hydraulics & Water Dist	2	2	0	3
---*	Humanities Elective	3	0	0	3
---*	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>4</b>	<b>0</b>	<b>13</b>

**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.



## Programs of Study (Curricula-Credit)

### 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. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
FIP 120	Intro to Fire Protection	3	0	0	3
FIP 124	Fire Prevention & Public Ed	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>
<b>First Year:</b>	<b>Spring Semester</b>				
FIP 132	Building Construction	3	0	0	3
FIP 152	Fire Protection Law	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

**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. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
FIP 120	Intro to Fire Protection	3	0	0	3
FIP 230	Chemistry of Hazardous Materials I	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>
<b>First Year:</b>	<b>Spring Semester</b>				
FIP 132	Building Construction	3	0	0	3
FIP 146	Fire Protection Systems	3	2	0	4
FIP 232	Hydraulics & Water Distribution	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>8</b>	<b>4</b>	<b>0</b>	<b>10</b>

**Total Semester Hours Credit for Certificate: 18**

## Programs of Study (Curricula-Credit)

### 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. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
EPT 140	Emergency Management	3	0	0	3
FIP 124	Fire Prevention & Public Education	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>
<b>First Year:</b>	<b>Spring Semester</b>				
FIP 132	Building Construction	3	0	0	3
FIP 146	Fire Protection Systems	3	2	0	4
FIP 152	Fire Protection Law	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>2</b>	<b>0</b>	<b>10</b>

**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. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
EPT 140	Emergency Management	3	0	0	3
FIP 136	Inspection & Codes	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>
<b>First Year:</b>	<b>Spring Semester</b>				
FIP 152	Fire Protection Law	3	0	0	3
FIP 228	Local Government Finance	3	0	0	3
FIP 240	Fire Service Supervision	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>
<b>First Year:</b>	<b>Summer Semester</b>				
FIP 221	Advanced Fire Fighting Strategies	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

**Total Semester Hours Credit for Certificate: 18**

### Graphic Design

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

The 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 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.*

## Programs of Study (Curricula-Credit)

### 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
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
ACA 111	College Student Success <i>OR</i>	1	0	0	1
ACA 122	College Transfer Success	0	2	0	1
ENG 111	Writing and Inquiry	3	0	0	3
GRD 110	Typography I	2	3	0	3
GRD 141	Graphic Design I	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
GRD 167	Photographic Imaging I	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		<b>9/10</b>	<b>15/17</b>	<b>0</b>	<b>17</b>
<b>First Year:</b>	<b>Spring Semester</b>				
GRD 121	Drawing Fundamentals I	1	3	0	2
GRD 142	Graphic Design II	2	4	0	4
GRD 152	Computer Design Tech I	1	4	0	3
GRD 182	Digital & Print Marketing	1	3	0	2
WEB 110	Web Development Fundamentals	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>7</b>	<b>17</b>	<b>0</b>	<b>14</b>
<b>First Year:</b>	<b>Summer Semester</b>				
GRD 241	Graphic Design III	2	4	0	4
---	Humanities/Fine Arts	3	0	0	3
---	Natural Sciences/Mathematics	<u>2/3</u>	<u>0/2/3</u>	<u>0</u>	<u>3/4</u>
		<b>7/8</b>	<b>4/6/7</b>	<b>0</b>	<b>10/11</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
GRD 153	Computer Design Solutions	1	4	0	3
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
WBL 112A	Work-Based Learning I - AGD	<u>0</u>	<u>0</u>	<u>20</u>	<u>2</u>
		<b>6</b>	<b>14</b>	<b>20</b>	<b>14</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
GRD 272	Multimedia and Video II	1	3	0	2
GRD 280	Portfolio Design	2	4	0	4
GRD 285	Client/Media Relations	1	3	0	2
---	Communications Elective	3	0	0	3
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>10</b>	<b>10</b>	<b>0</b>	<b>14</b>

**Total Semester Hours Credit for Degree: 69/70**

## Communication Elective

COM 110 Introduction to Communication  
 COM 120 Intro Interpersonal Communication  
 COM 231 Public Speaking  
 ENG 112 Argument-Based Research  
 ENG 114 Prof Research & Reporting  
 ENG 116 Technical Report Writing

## Natural Sciences/Mathematics

BIO 110 Principles of Biology  
 BIO 111 General Biology I  
 GEL 111 Geology  
 MAT 110 Math Measurement & Literacy  
 MAT 112 Technical Mathematics  
 MAT 143 Quantitative Literacy  
 MAT 152 Statistical Methods I  
 PHY 110 Conceptual Physics  
 PHY 121 Applied Physics I

## 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
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
GRD 110	Typography I	2	3	0	3
GRD 141	Graphic Design I	2	4	0	4
GRD 151	Computer Design Basics	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>11</b>	<b>0</b>	<b>10</b>
<b>First Year:</b>	<b>Spring Semester</b>				
GRD 142	Graphic Design II	2	4	0	4
GRD 152	Computer Design Tech I	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		<b>3</b>	<b>8</b>	<b>0</b>	<b>7</b>

**Total Semester Hours Credit for Certificate: 17**

### **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.

## Programs of Study (Curricula-Credit)

### Human Services Technology [A45380]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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
PSY 150	General Psychology	3	0	0	3
SAB 110	Substance Abuse Overview	3	0	0	3
---	Natural Sciences/Mathematics Elective	<u>2//3/4</u>	<u>2/3</u>	<u>0</u>	<u>3/4/5</u>
		<b>14/15/16</b>	<b>4/5</b>	<b>0</b>	<b>16/17/18</b>
<b>First Year:</b>	<b>Spring Semester</b>				
ENG 112	Writing/Research in the Disc <b>OR</b>	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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>6</b>	<b>0</b>	<b>14</b>
<b>First Year:</b>	<b>Summer Semester</b>				
PSY 241	Developmental Psych	3	0	0	3
SOC 210	Introduction to Sociology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
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
SWK 110	Intro to Social Work	3	0	0	3
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>16</b>	<b>2</b>	<b>0</b>	<b>17</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
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 <b>OR</b>	3	0	0	3
SWK 113	Working with Diversity				
WBL 111H	Work-Based Learning I-HST	0	0	10	1
WBL 115H	Work-Based Learning Seminar I	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
		<b>12</b>	<b>2</b>	<b>10</b>	<b>14</b>

**Total Semester Hours Credit for Degree: 67, 68 or 69**

### Natural Sciences/Mathematics Elective

BIO 110	Principles of Biology	MAT 110	Math Measurement & Literacy
BIO 163	Basic Anat & Physiology	MAT 152	Statistical Methods
BIO 168	Anatomy and Physiology I		

## Programs of Study (Curricula-Credit)

### Human Services Technology-Substance Abuse Certificate [C45380]

Courses for this certificate program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
SAB 110	Substance Abuse Overview	3	0	0	3
SAB 137	Co-Dependency	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>
<b>First Year:</b>	<b>Spring Semester</b>				
HSE 225	Crisis Intervention	3	0	0	3
SAB 210	Addiction and Recovery Counsel	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>2</b>	<b>0</b>	<b>6</b>

**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.

## Programs of Study (Curricula-Credit)

### Human Services Technology/Addiction and Recovery Studies [A4538E]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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
SAB 110	Substance Abuse Overview	3	0	0	3
SWK 110	Intro to Social Work	3	0	0	3
---	Natural Sciences/Mathematics Elective	<u>2/3/4</u>	<u>2/3</u>	<u>0</u>	<u>3/4/5</u>
		<b>14/15/16</b>	<b>4/5</b>	<b>0</b>	<b>16/17/18</b>
<b>First Year:</b>	<b>Spring Semester</b>				
ENG 112	Writing/Research in the Disc <b>OR</b>	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	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>12</b>	<b>6</b>	<b>0</b>	<b>15</b>
<b>First Year:</b>	<b>Summer Semester</b>				
SOC 210	Introduction to Sociology	3	0	0	3
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
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	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
		<b>14</b>	<b>2</b>	<b>10</b>	<b>16</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
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 <b>OR</b>	3	0	0	3
SWK 113	Working with Diversity				
SAB 240	Sab Issues in Client Serv	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>16</b>	<b>2</b>	<b>0</b>	<b>17</b>

**Total Semester Hours Credit for Degree: 70, 71 or 72**

### Natural Sciences/Mathematics Elective

BIO 110	Principles of Biology	BIO 168	Anatomy and Physiology I	BIO 163	Basic Anat & Physiology	168
MAT 110	Math Measurement & Literacy	MAT 152	Statistical Methods I			

## 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

### **Industrial Systems Technology**

**[A50240] Associate in Applied Science Degree; [A50240AR] Industrial Systems Technology – Mechatronics; [C50240AR] [C50240A] Industrial Systems Technology – Mechatronics Certificate Apprenticeship Track**

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

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

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

### **Program Competencies**

Upon successful completion of the Industrial Systems Technology-Mechatronics Technician 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. Identify, explain and troubleshoot hydraulic/pneumatic circuits.
3. Create various simple PLC programs using the appropriate instruction set and apply appropriate troubleshooting methods to PLCs.
4. Demonstrate efficiency in troubleshooting automation equipment using root cause analysis.
5. Perform preventive maintenance to enhance machine reliability.

## Programs of Study (Curricula-Credit)

### Industrial Systems Technology [A50240]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
ELC 125	Diagrams & Schematics	1	2	0	2
ELC 131	Circuit Analysis I	3	3	0	4
ENG 111	Writing and Inquiry	3	0	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
ISC 112A	Industrial Safety Lab	0	2	0	1
WBL 130A	Workplace Professionalism	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
		<b>11</b>	<b>13</b>	<b>0</b>	<b>16</b>
<b>First Year:</b>	<b>Spring Semester</b>				
ATR 112	Intro to Automation	2	3	0	3
DFT 119	Basic CAD	1	2	0	2
ENG 114	Prof Research & Reporting <b>OR</b>	3	0	0	3
ENG 116	Technical Report Writing				
ISC 114	Visual Workplace Org/5S	0	2	0	1
MEC 130	Mechanisms	2	2	0	3
MNT 110	Intro to Maintenance Procedures	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		<b>9</b>	<b>12</b>	<b>0</b>	<b>14</b>
<b>First Year:</b>	<b>Summer Semester</b>				
ELN 260	Prog Logic Controllers	3	3	0	4
ISC 116	Lean Mfg Principles/Practices	0	2	0	1
MNT 220	Rigging & Moving	1	3	0	2
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>7</b>	<b>8</b>	<b>0</b>	<b>10</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
ATR 212	Industrial Robots	2	3	0	3
ELC 117	Motors & Controls	2	6	0	4
ISC 160	Prob-Solving for Adv Mfg Techs	0	2	0	1
MAC 118	Machine Shop Basics	1	3	0	2
MAT 110	Math Measurement & Literacy <b>OR</b>	2	2	0	3
MAT 112	Technical Mathematics				
WLD 112	Basic Welding	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		<b>8</b>	<b>19</b>	<b>0</b>	<b>15</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
ATR 114	Machine Reliability	0	2	0	1
ATR 219	Automation Troubleshooting	1	3	0	2
ELC 228	PLC Applications	2	6	0	4
MNT 160	Industrial Fabrication	1	3	0	2
MNT 263	Electro-Pneu Components	2	4	0	4
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>18</b>	<b>0</b>	<b>16</b>

**Total Semester Hours Credit for Degree: 71**

## Programs of Study (Curricula-Credit)

### Industrial Systems Technology - Mechatronics [A50240AR]

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
MAC 118	Machine Shop Basics	1	3	0	2
WBL 130A	Workplace Professionalism	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
		<b>1</b>	<b>6</b>	<b>0</b>	<b>3</b>
<b>First Year:</b>	<b>Fall Semester</b>				
ELC 125	Diagrams & Schematics	1	2	0	2
ISC 112	Industrial Safety	2	0	0	2
ISC 112A	Industrial Safety Lab	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
		<b>3</b>	<b>4</b>	<b>0</b>	<b>5</b>
<b>First Year:</b>	<b>Spring Semester</b>				
DFT 119	Basic CAD	1	2	0	2
ISC 114	Visual Workplace Org/5S	0	2	0	1
MEC 130	Mechanisms	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>3</b>	<b>6</b>	<b>0</b>	<b>6</b>
<b>Second Year:</b>	<b>Summer Semester</b>				
ELN 260	Prog Logic Controllers	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
		<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
ELC 117	Motors & Controls	2	6	0	4
ELC 131	Circuit Analysis I	3	3	0	4
ENG 111	Writing and Inquiry	3	0	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 160	Prob-Solving for Adv Mfg Techs	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
		<b>10</b>	<b>14</b>	<b>0</b>	<b>15</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
ATR 112	Intro to Automation	2	3	0	3
ATR 114	Machine Reliability	0	2	0	1
ELC 228	PLC Applications	2	6	0	4
MNT 110	Intro to Maintenance Procedures	1	3	0	2
---	English/Communications Elective	3	0	0	3
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>14</b>	<b>0</b>	<b>16</b>
<b>Third Year:</b>	<b>Summer Semester</b>				
ISC 116	Lean Mfg Principles/Practices	0	2	0	1
MNT 220	Rigging & Moving	1	3	0	2
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>4</b>	<b>5</b>	<b>0</b>	<b>6</b>
<b>Third Year:</b>	<b>Fall Semester</b>				
ATR 212	Industrial Robots	2	3	0	3
WLD 112	Basic Welding	1	3	0	2
---	Math Elective	<u>2/3</u>	<u>2</u>	<u>0</u>	<u>3/4</u>
		<b>5/6</b>	<b>8</b>	<b>0</b>	<b>8/9</b>

## Programs of Study (Curricula-Credit)

### Third Year: Spring Semester

ATR 219	Automation Troubleshooting	1	3	0	2
MNT 160	Industrial Fabrication	1	3	0	2
MNT 263	Electro-Pneu Components	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
		<b>4</b>	<b>10</b>	<b>0</b>	<b>8</b>

**Total Semester Hours Credit for Degree: 71/72**

### Math Elective

MAT 121 Algebra/Trigonometry I

MAT 171 Precalculus Algebra

### English/Communications Elective

ENG 116 Technical Report Writing

COM 120 Intro Interpersonal Communication

## Programs of Study (Curricula-Credit)

### Industrial Systems Technology – Mechatronics Certificate [C50240AR] [C50240]

#### 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.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Summer Semester</b>				
MAC 118	Machine Shop Basics	1	3	0	2
WBL 130A	Workplace Professionalism	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
		<b>1</b>	<b>6</b>	<b>0</b>	<b>3</b>
<b>First Year:</b>	<b>Fall Semester</b>				
ELC 125	Diagrams & Schematics	1	2	0	2
ISC 112	Industrial Safety	2	0	0	2
ISC 112A	Industrial Safety Lab	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
		<b>3</b>	<b>4</b>	<b>0</b>	<b>5</b>
<b>First Year:</b>	<b>Spring Semester</b>				
DFT 119	Basic CAD	1	2	0	2
ISC 114	Visual Workplace Org/5S	0	2	0	1
MEC 130	Mechanisms	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>3</b>	<b>6</b>	<b>0</b>	<b>6</b>

**Total Semester Hours Credit for Certificate: 14**



### **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.

## Programs of Study (Curricula-Credit)

### Information Technology - Network and Cyber Security Specialist [A25590N]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>10</b>	<b>13</b>	<b>0</b>	<b>16</b>
<b>First Year:</b>	<b>Spring Semester</b>				
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	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>7</b>	<b>0</b>	<b>12</b>
<b>First Year:</b>	<b>Summer Semester</b>				
CIS 115	Intro to Prog & Logic	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>7</b>	<b>0</b>	<b>9</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
ENG 112	Writing/Research in the Disc <b>OR</b>	3	0	0	3
ENG 114	Prof Research & Reporting				
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	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>10</b>	<b>10</b>	<b>0</b>	<b>15</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
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
---	Humanities/Fine Arts	3	0	0	3
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>10</b>	<b>0</b>	<b>15</b>

**Total Semester Hours Credit for Degree: 67**

#### Humanities/Fine Arts Electives (choose one)

ART 111 Art Appreciation <sup>u</sup>  
 HUM 110 Technology and Society  
 HUM 115 Critical Thinking  
 MUS 110 Music Appreciation <sup>u</sup>  
 PHI 240 Introduction to Ethics <sup>u</sup>

#### Social/Behavioral Science Electives (choose one)

ECO 251 Prin of Microeconomics <sup>u</sup>  
 ECO 252 Prin of Macroeconomics <sup>u</sup>  
 POL 120 American Government <sup>u</sup>  
 PSY 150 General Psychology <sup>u</sup>  
 SOC 210 Introduction to Sociology <sup>u</sup>

## Programs of Study (Curricula-Credit)

<sup>U</sup> 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. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
CTI 120	Network and Sec Foundation	2	2	0	3
NET 125	Introduction to Networks	1	4	0	3
NOS 110	Operating Systems Concepts	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>9</b>	<b>0</b>	<b>9</b>
<b>First Year:</b>	<b>Spring Semester</b>				
CTS 120	Hardware/Software Support	2	3	0	3
NET 126	Switching and Routing	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		<b>3</b>	<b>7</b>	<b>0</b>	<b>6</b>
<b>First Year:</b>	<b>Summer Semester</b>				
SEC 110	Security Concepts	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

**Total Semester Hours Credit for Certificate: 18**

## Programs of Study (Curricula-Credit)

### Information Technology-IT Support Specialist [A25590S]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>12</b>	<b>9</b>	<b>0</b>	<b>16</b>
<b>First Year:</b>	<b>Spring Semester</b>				
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	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>10</b>	<b>0</b>	<b>15</b>
<b>First Year:</b>	<b>Summer Semester</b>				
CIS 115	Intro to Prog & Logic	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>7</b>	<b>0</b>	<b>9</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
ENG 112	Writing/Research in the Disc <b>OR</b>	3	0	0	3
ENG 114	Prof Research & Reporting				
NET 125	Introduction to Networks	1	4	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 230	Windows Administration I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>8</b>	<b>8</b>	<b>0</b>	<b>12</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
CTI 289	CTI Capstone Project <b>OR</b>	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
---	Humanities/Fine Arts	3	0	0	3
---	Social/Behavior Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>9/10</b>	<b>6/12</b>	<b>0/10</b>	<b>13/15</b>

**Total Semester Hours Credit for Degree: 65 or 67**

## Programs of Study (Curricula-Credit)

### Humanities/Fine Arts Electives (choose one)

ART 111 Art Appreciation <sup>u</sup>  
 HUM 110 Technology and Society  
 HUM 115 Critical Thinking  
 MUS 110 Music Appreciation <sup>u</sup>  
 PHI 240 Introduction to Ethics <sup>u</sup>

### Social/Behavioral Science Electives (choose one)

ECO 251 Prin of Microeconomics <sup>u</sup>  
 ECO 252 Prin of Macroeconomics <sup>u</sup>  
 POL 120 American Government <sup>u</sup>  
 PSY 150 General Psychology <sup>u</sup>  
 SOC 210 Introduction to Sociology <sup>u</sup>

<sup>u</sup> 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 - Cloud/Virtualization Specialization Specialist Certificate [C25590V] [C25590HV]

Courses for this certificate program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
<b>First Year:</b>	<b>Fall Semester</b>				
NET 125	Introduction to Networks	1	4	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 230	Windows Administration I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>8</b>	<b>0</b>	<b>9</b>
<b>First Year:</b>	<b>Spring Semester</b>				
CTI 140	Virtualization Concepts	1	4	0	3
CTI 141	Cloud & Storage Concepts	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		<b>2</b>	<b>8</b>	<b>0</b>	<b>6</b>

**Total Semester Hours Credit for Certificate: 15**

### Information Technology – Data Analytics Specialist Certificate [C25590D] [C25590HD]

Courses for this certificate program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
<b>First Year:</b>	<b>Fall Semester</b>	<b>Class</b>	<b>Lab</b>	<b>Wk. Exp.</b>	<b>Credit</b>
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>7</b>	<b>0</b>	<b>9</b>
<b>First Year:</b>	<b>Spring Semester</b>				
DBA 118	Google Data Analytics I	1	6	0	3
DBA 218	Google Data Analytics II	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>3</b>	<b>9</b>	<b>0</b>	<b>6</b>

**Total Semester Hours Credit for Certificate: 15**

## Programs of Study (Curricula-Credit)

### Information Technology – Support Specialist Certificate [C25590S][C25590HS]

Courses for this certificate program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>7</b>	<b>0</b>	<b>9</b>
<b>First Year:</b>	<b>Spring Semester</b>				
CTS 120	Hardware/Software Support	2	3	0	3
CTS 155	Tech Support Functions	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>4</b>	<b>5</b>	<b>0</b>	<b>6</b>

**Total Semester Hours Credit for Certificate: 15**

## Programs of Study (Curricula-Credit)

### Information Technology-IT Support Specialist [A25590AP] Apprenticeship Track

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>Pre-Apprenticeship:</b>	<b>Summer Semester</b>				
CIS 115	Intro to Prog & Logic	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>Apprenticeship:</b>					
<b>First Year:</b>	<b>Fall Semester</b>				
ACA 111	College Student Success	1	0	0	1
CTI 120	Network and Sec Foundation	2	2	0	3
NOS 110	Operating Systems Concepts	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>5</b>	<b>0</b>	<b>7</b>
<b>First Year:</b>	<b>Spring Semester</b>				
CIS 110	Introduction to Computers	2	2	0	3
CTS 120	Hardware/Software Support	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>4</b>	<b>5</b>	<b>0</b>	<b>6</b>
<b>Second Year:</b>	<b>Summer Semester</b>				
NOS 130	Windows Single User	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
CTI 110	Web, Pgm. & Db Foundation	2	2	0	3
NET 125	Introduction to Networks	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		<b>3</b>	<b>6</b>	<b>0</b>	<b>6</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
CTS 115	Info Sys Business Concepts	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
MAT 110	Math Measurement & Literacy	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>8</b>	<b>2</b>	<b>0</b>	<b>9</b>
<b>Third Year:</b>	<b>Summer Semester</b>				
ENG 112	Writing/Research in the Disc <b>OR</b>	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
ENG 114	Prof Research & Reporting				
		<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>Third Year:</b>	<b>Fall Semester</b>				
H/FA	Humanities/Fine Art	3	0	0	3
NOS 120	Linux/UNIX Single User	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>2</b>	<b>0</b>	<b>6</b>
<b>Third Year:</b>	<b>Spring Semester</b>				
DBA 110	Database Concepts	2	3	0	3
WBL 112T	Work-Based Learning I-ITSS	0	0	20	2
S/BS	Social/Behavior Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>3</b>	<b>20</b>	<b>8</b>

## Programs of Study (Curricula-Credit)

Curriculum	Courses By Semester	Hours/Week			Sem. Hrs.
Fourth Year:	Summer Semester	Class	Lab	Wk. Exp.	Credit
SEC 110	Security Concepts	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
<b>Fourth Year:</b>	<b>Fall Semester</b>				
CTS 130	Spreadsheet	2	2	0	3
NOS 230	Windows Administration I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>
<b>Fourth Year:</b>	<b>Spring Semester</b>				
CTI 140	Virtualization Concepts	1	4	0	3
WEB 110	Web Development Fundamentals	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>3</b>	<b>6</b>	<b>0</b>	<b>6</b>

**Total Semester Hours Credit for Degree: 66**

### Information Technology-IT Support Apprenticeship [C25590AP]

Courses for this certificate program are offered day, evening, online and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
Pre-Apprenticeship:	Summer Semester	Class	Lab	Wk. Exp.	Credit
CIS 115	Intro to Prog & Logic	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>First Year:</b>	<b>Fall Semester</b>				
CTI 120	Network and Sec Foundation	2	2	0	3
NOS 110	Operating Systems Concepts	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>4</b>	<b>5</b>	<b>0</b>	<b>6</b>
<b>First Year:</b>	<b>Spring Semester</b>				
CIS 110	Introduction to Computers	2	2	0	3
CTS 120	Hardware/Software Support	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>4</b>	<b>5</b>	<b>0</b>	<b>6</b>

**Total Semester Hours Credit for Certificate: 15**



### Interior Design

**[A30220] Associate in Applied Science Degree; [D30220] Kitchen & Bath Diploma; [C30220] Architectural Technology – Sustainable Design Certificate; [C30220D] Digital Imaging and Design Certificate; [C30220K] Kitchen & Bath 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.*

## Programs of Study (Curricula-Credit)

### 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.
		Class	Lab	Wk. Exp.	
<b>First Year:</b>	<b>Fall Semester</b>				
ACA 111	College Student Success <b>OR</b>	1	0	0	1
ACA 122	College Transfer Success	0	2	0	1
ARC 111	Intro to Arch Technology	1	6	0	3
DES 112	Building/Construction Sys.	3	0	0	3
DES 125	Visual Presentation I	0	6	0	2
DES 135	Prin and Elem of Design I	2	4	0	4
---	Natural Sciences/Mathematics	<u>2/3</u>	<u>0/2/3</u>	<u>0</u>	<u>3/4</u>
		<b>8-10</b>	<b>16-21</b>	<b>0</b>	<b>16/17</b>
<b>First Year:</b>	<b>Spring Semester</b>				
ARC 114	Architectural CAD	1	3	0	2
ARC 114A	Architectural CAD Lab	0	3	0	1
DES 130	Digital App/Interior Design	2	3	0	3
DES 220	Interior Design Fundamentals	1	6	0	3
DES 225	Textiles for Interiors <b>OR</b>	2	2	0	3
DES 238	Sustainable Interiors				
DES 255	History of Interior & Furn I	3	0	0	3
---	Communication Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>12</b>	<b>17</b>	<b>0</b>	<b>18</b>
<b>First Year:</b>	<b>Summer Semester</b>				
DES 230	Residential Design I	1	6	0	3
DES 235	Products	2	2	0	3
DES 242	Kitchen and Bath Design I	2	2	0	3
ENG 111	Writing and Inquiry	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>8</b>	<b>10</b>	<b>0</b>	<b>12</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
DES 231	Residential Design II <b>OR</b>	1	6	0	3
DES 243	Advanced Kitchen/Bath Design	2	2	0	3
DES 240	Commercial/Contract Design I	1	6	0	3
DES 256	History of Interiors & Furn II	3	0	0	3
DES 265	Lighting/Interior Design	1	2	0	2
---	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>9/10</b>	<b>10/14</b>	<b>0</b>	<b>14</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
ARC 235	Architectural Portfolio	2	3	0	3
DES 210	Professional Practices/Int Des	2	0	0	2
DES 285	Capstone/Interior Design	2	6	0	4
WBL 112I	Work-Based Learning I-ID	0	0	20	2
---	Social/ Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>9</b>	<b>20</b>	<b>14</b>

**Total Semester Hours Credit for Degree: 74/75**

### **Natural Sciences/Mathematics**

BIO 110	Principles of Biology
BIO 111	General Biology I
GEL 111	Geology
MAT 110	Math Measurement & Literacy
MAT 112	Technical Mathematics
MAT 143	Quantitative Literacy
MAT 152	Statistical Methods I
PHY 110	Conceptual Physics
PHY 121	Applied Physics I

### **Communication Elective**

COM 110	Introduction to Communication
COM 120	Intro Interpersonal Communication
COM 231	Public Speaking

## Programs of Study (Curricula-Credit)

### Interior Design – Kitchen & Bath Diploma [D30220]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
ARC 111	Intro to Arch Technology	1	6	0	3
DES 112	Building/Construction Sys.	3	0	0	3
DES 130	Digital App/Interior Design	2	3	0	3
DES 135	Prin and Elem of Design I	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
		<b>8</b>	<b>13</b>	<b>0</b>	<b>13</b>
<b>First Year:</b>	<b>Spring Semester</b>				
ARC 114	Architectural CAD	1	3	0	2
ARC 114A	Architectural CAD Lab	0	3	0	1
DES 125	Visual Presentation I	0	6	0	2
DES 220	Interior Design Fundamentals	1	6	0	3
---	Natural Sciences/Mathematics	<u>2/3</u>	<u>0/2/3</u>	<u>0</u>	<u>3/4</u>
		<b>4/5</b>	<b>18-21</b>	<b>0</b>	<b>11/12</b>
<b>First Year:</b>	<b>Summer Semester</b>				
DES 230	Residential Design I	1	6	0	3
DES 242	Kitchen and Bath Design I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>3</b>	<b>8</b>	<b>0</b>	<b>6</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
DES 243	Advanced Kitchen/Bath Design	2	2	0	3
ENG 111	Writing and Inquiry	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>2</b>	<b>0</b>	<b>6</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
DES 210	Professional Practices/Int Des	2	0	0	2
WBL 112I	Work-Based Learning I-ID	<u>0</u>	<u>0</u>	<u>20</u>	<u>2</u>
		<b>2</b>	<b>0</b>	<b>20</b>	<b>4</b>

**Total Semester Hours Credit for Degree: 40/41**

### Natural Sciences/Mathematics

BIO 110	Principles of Biology
BIO 111	General Biology I
GEL 111	Geology
MAT 110	Math Measurement & Literacy
MAT 112	Technical Mathematics
MAT 143	Quantitative Literacy
MAT 152	Statistical Methods I
PHY 110	Conceptual Physics
PHY 121	Applied Physics I

## Programs of Study (Curricula-Credit)

### Interior Design - Architectural Technology– Sustainable Design Certificate [C30220] [C30220HS]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
ARC 111	Intro to Arch Technology	1	6	0	3
DES 112	Building/Construction Sys.	3	0	0	3
DES 125	Visual Presentation I	0	6	0	2
DES 135	Prin and Elem of Design I	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
		<b>6</b>	<b>16</b>	<b>0</b>	<b>12</b>
<b>First Year:</b>	<b>Spring Semester</b>				
ARC 114	Architectural CAD	1	3	0	2
ARC 114A	Architectural CAD Lab	0	3	0	1
DES 238	Sustainable Interiors	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>3</b>	<b>8</b>	<b>0</b>	<b>6</b>

**Total Semester Hours Credit for Certificate: 18**

### Interior Design - Digital Imaging and Design Certificate [C30220D] [C30220HD]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
		<b>3</b>	<b>16</b>	<b>0</b>	<b>9</b>
<b>First Year:</b>	<b>Spring Semester</b>				
ARC 114	Architectural CAD	1	3	0	2
ARC 114A	Architectural CAD Lab	0	3	0	1
DES 130	Digital App/Interior Design	2	3	0	3
DES 220	Interior Design Fundamentals	<u>1</u>	<u>6</u>	<u>0</u>	<u>3</u>
		<b>4</b>	<b>15</b>	<b>0</b>	<b>9</b>

**Total Semester Hours Credit for Certificate: 18**

## Programs of Study (Curricula-Credit)

### Interior Design – Kitchen & Bath Certificate [C30220K] [C30220HK]

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

Curriculum Courses by Semester		Hours/Week			Sem. Hrs.
First Year:		Class	Lab	Wk. Exp.	Credit
<b>Fall Semester</b>					
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	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
		<b>3</b>	<b>16</b>	<b>0</b>	<b>9</b>
<b>Spring Semester</b>					
ARC 114	Architectural CAD	1	3	0	2
ARC 114A	Architectural CAD Lab	0	3	0	1
DES 220	Interior Design Fundamentals	<u>1</u>	<u>6</u>	<u>0</u>	<u>3</u>
		<b>2</b>	<b>12</b>	<b>0</b>	<b>6</b>
<b>Summer Semester</b>					
DES 242	Kitchen and Bath Design I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>

**Total Semester Hours Credit for Certificate: 18**

### 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](mailto:kyvang@randolph.edu).

### Accreditation Statement

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

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 113th Street North, #7709

Seminole, FL. 33775

727-210-2350

[www.caahep.org](http://www.caahep.org)

Medical Assisting Education Review Board (MAERB)

2020 North California Ave, #213 Suite 7

Chicago, IL 60647

312-392-0155

[www.maerb.org](http://www.maerb.org)

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.

American Association of Medical Assisting (AAMA)

20 N. Wacker Dr.

Suite 3720

Chicago, IL 60606

(312) 899-1500

[www.aama-ntl.org](http://www.aama-ntl.org)



## Programs of Study (Curricula-Credit)

### Medical Assisting [A45400]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>15</b>	<b>6</b>	<b>0</b>	<b>18</b>
<b>First Year:</b>	<b>Spring Semester</b>				
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	<u>3</u>	<u>2</u>	<u>3</u>	<u>5</u>
		<b>14</b>	<b>4</b>	<b>3</b>	<b>18</b>
<b>First Year:</b>	<b>Summer Semester</b>				
MED 140	Exam Room Procedures I	3	4	0	5
MED 232	Medical Insurance Coding	1	3	0	2
MED 276	Patient Education	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>5</b>	<b>9</b>	<b>0</b>	<b>9</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
MED 150	Laboratory Procedures I	3	4	0	5
MED 240	Exam Room Procedures II	3	4	0	5
MED 270	Symptomatology	2	2	0	3
MED 272	Drug Therapy	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>10</b>	<b>0</b>	<b>16</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>0</b>	<b>15</b>	<b>14</b>

**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.*

## Programs of Study (Curricula-Credit)

### Medical Office Administration [A25310]

Courses for this A.A.S. degree program are offered day, evening, online, and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>12</b>	<b>6</b>	<b>0</b>	<b>15</b>
<b>First Year:</b>	<b>Spring Semester</b>				
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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>
<b>First Year:</b>	<b>Summer Semester</b>				
OST 136	Word Processing	2	2	0	3
OST 243	Med Office Simulation	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
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
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>13</b>	<b>6</b>	<b>0</b>	<b>16</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
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
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>12</b>	<b>6</b>	<b>0</b>	<b>15</b>

**Total Semester Hours Credit for Degree: 67**

## Programs of Study (Curricula-Credit)

### Medical Office Administration [D25310]

Courses for this diploma program are offered day, evening, online, and/or hybrid. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>12</b>	<b>6</b>	<b>0</b>	<b>15</b>
<b>First Year:</b>	<b>Spring Semester</b>				
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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>
<b>First Year:</b>	<b>Summer Semester</b>				
OST 136	Word Processing	2	2	0	3
OST 243	Med Office Simulation	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>

**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. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
CIS 110	Introduction to Computers	2	2	0	3
OST 141	Med Office Terms I	3	0	0	3
OST 161	Medical Ofc Procedures	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>7</b>	<b>4</b>	<b>0</b>	<b>9</b>
<b>First Year:</b>	<b>Spring Semester</b>				
OST 142	Med Office Terms II	3	0	0	3
OST 148	Med Ins & Billing	3	0	0	3
OST 149	Medical Legal Issues	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>

**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.

## Programs of Study (Curricula-Credit)

### 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
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>10</b>	<b>9</b>	<b>0</b>	<b>13</b>
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	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		<b>7</b>	<b>18</b>	<b>0</b>	<b>13</b>
First Year:	Summer Semester				
PHO 139	Intro to Digital Imaging	1	4	0	3
PHO 143	Multimedia I	2	3	0	3
---	Communication Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>7</b>	<b>0</b>	<b>9</b>
Second Year:	Fall Semester				
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
---	Natural Sciences/Mathematics	<u>2/3</u>	<u>0/2</u>	<u>0</u>	<u>3/4</u>
		<b>6/7</b>	<b>11/13</b>	<b>20</b>	<b>14/15</b>
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	<u>0</u>	<u>0</u>	<u>20</u>	<u>2</u>
		<b>7</b>	<b>11</b>	<b>20</b>	<b>14</b>
Second Year:	Summer Semester				
PHO 231	Commercial Portfolio Capstone	1	3	0	2
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>4</b>	<b>3</b>	<b>0</b>	<b>5</b>

**Total Semester Hours Credit for Degree: 68/69**

*Students will take WBL 112N and WBL 122N.*

### **Communication Elective**

COM 110 Introduction to Communication  
COM 120 Intro Interpersonal Communication  
COM 231 Public Speaking  
ENG 112 Argument-Based Research  
ENG 114 Prof Research & Reporting  
ENG 116 Technical Report Writing

### **Humanities/Fine Arts**

ART 111 Art Appreciation  
ART 114 Art History Survey I  
ART 115 Art History Survey II  
HUM 110 Technology and Society  
HUM 115 Critical Thinking  
PHI 240 Introduction to Ethics

### **Natural Sciences/Mathematics Elective**

MAT 110 Math Measurement & Literacy  
MAT 112 Technical Mathematics  
MAT 121 Algebra/Trigonometry I  
PHY 110 Conceptual Physics  
PHY 121 Applied Physics I

### **Social/Behavioral Sciences**

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

### **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.



## Programs of Study (Curricula-Credit)

### 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:		Class	Lab	Wk. Exp.	Credit
	<b>Fall Semester</b>				
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
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>10</b>	<b>9</b>	<b>0</b>	<b>13</b>
	<b>Spring Semester</b>				
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	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		<b>7</b>	<b>18</b>	<b>0</b>	<b>13</b>
	<b>Summer Semester</b>				
PHO 139	Intro to Digital Imaging	1	4	0	3
PHO 143	Multimedia I	2	3	0	3
---	Communication Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>7</b>	<b>0</b>	<b>9</b>
	<b>Fall Semester</b>				
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
---	Natural Sciences/Mathematics	<u>2/3</u>	<u>0/2</u>	<u>0</u>	<u>3/4</u>
		<b>7/8</b>	<b>12/14</b>	<b>0</b>	<b>13/14</b>
	<b>Spring Semester</b>				
PHO 216	Documentary Photography/Multimedia	2	4	0	4
PHO 220	Business of Photography	3	0	0	3
WBL 112P	Work-Based Learning I - PHOPJ	0	0	20	2
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>8</b>	<b>4</b>	<b>20</b>	<b>12</b>
	<b>Summer Semester</b>				
PHO 232	Multimedia Journalism Portfolio Capstone	1	3	0	2
WBL 122P	Work-Based Learning II - PHOPJ	<u>0</u>	<u>0</u>	<u>20</u>	<u>2</u>
		<b>1</b>	<b>3</b>	<b>20</b>	<b>4</b>

**Total Semester Hours Credit for Degree: 64/65**

*Students will take WBL 112P and WBL 122P.*

### **Communication Elective**

COM 110 Introduction to Communication  
COM 120 Intro Interpersonal Communication  
COM 231 Public Speaking  
ENG 112 Argument-Based Research  
ENG 114 Prof Research & Reporting  
ENG 116 Technical Report Writing

### **Humanities/Fine Arts**

ART 111 Art Appreciation  
ART 114 Art History Survey I  
ART 115 Art History Survey II  
HUM 110 Technology and Society  
HUM 115 Critical Thinking  
PHI 240 Introduction to Ethics

### **Natural Sciences/Mathematics Elective**

MAT 110 Math Measurement & Literacy  
MAT 112 Technical Mathematics  
MAT 121 Algebra/Trigonometry I  
PHY 110 Conceptual Physics  
PHY 121 Applied Physics I

### **Social/Behavioral Sciences**

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

### **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.

## Programs of Study (Curricula-Credit)

### 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.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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
---	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>10</b>	<b>9</b>	<b>0</b>	<b>13</b>
<b>First Year:</b>	<b>Spring Semester</b>				
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	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		<b>7</b>	<b>18</b>	<b>0</b>	<b>13</b>
<b>First Year:</b>	<b>Summer Semester</b>				
PHO 139	Intro to Digital Imaging	1	4	0	3
PHO 143	Multimedia I	2	3	0	3
---	Communication Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>7</b>	<b>0</b>	<b>9</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
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
---	Natural Sciences/Mathematics	<u>2/3</u>	<u>0/2</u>	<u>0</u>	<u>3/4</u>
		<b>9/10</b>	<b>20/22</b>	<b>0</b>	<b>18/19</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
PHO 220	Business of Photography	3	0	0	3
PHO 221	Contemporary Portraiture II	1	8	0	5
WBL 112S	Work-Based Learning I- PHOCPS	0	0	20	2
---	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>7</b>	<b>8</b>	<b>20</b>	<b>13</b>
<b>Second Year:</b>	<b>Summer Semester</b>				
PHO 233	Portraiture Portfolio Capstone	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>

**Total Semester Hours Credit for Degree: 68/69**

### **Communication Elective**

COM 110 Introduction to Communication  
COM 120 Intro Interpersonal Communication  
COM 231 Public Speaking  
ENG 112 Argument-Based Research  
ENG 114 Prof Research & Reporting  
ENG 116 Technical Report Writing

### **Humanities/Fine Arts**

ART 111 Art Appreciation  
ART 114 Art History Survey I  
ART 115 Art History Survey II  
HUM 110 Technology and Society  
HUM 115 Critical Thinking  
PHI 240 Introduction to Ethics

### **Natural Sciences/Mathematics Elective**

MAT 110 Math Measurement & Literacy  
MAT 112 Technical Mathematics  
MAT 121 Algebra/Trigonometry I  
PHY 110 Conceptual Physics  
PHY 121 Applied Physics I

### **Social/Behavioral Sciences**

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

### **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](http://www.jrcert.org).*

## Programs of Study (Curricula-Credit)

### Radiography [A45700]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
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	<u>0</u>	<u>0</u>	<u>9</u>	<u>2</u>
		<b>13</b>	<b>11</b>	<b>9</b>	<b>19</b>
<b>First Year:</b>	<b>Spring Semester</b>				
ENG 114	Prof Research & Reporting	3	0	0	3
PHY 110	Conceptual Physics +	3	0	0	3
PHY 110A	Conceptual Physics Lab <b>OR</b>	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	<u>0</u>	<u>0</u>	<u>15</u>	<u>5</u>
		<b>11</b>	<b>8</b>	<b>15</b>	<b>19</b>
<b>First Year:</b>	<b>Summer Semester</b>				
RAD 122	Image Production II	1	3	0	2
RAD 141	Radiation Safety	2	0	0	2
RAD 171	RAD Clinical Ed III	<u>0</u>	<u>0</u>	<u>9</u>	<u>3</u>
		<b>3</b>	<b>3</b>	<b>9</b>	<b>7</b>
<b>Second Year:</b>	<b>Fall Semester</b>				
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	<u>0</u>	<u>0</u>	<u>21</u>	<u>7</u>
		<b>6</b>	<b>6</b>	<b>21</b>	<b>15</b>
<b>Second Year:</b>	<b>Spring Semester</b>				
PSY 150	General Psychology	3	0	0	3
RAD 261	RAD Clinical Ed V	0	0	21	7
RAD 271	Radiography Capstone	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>3</b>	<b>21</b>	<b>13</b>

**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; [C50420S] Structural 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.**



## Programs of Study (Curricula-Credit)

### Welding Technology [D50420]

Courses for this diploma program are offered at the Archdale Center. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCWA/Plate (1 <sup>st</sup> 8-weeks)	2	6	0	4
WLD 122	GMAW (MIG) Plate/Pipe (2 <sup>nd</sup> 8-weeks)	1	6	0	3
WLD 131	GTAW (TIG) Plate	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		<b>8</b>	<b>30</b>	<b>0</b>	<b>18</b>
<b>First Year:</b>	<b>Spring Semester</b>				
ENG 102	Applied Communications II	3	0	0	3
WLD 116	SMAW (stick) Plate/Pipe	1	9	0	4
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	3
WLD 141	Symbols & Specifications	2	2	0	3
WLD 221	GMAW (MIG) Pipe	1	6	0	3
---	Math/Humanities/Fine Arts	<u>2/3</u>	<u>0/2</u>	<u>0</u>	<u>3</u>
		<b>10/11</b>	<b>23/25</b>	<b>0</b>	<b>19</b>
<b>First Year:</b>	<b>Summer Semester</b>				
WLD 151	Fabrication I	2	6	0	4
WLD 231	GTAW (TIG) Pipe	<u>1</u>	<u>6</u>	<u>0</u>	<u>3</u>
		<b>3</b>	<b>18</b>	<b>0</b>	<b>7</b>

**Total Semester Hours Credit for Diploma: 44**

### Math/Humanities/Fine Arts (choose one)

Humanities/Fine Arts

MAT 110 Math Measurement & Literacy

MAT 112 Technical Mathematics

## Programs of Study (Curricula-Credit)

### Welding Technology [D50420E] Evening Layout

Courses for this diploma program are offered at the Archdale Center. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Spring Semester</b>				
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	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>7</b>	<b>17</b>	<b>0</b>	<b>13</b>
<b>First Year:</b>	<b>Summer Semester</b>				
ENG 102	Applied Communications	3	0	0	3
WLD 122	GMAW (MIG) Plate/Pipe	1	6	0	3
WLD 132	GTAW (TIG) Plate/Pipe	<u>1</u>	<u>6</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>12</b>	<b>0</b>	<b>9</b>
<b>First Year:</b>	<b>Fall Semester</b>				
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
---	Math/Humanities/Fine Arts	<u>2/3</u>	<u>0/2</u>	<u>0</u>	<u>3</u>
		<b>6/7</b>	<b>21/23</b>	<b>0</b>	<b>14</b>
<b>First Year:</b>	<b>Spring Semester</b>				
WLD 116	SMAW (stick) Plate/Pipe	1	9	0	4
WLD 151	Fabrication I	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		<b>3</b>	<b>15</b>	<b>0</b>	<b>8</b>

**Total Semester Hours Credit for Diploma: 44**

#### Math/Humanities/Fine Arts (choose one)

Humanities/Fine Arts

MAT 110 Math Measurement & Literacy

MAT 112 Technical Mathematics

## Programs of Study (Curricula-Credit)

### Welding Technology - MIG [C50420M]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
WLD 110	Cutting Processes	1	3	0	2
WLD 121	GMAW (MIG) FCWA/Plate	2	6	0	4
WLD 141	Symbols & Specifications	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>11</b>	<b>0</b>	<b>9</b>
<b>First Year:</b>	<b>Spring Semester</b>				
WLD 122	GMAW (MIG) Plate/Pipe	<u>1</u>	<u>6</u>	<u>0</u>	<u>3</u>
		<b>1</b>	<b>6</b>	<b>0</b>	<b>3</b>

**Total Semester Hours Credit for Certificate: 12**

### Welding Technology - Structural [C50420S]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Fall Semester</b>				
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCWA/Plate (1 <sup>st</sup> 8-weeks)	2	6	0	4
WLD 122	GMAW (MIG) Plate/Pipe (2 <sup>nd</sup> 8-weeks)	1	6	0	3
WLD 131	GTAW (TIG) Plate	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		<b>8</b>	<b>30</b>	<b>0</b>	<b>18</b>

**Total Semester Hours Credit for Certificate: 18**

### Welding Technology - TIG [C50420T]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
<b>First Year:</b>	<b>Spring Semester</b>				
WLD 110	Cutting Processes	1	3	0	2
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols & Specifications	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>11</b>	<b>0</b>	<b>9</b>
<b>First Year:</b>	<b>Summer Semester</b>				
WLD 132	GTAW (TIG) Plate/Pipe	<u>1</u>	<u>6</u>	<u>0</u>	<u>3</u>
		<b>1</b>	<b>6</b>	<b>0</b>	<b>3</b>

**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.

### **East Carolina University**

#### **Pirate Promise**

East Carolina University (ECU) and Randolph Community College (RCC) entered into a co-admission agreement designed to improve transfer student access and success through a collaborative baccalaureate degree completion program.

#### **Requirements:**

1. Students must be enrolled in an Early College, Career and College Promise program or be in their first year of community college enrollment prior to applying for Pirate Promise
2. Submit a completed Pirate Promise application for the available entry term.
3. Commit to full-time status (a minimum of 12 semester hours) at RCC unless the student is enrolled in an Early College or Career and College Promise program.
4. Students must complete the degree requirements at RCC for an Associate in Science (AS), Associate in Arts (AA), Associate in Applied Science in Early Childhood Education (AAS), Associate Degree Nursing (ADN), or an Associate in Applied Science (AAS) for the B.S. Industrial Technology or B.S. Construction Management programs.
5. Prior to registering for ECU classes, students must submit an admissions application and official transcripts, provide immunization documentation, complete the Campus Safety Questions, and meet admissions requirements as stated in the ECU Undergraduate Catalog.

### **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 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 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 Gardner-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

#### Transfer Promise

**RCC is a partner in the Transfer Promise which allows our students a seamless transfer, as well as:**

- Enhanced scholarship opportunities.
- Specially designed curricula that save you time and money by aligning your current study program with UNCG's.
- Dedicated UNCG advisors on-site at your campus.
- An even easier pathway to earning your four-year degree.

#### 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.)**

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](mailto:mblebaron@randolph.edu).

### **University of North Carolina Wilmington**

#### **PathWays**

This agreement between Randolph Community College (RCC) and the University of North Carolina at Wilmington (UNCW) provides guaranteed access for students transferring between UNCW and the North Carolina Community College System. To be eligible, students must meet UNCW Admissions requirements and comply with university admission policy. Students who wish to participate in the program should sign up through the UNCW admissions website. Students will still need to apply to transfer by the priority deadline for their desired term.

### **Western Carolina University**

#### **Bachelor of Science in Criminal Justice (B.S.)**

This agreement between Randolph Community College (RCC) and Western Carolina University (WCU) allows graduates of the RCC Criminal Justice Technology Program to transfer credit toward a Bachelor of Science in Criminal Justice degree. Upon transfer to WCU, 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.

#### **Catamount Connections Program**

Western Carolina University (WCU) and Randolph Community College (RCC) will create and administer a program on each Party's campus called the Catamount Connections Program: A Direct-Entry Admission Program (the "Program"). This agreement between Randolph Community College and Western Carolina University allows currently enrolled Randolph Community College students a direct-entry pathway to Western Carolina University available

upon graduation from RCC. Interested students should reach out to John Parsons, Biology Instructor and Liaison to the Catamount Connection Program, at RCC.

## **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](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, credentials, 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 enrollment (with the required permissions outline above) will retain their CCPP student type but will have the P code ended and be added to the parent program for the term following pathway completion.
  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;
    - or
    - 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*

### Curriculum: Sophomores

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 freshmen or sophomore, **and**
  - b. Be identified as gifted by
    - i. Local AIG plan in English/reading **and** math, **or**
    - ii. An aptitude and achievement test as evidenced by a score in the range between the 92nd percentile and the 99th percentile on the aptitude and the achievement test included in the current Mental Measurements Yearbook published by the Buros Institute of Mental Measurements, **and**
  - c. Demonstrate college readiness in English, reading and mathematics on an approved assessment; (See Attachment A for college readiness scores), **and**
  - d. Receive recommendation verifying the student has the maturity to enroll from high school principal or equivalent administrator; and receive recommendation of AIG Coordinator (if one is employed by the district), **and**
  - e. Receive approval of college president or the college's chief student development administrator or the college's chief academic officer, **and**
  - f. Receive written consent of the student's parent/guardian, **and**
  - g. Receive academic advising prior to enrollment in the program.
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.
  - d. 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 sophomore, 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 to maintain enrollment.
6. A student may only 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 bachelor's 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 enrollment (with the required permissions outline above) will retain their CCPP student type but will have the P code ended and be added to the parent program for the term following pathway completion.
  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 one College Transfer Pathway and one curriculum Career Technical Education Pathway available to freshmen and sophomores.
  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*



**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 120	Introduction to Interpersonal Communication	(3 SHC) or
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 (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)
MAT 175	Precalculus	(5 SHC)

Updated CC21-024 at:

[https://www.nccommunitycolleges.edu/sites/default/files/numberedmemos/numbered\\_memo\\_cc21-024\\_mat\\_271\\_placement\\_le.pdf](https://www.nccommunitycolleges.edu/sites/default/files/numberedmemos/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)
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### **\*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.

*Editorial Revision 03/16/20.*

**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)

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*Select three courses from the following from at least two different disciplines (9 SHC)*

**Communication**

COM 120	Introduction to Interpersonal Communication	(3 SHC) or
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)

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**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)
MAT 175	Precalculus	(5 SHC)

Updated CC21-024 at:

[https://www.nccommunitycolleges.edu/sites/default/files/numberedmemos/numbered\\_memo\\_cc21-024\\_mat\\_271\\_placement\\_le.pdf](https://www.nccommunitycolleges.edu/sites/default/files/numberedmemos/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)
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**Total 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 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)
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**\*\*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. *SBCC approved 04/17/20; Editorial Revision 2/4/21*

**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)

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*Select two courses from the following from at least two different disciplines (6 SHC)*

**Communication**

COM 120 Introduction to Interpersonal Communication (3 SHC) or

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)

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**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 175	Precalculus	(5 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](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)	<b>and</b>	BIO 112 General Biology II (4 SHC)
CHM 151	General Chemistry I (4 SHC)	<b>and</b>	CHM 152 General Chemistry II (4 SHC)
GEL 111	Introductory Geology	(4 SHC)	
PHY 110	Conceptual Physics (3 SHC)	<b>and</b>	PHY 110A Conceptual Physics Lab (1 SHC)
PHY 151	College Physics I (4 SHC)	<b>and</b>	PHY 152 College Physics II (4 SHC)
PHY 251	General Physics I (4 SHC)	<b>and</b>	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)
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**\*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.

**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 120 Introduction to Interpersonal Communication	(3 SHC) or
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 175	Precalculus	(5 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/numberedmemos/numbered\\_memo\\_cc21-024\\_mat\\_271\\_placement\\_le.pdf](https://www.nccommunitycolleges.edu/sites/default/files/numberedmemos/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)
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**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 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)
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**\*\*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. SBCC approved 04/17/20; Editorial Revision 2/4/21



## 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
<b>English</b>	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	75 or higher on Tier 1 <b><u>and</u></b>  Tier 2  <i>(See RISE placement Guide)</i>
<b>Reading</b>	26 or a composite score of 460 for Evidenced-Based Reading and Writing		22		
<b>Mathematics</b>	24.5 or 510	530	22	7 on each assessment for DMA 010 thru 060	75 or higher on Tier 1 <b><u>and</u></b> Tier 2 <b><u>and</u></b> Tier 3 <i>(See RISE placement Guide)</i>
<b>Advanced Placement (AP)</b>		<b>International Baccalaureate (IB)</b>		<b>Cambridge International Examinations</b>	
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 before high school graduation 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. Additional credentials that are not approved CCP

- Pathways that are achieved by completing courses within the parent program, may be awarded upon verification of high school graduation.
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	First Year: Spring Semester	Credit
ACC 120 Prin. Of Financial Acct. (first 8-weeks)	4	ACC 129 Individual Income Taxes	3
ACC 121 Prin. Of Managerial Acct. (second 8-weeks)	<u>4</u>	BUS 115 Business Law I	<u>3</u>
<b>Total Hours:</b>	<b>8</b>	<b>Total Hours:</b>	<b>6</b>

**Total Semester Hours Credit for Certificate: 14**

## Career & Technical Education Pathway Agribusiness Technology [C15100HS]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
AGR 139 Intro to Sustainable Ag	3	AGR 110 Agricultural Economics	3
BUS 110 Introduction to Business	<u>3</u>	CIS 110 Introduction to Computers	<u>3</u>
<b>Total Hours:</b>	<b>6</b>	<b>Total Hours:</b>	<b>6</b>

**Total Semester Hours Credit for Certificate: 12**

## Career & Technical Education Pathway Automation Engineering Technology – PLC [C40120HA]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
ELC 125 Diagrams & Schematics	<u>2</u>	ELC 117 Motors and Controls	<u>4</u>
<b>Total Hours:</b>	<b>2</b>	<b>Total Hours:</b>	<b>4</b>

First Year: Summer Semester	Credit	Second Year: Fall Semester	Credit
ELN 260 Prog Logic Controllers	<u>4</u>	ELC 228 PLC Applications	<u>4</u>
<b>Total Hours:</b>	<b>4</b>	<b>Total Hours:</b>	<b>4</b>

**Total Semester Hours Credit for Certificate: 14**

## Career & Technical Education Pathway Automation Engineering Technology – Robotics [C40120HB]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
ELC 125 Diagrams & Schematics	2	ATR 112 Intro to Automation	<u>3</u>
ELN 133 Digital Electronics	<u>4</u>	<b>Total Hours:</b>	<b>3</b>
<b>Total Hours:</b>	<b>6</b>		
First Year: Summer Semester	Credit	Second Year: Fall Semester	Credit
ELN 260 Prog Logic Controllers	<u>4</u>	ATR 212 Industrial Robots	<u>3</u>
<b>Total Hours:</b>	<b>4</b>	<b>Total Hours:</b>	<b>3</b>

**Total Semester Hours Credit for Certificate: 16**

## Career & Technical Education Pathway Automotive Systems Technology [C60160HA] Apprenticeship Certificate

Pre-Apprenticeship: Summer Semester	Credit	First Year: Spring Semester	Credit
TRN 140 Transportation Climate Control	2	ACA 111 College Student Success	1
TRN 140A Transportation Climate Control Lab	<u>2</u>	AUT 151 Brake Systems	3
<b>Total Hours:</b>	<b>4</b>	TRN 110 Intro to Transportation	<u>2</u>
		<b>Total Hours:</b>	<b>6</b>

First Year: Spring Semester	Credit
ATT 140 Emerging Transp Tech	3
AUT 141 Suspension & Steering Sys	<u>3</u>
<b>Total Hours:</b>	<b>6</b>

**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	<u>5</u>	ATT 125 Hybrid-Electric Tranp	<u>4</u>
<b>Total Hours:</b>	<b>5</b>	<b>Total Hours:</b>	<b>4</b>

First Year: Spring Semester	Credit
AUT 163 Advanced Auto Electricity	3
AUT 181 Engine Performance I	3
TRN 181A Engine Performance I Lab	<u>1</u>
<b>Total Hours:</b>	<b>7</b>

**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	<u>5</u>	ATT 125 Hybrid-Electric Transp	<u>4</u>
<b>Total Hours:</b>	<b>5</b>	<b>Total Hours:</b>	<b>4</b>

First Year: Spring Semester	Credit
AUT 140 Emerging Transp Tech	3
AUT 163 Advanced Auto Electricity	3
TRN 145 Adv Transportation Electronics	<u>3</u>
<b>Total Hours:</b>	<b>9</b>

**Total Semester Hours Credit for Certificate: 18**

## Career & Technical Education Pathway Automotive Systems Technology – HVAC for Transportation Certificate [C60160HC]

First Year: Fall Semester	Credit	First Year: Summer Semester	Credit
TRN 120 Basic Transportation Electricity	<u>5</u>	TRN 140 Transportation Climate Control	2
<b>Total Hours:</b>	<b>5</b>	TRN 140A Transportation Climate Control Lab	<u>2</u>
		<b>Total Hours:</b>	<b>4</b>

First Year: Spring Semester	Credit
AUT 163 Advanced Auto Electricity	3
TRN 145 Adv Transportation Electronics	<u>3</u>
<b>Total Hours:</b>	<b>6</b>

**Total Semester Hours Credit for Certificate: 15**



## Career & Technical Education Pathway Automotive Systems Technology – Powertrain Certificate [C60160HP]

First Year: Fall Semester	Credit	First Year: Summer Semester	Credit
AUT 231 Manual Drive Trans/Axles	<u>3</u>	ATT 125 Hybrid-Electric Transportation	<u>4</u>
<b>Total Hours:</b>	<b>3</b>	<b>Total Hours:</b>	<b>4</b>

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	<u>1</u>
<b>Total Hours:</b>	<b>8</b>

**Total Semester Hours Credit for Certificate: 15**

## Career & Technical Education Pathway Transportation Technology- Automotive Systems Technology- Undercar [C60160HU]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
AUT 151 Brake Systems	3	AUT 141 Suspensions and Steering Sys	3
AUT 151A Brake Systems Lab	1	AUT 141A Susp. & Steering Lab	<u>1</u>
TRN 110 Intro to Transport Tech	<u>2</u>	<b>Total Hours:</b>	<b>4</b>
<b>Total Hours:</b>	<b>6</b>		

Second Year: Fall Semester		Second Year: Spring Semester	
TRN 120 Basic Transp Electricity	<u>5</u>	AUT 163 Advanced Auto Electricity	<u>3</u>
<b>Total Hours:</b>	<b>5</b>	<b>Total Hours:</b>	<b>3</b>

**Total Semester Hours Credit for Certificate: 18**

## Career & Technical Education Pathway Business Administration-Marketing [C25120HS]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
BUS 115 Business Law I	3	ACC 120 Prin of Financial Acct	4
MKT 120 Prin of Marketing	3	BUS 137 Principles of Management	<u>3</u>
MKT 220 Adv & Sales Promotion	<u>3</u>	<b>Total Hours:</b>	<b>7</b>
<b>Total Hours:</b>	<b>9</b>		

**Total Semester Hours Credit for Certificate: 16**

## Career & Technical Education Pathway Collision Repair and Refinishing Technology [C60130HS]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
AUB 111 Painting & Refinishing I	4	AUB 131 Structural Damage I	4
AUB 121 Non-Structural Damage I	<u>3</u>	TRN 180 Basic Welding for Transp	<u>3</u>
<b>Total Hours:</b>	<b>7</b>	<b>Total Hours:</b>	<b>7</b>

**Total Semester Hours Credit for Certificate: 14**

## Career & Technical Education Pathway Collision Repair and Refinishing Technology: Non-Structural [C60130HE]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
AUB 111 Painting & Refinishing I	4	AUB 122 Non-Structural Damage II	4
AUB 121 Non-Structural Damage I	<u>3</u>	TRN 180 Basic Welding for Transp	<u>3</u>
<b>Total Hours:</b>	<b>7</b>	<b>Total Hours:</b>	<b>7</b>

**Total Semester Hours Credit for Certificate: 14**

## Career & Technical Education Pathway Computer-Integrated Machining [50210AR] Apprenticeship Track

First Year: Pre-apprenticeship Summer	Credit	First Year: Fall Semester	Credit
WBL 130A Workplace Professionalism	1	MAC 111 Machining Technology	6
MAC 122 CNC Turning	<u>2</u>	MAC 131 Blueprint Reading/Mach I	<u>2</u>
<b>Total Hours:</b>	<b>3</b>	<b>Total Hours:</b>	<b>8</b>

First Year: Spring Semester	Credit
MAC 112 Machining Technology II	6
MAC 171 Measure/Material & Safety	<u>1</u>
<b>Total Hours:</b>	<b>7</b>

**Total Semester Hours Credit for Certificate: 18**

## Career & Technical Education Pathway Computer-Integrated Machining - CNC Certificate [C50210HC]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
MAC 112AB Machining Tech II	3	MAC 112BB Machining Tech II	3
MAC 152 Adv Machining Calc	2	MEC 110 Intro to CAD/CAM	2
MAC 122 CNC Turning	<u>2</u>	MAC 124 CNC Milling	<u>2</u>
<b>Total Hours:</b>	<b>7</b>	<b>Total Hours:</b>	<b>7</b>

**Total Semester Hours Credit for Certificate: 14**

## Career & Technical Education Pathway Computer-Integrated Machining- Fundamental Machining [C50210HS]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
MAC 111AB Machining Tech I	2	MAC 111BB Machining Tech I	4
MAC 131 Blueprint Reading/ Mach I	2	MAC 124 CNC Milling	<u>2</u>
MAC 151 Machining Calculations	<u>2</u>	<b>Total Hours:</b>	<b>6</b>
<b>Total Hours:</b>	<b>6</b>		

First Year: Summer Semester	Credit
MAC 122 CNC Turning	2
WBL 111 Work-Based Learning I	<u>1</u>
<b>Total Hours:</b>	<b>3</b>

**Total Semester Hours Credit for Certificate: 15**

## Career & Technical Education Pathway Computer-Integrated Machining - Product Inspection & Metrology Certificate [C50210HP]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
MAC 131 Blueprint Reading/Mach I	2	ISC 111 Quality Control	2
MAC 161 Metrology, Inspection & Testing I	<u>3</u>	MAC 132 Blueprint Reading/Mach II	2
<b>Total Hours:</b>	<b>5</b>	MAC 162 Metrology, Inspection & Testing II	2
		MAC 171 Measure/Material & Safety	<u>1</u>
		<b>Total Hours:</b>	<b>7</b>
First Year: Summer Semester	Credit		
ISC 132 Mfg Quality Control	<u>3</u>		
<b>Total Hours:</b>	<b>3</b>		

**Total Semester Hours Credit for Certificate: 15**

## Career & Technical Education Pathway

### Cosmetology [C55140HS]

<b>First Year: Fall Semester</b>	<b>Credit</b>	<b>First Year: Spring Semester</b>	<b>Credit</b>
COS 111AB Cosmetology Concepts I	2.5	COS 111BB Cosmetology Concept I	1.5
COS 112AB Salon I	<u>4.5</u>	COS 112BB Salon I	3.5
<b>Total Hours:</b>	<b>7</b>	COS 115AB Cosmetology Concepts III	1
		COS 116AB Salon III	<u>.8</u>
		<b>Total Hours:</b>	<b>6.8</b>

<b>First Year: Summer Semester</b>	<b>Credit</b>	<b>Second Year: Fall Semester</b>	<b>Credit</b>
COS 115BB Cosmetology Concepts III	3	COS 113 Cosmetology Concepts II	4
COS 116BB Salon III	<u>3.2</u>	COS 114 Salon II	8
<b>Total Hours</b>	<b>6.2</b>	COS 223 Contemp Hair Coloring	<u>2</u>
		<b>Total Hours:</b>	<b>14</b>

**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]

<b>First Year: Fall Semester</b>	<b>Credit</b>	<b>First Year: Spring Semester</b>	<b>Credit</b>
CJC 111 Intro to Criminal Justice	3	CJC 113 Juvenile Justice	3
CJC 141 Corrections	3	CJC 121 Law Enforcement Operations	<u>3</u>
CJC 212 Ethics and Comm Relations	<u>3</u>	<b>Total Hours:</b>	<b>6</b>
<b>Total Hours:</b>	<b>9</b>		

**Total Semester Hours Credit for Certificate: 15**

## Career & Technical Education Pathway Criminal Justice Technology - Community Support Services Certificate [C55180HJ]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
CJC 111 Intro to Criminal Justice	3	CJC 214 Victimology	3
SAB 110 Substance Abuse Overview	<u>3</u>	HSE 225 Crisis Intervention	<u>3</u>
<b>Total Hours:</b>	<b>6</b>	<b>Total Hours:</b>	<b>6</b>

**Total Semester Hours Credit for Certificate: 12**

## Career & Technical Education Pathway Early Childhood Education Foundation [C55220HS]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
EDU 119 Intro to Early Child Edu.	4	EDU 151 Creative Activities	3
EDU 144 Child Development I	3	EDU 153 Health, Safety, & Nutrition	<u>3</u>
EDU 146 Child Guidance	<u>3</u>	<b>Total Hours:</b>	<b>6</b>
<b>Total Hours:</b>	<b>10</b>		

**Total Semester Hours Credit for Certificate: 16**

## Career & Technical Education Pathway Electrical Systems Technology Wiring [C35130HS]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
ELC 113 Residential Wiring	4	ELC 112 DC/AC Electricity	5
ELC 120 Intro to Wiring	3	ELC 115 Industrial Wiring	<u>4</u>
ELC 125 Diagrams and Schematics	<u>2</u>	<b>Total Hours:</b>	<b>9</b>
<b>Total Hours:</b>	<b>9</b>		

**Total Semester Hours Credit for Certificate: 18**

## Career & Technical Education Pathway Fire Protection Technology Certificate (C55240HS)

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
FIP 120 Intro to Fire Protection	3	FIP 132 Building Construction	3
FIP 124 Fire Prevention & Public Ed	<u>3</u>	FIP 152 Fire Protection Law	<u>3</u>
<b>Total Hours:</b>	<b>6</b>	<b>Total Hours:</b>	<b>6</b>

**Total Semester Hours Credit for Certificate: 12**

## Career & Technical Education Pathway Graphic Design [C30100HS]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
GRD 110 Typography I	3	GRD 142 Graphic Design II	4
GRD 141 Graphic Design I	4	GRD 152 Computer Design Tech I	<u>3</u>
GRD 151 Computer Design Basics	<u>3</u>	<b>Total Hours:</b>	<b>7</b>
<b>Total Hours:</b>	<b>10</b>		

**Total Semester Hours Credit for Certificate: 17**

## Career & Technical Education Pathway Human Services Substance Abuse Certificate [C45380HS]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
SAB 110 Substance Abuse Overview	3	HSE 225 Crisis Intervention	3
SAB 137 Co-Dependency	<u>3</u>	SAB 210 Substance Abuse Counseling	<u>3</u>
<b>Total Hours:</b>	<b>6</b>	<b>Total Hours:</b>	<b>6</b>

**Total Semester Hours Credit for Certificate: 12**

## Career & Technical Education Pathway Industrial Systems Technology – Mechatronics Certificate [C50240AR] Apprenticeship Track

First Year: Pre-apprenticeship Summer	Credit	First Year: Fall Semester	Credit
MAC 118 Machine Shop Basics	2	ELC 125 Diagrams & Schematics	2
WBL 130A Workplace Professionalism	<u>1</u>	ISC 112 Industrial Safety	2
<b>Total Hours:</b>	<b>3</b>	ISC 112A Industrial Safety Lab	<u>1</u>
		<b>Total Hours:</b>	<b>5</b>
First Year: Spring Semester	Credit		
DFT 119 Basic CAD	2		
ISC 114 Visual Workplace Org/5S	1		
MEC 130 Mechanisms	<u>3</u>		
<b>Total Hours:</b>	<b>6</b>		

**Total Semester Hours Credit for Certificate: 14**

## Career & Technical Education Pathway Information Technology- Apprenticeship [C25590AH]

First Year: Summer Semester	Credit	First Year: Fall Semester	Credit
CIS 115 Intro to Programming & Logic	<u>3</u>	ACA 111 College Student Success	1
<b>Total Hours:</b>	<b>3</b>	CTI 120 Network and Sec Foundation	3
		NOS 110 Operating Systems Concepts	<u>3</u>
		<b>Total Hours:</b>	<b>7</b>
First Year: Spring Semester	Credit		
CIS 110 Intro to Computers	3		
CTS 120 Hardware/Software Support	<u>3</u>		
<b>Total Hours:</b>	<b>6</b>		

**Total Semester Hours Credit for Certificate: 16**

## Career & Technical Education Pathway Information Technology- Cloud/Virtualization Specialist Certificate [C25590HV]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
NET 125 Introduction to Networks	3	CTI 140 Virtualization Concepts	3
NOS 120 Linux/UNIX Single User	3	CTI 141 Cloud & Storage Concepts	<u>3</u>
NOS 230 Windows Admin I	3	<b>Total Hours:</b>	<b>6</b>
<b>Total Hours:</b>	<b>9</b>		

**Total Semester Hours Credit for Certificate: 15**

## Career & Technical Education Pathway Information Technology- Data Analytics Specialist Certificate [C25590HD]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
CTI 110 Web, Pgm, & Db Foundation	3	DBA 118 Google Data Analytics I	3
CTS 130 Spreadsheet	3	DBA 218 Google Data Analytics II	<u>3</u>
DBA 110 Database Concepts	<u>3</u>	<b>Total Hours:</b>	<b>6</b>
<b>Total Hours:</b>	<b>9</b>		

**Total Semester Hours Credit for Certificate: 15**

## Career & Technical Education Pathway Information Technology- Network and Cyber Security Specialist [C25590HN]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
CTI 120 Network and Sec Foundation	3	CTS 120 Hardware/Software Support	3
NET 125 Introduction to Networks	3	NET 126 Routing Basics	<u>3</u>
NOS 110 Operating Systems Concepts	<u>3</u>	<b>Total Hours:</b>	<b>6</b>
<b>Total Hours:</b>	<b>9</b>		

First Year: Summer Semester	Credit
SEC 110 Security Concepts	<u>3</u>
<b>Total Hours:</b>	<b>3</b>

**Total Semester Hours Credit for Certificate: 18**

## Career & Technical Education Pathway Information Technology- Support Specialist Certificate [C25590HS]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
CTI 110 Web, Pgm., & DB Foundation	3	CTS 120 Hardware/Software Support	3
CTI 120 Network and Sec Foundation	3	CTS 155 Tech Support Functions	<u>3</u>
NOS 110 Operating Systems Concepts	<u>3</u>	<b>Total Hours:</b>	<b>6</b>
<b>Total Hours:</b>	<b>9</b>		

**Total Semester Hours Credit for Certificate: 15**

## Career & Technical Education Pathway Interior Design- Architectural Technology - Sustainable Design [C30220HS]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
ARC 111 Intro to Arch. Tech.	3	ARC 114 Architectural CAD	2
DES 112 Building/Construction Sys.	3	ARC 114A Architectural CAD Lab	1
DES 125 Visual Presentation I	2	DES 238 Sustainable Interiors	<u>3</u>
DES 135 Prin & Elem of Design I	<u>4</u>	<b>Total Hours:</b>	<b>6</b>
<b>Total Hours:</b>	<b>12</b>		

**Total Semester Hours Credit for Certificate: 18**



## Career & Technical Education Pathway Interior Design-Digital Imaging and Design [C30220HD]

<u>First Year: Fall Semester</u>	<u>Credit</u>	<u>First Year: Spring Semester</u>	<u>Credit</u>
ARC 111 Intro to Arch Technology	3	ARC 114 Architectural CAD	2
DES 125 Visual Presentation I	2	ARC 114A Architectural CAD Lab	1
DES 135 Prin & Elem of Design I	<u>4</u>	DES 130 Digital App/Interior Design	3
<b>Total Hours:</b>	<b>9</b>	DES 220 Interior Design Fundamentals	<u>3</u>
		<b>Total Hours:</b>	<b><u>9</u></b>

**Total Semester Hours Credit for Certificate: 18**

## Career & Technical Education Pathway Interior Design- Kitchen and Bath [C30220HK]

<u>First Year: Fall Semester</u>	<u>Credit</u>	<u>First Year: Spring Semester</u>	<u>Credit</u>
ARC 111 Intro to Arch Technology	3	ARC 114 Architectural CAD	2
DES 125 Visual Presentation I	2	ARC 114A Architectural CAD Lab	1
DES 135 Prin & Elem of Design I	<u>4</u>	DES 220 Interior Design Fundamentals	<u>3</u>
<b>Total Hours:</b>	<b>9</b>	<b>Total Hours:</b>	<b>6</b>

<u>First Year: Summer Semester</u>	<u>Credit</u>
DES 242 Kitchen and Bath Design I	<u>3</u>
<b>Total Hours:</b>	<b>3</b>

**Total Semester Hours Credit for Certificate: 18**

## Career & Technical Education Pathway Medical Office Administration [C25310HS]

<u>First Year: Fall Semester</u>	<u>Credit</u>	<u>First Year: Spring Semester</u>	<u>Credit</u>
CIS 110 Introduction to Computers	3	OST 142 Medical Office Term II	3
OST 141 Medical Office Term I	3	OST 148 Med. Ins. & Billing	3
OST 161 Medical Ofc Procedures	3	OST 149 Medical Legal Issues	<u>3</u>
<b>Total Hours:</b>	<b>9</b>	<b>Total Hours:</b>	<b>9</b>

**Total Semester Hours Credit for Certificate: 18**

## Career and College Promise (High School)

### Career & Technical Education Pathway Therapeutic & Diagnostic Services- Nursing [D45970HN]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
ACA 122 College Transfer Success	1	ENG 112 Writing/Research	3
ENG 111 Writing & Inquiry	3	PSY 241 Developmental Psychology	<u>3</u>
PSY 150 General Psychology	<u>3</u>	<b>Total Hours:</b>	<b>6</b>
<b>Total Hours:</b>	<b>7</b>		

First Year: Summer Semester	Credit	Second Year: Fall Semester	Credit
MED 120 Survey of Med. Term.	2	BIO 168 Anatomy & Phys. I	4
MED 180 CPR Certification	1	NAS 101 Nursing Assistant I	<u>6</u>
HUM 115 Critical Thinking	<u>3</u>	<b>Total Hours:</b>	<b>10</b>
<b>Total Hours:</b>	<b>6</b>		

Second Year: Spring Semester	Credit	Second Year: Summer Semester	Credit
BIO 169 Anatomy & Phys. II	4	NAS 102 Nursing Assistant II	<u>6</u>
BIO 175 Microbiology	<u>3</u>	<b>Total Hours:</b>	<b>6</b>
<b>Total Hours:</b>	<b>7</b>		

**Total Semester Hours Credit for Diploma: 42**

*For these courses BIO, ENG, HUM, 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	First Year: Spring Semester	Credit
ENG 111 Writing & Inquiry	3	ENG 114 Prof. Research & Report	3
MAT 110 Math Measurement & Lit.	<u>3</u>	CIS 110 Introduction to Computers	3
<b>Total Hours:</b>	<b>6</b>	PSY 150 General Psychology	<u>3</u>
		<b>Total Hours:</b>	<b>9</b>

First Year: Summer Semester	Credit	Second Year: Fall Semester	Credit
BIO 163 Basic Ana. & Physiology	5	MED 121 Medical Term. I	3
MED 180 CPR Certification	<u>1</u>	HUM 115 Critical Thinking	<u>3</u>
<b>Total Hours:</b>	<b>6</b>	<b>Total Hours:</b>	<b>6</b>

Second Year: Spring Semester	Credit	Second Year: Summer Semester	Credit
MED 122 Medical Term. II	3	NAS 102 Nursing Assistant II	<u>6</u>
NAS 101 Nursing Assistant I	<u>6</u>	<b>Total Hours:</b>	<b>6</b>
<b>Total Hours:</b>	<b>9</b>		

**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 and College Promise (High School)

### 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	<u>4</u>
PSY 150 General Psychology	<u>3</u>	<b>Total Hours:</b>	<b>7</b>
<b>Total Hours:</b>	<b>7</b>		
First Year: Summer Semester	Credit	Second Year: Fall Semester	Credit
MED 120 Survey of Med. Term.	2	BIO 163 Basic Ana. & Physiology	<u>5</u>
MED 180 CPR Certification	<u>1</u>	<b>Total Hours:</b>	<b>5</b>
<b>Total Hours:</b>	<b>3</b>		
Second Year: Spring Semester	Credit	Second Year: Summer Semester	Credit
PHI 240 Introduction to Ethics	3	NAS 102 Nursing Assistant II	<u>6</u>
NAS 101 Nursing Assistant I	<u>6</u>	<b>Total Hours:</b>	<b>6</b>
<b>Total Hours:</b>	<b>9</b>		

**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	<u>3</u>
WLD 121 GMAW (MIG) FCAW/Plate	4	<b>Total Hours:</b>	<b>3</b>
WLD 141 Symbols & Specs	<u>3</u>		
<b>Total Hours:</b>	<b>9</b>		

**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	<u>3</u>
WLD 131 GTAW (TIG) Plate	4	<b>Total Hours:</b>	<b>3</b>
WLD 141 Symbols & Specifications	<u>3</u>		
<b>Total Hours:</b>	<b>9</b>		

**Total Semester Hours Credit for Certificate: 12**

## Career & Technical Education Pathway Zoological Horticulture Certificate [C15100HH]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
BIO 110 Principles of Biology	4	HOR 160 Plant Material I	3
HOR 150 Intro to Horticulture	2	WBL 111Z Work-Based Learning I	1
HOR 152 Horticultural Practices	<u>1</u>	ZAS 113 Animal Habitats	<u>1</u>
<b>Total Hours:</b>	<b>7</b>	<b>Total Hours:</b>	<b>5</b>

First Year: Summer Semester	Credit
HOR 255 Interiorscapes	2
WBL 121Z Work-Based Learning II	<u>1</u>
<b>Total Hours:</b>	<b>3</b>

**Total Semester Hours Credit for Certificate: 15**

## Workforce Continuing Education Pathway (WCE)

Continuing education pathways may not be available at all high schools. Each pathway is approved per high school.

- Certified Production Technician
- EMT Basic
- Firefighter
- HVAC I
- HVAC II
- Manicuring/Nail Technician
- Pharm Tech
- Phlebotomy
- Plumbing I
- Plumbing II
- Small Engine Mechanics
- Vet Assistant

*Certain continuing education pathways may have other associated costs including supplies, testing, and insurance. Home-schooled and private school students are responsible for paying tuition and associated fees for these classes.*

## Workforce Development & Continuing Education (Career Credit)

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

## Workforce Development & Continuing Education (Career Credit)

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 and Randolph County Schools. Both 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.

## Workforce Development & Continuing Education (Career Credit)

### ■ Adult Basic Life-Skills Education (ABLE)

Our ABLE pathway (formerly known as Compensatory Education) is ideal for disabled adult learners ages 17 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.

### ■ Career College

Our Career College pathway is a one-year integrative certificate-bearing program in the medical, hospitality, automotive, and trades and industry fields. Students receive hands-on experience within their program of study. Career College allows students to explore career pathways in Continuing Education and College and Career Readiness classes at the same time. Career College is highly recommended for students with intellectual disabilities or for students interested in skills needed for highly competitive employment. Call 336-633-0106 to begin the application process or for more information.

### ■ Basic Skills Plus

This program provides an opportunity for students to earn their high school diploma or high school equivalency certificate while simultaneously preparing for a career specific pathway. In addition to obtaining or increasing academic skills, participants will develop employability and job-specific occupational and technical skills. Upon completion of this program, students will earn their high school equivalency or adult high school diploma, college credit and/or a career specific certification. Qualified students can participate in this FREE program.

### ■ 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



## Workforce Development & Continuing Education (Career Credit)

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,

## Workforce Development & Continuing Education (Career Credit)

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

We are pleased to offer Basic Law Enforcement Training (BLET) at Randolph Community College. We ensure you an environment that is safe and conducive to learning.

Each candidate must be sponsored or employed by a public law enforcement agency prior to enrollment and maintain that sponsorship/employment throughout the course.

## Workforce Development & Continuing Education (Career Credit)

The following rules are necessary for the safe, effective delivery of BLET. In cases where conflicts may arise, RCC policy, Department of Community Colleges regulations, and Criminal Justice Education and Training and Standards Commission regulations shall apply. Ask the School Director if you have questions or special problems.

NC Training and Standards requires 640 hours of training to complete BLET. Randolph Community College has added 128 hours to their BLET Program for a total of 768 hours. RCC believes this additional training better prepares a student for a career in Law Enforcement while increasing their chances for employment. By placing your initials here, you acknowledge that you understand this requirement and are committed to complete our program in its entirety.

### Physical Demands of the Program

Students attending BLET are required to fully participate in physical fitness training at a minimum of three (3) days a week. The physical fitness block incorporates sixty total hours of physical training. They will complete three (3) physical fitness assessments to gauge their improvement throughout the program. To successfully complete BLET, students must complete and pass the Police Officer Physical Abilities Test (POPAT). There are two timed phases to the POPAT. Phase one must be completed in six (6) minutes or less and phase two must be completed in three (3) minutes or less.

### Location of Courses

Emergency Services Training Center  
895 Training Center Drive  
Randleman, NC 27317

### Academic Calendar and Training Schedule

Fall 2024: August 5, 2024-December 11, 2024, State Exam: December 20, 2024 January 6, 2025-June 2025, State Exam: TBD

\*\*\*Due to major changes projected for BLET in January 2025, CJ Standards must provide us with the final product. Schedule not complete until pilot programs are completed, and Standards provides us with the final requirements, which are projected after August 2024. \*\*\*

### Tuition and Fee Schedule

Registration Fee/Insurance: \$200.55  
Books: \$895.95 (includes shipping & taxes)  
PT Gear: \$66.00  
Uniforms (Polo Shirts & Ballcap): \$52.00

## Workforce Development & Continuing Education (Career Credit)

Total Approximate Cost: \$1,214.50 (does not include two pair of BDU pants, boots & belt)

### Admission/Entrance Requirements

- Must meet with BLET director or assistant. This must be the first step in the process. Call for an appointment at 336-628-4554.
- Must be 20 years old. A waiver can be obtained if the student will be 20 before the completion of the BLET class.
- US Citizen (Proof of citizenship)
  - Birth Certificate - Copy
  - Social Security Card – Copy
  - US Passport – Copy if you do not have a birth certificate and/or SSN
- Valid Driver's License
  - Driver License records/history uncertified check (Request through NCDMV) <https://edmv.ncdot.gov/DrivingRecords>
  - Photocopy of Current Driver's License
- High School Graduate (NOT ONLINE)
  - Transcripts – Official High School (must be sealed)
  - Diploma – Copy
- Reading Assessment Score (Within 12 months of start date)
  - 10th Grade Reading Level
- Criminal History Checks (Misdemeanors, infractions & felonies)
  - For every state & county you have lived in since turning 16 years old
  - Within 12 months of BLET start date
  - Military Service – Military Criminal History from respective branch of service

### Required Completed Forms

- Physical Examination (Take the 4 forms listed below with you to the physical)
  - F-1 Medical History
  - F-2 Medical Examination Report
  - Medical Release Form
  - TB Questionnaire
- F-3 Personal History Statement (Must be notarized)
- Sponsorship Form (Must submit contact information for sponsoring agency)

### Attendance

Attendance at all scheduled classes is mandatory – 12 NCAC 9B.404(a) & 12 NCAC 10B.0506(a).

Any unavoidable absence from class must be approved/excused by the School Director. (An

## Workforce Development & Continuing Education (Career Credit)

instructor may not excuse a student.) In order for an absence to be excused, the School Director must be contacted and advised of the absence. However, in no case may excused absences exceed 5 percent of the total class hours – 12 NCAC 9B.0404(b) & 12 NCAC 10B.0506(b). The conducting of personal business does not constitute an excused absence. Excused absences are only granted for serious reasons such as sickness or death in the family, subpoenas for court, medical emergencies, or natural disasters, etc.

*NOTE: If you are going to be late or absent, notify the School Director immediately! Call (336) 523-4077 or email Richard Thompson at [dthompson@randolph.edu](mailto:dthompson@randolph.edu).*

Any absences or time missed must be made up at a time and date determined by the School Director.

An unexcused absence is when a student fails to show up for class without calling or getting prior approval from the School Director. Each trainee's progress is monitored on a daily basis. Trainees will be terminated from course participation for unexcused absences from any portion of the course. This also includes being habitually tardy or regularly leaving class early. This type behavior will not be tolerated.

### Participation

All students will be required to actively participate 100% in all assigned activities. Any student refusing to participate 100% in any assigned activity will be dismissed from the BLET course. The School Director and Instructor will make the final decision as to whether the student is actively participating in the assigned activity. Temporary exceptions to this participation requirement will be made for those students with valid medical exemptions. The Physical Fitness Instructor will notify the School Director of any student's refusal to participate. Any student not participating at his/her fullest potential will be deemed not participating. Note: "Three strikes and you are out."

Strike One - The Physical Fitness instructor notifies the School Director about the student's lack of participation. The student will be counseled by the School Director and Instructor and the student's Sponsoring/Employing agency will be notified.

Strike Two - The Physical Fitness instructor notifies the School Director about the student's lack of participation. The student will be counseled by the School Director and Instructor and the students Sponsoring/Employing agency notified.

Strike Three - The student will be expediently dismissed from the Basic Law Enforcement

## Workforce Development & Continuing Education (Career Credit)

Training Course.

All time and class work must be made up at the direction of the School Director as soon as possible after the original scheduled date. Students granted an excused absence will be scheduled appropriate make-up work during the current course offering. The School Director has the ultimate responsibility to determine when a student has an instructional deficiency in a subject matter area and when it no longer exists. This will include any provisions for make-up work or additional instruction or testing.

Missing class for a job interview, psychological evaluation, polygraph, etc. will not be tolerated for any reason. These functions can be completed when school is not in session or after you have completed BLET.

### **Illness – Emergency Reporting Procedure**

All students who are unable to attend class must first notify the School Director that he/she will be absent and state the reason for the absence. The School Director can be reached at (336) 523-4077 or by emailing Richard Thompson at [dthompson@randolph.edu](mailto:dthompson@randolph.edu).

If a student employed by an agency is unable to attend class, he/she must also notify their supervisor for his/her agency prior to class starting time and state the reason for the absence.

### **Tardiness**

Tardiness in any capacity will not be tolerated. Students are expected to be assembled for class at the appropriate time and in the designated area. Students will be standing by their chair in the classroom at the appropriate time for classroom training. Roll call will begin exactly at fifteen (15) minutes prior to scheduled time.

Any time a student is late to class, from break, or from lunch (with or without approval, regardless of where class is being held), the student must write a memo to the School Director stating the date and reason for the tardiness. The student must also write the objectives covered during that block of instruction and must write the answer or explanation for each objective. If a written response is not applicable to the objectives, the student must write the objectives and then see the School Director for an alternative response. The School Director will place the memo and objectives in the student's file. The final decision on make-up work incurred as a result of tardiness will be at the discretion of the School Director or Qualified Assistant.

Any student accumulating more than four (4) tardies (DAY CLASS) or eight (8) tardies (NIGHT

## Workforce Development & Continuing Education (Career Credit)

CLASS) will be dismissed. A tardy is arriving to class late or leaving early, regardless of the reason or where class is being held.

Any student accumulating their 5th (DAY) or 9th (NIGHT) tardy should consider himself/herself terminated from the training program at that point.

In addition to missing important information, habitual tardiness reflects behavior not normally tolerated by law enforcement administrators. The School Director will report your behavior in the Basic Law Enforcement Training program to the administrator of your employing/sponsoring agency.

Treat your punctual attendance in this training program as an important responsibility in fulfilling your duties to your employing/sponsoring agency.

### Grading System

A trainee, at the conclusion of the course, must be proficient in each topical area prior to taking the state comprehensive exam – 12 NCAC 9B.0406 (a) & 12 NCAC 10B.0508 (a). The trainee's proficiency will be determined through testing. Testing will be administered at the end of each Section of the course. The course is divided into six Units. Each Unit is divided into separate blocks of instruction. You will be tested on each block of instruction within each Unit. This is necessary in order to show proficiency in each topical area. It is the policy of this training academy to terminate any student who fails more than FOUR (4) of the subject examinations. That means that if the student scores less than 75% on any written examination; it shall be considered a failure, notwithstanding any make-up examination. Any student who fails the FIFTH (5th) examination should consider himself/herself terminated from the training program at that point. All failed examinations must be retaken by the student, and the student must pass the exam with a score of 75% or better. Re-tests will be given at the School Director's discretion.

*NOTE: A trainee shall be allowed failure remediation and examination in no more than four (4) topical area tests. Upon the initial failure of the FIFTH (5th) topical area test, the trainee shall not be allowed remediation or re-examination and shall be immediately dismissed from the course and shall be required to complete a subsequent delivery of BLET in its entirety – 12 NCAC 9B.0405(b). Note: Some blocks of instruction also have practical skills tests that require proficiency.*

If you fail a scheduled test, you will have only one additional opportunity to pass by taking a re-test in that topical area. Preparation is essential. If you receive one or two failing grades on topical re-tests, you may continue classes, but you may not take the state certification

## Workforce Development & Continuing Education (Career Credit)

examination until you receive instruction and make up these deficiencies in another BLET school and receive a passing score. If you receive failing scores in three (3) topical areas after re-examination, you will not be allowed to continue in the BLET course or take the state certification examination.

If you miss or fail a scheduled test, you must contact the School Director for a make-up date. The make-up test will usually be given on the Monday following the missed or failed test. Objectives must be covered with the School Director before the make-up test will be administered. On a retake examination, the student will only be given credit for a 75% grade regardless of how high the score. If the student does not pass the second examination, he/she will be deficient in that block of instruction. In cases where a student fails a practical exercise, the student shall not be re-tested on the same day of the initial failure.

*NOTE: Students cannot take the state comprehensive examination until such time as all course work including any make-up work has been completed. To receive successful course completion and certification of competence from the School Director, you must achieve a minimum score of 70% correct answers on each of the six (6) units of the state certification examination – 12 NCAC 9B.406(d) and 12 NCAC 10B.508(d).*

### **Dismissal**

In addition to the Dismissal Procedures outlined in the rules under sponsorship/employment (attendance, tardiness, participation, cheating, fraternization, unbecoming conduct and testing); conduct that is criminal, disruptive, antagonistic, untruthful, unbecoming of a law enforcement officer, or dangerous to others will also result in your dismissal.

Students are required to answer all training objectives and submit them to the School Director by the deadline assigned. Failure to complete and submit the assignment by the deadline will result in a Uniform Class Citation being completed with an assigned corrective action. The third failure to complete and/or submit by the deadline will result in dismissal from the program.

### **Process for Re-Entry**

If a student is dismissed due to a behavioral issue the student is not allowed to be admitted to the BLET program again in the future.

When a student is dismissed due to failure to progress in testing objectives as described in Grading, the student may request re-entry into the BLET in the future. The student's admission items would still be on file, but the student would be required to obtain a new sponsorship letter prior to re-entry.



## Workforce Development & Continuing Education (Career Credit)

### Subject Substitution

There are no substitutions available for the material taught in Basic Law Enforcement Training Program.

### Counseling Services

Randolph Community College offers counseling services to all students from our Student Assistance Program to Career Counseling. For more information, please refer to the RCC Resources for Your Success page <https://www.randolph.edu/student-success/resources-for-your-success.aspx> or the RCC Career Services page <https://www.randolph.edu/student-success/career-services.aspx>.

### Refund Policy

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.

## Workforce Development & Continuing Education (Career Credit)

### ■ 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 2024 (day)	August 6, 2024 - December 12, 2024 Tuesdays, Wednesdays, and Thursdays from 1:00pm-5:00pm Saturday, August 17, 2024, from 8:00am-12:00pm Saturday, October 26, 2024, from 8:00am-5:00pm Saturday, November 9, 2024, from 8:00am-5:00pm
Fall 2024 (night)	August 6, 2024 - December 12, 2024 Tuesdays, Wednesdays, and Thursdays from 6:00pm-10:00pm Saturday, August 17, 2024, from 8:00am-12:00pm Saturday, October 26, 2024, from 8:00am-5:00pm Saturday, November 9, 2024, from 8:00am-5:00pm
Spring 2025 (day)	January 10, 2025 – May 2, 2025 Tuesdays, Wednesdays, and Thursdays from 1:00pm-5:00pm Saturday, January 25, 2025, from 8:00am-12:00pm Saturday, March 29, 2025, from 8:00am-5:00pm Saturday, April 12, 2025, from 8:00am-5:00pm
Spring 2025 (night)	January 10, 2025 – May 2, 2025 Tuesdays, Wednesdays, and Thursdays from 6:00pm-10:00pm Saturday, January 25, 2025, from 8:00am-12:00pm Saturday, March 29, 2025, from 8:00am-5:00pm Saturday, April 12, 2025, from 8:00am-5:00pm

## Workforce Development & Continuing Education (Career Credit)

### Program Contacts

Janet Ingold

Administrative Assistant

Telephone: 336-633-0268

E-mail: [jbingold@randolph.edu](mailto:jbingold@randolph.edu)

David Barr

EMS Coordinator

Telephone: 336-633-0275

E-mail: [dlbarr@randolph.edu](mailto:dlbarr@randolph.edu)

Regina Brewer

Director of Public Safety Programs

Telephone: 336-628-4554

E-mail: [rlbrewer@randolph.edu](mailto:rlbrewer@randolph.edu)

### Required Textbook

Emergency Care and Transportation of the Sick and Injured 12<sup>th</sup> Edition

ISBN-13: 9781284246223 (Essentials level is required, additional resources are available for purchase from the publisher at the Advantage and Premier levels)

**\*\*students must keep the access code found with the book for course materials\*\***

### 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***

## Workforce Development & Continuing Education (Career Credit)

***required 48 hours of clinical time by the end of your course.*** Tardiness is not acceptable and three (3) times tardy will be counted as an absence. Lead instructor(s) have the additional option to dock unexcused, tardy students for the entire class meeting. Failure to meet the attendance requirements results in the student's unsatisfactory completion of the course. Students must seek permission from the lead instructor in advance (prior to the start of class) to miss an exam and to request a make-up exam. Students are responsible for making arrangements with the lead instructor for make-up exams or a zero will be given. Classes may end no earlier than 10 minutes before the scheduled end of each meeting time. Any class meeting that is canceled by the instructor must be made up prior to the end of the semester.

### Grading

1. Quizzes – 20% (this includes any pop-quizzes or assignments assigned outside of EMS Testing)
2. Chapter Exams – 60%
3. Final Exam – 20%

**\*Note: AHA CPR exam will be counted as a Chapter exam; An AHA card is required to complete this course. If you miss CPR during class, you will be responsible for finding and paying for a course. If you miss CPR in class, your test grade will be a zero. When you find a new course that grade will not count for this class.**

### Requirements for Successful Completion

1. An 80 or higher on the final exam.
2. An overall class average of 80 or higher.
3. Successfully complete the BLS course and receive a course completion eCard.
4. Complete your skills packets and upload all your documentation and skills in Platinum Planner.
5. Pass the skills evaluation or Technical Scope of Practice (TSOP).
6. Complete your 48 hours of field internship with at least 10 live patient assessments completed and documented.
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 by the last day of the course. Upon successful completion of this course, students are eligible to test for the North Carolina Office of Emergency Medical Services (NCOEMS) and/or National Registry EMT Certification test.

## Workforce Development & Continuing Education (Career Credit)

The course has a Moodle shell that has a multitude of resources that are recommended for study. Some computer and internet knowledge is required for the course to accompany the in-classroom learning. It is required that you check the Moodle class for announcements and/or assignments, as you are responsible for those within the deadlines posted online.

Course Hours consist of 240 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.

### Dress Code

Students are required to wear their assigned uniforms during class times and clinical assignments.

### Classroom Uniform

- 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 winter months 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 other clothing that your instructor feels is a distraction.

### Clinical Uniform

- blue polo shirt with approved Randolph Community College EMS Education 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
- watch with seconds timer (analog or digital)
- Pre-approved high-visibility outer wear

## Workforce Development & Continuing Education (Career Credit)

- Black or Navy Blue Coat or Jacket may be worn along with black, white or navy blue toboggan

Hair should be clean and off the shoulders (may be “pulled up”). Men should be clean-shaven with the exception of a moustache. The moustache 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 observe the practices of effective personal hygiene at all times. Strong body odors, offensive breath and the smell of smoke are particularly distracting. If you have a tendency to sweat a lot throughout the day, please take body wipes with you and wipe off during calls to keep body odor 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:**

*Prior to being able to start your clinical, you must have an average of at least a 78 in the course and be current on your skills and documentation of your skills in platinum planner.*

***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 be made through the program.**

1. You can wear a long-sleeved turtleneck or shirt under your RCC polo. This shirt should be either black or white.
2. Your jacket/coat should be either black or white or navy to match your RCC Polo. No other colors are acceptable.
3. 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.
4. Please make sure to always have your RCC ID badge and driver’s license with you at

## Workforce Development & Continuing Education (Career Credit)

alltimes.

5. You may wear a plain toboggan that is either, white, black or navy blue.

### Required Textbooks

Nancy Caroline's Emergency Care in the Streets 9<sup>th</sup> Edition:

Volume 1 & 2: ISBN: 9781284256741 (List Price \$366.95)

(Essentials level is required, additional resources are available for purchase from the publisher at the Advantage and Premier levels)

**\*\*students must keep the access code found with the book for course materials\*\***

Pharmacology for the Prehospital Professional 2<sup>nd</sup> Edition by Jeffrey S. Guy

ISBN: 9781284041460 (List Price \$108.95)

Arrhythmia Recognition: The Art of Recognition, 2nd Edition By Tomas Garcia and Daniel Garcia

ISBN 9781449642334 (paperback, \$180.95)

ISBN: 9781284214321 (ebook, \$136.95)

12-Lead ECG: The Art of Interpretation, 2nd Edition By Tomas Garcia

ISBN 9780763773519 (paperback, \$143.95)

American Heart Association (**not** included in tuition and fees):

Advanced Cardiac Life Support 2020 Provider Manual (\$47.80 print, eBook \$41.50)

Pediatric Advanced Life Support 2020 Provider Manual (\$56.70 print, eBook \$50.00)

### 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 to instances 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

## Workforce Development & Continuing Education (Career Credit)

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 Student Code 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 behavioral issue. 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 them in 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



## Workforce Development & Continuing Education (Career Credit)

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 the classroom 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 as note 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 the discretion 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 patient confidentiality 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 lab may 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 and cardiac 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 the 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 station house 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 is your 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](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. If you 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 will 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 is closed due to inclement weather.

## Workforce Development & Continuing Education (Career Credit)

In case of inclement weather, the president or his or her authorized representative may close the college 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](http://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 accommodations for verified disabilities are 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 accommodations 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](mailto:twcheek@randolph.edu). ***Please note, being granted a testing accommodation from RCC does not mean that the student will receive a testing accommodation from the North Carolina Office of Emergency Medical Services or the National 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, career confidence 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 career assistance. 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.

## Workforce Development & Continuing Education (Career Credit)

### 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 as a 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 the field. We have dedicated staff with substantial field experience responsible for assuring that our offerings are timely, and pertinent to the needs of Randolph and surrounding counties.

Nationally Accredited by:

The EMT Education Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). For questions about the accreditation of the EMS Education Paramedic Program offered at Randolph Community College, contact CAAHEP and/or CoAEMSP:

- Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
25400 US Hwy 19 North, Suite 158  
Clearwater, Florida 33763  
727-210-2350  
[www.caahep.org](http://www.caahep.org)
- Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)  
8301 Lakeview Parkway, Suite 111-312  
Rowlett, TX 75088  
214-703-8445  
([www.coaemsp.org](http://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 download and can be obtained at: [www.mozilla.org/download](http://www.mozilla.org/download).

## Workforce Development & Continuing Education (Career Credit)

**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 computer can download a free office suite from: <http://www.openoffice.org/>. This software suite includes a 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 3/2021)

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## Emergency Medical Technician

### EMS 4200A

Week	Topics	Hours	Chapter
1	Orientation	3.00	*****
	Platinum Planner and Continuum (NCOEMS)	3.00	
2	EMS Systems	2.00	1
	Workforce Safety and Wellness	2.00	2
	Legal and Ethical Issues	2.00	3
3	Communications and Documentation	3.00	4
	Medical Terminology, Course Documentation	3.00	5
4	Lifting and Moving Patients and Skills	6.00	8
5	<b>Exam 1</b>	1.00	<b>1-5 and 8</b>
	The Human Body	2.00	6
	The Human Body	3.00	6
6	Lifting & Moving	3.00	8
	Practical Skills	3.00	Lab
7	Airway Management	3.00	10
	Airway Management with Skills	3.00	Lab
8	<b>Exam 2</b>	1.00	6 & 8
	CPR	2.00	13 and AHA
	<b>CPR Practical &amp; Exam</b>	3.00	<b>AHA</b>
9	Patient Assessment	3.00	9
	Patient Assessment / Vital Signs	3.00	9
10	Airway Management with Skills	3.00	Lab
	Patient Assessment/Airway/CPR/Vital Signs	3.00	Lab
11	<b>Exam 3</b>	1.00	<b>9 &amp; 10</b>
	Principles of Pharmacology	2.00	11
	Principles of Pharmacology	3.00	11 & lab
12	Medical Overview	3.00	14

## Workforce Development & Continuing Education (Career Credit)

	Respiratory Emergencies with Pharmacology	3.00	15
13	Pharmacology Review	3.00	Lab
	Respiratory/Cardiovascular/CPR Scenarios/Skills	3.00	Lab
14	Cardiovascular Emergencies with Pharmacology	3.00	16
	Limb Lead and 12-lead placement/ALS Assist/Scenarios	3.00	Lab
15	Exam 4	1.00	11, 14-16
	Neurological Emergencies with Protocols	2.00	17
	Gastrointestinal & Urologic Emergencies	3.00	18, Lab
16	Endocrine & Hematologic Emergencies	3.00	19
	Immunological Emergencies	3.00	20
17	Exam 5	1.00	17-22
	Toxicology	2.00	21
	Psychiatric Emergencies	3.00	22
18	Scenarios	3.00	Lab
	Scenarios with Airway & Pharmacology Review	3.00	Lab
19	Exam 6	1.00	21-22
	Gynecologic Emergencies	3.00	23
	Life Span Development	2.00	7
20	Obstetrics & Neonatal Care	3.00	33
	Pediatric Emergencies	3.00	34
21	Pharmacology Exam 1 (Exam 7)	1.00	
	Geriatric Emergencies	3.00	35
	Scenarios	2.00	
22	Patients with Special Challenges	3.00	36
	Scenarios/Review	3.00	
23	Exam 8	1.00	7, 23 & 33-36
	Shock and Scenarios	2.00	12
	Trauma Overview	3.00	24
	Start EMS Field Internship	24.00	*****

## Workforce Development & Continuing Education (Career Credit)

24	Bleeding	2.00	25
	Soft-Tissue Injury	1.00	26
	Soft-Tissue Injury continued	1.00	26
	Scenarios/Skills Check Offs	2.00	
25	Face and Neck Injuries	2.00	27
	Head and Spine Injuries	1.00	28
	Head and Spine Injuries continued	1.00	28
	Skills/Scenarios	2.00	
26	Exam 9	1.00	12 & 24-28
	Chest Injuries	2.00	29
	Abdominal & Genitourinary Injuries	3.00	30
27	Orthopedic Injuries and Skills	3.00	31
	Splinting Skills and Check Offs	3.00	
28	Environmental Emergencies	3.00	32
	Scenarios/Skills Check Offs	3.00	
29	Exam 10	1.00	29-32
	Understanding Emergency Vehicle Driving (CEVO 4)	3.00	
	Emergency Vehicle Driving Practical	2.00	
30	Transport Operations	3.00	37
	Vehicle Extrication and Special Rescue	3.00	38
31	Incident Management	3.00	39
	Terrorism & Disaster Management/Scenarios	3.00	40
32	SMART Triage and Scenarios	6.00	
33	A Team Approach to Health Care	3.00	41
	ALS Assist with Skills	3.00	41
34	Pharmacology Exam 2 (Exam 11)	1.00	
	Skills Make-up/Prep for TSOPs	2.00	
	Skills Make-up/Prep for TSOPs	3.00	
35	Exam 12	1.00	37-41
	Pharmacology Review	2.00	



## Workforce Development & Continuing Education (Career Credit)

	Skills Make-up/Prep for TSOPs	3.00	
	EMS Clinical	24.00	*****
36	Pediatric Scenarios	3.00	
	Pediatric Scenarios	3.00	
37	Trauma and Medical Scenarios	3.00	
	Trauma and Medical Scenarios	3.00	
38	Prep for TSOPs	3.00	
	Prep for TSOPs	3.00	
39	TSOP Check Offs	3.00	
	TSOP Check Offs	3.00	
40	End of Course Evaluations	0.50	
	Final Exam	2.50	1-41
	Retest TSOPs	2.50	
	Explain State/NR Exam and ConEd	0.50	
	Total course hours	288.00	

Course content for technical, vocational, and certificate level courses is outlined in the course descriptions to follow. All courses are alphabetized by course code. **All courses are to be pursued in a normal sequence with prerequisite courses taken as indicated.** Provided for each course is the following information: course number and title; number of class, laboratory, clinical/shop/work experience (if any), and credit hours; and the semester in which the course is offered - FA (Fall), SP (Spring), and SU (Summer).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

## ■ ACA – Academic Related

### ACA-111 College Student Success

1 0 0 1

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. (FA, 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

## Course Descriptions

	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) 52.0301 Accounting.				
<b>ACC-121 Prin of Managerial Accounting</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
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. <b>State Prerequisite: Take ACC-120.</b> (FA and SP). National ID (CIP) 52.0301 Accounting.				
<b>ACC-129 Individual Income Taxes</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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.				
<b>ACC-130 Business Income Taxes</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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.				
<b>ACC-140 Payroll Accounting</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
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. <b>State Prerequisites: Take one: ACC-115 or ACC-120.</b> (SU). National ID (CIP) 52.0301 Accounting.				
<b>ACC-150 Accounting Software Appl</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
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. <b>State Prerequisites: Take one: ACC-115 or ACC-120.</b> (SU). National ID (CIP) 52.0301 Accounting.				
<b>ACC-220 Intermediate Accounting I</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
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. <b>State Prerequisite: Take ACC-120.</b> (FA). National ID (CIP) 52.0301 Accounting.				
<b>ACC-221 Intermediate Acct II</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
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 Credit
	Class	Lab	Wk. Exp.	

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.				
<b>AGR-170 Soil Science</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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.				
<b>Competencies</b>				
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.				
<b>AGR-212 Farm Business Management</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>AGR-213 Ag Law and Finance</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>AGR-214 Agricultural Marketing</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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 plan for an agricultural product. (FA). National ID (CID) 01.0102 Agribusiness/Agricultural Business Operations.				
<b>AGR-261 Agronomy</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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.				
<b>■ ANS- Animal Science</b>				
<b>ANS-110 Animal Science</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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-114A Architectural CAD

0 3 0 1

This course provides a laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings. **State Corequisite: Take ARC 114.** (SP). National ID (CIP) 15.0101 Architectural Engineering Technologies/Technicians. **ARC-235 Architectural Portfolio** 2 3 03

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]

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
<b>ART-114 Art History Survey I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. (FA 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]				
<b>ART-115 Art History Survey II</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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]				
<b>■ ATR – Automation &amp; Robotics</b>				
<b>ATR-112 Intro to Automation</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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.				
<b>ATR-114 Machine Reliability</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>
This course introduces concepts of ensuring machine reliability in a manufacturing environment. Emphasis is placed on describing preventive, predictive, corrective maintenance and their significant differences; analyzing proactive maintenance and the underlying tools, integral operations, and procedures; and identifying various individual system units and the steps in evaluating failure mode risks and countermeasures. Upon completion, students should be able to demonstrate lean machine reliability concepts in a lab/manufacturing environment. (SP). National ID (CIP) 48.0501 Machine Tool Technology/Machinist.				
<b>ATR-212 Industrial Robots</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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.				
<b>ATR-215 Sensors and Transducers</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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.				



## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<b>ATR-219 Automation Troubleshooting</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
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.				
<b>■ ATT- Alternative Transportation Tec.</b>				
<b>ATT-125 Hybrid-Electric Trans</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>
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. <b>State Prerequisite: Take TRN-120.</b> (SU). National ID (CIP) 47.0614 Alternative Fuel Vehicle Technology/Technician.				
<b>ATT-140 Emerging Transp Tech</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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.				
<b>■ AUB – Automotive Body Repair</b>				
<b>AUB-111 Painting &amp; Refinishing I</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
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.				
<b>AUB-112 Painting &amp; Refinishing II</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
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. <b>State Prerequisite: Take AUB-111.</b> (SP). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				
<b>AUB-121 Non-Structural Damage I</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>3</b>
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards. (FA). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				
<b>AUB-122 Non-Structural Damage II</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
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. <b>RCC prerequisite:</b>				



## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<b>Take AUB-121.</b> (SP). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				
<b>AUB-131 Structural Damage I</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>
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.				
<b>AUB-132 Structural Damage II</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
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. <b>State Prerequisites: Take AUB-131 RCC Prerequisites: TRN-180.</b> (SU). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				
<b>AUB-136 Plastics &amp; Adhesives</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>3</b>
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.				
<b>AUB-141 Mech &amp; Elec Components I</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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.				
<b>AUB-150 Automotive Detailing</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
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.				
<b>AUB-162 Autobody Estimating</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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. <b>RCC Prerequisites: Take AUB-111, AUB-121, AUB-131, TRN-180.</b> (FA). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
■ 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. <b>RCC Prerequisites: Take AUB-121 and TRN-180.</b> (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.				
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. <b>State Corequisite: Take AUT-116.</b> (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. <b>State Corequisite: Take AUT-141.</b> (SP). National ID (CIP) 47.0604 Automobile/				

## Course Descriptions

	Hours/Week		Semester Hours	
	Class	Lab	Wk. Exp.	Credit
Automotive Mechanics Technology/Technician.				
<b>AUT-151 Brake Systems</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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.				
<b>AUT-151A Brakes Systems Lab</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>
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. <b>State Corequisite: Take AUT-151.</b> (FA). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
<b>AUT 163 Adv Auto Electricity</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisite: Take TRN-120.</b> (SP). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
<b>AUT-181 Engine Performance 1</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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.				
<b>AUT-181A Engine Performance 1 Lab</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>
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. <b>State Corequisite: Take AUT-181.</b> (SP). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
<b>AUT-183 Engine Performance 2</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
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,				

## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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. <b>State Prerequisite: Take AUT-181.</b> (SU). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
<b>AUT-221 Auto Transm/Transaxles</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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.				
<b>AUT-221A Auto Transm/Transax Lab</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>
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. <b>State Corequisite: Take AUT-221.</b> (SP). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
<b>AUT-231 Man Trans/Axles/Dtrains</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains. (FA). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.				
<b>■ BIO – Biology</b>				
<b>BIO-110 Principles of Biology</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
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]				
<b>BIO-111 General Biology I</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
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. <b>RCC Prerequisite: Take one set: Set 1: RED-090; Set 2: DRE-098; Set 3: ENG-002 Tier 2 or acceptable placement score.</b> (FA). National ID (CIP) 26.0101. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]				
<b>BIO-112 General Biology II</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant				

## Course Descriptions

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
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. <b>State Prerequisite: Take BIO-111.</b> (SP only). National ID (CIP) 26.0101. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]				
<b>BIO-163 Basic Anat &amp; Physiology</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>5</b>
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. <b>RCC Prerequisite: Take one set: Set 1: RED-090; Set 2: DRE-098; Set 3: ENG-002 Tier 2 or acceptable placement score.</b> (FA and SP). National ID (CIP) 26.0403.				
<b>BIO-168 Anatomy and Physiology I</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
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. <b>RCC Prerequisite: Take one set: Set 1: RED-090; Set 2: DRE-098; Set 3: ENG-002 Tier 2 or acceptable placement score.</b> (FA only). National ID (CIP) 26.0403.				
<b>BIO-169 Anatomy and Physiology II</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
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. <b>State Prerequisite: Take BIO-168.</b> (SP only). National ID (CIP) 26.0403.				
<b>BIO-175 General Microbiology</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisites: Take one: BIO-110, BIO-111, BIO-163, BIO-165, or BIO-168.</b> (FA and SP). National ID (CIP) 26.0502.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<b>■ BUS – Business</b>				
<b>BUS-110 Introduction to Business</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<p>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 and SP). National ID (CIP) 52.0201</p> <p>Business Administration and Management, General.</p>				
<b>Competencies</b>				
Student Learning Outcomes:				
<ol style="list-style-type: none"> <li>1. Identify various forms of business organizations.</li> <li>2. Define business vocabulary.</li> <li>3. Describe the basics of business ethics.</li> <li>4. Explain basic management principles.</li> </ol>				
<b>BUS-115 Business Law I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<p>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.</p>				
<b>Competencies</b>				
Student Learning Outcomes				
<ol style="list-style-type: none"> <li>1. Identify the elements of a contract.</li> <li>2. Describe the structure of the U.S. court system.</li> <li>3. Identify laws, conditions and regulations in national and international work environments.</li> </ol>				
<b>BUS-116 Business Law II</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<p>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. <b>State Prerequisite: Take BUS-115.</b> (FA and SP). National ID (CIP) 52.0201 Business Administration and Management, General.</p>				
<b>BUS-137 Principles of Management</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<p>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. (FA and SP). National ID (CIP) 52.0201 Business Administration and Management, General.</p>				



	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<b>Competencies</b>				
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.				
<b>BUS-153 Human Resource Management</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns. (FA and SP). National ID (CIP) 52.0201 Business Administration and Management, General.				
<b>BUS-217 Employment Law and Regs</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>Competencies</b>				
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.				
<b>BUS-225 Business Finance</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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. <b>RCC Prerequisite: Take ACC-120.</b> (SP). National ID (CIP) 52.0201 Business Administration and Management, General.				
<b>BUS-230 Small Business Management</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>BUS-234 Training and Development</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<b>Competencies</b>				
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.				
<b>BUS-255 Org Behavior in Business</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action. (FA and SU). National ID (CIP) 52.0201 Business Administration and Management, General.				
<b>BUS-256 Recruit Select &amp; Per Plan</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>Competencies</b>				
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.				
<b>BUS-258 Compensation and Benefits</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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. (SP). National ID (CIP) 52.0201 Business Administration and Management, General.				
<b>Competencies</b>				
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.				
<b>BUS-259 HRM Applications</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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				



	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

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 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) 52.0201 Business 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, tissue 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

### **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 placed 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

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
■ 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. <b>RCC Prerequisite: NET 126.</b> (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, 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. <b>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.</b> (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. <b>State Prerequisite: Take CHM-151.</b> (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. <b>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.</b> This course has				

Class	Hours/Week		Semester Hours Credit
	Lab	Wk. Exp.	

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.

## ■ 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.

## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<b>CJC-132 Court Procedure &amp; Evidence</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>CJC-141 Corrections</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>CJC-160 Terrorism: Underlying Issu</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>CJC-212 Ethics &amp; Comm Relations</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>CJC-214 Victimology</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>CJC-215 Organization &amp; Administration</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>CJC-221 Investigative Principles</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
This course introduces the theories and fundamentals of the investigative process. Topics include crime				

## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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.				
<b>CJC-231 Constitutional Law</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>■ COM – Communication</b>				
<b>COM-110 Introduction to Communication</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>COM-120 Intro Interpersonal Com</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. 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 Communication.				
<b>COM-231 Public Speaking</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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. <b>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.</b> (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]				

## Course Descriptions

	Hours/Week		Semester Hours	
	Class	Lab	Wk. Exp.	Credit
<b>■ COS – Cosmetology</b>				
<b>COS-111 Cosmetology Concepts I</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>
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. <b>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.</b> (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
<b>COS-111AB Cosmetology Concepts I</b>	<b>2.5002.5</b>			
<b>COS-111BB Cosmetology Concepts I</b>	<b>1.5001.5</b>			
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. <b>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.</b> National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
<b>COS-112 Salon I</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>8</b>
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. <b>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.</b> (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
<b>COS-112AB Salon I</b>	<b>0</b>	<b>13.25</b>	<b>0</b>	<b>4.5</b>
<b>COS-112BB Salon I</b>	<b>0</b>	<b>10.75</b>	<b>0</b>	<b>3.5</b>
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. <b>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).</b> National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
<b>COS-113 Cosmetology Concepts II</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>
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. <b>State Prerequisites: Take all: COS-111 and COS-112.</b> (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
<b>COS-114 Salon II</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>8</b>
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. <b>State Prerequisites: Take all: COS-111 and COS-112.</b> (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				



## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<b>COS-115 Cosmetology Concepts III</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>
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. <b>State Prerequisites:</b> <b>Take all: COS-111 and COS-112.</b> (SU). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
<b>COS-115AB Cosmetology Concepts III</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>COS-115BB Cosmetology Concepts III</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisites:</b> <b>Take all: COS-111 and COS-112.</b> (SU). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
<b>COS-116 Salon III</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>4</b>
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. <b>State Prerequisites: Take all: COS-111 and COS-112.</b> (SU). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
<b>COS-116AB Salon III</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0.8</b>
<b>COS-116BB Salon III</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>3.2</b>
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. <b>State Prerequisites: Take all: COS-111 and COS-112.</b> (SU). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
<b>COS-117 Cosmetology Concepts IV</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements. <b>State prerequisites: Take all: COS-111 and COS-112.</b> (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
<b>COS-118 Salon IV</b>	<b>0</b>	<b>21</b>	<b>0</b>	<b>7</b>
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. <b>State Prerequisites: Take all: COS-111 and COS-112.</b> (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
<b>COS-223 Contemp Hair Coloring</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
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				

## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
competently perform color applications and correct problems. <b>State Prerequisites: Take all: COS-111 and COS-112.</b> (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
<b>COS-240 Contemporary Design</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
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. <b>State Prerequisites: Take all: COS-111 and COS-112.</b> (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist, General.				
<b>COS-250 Computerized Salon Ops</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
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. <b>RCC Corequisite: COS 111 and 112.</b> (FA or SP). National ID (CIP) 12.0401 Cosmetology/Cosmetologist.				
<b>COS-271 Instructor Concepts I</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting. <b>State Corequisite: Take COS-272.</b> (FA). National ID (CIP) 12.0413 Cosmetology, Barber/Styling, and Nail Instructor.				
<b>COS-272 Instructor Practicum I</b>	<b>0</b>	<b>21</b>	<b>0</b>	<b>7</b>
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. <b>State corequisite: Take COS-271.</b> (FA). National ID (CIP) 12.0413 Cosmetology, Barber/Styling, and Nail Instructor.				
<b>COS-273 Instructor Concepts II</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
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. <b>State Prerequisites: Take all: COS-271 and COS-272. State Corequisite: Take COS-274.</b> (SP). National ID (CIP) 12.0413 Cosmetology, Barber/Styling, and Nail Instructor.				
<b>COS-274 Instructor Practicum II</b>	<b>0</b>	<b>21</b>	<b>0</b>	<b>7</b>
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. <b>State Prerequisite: Take all: COS-271 and COS-272. State Corequisite: Take COS-273.</b> (SP). National ID (CIP) 12.0413 Cosmetology, Barber/Styling, and Nail Instructor.				



	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
■ 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). 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). National ID (CIP) 11.0103 Information Technology.				
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-141 Cloud & Storage Concepts	1	4	0	3
This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems. (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. <b>State Prerequisites: Take all: CTI-110, CTI-120, and CTS-115.</b> (SP). National ID (CIP) 11.0103 Information Technology.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<b>■ CTS – Computer Information Technology</b>				
<b>CTS-115 Info Sys Business Concepts</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<p>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.</p>				
<b>Competencies</b>				
Student Learning Outcomes				
<ol style="list-style-type: none"> <li>1. Identify the relationship between the business objectives and the IT requirements of an enterprise.</li> <li>2. Identify attributes that make up a “hybrid business manager.”</li> <li>3. Assess the role of technology options for managing business processes.</li> </ol>				
<b>CTS-120 Hardware/Software Support</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
<p>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.</p>				
<b>Competencies</b>				
Student Learning Outcomes				
<ol style="list-style-type: none"> <li>1. Identify appropriate computer equipment and software based on organizational needs.</li> <li>2. Demonstrate ability to upgrade/maintain existing equipment and software.</li> <li>3. Repair non-functioning personal computers.</li> </ol>				
<b>CTS-130 Spreadsheet</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
<p>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.</p>				
<b>CTS-135 Integrated Software Intro</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>
<p>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. <b>RCC Prerequisite: Take CIS-110.</b> (SU). National ID (CIP) 11.0103 Information Technology.</p>				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<b>CTS-155 Tech Support Functions</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems. (SP). National ID (CIP) 11.0103 Information Technology.				
<b>■ DBA – Database Management Technology</b>				
<b>DBA-110 Database Concepts</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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. (FA, SP). National ID (CIP) 11.0802 Data Modeling/Warehousing and Database Administration.				
<b>DBA-118 Google Data Analytics I</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>3</b>
This course introduces the role of a Google data analyst and how to make data-driven decisions using effective questions, data transformation and analyzation processes. Emphasis is placed on setting up a data toolbox, spreadsheets, database and query basics, visualization basics, effective communication techniques, and data validation. Upon completion, students should be able to review assessments, use formulas and calculations to analyze datasets, create queries, use visualization tools and communicate effectively with stakeholders. (SP). National ID (CIP) 11.0802 Data Modeling/Warehousing and Database Administration.				
<b>DBA-218 Google Data Analytics II</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course introduces the role of an advanced Google data analyst and how to make data-driven decisions using effective questions, data transformation, analyzation processes, visualization and programming. Emphasis is placed on setting up a design thinking, data-driven storytelling, dashboards, R programming, job portfolios and technical expertise. Upon completion, students should be able to create a data-driven storyboard, develop dashboards and presentations, create analytical reports using R, and showcase technical analytical skills. (SP). National ID (CIP) 11.0802 Data Modeling/Warehousing and Database Administration.				
<b>■ DES – Design: Creative</b>				
<b>DES-112 Bldg/Construc Sys</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
This course provides an overview of the residential construction process for the interior designer. Emphasis is placed on providing the fundamental knowledge needed by the designer in residential construction basics and methods, including electrical and lighting, plumbing, sustainability, mechanical and ventilation, and the building envelope. Upon completion, students should be able to demonstrate effective communication required for effective collaboration with architects, engineers, and building contractors. (FA). National ID (CIP) 50.0408 Interior Design.				
<b>DES-125 Visual Presentation I</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>2</b>
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.				
<b>DES-130 Digital App/Interior Design</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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.. (SP). National ID (CIP)				

## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
50.0408 Interior Design.				
<b>DES-135 Prin &amp; Elem of Design I</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>
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.				
<b>DES-136 Prin &amp; Elem of Design II</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>
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. <b>State Prerequisite: Take DES-135.</b> (SP). National ID (CIP) 50.0408 Interior Design.				
<b>DES-210 Professional Practices/Int Des</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
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.				
<b>DES-220 Interior Design Fundamentals</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisites: Take one set: Set 1: DES-135 and ARC-111; Set 2: DES-110; Set 3: DFT-115.</b> (SP). National ID (CIP) 50.0408 Interior Design.				
<b>DES-225 Textiles for Interiors</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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.				
<b>DES-230 Residential Design I</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>3</b>
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. <b>RCC Prerequisite: Take DES-220.</b> (SU). National ID (CIP) 50.0408 Interior Design.				
<b>DES-231 Residential Design II</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisite: Take DES-230.</b> (FA). National ID (CIP) 50.0408 Interior Design.				

## Course Descriptions

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
<b>DES-235 Products</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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.				
<b>DES-238 Sustainable Interiors</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
This course introduces basic concepts of sustainability and green design as they relate to interior environments. Topics include sustainable design principles, LEED and other sustainable rating and certification programs, low impact materials, indoor air quality, and energy and water conservation. Upon completion, students should be able to demonstrate a general understanding of the basic principles of sustainable interiors through hands-on application. (SP). National ID (CIP) 50.0408 Interior Design.				
<b>DES-240 Commercial/Contract Design I</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>3</b>
This course is designed to focus on commercial/contract design including retail, office, institutional, 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. <b>State Prerequisite: Take DES-220.</b> (SU). National ID (CIP) 50.0408 Interior Design.				
<b>DES-241 Comm/Contract Design II</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisite: Take DES-240.</b> (FA). National ID (CIP) 50.0408 Interior Design.				
<b>DES-242 Kitchen/Bath Design</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
This course covers the fundamentals of kitchen and bath design. Emphasis is placed on the principles and elements of kitchen and bath design, analysis of client needs, specifying products, and drafting design solutions. Upon completion, students should be able to produce basic kitchen and bath design utilizing standards established by the National Kitchen and Bath Association (NKBA). <b>State Prerequisite: Take One: ARC-111, DES-110, or DFT-115. RCC Prerequisites: DES-220 and ARC-114.</b> (SU). National ID (CIP) 50.0408 Interior Design.				
<b>DES-243 Advanced Kitchen/Bath Design</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
This course covers advanced kitchen and bath design. Emphasis will be placed on universal design solutions, producing professional working documents, and mastery of developing and presenting a design concept and theme. Upon completion, students should be able to execute complex kitchen and bath designs. <b>State Prerequisite: Take: DES-242.</b> (FA). National ID (CIP) 50.0408 Interior Design.				
<b>DES-255 History of Interiors &amp; Furn I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>DES-256 History of Interiors &amp; Furn II</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
This course continues the study of architecture, interiors, and furnishings from a variety of historic styles				

## Course Descriptions

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
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.				
<b>DES-265 Lighting/Interior Design</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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. <b>RCC Prerequisite: DES 220.</b> (FA). National ID (CIP) 50.0408 Interior Design.				
<b>DES-285 Capstone/Interior Design</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
This course provides additional studio time to investigate areas of special interest, upgrade weaknesses, and/or capitalize on strengths. Topics include a broad range of options, both residential and non-residential, combining individual research and instructional guidance. Upon completion, students should be able to complete the graphics, client folder, and all schedules for a professional project. <b>State Prerequisites: Take all: DES-230 and DES-240. State Corequisite: Take DES-210.</b> (SP). National ID (CIP) 50.0408 Interior Design.				
<b>■ DFT – Drafting</b>				
<b>DFT-119 Basic CAD</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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.				
<b>■ DRA – Drama/Theater</b>				
<b>DRA-111 Theatre Appreciation</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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]				
<b>■ ECO – Economics</b>				
<b>ECO-251 Prin of Microeconomics</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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]				



	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
<b>ECO-252 Prin of Macroeconomics</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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]				
<b>■ EDU – Education</b>				
<b>EDU-119 Intro to Early Child Educ</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>
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.				
<b>EDU-131 Child, Family, &amp; Community</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>EDU-144 Child Development I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				

## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<b>EDU-145 Child Development II</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>EDU-146 Child Guidance</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>EDU-151 Creative Activities</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>EDU-153 Health, Safety, &amp; Nutrition</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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 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.				
<b>EDU-187 Teaching and Learning for All</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
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				



	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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.				
<b>EDU-216 Foundations of Education</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>EDU-221 Children with Exceptionalities</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisites: Take one set: Set 1: EDU-144, EDU-145; Set 2: PSY-244, PSY-245.</b> (SP). National ID (CIP) 13.1210 Early Childhood Education and Teaching.				
<b>EDU-234 Infants, Toddlers, &amp; Twos</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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 diverse children birth to 36 months. <b>State Prerequisite: EDU-119</b> (SP). National ID (CIP) 13.1210 Early Childhood Education and Teaching.				
<b>EDU-235 School-Age Develop &amp; Programs</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				

## Course Descriptions

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
<b>EDU-250 Teacher Licensure Preparation</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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. <b>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.</b> (SP). National ID (CIP) 13.1210 Early Childhood Education and Teaching.				
<b>EDU-251 Exploration Activities</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>EDU-259 Curriculum Planning</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>EDU-261 Early Childhood Admin I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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. <b>State Corequisites: EDU-119</b> (FA). National ID (CIP) 13.1210 Early Childhood Education and Teaching.				
<b>EDU-262 Early Childhood Admin II</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisite: EDU-119 and EDU-261.</b> (SP). National ID (CIP) 13.1210 Early Childhood Education and Teaching.				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	

## **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 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.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

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, 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.

## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

### 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 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.

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
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.				
<b>ELC-125 Diagrams and Schematics</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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.				
<b>ELC-131 Circuit Analysis I</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
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.				
<b>Competencies</b>				
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.				
<b>ELC-133 Circuit Analysis II</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
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				
<b>ELC-215 Electrical Maintenance</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities. (SU). National ID (CIP) 46.0302 Electrician.				
<b>ELC-228 PLC Applications</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
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. <b>RCC Prerequisite: Take ELN 260.</b> (FA). National ID (CIP) 46.0302 Electrician.				



	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<b>■ ELN – Electronics</b>				
<b>ELN-133 Digital Electronics</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
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.				
<b>Student Learning Outcomes</b>				
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.				
<b>ELN-260 Prog Logic Controllers</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
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 (CIP) 14.1001 Electrical and Electronics Engineering				
<b>■ ENG – English</b>				
<b>ENG-002 Transition English</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>3</b>
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).				
<b>ENG-011 Writing and Inquiry Support</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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).				
<b>ENG-102 Applied Communications II</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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				

Class	Hours/Week		Semester Hours
	Lab	Wk. Exp.	Credit

to prepare effective, short, and job-related written and oral communications. (FA, 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.

## ENG-112 Writing/Research in the Disciplines

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. **RCC Prerequisite: A grade of 'C' or better in ENG 111. 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



	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

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.

## **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,**

## Course Descriptions

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	

**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.

### ■ **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) 43.0201 Fire Technology.

### **Competencies**

#### Student Learning Outcomes

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

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 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

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

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.

## 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,

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

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.
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.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

## 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 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

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<div>1. Explain fundamental geologic concepts including earth structure, plate tectonics, rocks and minerals, rock cycle, crustal deformation, surficial processes, earth resources and geohazards.</div> <div>2. Apply the basic methods of scientific inquiry in the context of geology.</div> <div>3. Recognize and quantify the operation of Earth system processes over geologic and human timescales and over local, regional and global spatial scales.</div> <div>4. Manipulate, interpret and construct visualizations of geologic data using maps, graphs, and contemporary technology.</div> <div>5. Demonstrate an appreciation for the societal relevance of geology and the impact of humans on the earth system.</div>				
■ 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.				
■ 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 introduces skills using basic drawing techniques and media in graphic design. Emphasis is placed on using design principles, media applications, spatial considerations, and drawing styles. Upon completion, students should be able to use drawing for conceptualization, visual communication, and graphic simplification. (SP). National ID (CIP) 50.0402 Commercial 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 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 graphic design principles. Topics include creation of various designs, such as branding, advertisements, , and publication design. Upon completion, students should be able to apply design principles anddevelop design solutions. <b>State Prerequisites: Take one: ART-121 or GRD-141. RCC Prerequisite: Take GRA-151.</b> (SP). National ID (CIP) 50.0402 Commercial and Advertising Art.				



## Course Descriptions

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
<b>GRD-151 Computer Design Basics</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>3</b>
This course introduces software applications for graphic design. Emphasis is placed on utilizing digital tools to generate design solutions. Upon completion, students should be able to use industry-standard software as a creative tool. (SP). National ID (CIP) 50.0402 Commercial and Advertising Art.				
<b>GRD-152 Computer Design Technology</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>3</b>
This course covers complex design problems utilizing various design and drawing software applications. Topics include the use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate industry-standard software. (SP). National ID (CIP) 50.0402 Commercial and Advertising Art.				
<b>GRD-153 Computer Design Solutions</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>3</b>
This course covers theories and practices in the field of computer design. Emphasis is placed on use of typography, color palettes, and layers. Upon completion, students should be able to creatively produce designs and use appropriate industry-standard software. (FA). National ID (CIP) 50.0402 Commercial and Advertising Art.				
<b>GRD-167 Digital Photography I</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>3</b>
This course introduces basic camera operations. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, digital imaging, correction and output. Upon completion, students should be able to produce digital photography with acceptable technical and compositional quality. (FA). National ID (CIP) 50.0402 Commercial and Advertising Art.				
<b>GRD-182 Digital and Print Marketing</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
This course introduces the elements of marketing as it relates to digital and print media. Topics include promotion, placement, identifying a target audience, conducting research, analytics, selection of media, use of social media platforms, and search engine optimization as a marketing tool. Upon completion, students should be able to apply marketing concepts to digital and print design scenarios. (SP). National ID (CIP) 50.0402 Commercial and Advertising Art.				
<b>GRD-188 Graphic Design for Web I</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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. <b>RCC Prerequisite: Take GRD-141.</b> (FA). National ID (CIP) 50.0402 Commercial and Advertising Art.				
<b>GRD-241 Graphic Design III</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>
This course is an advanced exploration of various techniques and media for 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. <b>State Prerequisites: Take GRD-142. RCC prerequisite: GRA-151.</b> (SU). National ID (CIP) 50.0402 Commercial and Advertising Art.				
<b>GRD-242 Graphic Design IV</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>
This course is a continuation of GRD 241. Emphasis is placed on using advanced techniques, concepts, strategies, and professionalism in design. Upon completion, students should be able to conceptualize generate designs. <b>State Prerequisite: Take GRD-241.</b> (FA). National ID (CIP) 50.0402				



## Course Descriptions

	Hours/Week		Semester Hours	
	Class	Lab	Wk. Exp.	Credit
Commercial and Advertising Art.				
<b>GRD-271 Multimedia and Video I</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
This course introduces the fundamentals of multimedia and video production. Emphasis is placed on topics such as storyboarding, scripting, animation, graphics, digital audio/video, and copyright issues. Upon completion, students should be able to produce multimedia and video solutions. (FA). National ID (CIP) 50.0402 Commercial and Advertising Art.				
<b>GRD-272 Multimedia and Video II</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
This course is designed to be a continuation of GRD 271. Emphasis is placed on topics such as advanced animation, advanced video production, data visualization and motion graphics, social media, image optimization, post-production techniques, and new media design. Upon completion, students should be able to produce complex multimedia and video solutions. <b>State Prerequisite: Take GRD-271.</b> (SP). National ID (CIP) 50.0402 Commercial and Advertising Art.				
<b>GRD-273 New Media Design Communication</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
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. <b>State Prerequisite: Take one set: Set 1: DES-135 and GRD-271; Set 2: GRD-142 and GRD-271.</b> (SP). National ID (CIP) 50.0402 Commercial and Advertising Art.				
<b>GRD-280 Portfolio Design</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>
This course covers the organization and presentation of a design portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio resume and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present a portfolio and related self-promotional materials. <b>State Prerequisites: Take GRD-142. RCC Prerequisite: GRA-154.</b> (SP). National ID (CIP) 50.0402 Commercial and Advertising Art.				
<b>GRD-285 Client/Media Relations</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
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. <b>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.</b> (FA). National ID (CIP) 50.0402 Commercial and Advertising Art.				
<b>■ HEA- Health</b>				
<b>HEA-110 Personal Health/Wellness</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (FA and SP). National ID (CIP) 51.0001.				

## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<b>■ HIS – History</b>				
<b>HIS-111 World Civilizations I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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]				
<b>HIS-112 World Civilizations II</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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]				
<b>HIS-131 American History I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. (FA, SP, and SU). National ID (CIP) 54.0102. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]				
<b>HIS-132 American History II</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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]				
<b>HIS-221 African-American History</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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				

Class	Hours/Week		Semester Hours Credit
	Lab	Wk. Exp.	

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**

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.

## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<b>HOR-245 Hor Specialty Crops</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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.				
<b>HOR-255 Interiorscapes</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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.				
<b>■ HSE – Human Services</b>				
<b>HSE-110 Intro to Human Services</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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.				
<b>HSE-112 Group Process I</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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.				
<b>HSE-120 Interpersonal Relations</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>HSE-123 Interviewing Techniques</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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.				
<b>HSE-125 Counseling</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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				

## Course Descriptions

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
and Social Health Services and Allied Professions, Other.				
<b>HSE-210 Human Services Issues</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
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.				
<b>HSE-220 Case Management</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisites: Take HSE-110.</b> (FA). National ID (CIP) 51.1599 Mental and Social Health Services and Allied Professions, Other.				
<b>HSE-225 Crisis Intervention</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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. (SP). National ID (CIP) 51.1599 Mental and Social Health Services and Allied Professions, Other.				
<b>HSE-226 Intellectual Disabilities</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>■ HUM – Humanities</b>				
<b>HUM-110 Technology and Society</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>HUM-115 Critical Thinking</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisites: Take one: DRE 098, ENG 002, BSP-4002, or ENG 111.</b> (FA and SP). National ID (CIP) 24.0103.				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	

## **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.
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.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<b>ISC-112 Industrial Safety</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
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.				
<b>Student Learning Outcomes</b>				
1. Describe and identify safety practices required to perform various job-related activities.				
2. Describe the application of OSHA procedures and requirements for compliance.				
<b>Competencies</b>				
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.				
<b>ISC-112A Industrial Safety Lab</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>
This course provides a laboratory application for ISC 112. Emphasis is placed on the importance of being safety conscious, developing safe working habits, creating a safety culture, conducting risk assessment activities, and constructing safety boards. Upon completion, students should be able to participate and lead safety walkthroughs and discussions. <b>State Corequisites: ISC 112.</b> (FA). National ID (CIP) 15.0701 Occupational Safety and Health Technology/Technician.				
<b>ISC-114 Visual Workplace Org/5S</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>
This course provides students with an overview of Lean 5S principles and methods for implementing workplace organization. Emphasis is placed on explaining the purpose of Lean 5S methodologies in organizing and maintaining workplace environments; explaining the relationship between workplace safety and Lean 5S; and assessing working and learning environments for Lean 5S implementation. Upon completion, students should be able to describe and demonstrate the purpose and benefits behind 5S methodology. (SP). National ID (CIP) 15.0699 Industrial Production Technologies/Technicians.				
<b>ISC-116 Lean Mfg Principles/Practices</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>
This course introduces lean concepts/techniques that streamline the manufacturing environment. Emphasis is placed on describing concepts of workflow, velocity, and lead-time; analyzing how waste affects both profit and customer satisfaction; applying concepts of lean manufacturing to include visual management, value stream analysis and Kaizen to improve performance. Upon completion, students should be able to apply lean manufacturing principles to maintain a high-quality, efficient production process. (SU). National ID (CIP) 15.0699 Industrial Production Technologies/Technicians.				
<b>ISC-132 Mfg Quality Control</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment. (SU). National ID (CIP) 15.0699 Industrial Production Technologies/Technicians.				
<b>Competencies</b>				
Student Learning Outcomes				



	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
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.				
<b>ISC-160 Prob-Solving for Adv Mfg Techs</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>
This course introduces a systematic approach to addressing performance and behavioral qualities that are needed for efficient problem-solving outcomes. Emphasis is placed on applying a Lean 8-step Problem Solving process; developing a customer first philosophy involving all stakeholders; demonstrating key attributes of an effective team member, including professionalism, teamwork and communication skills. Upon completion, students should be able to effectively apply the Lean 8-step Problem Solving Process and exhibit effective attributes of a productive team member in an advanced manufacturing setting. (FA). National ID (CIP) 15.0699 Industrial Production Technologies/Technicians.				
<b>■ LDD – Light-Duty Diesel</b>				
<b>LDD-112 Intro Light-Duty Diesel</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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.				
<b>LDD-181 Ldd Fuel Systems</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
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.				
<b>LDD-183 Air, Exh, Emissions</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
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.				
<b>LDD-284 LDD Test and Diagnosis</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
This course covers fundamentals of electronic engine management with an emphasis on diagnostic procedures and on-board diagnostic (OBD) systems in light-duty diesels. Topics include adaptive closed-loop controls, high-voltage injection systems, OBD fault detection, and government rules and regulations. Upon completion, students should be able to utilize diagnostic resources and equipment, identify and troubleshoot electronic malfunctions, and complete repairs on light-duty diesels. (SP). National ID (CIP) 47.0605 Diesel Mechanics Technology/Technician.				



## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
■ 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. <b>RCC Prerequisite: MAC-111AB is a prerequisite for MAC-111BB.</b> 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. <b>RCC Prerequisite: Take MAC-111 or MAC-111AB &amp; BB.</b> (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. <b>RCC Prerequisites: MAC-111 or MAC-111AB &amp; BB; and MAC-112AB is a prerequisite for MAC-112BB.</b> National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
MAC-118 Machine Shop Basic	1	3	0	2
This course will introduce the fundamentals of measuring tools, tolerances and the basic set-up and operations of drill presses, lathes, and milling machines. Emphasis is placed on manufacturing standards and procedures used in welding, automotive, and engineering environments. Upon completion, students should be able to use measuring tools, perform basic machine operations, and apply manufacturing standards. (FA). National ID (CIP) 48.0510 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.				
MAC-124 CNC Milling	1	3	0	2
This course introduces the manual programming, setup, and operation of CNC machining centers.				

## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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.				
<b>MAC-131 Blueprint Reading/Mach I</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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.				
<b>MAC-132 Blueprint Reading/Mach II</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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.				
<b>MAC-143 Machining Appl III</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
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. <b>RCC Prerequisite: Take MAC-112.</b> (SU). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
<b>MAC-143AB Machining Appl III (FA).</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>MAC-143BB Machining Appl III (SP).</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>
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. <b>RCC Prerequisites: Take MAC-112 or MAC-112AB and MAC-112BB, and MAC-143AB is a prerequisite for MAC-143BB.</b> (FA and SP). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
<b>MAC-151 Machining Calculations</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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.				
<b>MAC-152 Adv Machining Calc</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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. <b>RCC prerequisite: Take MAC-151.</b> (SP). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
<b>MAC-161 Metrology, Inspection &amp; Testing I</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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				

## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
demonstrate competence in the care and use of various measurement tools and the implementation of a calibration program. (FA). National ID (CIP) 48.0510 Computer Numerically Controlled (CNC) Machinist Technology/CNC Machinist.				
<b>MAC-162 Metrology, Inspection &amp; Testing II</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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.				
<b>State Prerequisite: Take MAC 161.</b> (SP). National ID (CIP) 48.0510 Computer Numerically Controlled (CNC) Machinist Technology/CNC Machinist.				
<b>MAC-171 Measure/Material &amp; Safety</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>
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.				
<b>MAC-214 Machining Technology IV</b>	<b>2</b>	<b>12</b>	<b>0</b>	<b>6</b>
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. <b>RCC prerequisite: Take MAC-143.</b> (FA). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
<b>MAC-222 Advanced CNC Turning</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
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. <b>RCC Prerequisite: Take MAC-122.</b> (SP). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
<b>MAC-224 Advanced CNC Milling</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
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. <b>RCC Prerequisite: Take MAC-124.</b> (FA). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
<b>MAC-241 Jigs &amp; Fixtures I</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
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. <b>RCC Prerequisite: Take MAC-143.</b> (FA). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
<b>MAC-242 Jigs &amp; Fixtures II</b>	<b>1</b>	<b>9</b>	<b>0</b>	<b>4</b>
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 build complex jigs and fixtures. <b>RCC Prerequisite: Take MAC-241.</b> (SP). National ID (CIP) 48.0503				

	Hours/Week		Semester Hours	
	Class	Lab	Wk. Exp.	Credit
Machine Shop Technology/Assistant.				
<b>MAC-245 Mold Construction I</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
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. <b>RCC prerequisite: Take MAC-143.</b> (SP). National ID (CIP) 48.0503 Machine Shop Technology/Assistant.				
<b>■ MAT – Mathematics</b>				
<b>MAT-003 Transition Math</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>3</b>
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).				
<b>MAT-010 Math Measurement &amp; Literacy</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>
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. <b>RCC Corequisite: Take MAT-110</b> (FA, SP, and SU).				
<b>MAT-021 Algebra/Trigonometry I Support</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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. <b>RCC Corequisite: Take MAT-121.</b> (SP).				
<b>MAT-043 Quantitative Literacy Support</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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. <b>RCC Corequisite: Take MAT-143</b> (FA, SP, and SU).				
<b>MAT-052 Statistical Methods I Support</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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. <b>RCC Corequisite: Take MAT-152</b> (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.

Class	Hours/Week		Semester Hours Credit
	Lab	Wk. Exp.	

- Solve applied problems using systems of equations involving two and three variables.
- 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-030 and 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**

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



Class	Hours/Week		Semester Hours	
	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: Take one 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

Class	Hours/Week		Semester Hours
	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. **RCC Prerequisite: Grade of 'C' or better in MAT 171. 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-175 Precalculus

4 2 0 5

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions and their graphs, with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry and geometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. Prerequisites: Take 1 Group: Take DMA-010 DMA-020 DMA-030 DMA-040 DMA-050; Take DMA-010 DMA-020 DMA-030 DMA-045; Take DMA-025 DMA-045; Take DMA-025 DMA-040 DMA-050; Take MAT 121; Take MAT-003 with a demonstrated mastery of tier 3; Take BSP-4003 with a demonstrated mastery of tier 3. (FA and SP). National ID (CIP) 27.0101 Mathematics.

## 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. **RCC Prerequisite: Grade of 'C' or better in MAT 171 or MAT 175. State Prerequisite: Take one MAT-171 or MAT 175.** (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.



	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

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. **RCC Prerequisite: Grade of 'C' or better in MAT 172 or MAT 175. State Prerequisite: Take one MAT-172 or MAT 175.** (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 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. 3. 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. **RCC Prerequisite: Grade of 'C' or better in MAT 271. 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

Class	Hours/Week		Semester Hours Credit
	Lab	Wk. Exp.	

(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.

## ■ 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-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 profession of medical assisting. (FA). National ID (CIP) 51.0801 Medical/Clinical Assistant.

## Course Descriptions

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
<b>MED-118 Medical Law and Ethics</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
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.				
<b>MED-121 Medical Terminology I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>MED-122 Medical Terminology II</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisite: Take MED-121.</b> (SP). National ID (CIP) 51.0801 Medical/Clinical Assistant.				
<b>MED-130 Admin Office Proc I</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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.				
<b>MED-131 Admin Office Proc II</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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.				
<b>MED-140 Exam Room Procedures I</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>5</b>
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.				
<b>MED-150 Laboratory Procedures I</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>5</b>
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. (FA). National ID (CIP) 51.0801 Medical/Clinical Assistant.				

## Course Descriptions

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
<b>MED-183 Electronic Med Records I</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>5</b>
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. <b>State Corequisites: Take one: CIS-110, CIS-111 or OST-131.</b> (SP). National ID (CIP) 51.0801 Medical/Clinical Assistant.				
<b>MED-232 Medical Insurance Coding</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
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.				
<b>MED-240 Exam Room Procedures II</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>5</b>
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. <b>State Prerequisite: Take MED-140.</b> (FA). National ID (CIP) 51.0801 Medical/Clinical Assistant.				
<b>MED-260 MED Clinical Practicum</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>5</b>
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.				
<b>MED-262 Clinical Perspectives</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
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.				
<b>MED-264 Med Assisting Overview</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
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.				
<b>MED-270 Symptomatology</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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 Credit
	Class	Lab	Wk. Exp.	
<b>MED-272 Drug Therapy</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>MED-276 Patient Education</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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.				
<b>■ MKT – Marketing &amp; Retailing</b>				
<b>MKT-120 Principles of Marketing</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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 SP). National ID (CIP) 52.1401 Marketing/Marketing Management, General.				
<b>Competencies</b>				
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.				
<b>MKT-220 Advertising and Sales Promotio</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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. (FA). National ID (CIP) 52.1401 Marketing/Marketing Management, General.				
<b>Competencies</b>				
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.				
<b>MKT-223 Customer Experience</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations. (SP). National ID (CIP) 52.1401 Marketing/Marketing Management, General.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<b>■ MNT – Maintenance</b>				
<b>MNT-110 Intro to Maint Procedures</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
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				
<b>Competencies</b>				
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.				
<b>MNT-120 Industrial Wiring Methods</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
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 safely install simple industrial branch and feeder circuits. (SP). National ID (CIP) 47.0303 Industrial Mechanics and Maintenance Technology				
<b>MNT-160 Industrial Fabrication</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
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.				
<b>MNT-220 Rigging &amp; Moving</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
This course covers the principles of safe rigging practices for handling, placing, installing, and moving heavy machinery and equipment. Topics include safety, weight and dimensional estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics. Upon completion, students should be able to safely relocate and set up equipment using accepted rigging practices. National ID (CIP) 47.0303 Industrial Mechanics and Maintenance Technology/Technician.				
<b>MNT-250 PLC Interfacing</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>
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 safely install, program, and maintain touch screens and other interface devices. <b>State Prerequisites: Take ELC-128 or ELN-260.</b> (SP). National ID (CIP) 47.0303 Industrial Mechanics and Maintenance Technology				



	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
<b>MNT-263 Electro-Pneu Components</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>
This course introduces principles and practical applications of electrical/pneumatic control systems and primary control devices incorporated in those systems. Emphasis is placed on reading and interpreting ladder diagrams, building control circuits, and troubleshooting valves, switches, and sensors. Upon completion, students should be able to design, build, and troubleshoot basic electro-pneumatic control systems. Additionally, students should be able to install, program, and troubleshoot an automated manufacturing cell. (SP). National ID (CIP) 47.0303 Industrial Mechanics and Maintenance Technology/Technician.				
<b>■ MRI – Magnetic Resonance Imaging</b>				
<b>MRI-210 MRI Physics and Equipment</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>MRI-211 MRI Procedures</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>
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.				
<b>MRI-231 MRI Clinical Practicum</b>	<b>0</b>	<b>0</b>	<b>33</b>	<b>11</b>
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.				
<b>MRI-231AB MRI Clinical Practicum</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>8</b>
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.				
<b>MRI-231BB MRI Clinical Practicum</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>3</b>
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. RCC Prerequisite: Take MRI 231AB. (SU). National ID (CIP) 51.0920 Magnetic Resonance Imaging (MRI) Technology/Technician.				
<b>■ MUS – Music</b>				
<b>MUS-110 Music Appreciation</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

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, 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



Class	Hours/Week		Semester Hours Credit
	Lab	Wk. Exp.	

networks. **RCC Prerequisite:** Take **NET-126**. (FA). National ID (CIP)  
11.0901 Networking Technology.

## ■ NOS – Network Operating System

<b>NOS-110 Operating Systems Concepts</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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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.
3. Identify features and purposes of various operating systems.

<b>NOS-120 Linux/UNIX Single User</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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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.

<b>NOS-130 Windows Single User</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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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.

<b>NOS-230 Windows Administration I</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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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

<b>NUR-111 Intro to Health Concepts</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>8</b>
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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.

<b>NUR-112 Health-Illness Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
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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,

## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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. <b>State Prerequisite: Take NUR-111.</b> (SP). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.				
<b>NUR-113 Family Health Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
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. <b>State Prerequisite: Take NUR-111.</b> (FA). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.				
<b>NUR-114 Holistic Health Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. <b>State Prerequisite: Take NUR-111.</b> (SP). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.				
<b>NUR-211 Health Care Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
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. <b>State Prerequisite: Take NUR-111.</b> (FA). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.				
<b>NUR-212 Health System Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
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. <b>State Prerequisite: Take NUR-111.</b> (SU). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.				
<b>NUR-213 Complex Health Concepts</b>	<b>4</b>	<b>3</b>	<b>15</b>	<b>10</b>
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. <b>State Prerequisite: Take: NUR-111. State Corequisites: Take all: NUR-112, NUR-113, NUR-114, NUR-211, and NUR-212.</b> (SP). National ID (CIP) 51.3801 Registered Nursing/Registered Nurse.				

## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
■ OST – Office Systems Technology				
<b>OST-131 Keyboarding</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. <i>Credit by proficiency exam is available.</i> (FA).				
<b>OST-136 Word Processing</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. (SP, SU).				
<b>OST-141 Med Office Terms I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>OST-142 Med Office Terms II</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisite: Take one: MED-121 or OST-141.</b> (SP). National ID (CIP) 52.0204 Office Management and Supervision.				
<b>OST-148 Med Ins &amp; Billing</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>OST-149 Med Legal Issues</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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).				
<b>OST-161 Medical Ofc Procedures</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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.				
<b>OST-164 Office Editing</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed				

## Course Descriptions

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
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.				
<b>OST-243 Med Office Simulation</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. <b>State Prerequisite: Take OST-148.</b> (SU). National ID (CIP) 52.0204 Office Management and Supervision.				
<b>OST-247 Procedure Coding</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisites: Take one: MED-121 or OST-141.</b> (FA only). National ID (CIP) 52.0204 Office Management and Supervision.				
<b>OST-248 Diagnostic Coding</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisites: Take MED-121 or OST-141.</b> (FA only). National ID (CIP) 52.0204 Office Management and Supervision.				
<b>OST-263 Healthcare Customer Relations</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisite: Take one: OST-148 or HMT-210.</b> (FA) National ID (CIP) 52.0204 Office Management and Supervision.				
<b>OST-286 Professional Development</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>OST-288 Medical Office Admin Capstone</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisite: Take one: OST-148 or HMT-210.</b> (SP) National ID (CIP) 52.0204 Office Management and Supervision.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
■ 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				
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. <b>State Prerequisite: Take PED-111.</b> (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.				

## Course Descriptions

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
<b>PED-122 Yoga I</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>
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.				
<b>PED-123 Yoga II</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>
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. <b>State Prerequisite: Take PED-122.</b> (FA or SP). National ID (CIP) 31.0501 Health and Physical Education/Fitness, General.				
<b>PED-171 Nature Hiking</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>
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.				
<b>PED-172 Outdoor Living</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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.				
<b>■ PHI – Philosophy</b>				
<b>PHI-215 Philosophical Issues</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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. <b>State prerequisite: Take ENG-111.</b> (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.



	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<b>PHI-240 Introduction to Ethics</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<p>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 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. <b>State Prerequisite: Take ENG-111.</b> (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]</p>				
<b>Competencies</b>				
<ol style="list-style-type: none"> <li>1. Engage in critical thinking about moral issues.</li> <li>2. Identify, reconstruct and evaluate ethical arguments.</li> <li>3. Analyze key ethical concepts.</li> <li>4. Demonstrate understanding of major views in moral philosophy and how they relate to contemporary ethical and social issues.</li> </ol>				
<b>■ PHO – Photography</b>				
<b>PHO-110 Fund of Photography</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>5</b>
<p>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. <b>RCC Corequisites: Take ACA-111.</b> (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.</p>				
<b>PHO-112 Design Laboratory I</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>
<p>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. <b>State Corequisite: Take PHO-110.</b> (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.</p>				
<b>PHO-115 Basic Studio Lighting</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
<p>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. <b>State Prerequisites: Take PHO-110.</b> (SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician.</p>				
<b>PHO-122 Design Laboratory II</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>
<p>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</p>				

	Hours/Week		Semester Hours	
	Class	Lab	Wk. Exp.	Credit
be able to utilize design elements and principles to produce black/white and color images demonstrating clear visual communication. <b>State Prerequisites: Take all: PHO-110 and PHO-112.</b> (SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
<b>PHO-127 Photo Materials/Processes</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
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. <b>State Prerequisite: Take PHO-110.</b> (SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
<b>PHO-132 Small-Format Photography</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
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. <b>State Prerequisite: Take PHO-110.</b> RCC corequisite: Take PHO-127. (SP). National ID (CIP) 50.0406 Commercial Photography.				
<b>PHO-139 Intro to Digital Imaging</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>3</b>
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. <b>RCC Prerequisites: Take PHO-110 and PHO-127.</b> (SU). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
<b>PHO-143 Multimedia I</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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. <b>State prerequisite: Take PHO-110. RCC Prerequisites: Take all: PHO-127 and PHO-132.</b> (SU). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
<b>PHO-210 Prof Wedding Photography</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisites: Take PHO-132. RCC Prerequisites: Take PHO 115 and PHO-139.</b> (FA). National ID (CIP) 10.0201 Photographic and				



## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
Film/Video Technology/Technician and Assistant.				
<b>PHO-211 Contemporary Portraiture I</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>6</b>
This course covers lighting, cameras, and accessory equipment used in studio/location professional portraiture and the dynamics and psychology of posing individuals and groupings. Topics include lighting, backgrounds, make-up, clothing, presentation techniques, sound business principles, and direct sales methods. Upon completion, students should be able to produce a variety of professional portraits and demonstrate an understanding of the business considerations of professional portrait photography. This course is a unique concentration requirement in the Portrait & Wedding Photography concentration in the Photographic Technology program. <b>State Prerequisites: Take PHO-115 or PHO126. RCC Prerequisites: Take all PHO-132, PHO-139 and PHO-143.</b> (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
<b>PHO-215 Photographic Illustration</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>6</b>
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. <b>State Prerequisites: Take all: PHO-132 and PHO 115 or PHO-135. RCC Prerequisites: Take all PHO-139 and PHO-143.</b> (FA). National ID (CIP) 50.0406 Commercial Photography.				
<b>PHO-216 Documentary Photography/Multimedia</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>4</b>
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. <b>State Prerequisites: Take PHO-110. RCC Prerequisites: Take PHO 217 and PHO 243.</b> (SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician.				
<b>PHO-217 Photojournalism I</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>4</b>
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. <b>State Prerequisite: Take PHO-110. RCC Prerequisites: Take all: PHO-115, PHO-132, PHO-139 and PHO-143.</b> (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.				
<b>PHO-220 Business of Photography</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>PHO-221 Contemporary Portraiture II</b>	<b>1</b>	<b>8</b>	<b>0</b>	<b>5</b>
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				

## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<p>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 &amp; Wedding Photography concentration in the Photographic Technology program. <b>State Prerequisite: Take PHO-211.</b> (SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.</p>				
<b>PHO-229 Advertising Photography</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>6</b>
<p>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. <b>State Prerequisite: Take PHO-215.</b> (SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.</p>				
<b>PHO-231 Commercial Portfolio Capstone</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
<p>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. <b>State Prerequisite: Take all: PHO 220 and PHO-229.</b> (SU). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.</p>				
<b>PHO-232 Multimedia Journalism Portfolio Capstone</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
<p>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. <b>State Prerequisite: Take all: PHO 217 and PHO 220.</b> (SU). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.</p>				
<b>PHO-233 Portraiture Portfolio Capstone</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
<p>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 &amp; Wedding Photography concentration in the Photographic Technology program. <b>State Prerequisite: Take all: PHO 220 and PHO-221.</b> (SU). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.</p>				
<b>PHO-241 Digital Image Technology</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
<p>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,</p>				

	Hours/Week		Semester Hours	
	Class	Lab	Wk. Exp.	Credit
students should be able to capture, process, and purpose digital images for specific applications used in various segments of the photographic industry. <b>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.</b>				
<b>PHO-243 Multimedia II Photojournalism</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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. <b>State prerequisite: Take PHO-143. RCC Corequisite: Take PHO 217. (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.</b>				
<b>PHO-244 Multimedia II Commercial Photo</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisite: Take PHO-143. RCC Corequisite: Take PHO 229. (SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.</b>				
<b>PHO-245 Multimedia II Portrait Photo</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisite: Take PHO-143. RCC Corequisite: Take PHO 211. (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.</b>				
<b>■ PHY– Physics</b>				
<b>PHY-110 Conceptual Physics</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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]				
<b>PHY-110A Conceptual Physics Lab</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>
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. <b>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]</b>				

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	

## PHY-121 Applied Physics I

3 2 0 4

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields. **RCC Prerequisite:** Take one set: **Set 1: DMA-010, DMA-020, DMA-030 and DMA-040; Set 2: MAT-060 and DMA-040; Set 3: MAT-070 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.

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
5. Interpret how American's political history, constitutional structure, and political culture contribute to the state of contemporary American democracy.				
■ PSY – Psychology				
PSY-150 General Psychology	3	0	0	3
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. (FA, 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. <b>State Prerequisite: Take PSY-150.</b> (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. <b>State Prerequisite: Take PSY-150.</b> (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. <b>RCC Corequisite: RAD-113.</b> (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. <b>RCC Corequisites: Take all: RAD-110, RAD-113, and RAD-151.</b> (FA). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				

## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<b>RAD-112 RAD Procedures II</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
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. <b>RCC Corequisites: Take all: RAD-121 and RAD-161.</b> (SP). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				
<b>RAD-113 RAD Lab Elective</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>
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. <b>RCC Corequisites: RAD 110, RAD 111, RAD 151.</b> (FA). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				
<b>RAD-121 Image Production I</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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. <b>RCC Corequisites: Take all: RAD-112 and RAD-161.</b> (SP) National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				
<b>RAD-122 Image Production II</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
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. <b>RCC Corequisites: Take all: RAD-141 and RAD-171.</b> (SU). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				
<b>RAD-141 Radiation Safety</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
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. <b>RCC Corequisites: RAD-122, RAD-171.</b> (SU). National ID (CIP) 51.2205. Radiologic Technology/Science – Radiographer.				
<b>RAD-151 RAD Clinical Ed I</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>2</b>
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. <b>RCC Corequisite: Take RAD-113.</b> (FA). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				
<b>RAD-161 RAD Clinical Ed II</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>5</b>
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				



## Course Descriptions

	Hours/Week		Semester Hours	
	Class	Lab	Wk. Exp.	Credit
(CIP) 51.0911 Radiologic Technology/Science – Radiographer.				
<b>RAD-171 RAD Clinical Ed III</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>3</b>
This course provides experience in patient management specific to advanced radiographic procedures. 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. <b>RCC Corequisites: Take all: RAD-122 and RAD-141.</b> (SU). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				
<b>RAD-211 RAD Procedures III</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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. <b>RCC Corequisites: Take all: RAD-231 and RAD-251.</b> (FA). National ID (CIP) 51.0911 Radiologic Technology/Science – Radiographer.				
<b>RAD-231 Image Production III</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
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. <b>RCC Corequisites: Take all: RAD-211 and RAD-251.</b> (FA). National ID (CIP) 51.2205. Radiologic Technology/Science – Radiographer.				
<b>RAD-251 RAD Clinical Ed IV</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>7</b>
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.				
<b>RAD-261 RAD Clinical Ed V</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>7</b>
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.				
<b>RAD-271 Radiography Capstone</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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.				
<b>■ REL – Religion</b>				
<b>REL-110 World Religions</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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				

## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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.				
<b>REL-212 Intro to New Testament</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>REL-221 Religion in America</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>■ SAB – Substance Abuse</b>				
<b>SAB-110 Substance Abuse Overview</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>SAB-120 Intake and Assessment</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>SAB-125 SA Case Management</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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.				
<b>SAB-135 SA Addictive Process</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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				



## Course Descriptions

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	
associated with addictive disorders. (SP). National ID (CIP) 51.1501 Substance Abuse/Addiction Counseling.				
<b>SAB-137 Co-Dependency</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>SAB-140 Pharmacology</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>SAB-210 Addition and Recovery Counsel</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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.				
<b>SAB-240 Sab Issues in Client Serv</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>■ SCI – Science</b>				
<b>SCI-095 Developmental Science</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>5</b>
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.				
<b>■ SEC – Information Systems Security</b>				
<b>SEC-110 Security Concepts</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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).				
<b>SEC-160 Security Administration I</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
This course provides an overview of security administration and fundamentals of designing security				

## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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). <b>RCC Prerequisites:</b> <b>NET-125 and NET-126.</b> National ID (CIP) 11.1003 Computer and Information Systems Security/Information Assurance.				
<b>SEC-260 Security Admin II</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisite:</b> Take <b>SEC-160.</b> (SP). National ID (CIP) 11.1003 Computer and Information Systems Security/Information Assurance.				
<b>■ SOC – Sociology</b>				
<b>SOC-210 Introduction to Sociology</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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]				
<b>SOC-213 Sociology of the Family</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>SOC-225 Social Diversity</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>■ SPA – Spanish</b>				
<b>SPA-111 Elementary Spanish I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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				

## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
under the ICAA as a general education course in Humanities/Fine Arts. (FA and SP). National ID (CIP) 16.0905.				
<b>SPA-112 Elementary Spanish II</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisite: Take SPA-111.</b> (FA and SP). National ID (CIP) 16.0905.				
<b>SPA-120 Spanish for the Workplace</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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.				
<b>SPA-211 Intermediate Spanish I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisite: Take SPA-112.</b> (FA and SP). National ID (CIP) 16.0905.				
<b>SPA-212 Intermediate Spanish II</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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. <b>State Prerequisite: Take SPA-211.</b> (FA and SP). National ID (CIP) 16.0905.				
<b>SWK-110 Intro to Social Work</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional. (FA). National ID (CIP) 51.1599 Mental and Social Health Services and Allied Professions.				
<b>SWK-113 Working with Diversity</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations. (SP). National ID (CIP) 51.1599 Mental and Social Health Services and Allied Professions.				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
<b>■ TRN – Transportation Technology</b>				
<b>TRN-110 Intro to Transport Tech</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
<p>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.</p> <p><b>Student Learning Outcomes</b></p> <ol style="list-style-type: none"> <li>1. Demonstrate work place safety and hazardous waste disposal per OSHA and EPA guidelines that apply to relevant transportation industry work.</li> <li>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.</li> <li>3. Demonstrate proficiency hoisting transportation vehicles through use of lifts and floor jacks.</li> <li>4. Complete service repair orders with appropriate information: customer contact information; VIN; cause, concern, correction.</li> <li>5. Identify and communicate about basic systems and terms associated with the transportation industry.</li> <li>6. Distinguish between different transportation systems terms and components either on a written exercise or in a lab environment.</li> <li>7. Demonstrate proper use and care of related transportation industry tools and equipment.</li> <li>8. Correctly identify or describe government regulations associated with the transportation industry.</li> </ol>				
<b>TRN-120 Basic Transp Electricity</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>5</b>
<p>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.</p> <p><b>Student Learning Outcomes</b></p> <ol style="list-style-type: none"> <li>1. Demonstrate work place safety related to transportation electrical systems.</li> <li>2. Interpret and apply wiring diagram information on a transportation vehicle electrical system.</li> <li>3. Demonstrate the proper use of electrical diagnostic test equipment.</li> <li>4. Use Ohm's law to calculate the value of any of the following given the values of the remaining variables: <ul style="list-style-type: none"> <li>* Voltage (V)</li> <li>* Resistance (R)</li> <li>* Amperage (A)</li> </ul> </li> <li>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.</li> <li>6. Demonstrate the ability to obtain appropriate service information on electrical circuit construction.</li> </ol>				
<b>TRN-140 Transp Climate Control</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
<p>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.</p>				

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

## 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.

### TRN-140A Transp Climate Cont Lab

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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

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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

Class	Hours/Week		Semester Hours Credit
	Lab	Wk. Exp.	

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 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.



	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
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-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.

	Hours/Week			Semester Hours Credit
	Class	Lab	Wk. Exp.	

## **WBL-130A Workplace Professionalism**

**0                      3                      0                      1**

This course provides students with soft skills enabling them to interact effectively in the workplace. Topics include communication, teamwork, work ethic and other interpersonal skills and behaviors. Upon completion, students should be able to demonstrate the professional skills needed to function successfully in the workplace. (SU and FA). 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 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..



## Course Descriptions

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

### **WLD-116 SMAW (stick) Plate/Pipe**

**1                      9                      0                      4**

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions. **State Prerequisite: Take WLD-115.** (SP). National ID (CIP) 48.0508 Welding Technology/Welder.

### **WLD-121 GMAW (MIG) FCAW/Plate**

**2                      6                      0                      4**

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions. (FA). 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

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

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.
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, WLD 131, 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.

### **■ 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.



- ★ 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



**RANDOLPH**  
COMMUNITY COLLEGE

## ASHEBORO CAMPUS MAP

Entrance  
B

Industrial Park Ave.

Entrance  
C

To South Fayetteville St. / Highway 220 Business →

Industrial Park Ave.

Entrance  
A

Foundation  
Conference  
Center (FCC)

PARKING A1

PARKING B1

PARKING A2

PARKING B2

PARKING A3

PARKING B3

Computer  
Technology  
Center (CTC)

Business  
Education  
Center (BEC)

PARKING G1

PARKING H

Math & Science  
Center (MSC)

Cosmetology  
Center

Advanced  
Manufacturing

PARKING  
J1

Continuing  
Education &  
Industrial  
Center (CEIC)

PARKING C1

PARKING C2

PARKING C3

PARKING D1

Learning  
Resources  
Center (LRC)

Student  
Services  
Center (SSC)

①  
②  
③  
④  
⑤

Vocational /  
Technical Center  
(VTC) & Randolph  
Early College  
High School

PARKING E1

PARKING E2

Photography  
Imaging  
Center

Building 13

Building Trades  
Center

Kinley  
Center

PARKING F2

PARKING  
F1

Design  
Center (DC)

PARKING  
J2

PARKING  
K2

PARKING  
K3

PARKING  
K1

Maintenance

Armadillo Dr.  
Entrance

McDowell Rd.

To McDowell Rd. and I-73/74

Industrial Park Ave.



## ARCHDALE CENTER MAP

- ★ Entrance - Main Building
- ① Welding Center



Entrance  
A

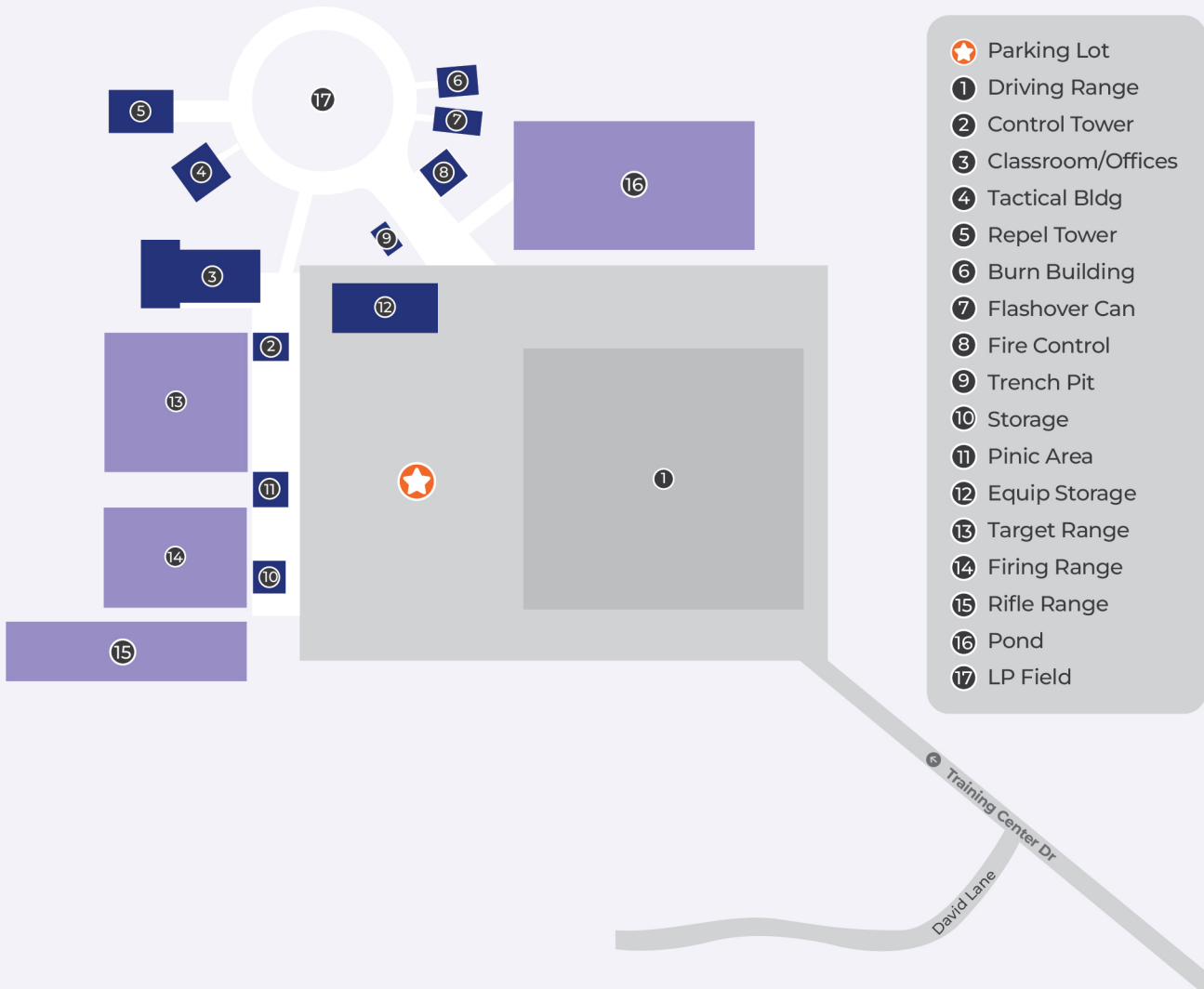
➔ S. Main St./Hwy 311 Business



Archdale Parks and  
Recreation at  
Creekside Park



# 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