

2025-2026 CATALOG

2025-2026 Catalog



Creating Opportunities. Changing Lives.

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

Randolph Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. 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).



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. For more information, contact the Office of Institutional Effectiveness at 336-318-0025 or email amphillips@randolph.edu.

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

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

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

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

Vision, Mission, and Strategic Priorities

Vision

Reaching unparalleled and collective success for every student, employee, and community.

Mission

To transform students and communities by providing open access to affordable, exceptional education and workforce training through partnerships and employee empowerment.

Values/Strategic Focus Areas

- Access: Increase access to education and career opportunities for students and employees.
- **Connection**: Strengthen impactful connections within and between the college, industry, and the community.
- **Experience**: Elevate the overall experience and environment for students, faculty, staff, and all stakeholders.
- **Success**: Enhance the success of students, employees, and partners in achieving their goals.

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 the 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.

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 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 exofficio/nonvoting member of the Board.

Board of Trustees: T. Reynolds Lisk Jr., Board Chair James G. Gouty, Board Vice Chair Alvin Battle Lisa Hayworth Jonathan Matson Robert E. Morrison J. Brooke Schmidly Dr. Cynthia G. Schroder F. Mac Sherrill Dr. R. Andrews Sykes Bill Wittenburg Chris L. Yow Student Government Association President

2025-2026 Curriculum Calendar

Fall Semester 25 August 4 (M) – Tuition due for 3/24/25 – 8/4/25 registrants August 13 (W) – Fall semester late registration; Tuition due for 8/5/25 - 8/13/25 registrants August 18 (M) – Fall semester classes begin August 18-19 (M-T) - Schedule adjustment* August 19 (T) – Tuition due for 8/14/25 – 8/19/25 registrants September 1 (M) – Labor Day holiday+ September 29 (M) – Last day to withdraw from a 1st 8week class without grade penalty October 13 (M) - End 1st 8-week minimester October 14 (T) – Begin 2nd 8-week minimester October 14 (T) – Schedule adjustment for 2nd 8-week minimester*; Tuition due for 8/20/25-10/14/25 registrants October 20-21 (M – T) – Fall break October 22 (W) – Classes resume October 27 (M) – Spring & Summer 2026 priority registration opens for currently enrolled students November 3 (M) – Advising & registration for Spring & Summer 2026 semester for new students November 12 (W) – Last day to withdraw from 16-week course without grade penalty November 26 (W) – Thanksgiving break Nov. 27 - Nov. 30 (Th-Su) - Thanksgiving holidays+ December 1 (M) – Classes resume December 1 (M) – Last day to withdraw from a 2nd 8week class without grade penalty December 15 (M) – End of 2nd 8-week minimester and Fall semester

Winter Semester 25

 December 17 (W) – Winter semester classes begin
 December 17 (W) – Schedule adjustment for winter term; Tuition due for 10/15/25–12/17/25 registrants
 January 1 (Th) – Last day to withdraw from a Winter term

class without grade penalty

January 7 (W) – End of winter semester

Spring Semester 26

January 5 (M) – Tuition due for 10/27/25 – 1/5/26 registrants January 7 (W) – Spring semester late registration; Tuition

due for 1/6/26-1/7/26 registrants

January 12 (M) – Classes begin January 12-13 (M-T) - Schedule adjustment* January 13 (T) – Tuition due for 1/8/26-1/13/26 registrants January 19 (M) - Martin Luther King Jr. holiday+ February 23 (M) – Last day to withdraw from a 1st 8-week class without grade penalty March 9 (M) - End 1st 8-week minimester March 10–15 (T–Su) – Spring break March 16 (M) – Classes resume March 16 (M) - Begin 2nd 8-week minimester March 16 (M) – Schedule adjustment for 2nd 8-week minimester*; Tuition due for 1/14/26-3/16/26 registrants March 23 (M) – Fall & Winter 2026 priority registration opens for currently enrolled students March 30 (M) – Advising & registration for Fall & Winter 2026 semesters for new students April 6 (M) – Easter holiday+ April 7 (T) – Classes resume April 13 (M) – Last day to withdraw from a 16-week course without grade penalty April 27 (M) – Last day to withdraw from a 2nd 8-week class without grade penalty May 11 (M) – End of spring semester May 13 (W) – Graduation Ceremony

Summer Semester 26

May 21 (Th) – Summer semester late registration; Tuition due for 10/27/25-5/21/26 registrants May 26 (T) – Summer semester classes begin May 26 (T) – Schedule adjustment*; Tuition due for 5/22/26-5/26/26 registrants June 29 – July 2 (M–Th) – Summer Break July 3 (F) Fourth of July holiday (Observed)+ July 4–5 (S-Su) – Summer Break July 6 (M) – Classes resume July 13 (M) – Last day to withdraw from a summer course without grade penalty July 27 (M) – Semester ends August 3 (M) – Fall tuition due for 3/23/26-8/3/26 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.)

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. 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 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 Enrollment Management 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 Success 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 Success can provide assistance in locating such services.

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

For more information about international student admissions, visit www.randolph.edu/admissions/international-students, contact the Office of Student Success at 336-633-0376.

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 if he or she attended and graduated from a United States public high school, private high school, home school that operates in compliance with State or local law, or earns an Adult High School diploma or High School Equivalency diploma
- 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.

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 workforce credentials, 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 Success 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. Applicants are allowed two admissions to the program. Students are 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 Friday/Saturday/Sunday then all documents need to be submitted the Monday after 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.
 - B. Provide official copies of high school transcript and/or high school equivalency test scores and all college transcripts. High school seniors must submit current high school transcripts by the deadline date, and an official high school transcript, upon graduation. Additional information may be found at www.randolph.edu/admissions/transcripts.
 - C. Take placement test, if needed. Students must be eligible to enter the program's required English and math courses without a co-requisite. Additional information may be found at www.randolph.edu/student-success/placement-assessment.
 - D. Meet with Financial Aid Office if necessary. Additional information may be found at www.randolph.edu/financial-aid/types-of-financial-aid.
- 2. Evidence of "B" or greater in the following:
 - a. High school biology, or college-level biology, or SCI 095.
 - b. High school algebra, college algebra, or eligible to enter MAT 143 without a corequisite.
- 3. A 2.0 cumulative grade point average (GPA) on the most recent transcript, college or high school. **NOTE:** A 2.0 GPA <u>must</u> 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 previous year(s) does not fulfill this requirement. Please view additional information located in the "Information Session" section of this catalog.
- 5. Take the Test of Essential Academic Skills (TEAS) offered by Assessment Technologies Institute (ATI). Applicants must submit the most current version of the TEAS assessment. Scores are valid for three years. Students must have a minimum composite score of 67 on the TEAS. Official scores for the TEAS assessment must be submitted to Randolph Community College via the testing company, Assessment Technologies Institute Inc. NOTE:

There is a fee for the exam which may vary amongst colleges and/or testing centers. Students are highly encouraged to complete a TEAS preparation course offered by Randolph Community College's Workforce Development and Continuing Education department and/or seek preparation resources at www.atitesting.com. Please reference the "Transfer of TEAS Scores" section of this policy and procedure for additional information.

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

PHASE II - Completed by July 15th of each applying year. Note: When July 15th falls on a Friday/Saturday/Sunday then all documents need to be submitted the Monday after by close of business.

After conditional acceptance is granted in Phase I, applicants must provide successful completion of the items 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 one year 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 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.
- Submit a certificate of satisfactory completion from a DHSR (Division of Health Service Regulation) approved Nurse Aide, Level I program, and current unrestricted certification in Nurse Aide, Level I as listed on the NC Nurse Aide registry (www.ncnar.org). NOTE: Applicants need to verify the NA program can award the certification. Some one-day
- programs do not offer this certification; therefore, the course needs to be taken in its entirety. Applicants who hold an active, unrestricted license as a Licensed Practice Nurse are exempt. 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

- Attend Nursing Orientation held by the nursing faculty. Nursing orientation is delivered 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 RCC

email regarding standing of admission. Please be sure to frequently check your email around the established dates noted in each phase for notifications and/or correspondence related to your admission process standing. Applications received after June 1st will be considered on a space-available basis.

Applicants who are not admitted may reapply before the Phase I 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 gualify 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 2.0 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 RCC 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 requires 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.

- Critical thinking ability sufficient for clinical judgment.
 Example: Identify cause and effect relationship in clinical situations, develop nursing care plans.
- Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
 Example: Establish a relationship with patients and colleagues.
- Communicate with others orally and in writing.
 Example: Explain treatments and medications, document nursing actions, record patient responses to treatment.
- 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.
- 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.

- Hearing ability sufficient to monitor and assess health needs.
 Example: Hear a monitor alarm, listen to heart and breath sounds, hear a cry for help.
- Vision sufficient for observation and assessment necessary in nursing care.
 Example: Observe 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 SCORES

RCC will consider accepting TEAS scores from other institutions, via www.atitesting.com, pending

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

Computed Tomography Technology Admissions Requirements

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

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

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

PHASE I: APPLICATION DEADLINE (Completed by June 1) When June 1 falls on a Friday/Saturday/Sunday then all documents need to be submitted the Monday after 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 by April 4 at noon. If you have questions about the admissions process for CT program, please call Student Success at 336-633-0376.

- 1. Complete general admission requirements of Randolph Community College including placement assessment if necessary. Current students skip to step
 - a. If a new student, complete an RCC admission application at www.randolph.edu/admissions/apply-now.
 - b. Provide official copies of high school transcript and/or high school equivalency test scores and all college transcripts. Additional information may be found at www.randolph.edu/student-resources/submit-a-transcript.
- 2. Applicants must submit proof of a current ARRT and/or NMTCB certification and registration, and be in good standing, or proof of current enrollment in a JRCERT

accredited program in their final semester, in good standing. Student must remain in good standing with the registration board to continue in the program.

- 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 Contact the Department Head for Radiography.

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 Friday/Saturday/Sunday then all documents need to be submitted the Monday after by close of business.

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

- 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, students 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 students access to clinical practice in the facility. Any student who is denied access or fails to comply with clinical agency credentialing procedures and policies will not be allowed to progress in the program. Please refer to the CT student handbook for more information.

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

LEGAL LIMITATIONS OF LICENSURE

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

Cosmetology Admissions Requirements

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

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

LEGAL LIMITATIONS OF LICENSURE

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

READMISSION INTO THE COSMETOLOGY PROGRAM

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

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

probationary status.

A student applying for readmission into the Cosmetology program must:

- Submit a letter of intent to return 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 and receive a satisfactory in selected 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, including required evaluations.

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

- Qualified applicants will be required to take an assessment to measure their skill level and knowledge in Cosmetology.
- Upon successful completion of the assessment AND availability in the class, or practical lab component of the program and faculty resources, qualified applicants will be accepted into the program and eligible for enrollment in classes. In the event two or more applicants are eligible for entry at the same point in the curriculum, and insufficient space is available for all, selection will be based upon date of letter.
- To meet eligibility to sit for the State Board Exam, all transfer students must show evidence of passing each Cosmetology course with a passing grade of 80% or above.

- Must have sufficient credits for all live model and mannequin performances or student may be required to take additional course(s).
- To receive a credential from RCC, all transferring students must complete a minimum of 25% of their curriculum at RCC.

Magnetic Resonance Imaging

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

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

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

PHASE I: SPRING APPLICATION DEADLINE: (Completed by October 24th at noon) When October 24 falls on a Friday/Saturday/Sunday then all documents need to be submitted the Monday after 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, Ms. Rebekah Kingston by October 24th at noon. If you have questions about the admissions process for MRI program, please call Student Success 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 https://www.randolph.edu/admissions/apply-now.aspx.
 - 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 https://www.randolph.edu/admissions/transcripts.aspx.

- 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 Contact the Department Head for Radiography.

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 Friday/Saturday/Sunday then all documents need to be submitted the Monday after 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:

- 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 Success Counselor and Career Services Coordinator at 336-633-0369.

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 Friday/Saturday/Sunday then all documents need to be submitted the Monday after 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 Success Counselor.

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 Student Success at 336-633-0369.

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 Friday/Saturday/Sunday then all documents need to be submitted the Monday after 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 number2.
 - B. Provide official copies of high school transcript and/or high school equivalency test scores and all college transcripts.
 - C. Students are encouraged to apply for financial aid at www.fafsa.gov or contact the Office of Financial Aid and Veterans Affairs for assistance.
- 2. Student must be eligible to enter the program's required English and math courses without a co-requisite.
- 3. Complete the TEAS 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 <u>must</u> 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 Student Success Counselor.

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 Friday/Saturday/Sunday then all documents need to be submitted the Monday after by close of business.

- Complete student medical information form (including current immunizations and negative TB test). Please note: <u>Some of these immunizations may take 6 months to complete.</u> 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 eligible for admission 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 Phase 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 cores from other institutions, via atitesting.com, pending proof that all four sections have been completed within three years. RCC reserves the right to refuse TEAS 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 Student Success Counselor by the Phase 1 deadline.

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 offcampus 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-ofstate residents. **They are subject to change by the General Assembly without notice.** Fees are established by state legislative action and/or State Board action and/or RCC Board action and **are subject to change**.

	Semester Hours	In-State	Out-of-State
	1 through 15	\$76.00/Credit Hour	\$268.00/Credit
	16 and up	\$1216.00/Semester	\$4,288.00/Semester
(rates effective Jan. 1, 2016)			

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

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

Books & Supplies for Curriculum Programs

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

Fees for Continuing Education Programs

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

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

\$70 0-24 hours \$125 25-50 hours \$180 51 or more hours

• Occupational Extension – Fee supported

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

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

Job related courses for public law enforcement personnel, firefighters, emergency medical, or rescue personnel (paid or volunteer) may be eligible for tuition waiver. Per G.S. 115D-5(b)(2): Eligibility for waivers is based on affiliation with an authorized volunteer, municipal, county, or State organization. All courses must support the organizations' training needs.

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, classifies a North Carolina curriculum student as a resident or as a nonresident for tuition purposes. The definition of a resident for tuition purposes is set by North Carolina law (G.S. 116-143.1).

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

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

Debts to the College

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

Business Sponsorship

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

To sponsor a student at Randolph Community College, the student and student's North Carolina employer must complete and sign the Business Sponsorship form at 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 Assistance and Engagement 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 Assistance and Engagement.
- Keeping the Office of Financial Assistance and Engagement 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 Assistance and Engagement of any scholarship, grant, or other resources made available from non-College sources while receiving financial assistance.
- Notifying the Office of Financial Assistance and Engagement 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 Assistance and Engagement 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 Assistance and Engagement 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 Assistance and Engagement 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 2025–26 award year (July 1, 2025, through June 30, 2026) 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/financialassistance/forms-and-resources.aspx or by contacting the Office of Financial Assistance and Engagement. Payment is made by check each month for hours worked in the preceding month.

NEXT NC Scholarship

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

To receive the Next NC Scholarship, you must be:

- A North Carolina resident who is eligible for in-state tuition
- A high school graduate (high school equivalency completers are eligible)
- From a household with an annual Adjusted Gross Income (AGI) of \$80,000 or less
- Enrolled in an eligible undergraduate curriculum program
- Taking at least 6 credit hours per semester (part-time students will receive a partial award)
- Meeting the Satisfactory Academic Progress standards
- A student who has completed the FAFSA with a resulting Student Aid Index (SAI) at or below 7,500

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 managed by the Office of Financial Assistance and Engagement. More information and application procedures can be found at https://www.randolph.edu/financial-assistance/types-of-financial-assistance/workforce-development-scholarships.aspx.

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 Assistance and Engagement posts these awards to student accounts and notifies the student.

For more information about these programs, please schedule an appointment with a financial assistance 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 Assistance and Engagement 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 Assistance and Engagement upon request. For more information, contact the Office of Financial Assistance and Engagement or visit www.randolph.edu/financial-assistance/types-of-financialassistance/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 Assistance and Engagement at Randolph Community College, the VA Regional Office at 1-800-827-1000, the DVA at 1-888-442-4551, or by visiting www.gibill.va.gov and www.randolph.edu/financial-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 childcare needs. The Child Care Grant at RCC is a supplemental grant that is coordinated with other types of childcare assistance. For detailed information regarding this program, including the Child Care Grant Application, contact the Office of Financial Assistance and Engagement or visit 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.

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 Assistance and Engagement 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.

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 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 has been confirmed for the 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 Assistance and Engagement.

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 Assistance and Engagement 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 Assistance and Engagement. This form can be obtained by contacting the Office of Financial Assistance and Engagement.
- 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 Assistance and Engagement 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 Assistance and Engagement, 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 Assistance and Engagement. 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 Assistance and Engagement or visit the Financial Aid Forms and Resources page at 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 Assistance and Engagement 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 and Engagement or visit 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. Counselors also coordinate tutoring services.

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. Individual appointments are recommended and most often can be made at a time convenient to the student. To schedule an appointment with a student success counselor, visit www.randolph.edu/student-success/meet-our-student-success-team or call 336-633-0200.

Faculty Advisor

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

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

Should a student seek to drop or add a course, it is in the best interest of the student to consult with his or her advisor to ensure 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 or call 336-633-0200.

Student Success Coaches

Students enrolling in a curriculum program of study are also assigned a Student Success Coach as part of the admissions process. Student Success Coaches connect students with the tools and resources to facilitate academic success. This could include time management, study skills, or resources on campus and in the community. Student Success Coaches respond to automated and faculty alerts through the College's established early alert system. They work with students who are placed on academic probation and are also able to provide workshops in areas such as test taking skills and study skills.

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, 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.

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. 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. The Writing Center operates on a walk-in basis or via e-mail. Students may visit the Writing Center, which is located on the second floor of the Learning Resources Center in room 214, or they may e-mail a consultant during his or her scheduled hours. 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. 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, as well as the ability to schedule a future session, and ask questions.

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 of Student Success or their 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 one of the Student Life and Recruitment Specialists 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-studentservices/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.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 highspeed Internet in order to listen to or view the files. It will be important for students to have continuous access to the necessary tools and hardware throughout the semester.

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

Student Wireless Internet Access

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

Attendance

Attendance plays a critical role in student success in all classes. Satisfactory progress is difficult without regular attendance. 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/policymanual/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-8instruction-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 Review Committee of the College, the RCC Board of Trustees, 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 Learning and Workforce Development 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-instructionchallenged-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.aspx 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 Enrollment Management in Student Services. No official transcript will be issued to or for an enrolled or former student who is indebted to the College.

Records

The College follows the state guidelines for retention and disposition of student records by adhering to the Records Retention and Disposition Schedule for Colleges in the North Carolina Community College System. All grades and transcripts records will be maintained for at least three years to ensure compliance with all records retention requirements.

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/campussafety/campus-safety-security-report. For additional Campus Safety & Security information, visit www.randolph.edu/campus-safety or contact Matthew Needham, the Director of Safety and Emergency Preparedness, at 336-633-0210 or mrneedham@randolph.edu.

Reporting Criminal Actions

During the hours of operation, individuals should report a crime/emergency by calling 911 first and then notifying the appropriate college official and/or campus security at the campus location. Main Campus: Contact the switchboard operator at 336-633-0200, anonymously to the RCC Campus Watch Line at 336-633-1630, or in person at the Welcome Center, 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. 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/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.

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.

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 Adrianne

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).

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-andresponsibilities.

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/policymanual/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 learning and workforce development. 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 various areas of study. Programs are described on the following pages in alphabetical order. Required courses for each program are listed by semester.

Courses are offered in a variety of options:

- Day and/or evening hours
- Traditional, hybrid and/or online delivery
- 8-week and/or 16-week terms

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 Comprehensive Articulation Agreement (CAA) between the North Carolina Community College System (NCCCS) and the University of North Carolina System, as well as, the Independent Comprehensive Articulation Agreement (ICAA) between the NCCCS and signatory institutions within the North Carolina Independent Colleges and Institutions. Both agreements govern the transfer of credit for students who complete degree requirements with the goal of seamless articulation. 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.

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.

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/or written communication in the business environment.

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

Accounting and Finance [A25800]

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

Curriculum	Courses by Semester		Hours/Week		
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
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>
		11	8	0	15
First Year:	Spring Semester				
ACC 129	Individual Income Taxes (second 8-weeks)	2	2	0	3
BUS 115	Business Law I (first 8-weeks)	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>
		14	6	0	17
First Year:	Summer Semester				
ACC 140	Payroll Accounting	1	3	0	2
ACC 150	Accounting Software Appl	1	3	0	2
BUS 255	Org Behavior in Business	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		5	6	0	7
Second Year:	Fall Semester				
ACC 130	Business Income Taxes (first 8-weeks)	2	2	0	3
ACC 220	Intermediate Accounting I (second 8-weeks)	3	2	0	4
ECO 252	Prin of Macroeconomics	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
	Social/Behavioral Science Course	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	6	0	16
Second Year:	Spring Semester				
ACC 221	Intermediate Acct II (first 8-weeks)	3	2	0	4
ACC 227	Practices in Accounting (first 8-weeks)	3	0	0	3
	OR				
WBL 111A	Work-Based Learning I – ACC	0	0	10	1
BUS 225	Business Finance (second 8-weeks)	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
	Humanities/Fine Arts Course	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13/10	7	0/10	16/14

Total Semester Hours Credit for Degree: 69 or 71

Accounting and Finance [D25800]

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

Curriculum	Courses by Semester		Sem. Hrs.		
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Accounting (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>
		11	8	0	15
First Year:	Spring Semester				
ACC 129	Individual Income Taxes (second 8-weeks)	2	2	0	3
BUS 115	Business Law I (first 8-weeks)	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>
		14	6	0	17
First Year:	Summer Semester				
ACC 140	Payroll Accounting	1	3	0	2
ACC 150	Accounting Software Appl	1	3	0	2
BUS 255	Org Behavior in Business	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		5	6	0	7

Total Semester Hours Credit for Diploma: 39

Accounting and Finance [C25800]

Courses for this certificate program are offered day, evening, online and/or hybrid. 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
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>
		6	4	0	8
First Year:	Spring Semester				
ACC 129	Individual Income Taxes (second 8-weeks)	2	2	0	3
BUS 115	Business Law I (first 8-weeks)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		5	2	0	6

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.

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	I	Hours/Week		
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Accounting (1 st 8-weeks)	3	2	0	4
AGR 139	Intro to Sustainable Ag (2 nd 8-weeks)	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 (1 st 8-weeks)	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		15	2	0	16
First Year:	Spring Semester				
AGR 110	Agricultural Economics (1 st 8-weeks)	3	0	0	3
AGR 121	Biological Pest Mgmt (2 nd 8-weeks)	3	0	0	3
AGR 170	Soil Science (1 st 8-weeks)	2	2	0	3
ANS 110	Animal Science (2 nd 8-weeks)	3	0	0	3
ENG 114	Prof Research & Reporting OR	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>
		17	2	0	18
Second Year:	Fall Semester				
AGR 111	Basic Farm Maintenance (1 st 8-weeks)	1	3	0	2
AGR 212	Farm Business Management (2 nd 8- weeks)	3	0	0	3
AGR 213	Ag Law & Finance (2 nd 8-weeks)	3	0	0	3
BIO 110	Principles of Biology OR	3	3	0	4
MAT 112	Technical Mathematics	2	2	0	3
HOR 245	Hor Specialty Crops (2 nd 8-weeks)	2	2	0	3
WBL 111G	Work-Based Learning I	<u>0</u>	<u>0</u>	<u>10</u>	<u>1</u>
		11/12	7/8	10	15/16
Second Year:	Spring Semester				
AGR 214	Agricultural Marketing (1 st 8-weeks)	3	0	0	3
AGR 261	Agronomy (2 nd 8-weeks)	2	2	0	3
BUS 280XXH	REAL Small Business – Agriculture 2 nd 8- weeks)	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>
		14	4	10	17

Total Semester Hours Credit for Degree: 66/67

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 115 Critical Thinking	ECO 252 Prin of Macroeconomics
MUS 110 Music Appreciation	GEO 111 World Regional Geography
PHI 215 Philosophical Issues	HIS 111 World Civilizations I
PHI 240 Introduction to Ethics	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>
		6	0	0	6
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>
		5	2	0	6

Total Semester Hours Credit for Certificate: 12

Zoological Horticulture Certificate [C15100H]

Courses for this certificate program are offered day, evening, online and/or hybrid. 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>
		5	6	0	7
First Year:	Spring Semester				
HOR 160	Plant Materials I	2	2	0	3
WBL 111Z	Work-Based Learning I	0	0	10	1
ZAS 113	Animal Habitats	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
		3	2	10	5
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>
		1	2	10	3

Total Semester Hours Credit for Certificate: 15

Associate Degree Nursing

[A45110] Associate in Applied Science Degree

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

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

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

Program Competencies

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

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

See additional admissions policies and procedures for more information.

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



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

Total Semester Hours Credit for Degree: 70

Students <u>must obtain</u> 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 **Humanities/Fine Arts** ART 111 Art Appreciation ART 115 Art History Survey II COM 231 Public Speaking ENG 231 American Literature I ENG 241 British Literature I MUS 110 Music Appreciation PHI 240 Introduction to Ethics Social/Behavioral Sciences ECO 251 Prin of Microeconomics HIS 111 World Civilizations I HIS 131 American History I POL 120 American Government SOC 210 Introduction to Sociology **Natural Sciences** BIO 110 Principles of Biology CHM 151 General Chemistry I PHY 110/110A Conceptual Physics **Mathematics**

MAT 143 Quantitative Literacy

ENG 112 Writing/Research in the Disc

ART 114 Art History Survey I COM 120 Intro to Interpersonal Communication DRA 111 Theatre Appreciation ENG 232 American Literature II ENG 242 British Literature II PHI 215 Philosophical Issues

ECO 252 Prin of Macroeconomics HIS 112 World Civilizations II HIS 132 American History II PSY 150 General Psychology

BIO 111 General Biology I GEL 111 Geology

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 EDU 131 Child, Family, & Community **DRA 111 Theatre Appreciation** EDU 145 Child Development II EDU 144 Child Development I 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 171 Nature Hiking PHY 152 College Physics II PHY 151 College Physics I PSY 281 Abnormal Psychology PSY 241 Developmental Psych REL 212 Intro to New Testament **REL 110 World Religions** SOC 213 Sociology of the Family **REL 221 Religion in America** SOC 225 Social Diversity SPA 111 Elementary Spanish I SPA 211 Intermediate Spanish I SPA 112 Elementary Spanish II SPA 212 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 St	udy (Curricula-Cre
	Associate in Arts Prog	gram of Study Worksh	eet Fall 2025
UGETC - Universal Gene	ral Education Transfer Com	ponent Courses	31-32 SHC
English Composition - 6 se	emester hours credit require	d	
ENG 111 (3)	ENG 112 (3)		
Humanities/Fine Arts - 9 s	emester hours credit require	ed	
Select 3 courses from at l	least 2 different prefixes		
Art	Communication	Literature	Music
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)	Philosophy
	<u>Drama</u>	ENG 242 (3)	PHI 215 (3)
	DRA 111 (3)		PHI 240 <u>(3)</u>
Social/Behavioral Sciences	s - 9 semester hours credit re	equired	
Select 3 courses from at a	least 2 different prefixes		
Economics	History	Political Science	Psychology
ECO 251 (3)	HIS 111 (3)	POL 120 (3)	PSY 150 (3)
ECO 252 (3)	HIS 112 (3) (3)		g ·)
	HIS 131 (3)		Sociology
	HIS 132 (3)		SOC 210 (3)
Natural Sciences - 4 semes	ster hours credit required		
Biology	Chemistry	Geology	Physics
BIO 110* (4)	CHM 151 (4)	GEL 111 (4)	PHY 110 [^] (3)
BIO 111 (4)			PHY 110A [^] (1)
* preferred BIO			^ must take both courses
Mathematics - 3-5 semeste	er hours credit required		
Select 1 course from the	following:		
- •	MAT 143 (3)	MAT 175 (5)	
	MAT 152 (4)		
	MAT 171 (4)		
GENERAL EDUCATION	1		45 SHC
Select 13-14 semester ho	urs credit from any courses lis	sted here or above.	
Courses should be select	ed based on your intended ma	jor and transfer university.	
Biology	Foreign Language	Mathematics	Religion
BIO 112 (4)	SPA 111 (3)	MAT 172 (4)	REL 110 (3)
	SPA 112 (3)	MAT 263 (4)	REL 212 (3)
<u>Chemistry</u>	SPA 211 (3)	MAT 271 (4)	REL 221 (3)
CHM 152 (4)	SPA 212 (3)	MAT 272 (4)	
<i>a</i>	~ ·		Sociology
<u>Computers</u>	Geography	Physics	SOC 213 (3)
CIS 110 (3)	GEO 111 (3)	PHY 151 (4)	SOC 225 <u>(3)</u>
CIS 115 <u>(3)</u>	TT	PHY 152 (4)	
Communication	HUM 110 (2)	Devehology	
COM 110 (2)	$\frac{110}{110} \frac{(3)}{(2)}$	$\frac{\mathbf{r} \mathbf{sychology}}{\mathbf{D} \mathbf{S} \mathbf{V} 241} (2)$	
COM 110 (3)	HUM 130 (3)	$\frac{131241}{13}$	
English Composition	110 m 150 <u>(5)</u>	151201 (3)	
ENG 114 (3)			
			60 61 SUC
The following course is n	equired: ACA 1	22 (1)	00-01 5110
Select 14 semester hours	creat from any courses listed	above or below.	
$\Delta CC 120$ (4)	BUS 115 (3)	CTS 115 (3)	HIS 221 (3)
ACC 120 (4)	$\frac{1005115}{137} (3)$	EDI 131 (3)	$\frac{1105221}{HIS 236} \frac{(5)}{(3)}$
$\frac{1}{1} = \frac{1}{1} = \frac{1}$	CIC 111 (3)	EDU 144 (3)	HSE 110 (3)
BIO 168 (4)	CIC 113 (3)	EDU 145 (3)	PED 110 (2)
BIO 169 (4)	CIC 121 (3)	EDU 216 (3)	$\frac{(2)}{(1)}$
BIO 175 (3)	CJC 141 (3)	EDU 221 (3)	(1)
BUS 110 (3)	CJC 212 (3)	HEA 110 (3)	
	(0)	<u>()</u>	

A	ssociate of Arts in Ter	acher Preparation - A1	010T Fall 20
A GETC . Universal Conor	al Education Transfer Com	nonent Courses	20 CHC
		-	29 SHC
English Composition - 6 se	ENIC 112 (2)	d	
ENG III (3)	ENG 112 (3)		
Iumanities/Fine Arts - 9 s	emester hours credit require	ed	
Select 3 courses from at l	east 2 different prefixes		
Art	Communication	<u>Literature</u>	<u>Music</u>
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)	<u>Philosophy</u>
	<u>Drama</u>	ENG 242 (3)	PHI 215 (3)
	DRA 111		PHI 240 (3)
ocial/Behavioral Sciences	- 6 semester hours credit re	auired	
Select 2 courses from at l	east 2 different prefixes		
Economics	History	Political Science	Psychology
ECO 251 (3)	HIS 111 (3)	POL 120 (3)	PSY 150 (3)
ECO 252 (3)	HIS 112 (3)		<u> </u>
<u> </u>	HIS 131 $\overline{(3)}$		Sociology
	HIS 132 (3)		SOC 210 (3)
	<u> </u>		
latural Sciences - 4 semes	ter hours credit required		
Biology	Chemistry	Geology	Physics
BIO 110* (4)	CHM 151 (4)	GEL 111 (4)	PHY 110^ (3)
BIO 111 (4)			PHY 110A [^] (1)
* preferred BIO			^ must take both courses
Select I course from the f	MAT 143 <u>(3)</u> MAT 152 <u>(4)</u>	MAT 175 (5)	
Select I course from the f	MAT 143 (3) MAT 152 (4) MAT 171 (4)	MAT 175 <u>(5)</u>	
Select I course from the f This course is preferred: GENERAL EDUCATION The following course is re	MAT 143 (3) MAT 152 (4) MAT 171 (4) equired: SOC 2	MAT 175 <u>(5)</u> 25 (3)	45 SHC
Select 1 course from the f This course is preferred: GENERAL EDUCATION The following course is re Select 13-14 semester hou	MAT 143 (3) MAT 152 (4) MAT 171 (4) equired: SOC 2 urs credit from any courses lis	MAT 175 <u>(5)</u> 25 <u>(3)</u> sted here or above.	45 SHC
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Select 1 course from the f This course is preferred: GENERAL EDUCATION The following course is re Select 13-14 semester hou Courses should be selecte <u>Biology</u>	MAT 143 (3) MAT 152 (4) MAT 171 (4) equired: SOC 2 urs credit from any courses lised based on your intended mate English Composition	MAT 175 <u>(5)</u> 25 <u>(3)</u> sted here or above. jor and transfer university. Humanities	45 SHC <u>Psychology</u>
Select 1 course from the f This course is preferred: GENERAL EDUCATION The following course is re Select 13-14 semester hou Courses should be selecte Biology BIO 112 (4)	MAT 143 (3) MAT 152 (4) MAT 171 (4) equired: SOC 2 urs credit from any courses listed based on your intended mate English Composition ENG 114 (3)	MAT 175 <u>(5)</u> 25 <u>(3)</u> sted here or above. jor and transfer university. <u>Humanities</u> HUM 110 <u>(3)</u>	45 SHC <u>Psychology</u> PSY 241 (3)
Select 1 course from the f This course is preferred: GENERAL EDUCATION The following course is re Select 13-14 semester hou Courses should be selecte Biology BIO 112 (4)	MAT 143 (3) MAT 152 (4) MAT 171 (4) equired: SOC 2 urs credit from any courses lis ed based on your intended may English Composition ENG 114 (3)	MAT 175 <u>(5)</u> 25 <u>(3)</u> sted here or above. jor and transfer university. <u>Humanities</u> HUM 110 <u>(3)</u> HUM 115 <u>(3)</u>	<u>Psychology</u> PSY 241 (3) PSY 281 (3)
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Select 1 course from the f This course is preferred: GENERAL EDUCATION The following course is re Select 13-14 semester how Courses should be selecte Biology BIO 112 (4) Chemistry CHM 152 (4)	MAT 143 (3) MAT 152 (4) MAT 171 (4) equired: SOC 2 urs credit from any courses listed based on your intended may English Composition ENG 114 (3) Foreign Language SPA 111 (3)	MAT 175 <u>(5)</u> 25 <u>(3)</u> sted here or above. jor and transfer university. HUM 110 <u>(3)</u> HUM 115 <u>(3)</u> HUM 130 <u>(3)</u>	45 SHC Psychology PSY 241 (3) PSY 281 (3) Religion
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Select 1 course from the f This course is preferred: SENERAL EDUCATION The following course is re Select 13-14 semester how Courses should be selected Biology BIO 112 (4) <u>Chemistry</u> CHM 152 (4) <u>Computers</u> CIS 110 (3) CIS 115 (3) <u>Communication</u> COM 110 (3) DEGREE The following courses are	MAT 143 (3) MAT 152 (4) MAT 152 (4) MAT 171 (4) equired: SOC 2 urs credit from any courses lis ed based on your intended may English Composition ENG 114 (3) Foreign Language SPA 111 (3) SPA 112 (3) SPA 212 (3) SPA 212 (3) SPA 212 (3) GEO 111 (3) SPA 212 (3) SPA 212 (3) SPA 212 (3) SPA 212 (3) SPA 212 (3) SPA 212 (3)	MAT 175 (5) 25 (3) sted here or above. jor and transfer university. Humanities HUM 110 (3) HUM 115 (3) HUM 130 (3) Mathematics MAT 172 (4) MAT 263 (4) MAT 263 (4) MAT 271 (4) MAT 272 (4) Physics PHY 151 (4) PHY 152 (4) (1) (4)	Psychology PSY 241 (3) PSY 281 (3) REL 110 (3) REL 212 (3) REL 221 (3) SOC 213 (3)
Select 1 course from the f This course is preferred: GENERAL EDUCATION The following course is re Select 13-14 semester how Courses should be selected Biology BIO 112 (4) Chemistry CHM 152 (4) Computers CIS 110 (3) CIS 115 (3) COM 110 (3) DEGREE The following courses are	MAT 143 (3) MAT 152 (4) MAT 152 (4) MAT 171 (4) equired: SOC 2 urs credit from any courses listed based on your intended may English Composition ENG 114 (3) Foreign Language SPA 111 (3) SPA 112 (3) SPA 211 (3) SPA 212 (3) SPA 212 (3) GEO 111 (3) SPA 212 (3) Ceography GEO 111 (3) SPA 122 (3) GEO 111 (3)	MAT 175 (5) 25 (3) sted here or above. jor and transfer university. Humanities HUM 110 (3) HUM 115 (3) HUM 130 (3) Mathematics MAT 172 (4) MAT 263 (4) MAT 263 (4) MAT 271 (4) MAT 272 (4) Physics PHY 151 (4) PHY 152 (4) (1) (4) (3)	Psychology PSY 241 (3) PSY 281 (3) REL 110 (3) REL 212 (3) REL 221 (3) SOC 213 (3)
Select 1 course from the f This course is preferred: SENERAL EDUCATION The following course is re Select 13-14 semester how Courses should be selected Biology BIO 112 (4) Chemistry CHM 152 (4) Computers CIS 110 (3) CIS 115 (3) COM 110 (3) DEGREE The following courses are	MAT 143 (3) MAT 152 (4) MAT 152 (4) MAT 171 (4) equired: SOC 2 urs credit from any courses list ad based on your intended may English Composition ENG 114 (3) Foreign Language SPA 111 (3) SPA 112 (3) SPA 211 (3) SPA 212 (3) SPA 212 (3) GEO 111 (3) SPA 212 (3) Ceography GEO 111 (3) e required: ACA 122 EDU 187 EDU 216 EDU 250	MAT 175 (5) 25 (3) sted here or above. jor and transfer university. Humanities HUM 110 (3) HUM 115 (3) HUM 130 (3) Mathematics MAT 172 (4) MAT 263 (4) MAT 263 (4) MAT 271 (4) MAT 272 (4) Physics PHY 151 (4) PHY 152 (4) (1) (4) (3) (3)	Psychology PSY 241 (3) PSY 281 (3) REL 110 (3) REL 212 (3) REL 221 (3) SOC 213 (3) 60-61 SHC

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

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

Associate in General Education (A10300)

			Associa	ate in Gen	eral Educa	ation (A103	00)		rev. 2025
General Educa	tion Courses -	students must	meet all prere	equisite require	ements as spec	cified.			15-16 SHC
Communicatio	ons - 6 semeste	r hours credit	required						
ENG 111	and	ENG 112 0	or ENG 114			(3)	(3)		
COM 110	COM 120	COM 231				. <u></u>			
Humanities/Fi	ne Arts - 3 sem	ester hours cr	edit required			(3)			
ART 111	ENG 231	HUM 110	PHI 215						
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/Behavio	oral Sciences - 3	3 semester ho	urs credit requ	uired		(3)			
ECO 251	HIS 131	PSY 150	SOC 225						
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 Scienc	es OR Mathem	atics - 3-5 sen	nester hours			(3-5)			
BIO 110	CHM 151					<u> </u>			
BIO 111	CHM 152			CIS 110	MAT 171	MAT 272			
BIO 112	GEL 111		OR	CIS 115	MAT 172				
PHY 110 ^	PHY 151			MAT 143	MAT 175				
PHY 110A^	PHY 152			MAT 152	MAT 271				
∧ must take b	ooth courses								
Other Bequire	d Hours - 19-50) somostor ho	Irc						10-50 SHC
Select 49-50) semester hou	rs credit from (urs anv courses list	ted here or abo	VP				45-50 SHC
		o el cult from e							
49-50 SHC n	nust be selecte	d from any co	lege level cou	rse in the Rand	olph Commun	ity College cata	log		
numbered 1	10 or above. S	tudents must i	meet all prere	quisite require	ments as speci	fied.			
ACA	CJC	GEL	MED	SCI	<u>CLASS</u>	(SHC)	<u>CLASS</u>	(SHC)	
ACC	СОМ	GEO	MKT	SEC		()		()	
AGR	COS	GRA	MNT	SOC		()		()	
ANS	CTI	GRD	MUS	SPA		()		()	
ARC	CTS	HEA	NET	TRN		()		()	
ART	DBA	HIS	NOS	WBL		()		()	
ATR	DES	HMT	NUR	WEB		()		()	
ATT	DFT	HOR	OST	WLD		()		()	
AUB	DRA	HSE	PED	ZAS		()		()	
AUC	ECO	HUM	PHI			()		()	
AUM	EDU	HYD	РНО			()		()	
AUT	ELC	INT	PHY			()		()	
BIO	ELN	ISC	POL			()		()	
BUS	ENG	LDD	PSY			()		()	
ССТ	EPT	MAC	RAD			()		()	
СНМ	ETR	MAT	REL			()		()	
CIS	FIP	MEC	SAB			()		()	
						· · ·		• •	
					total ()		total ()		
64-65 Semeste	er Credit Hours	are required f	or AGE degree	e					64-65

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

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

ACA	ACC	AGR	AHR	ALT	ANS			
ARC	ART	ATR	ATT	AUB	AUC			
AUM	AUT	BIO	BUS	ССТ	CHM			
CIS	CJC	СОМ	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	РНО	РНҮ	POL			
PSY	REL	SAB	SCI	SEC	SOC			
SPA	TRN	WBL	WLD	ZAS				
Total Somostor Hours Crodit: 64 65								

Total Semester Hours Credit: 64-65

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

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

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

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

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

Semester Hours Credit (See list above):	26	
Semester Hours Credit:	38 or 39	93
Total Semester Hours Credit For Degree:	64 or 65	50

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 OR	0	2	1
MAT 171	Precalculus Algebra	3	2	4
PSY 150	General Psychology	3	0	3

Associate in General Education Courses for Radiography- DAY

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

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

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

Associate in General Education for Medical Assisting

		Hours/ Week		Sem. Hrs.
Courses re	equired 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
Semester	Hours Credit (See above list):			23
Semester	Hours Credit:			41 or 42
Total Sem	ester Hours Credit For Degree:			64 or 65

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

Federal Financial Aid Guidelines for AGE Students

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

For additional information, please review the Satisfactory Academic Progress Policy, particularly the Maximum Timeframe requirements, in the Financial Aid and Veterans Affairs section of this catalog or by visiting https://www.randolph.edu/financial-aid/satisfactory-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.

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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 fouryear 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-bycourse 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 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 CJC 111 Intro to Criminal Justice CIS 115 Intro. to Prog & Logic 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 171 Nature 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

٨	spagiata in Cajanas Dra	gram of Study Worksh	oot Ella
A CETC - Universal Correr	SSUCIALE III SCIENCE PTO	grain of Study WORKSh	Fall 20
GEIC - Universal Gener	al Education Transfer Comp	onent Courses	34 SHC
Iglish Composition - 6 set ENG 111 (3)	mester hours credit required ENG 112 (3)		
umanities/Fine Arts - 6 se	emester hours credit required	1	
Select 2 courses from at le	east 2 different prefixes		
Art	<u>Communication</u>	<u>Literature</u>	Music
ART 111 (3)	$\begin{array}{c} \text{COM 120} \underline{(3)} \\ \hline \end{array}$	ENG 231 (3)	MUS 110 (3)
ART 114 (3)	COM 231 (3)	ENG 232 (3) (2)	DL:1
ART 115 (3)	Duomo	ENG 241 (3) (3)	$\frac{Philosophy}{DHI 215} \tag{2}$
	DRA 111 (3)	ENO 242 (3)	PHI 213 (3) PHI 240 (3)
cial/Behavioral Sciences	- 6 semester hours credit rea	mired	<u>(')</u>
Select 2 courses from at l	east 2 different prefixes	luireu	
Economics	History	Political Science	Psychology
ECO 251 (3)	HIS 111 (3)	POL 120 (3)	PSY 150 (3)
ECO 252 (3)	HIS 112 (3)		
	HIS 131 (3)		Sociology
	HIS 132 (3)		SOC 210 (3)
tural Sciences - 8 semest	er hours credit required		
Biology	<u>Chemistry</u>	Physics	
BIO 110 (4)	CHM 151^+ (4)	PHY 110 (3)	
$\begin{array}{c} \text{BIO III}^+ \\ \text{BIO 112}^+ \\ \hline \end{array} $	CHM 152 (4)	PHY 110A (1)	
BIO 112 (4) +must take both courses	+must take both courses	*co-requisites; take togeth PHV 151^+ (A)	er
musi iuke boin courses	Geology	PHY 151^{+} (4)	
	GEL 111 (4)	+must take both courses	
	$\begin{array}{c} \text{MAT 171} & \underline{(4)} \\ \text{MAT 172} & \underline{(4)} \\ \text{MAT 175} & \underline{(5)} \end{array}$	MAT 263 (4) MAT 271 (4) MAT 272 (4)	
	MAT 171 (4) MAT 172 (4) MAT 175 (5)	MAT 263 (4) MAT 271 (4) MAT 272 (4)	
ENERAL EDUCATION Select 11 semester hours of Courses should be selecte	MAT 171 (4) MAT 172 (4) MAT 175 (5) Credit from any courses listed and a based on your intended major	MAT 263 (4) MAT 271 (4) MAT 272 (4) here or above. or and transfer university.	45 SHC
ENERAL EDUCATION Select 11 semester hours of Courses should be selecte <u>Computers</u>	MAT 171 (4) MAT 172 (4) MAT 175 (5) credit from any courses listed is d based on your intended major Foreign Language	MAT 263 (4) MAT 271 (4) MAT 272 (4) here or above. or and transfer university. HUM 115 (3)	45 SHC
ENERAL EDUCATION Select 11 semester hours of Courses should be selecte <u>Computers</u> CIS 110 (3)	MAT 171 (4) MAT 172 (4) MAT 175 (5) Credit from any courses listed a d based on your intended major Foreign Language SPA 111 (3)	MAT 263 (4) MAT 271 (4) MAT 272 (4) here or above. or and transfer university. HUM 115 (3) HUM 130 (3)	45 SHC
ENERAL EDUCATION Select 11 semester hours of Courses should be selecte <u>Computers</u> CIS 110 (3) CIS 115 (3)	MAT 171 (4) MAT 172 (4) MAT 175 (5) credit from any courses listed is a sed on your intended major Foreign Language SPA 111 (3) SPA 112 (3)	MAT 263 (4) MAT 271 (4) MAT 272 (4) here or above. or and transfer university. HUM 115 (3) HUM 130 (3)	45 SHC <u>Religion</u>
ENERAL EDUCATION Select 11 semester hours of Courses should be selecte CIS 110 (3) CIS 115 (3)	MAT 171 (4) MAT 172 (4) MAT 175 (5) Credit from any courses listed if d based on your intended major Foreign Language SPA 111 (3) SPA 112 (3) SPA 211 (3)	MAT 263 (4) MAT 271 (4) MAT 272 (4) here or above. or and transfer university. HUM 115 (3) HUM 130 (3) Mathematics	45 SHC <u>Religion</u> REL 110 (3)
ENERAL EDUCATION Select 11 semester hours of Courses should be selecte Computers CIS 110 (3) CIS 115 (3) Communication	MAT 171 (4) MAT 172 (4) MAT 172 (5) credit from any courses listed and a sed on your intended major Foreign Language SPA 111 (3) SPA 112 (3) SPA 211 (3) SPA 212 (3)	MAT 263 (4) MAT 271 (4) MAT 272 (4) here or above. or and transfer university. HUM 115 (3) HUM 130 (3) Mathematics MAT 143 (3)	Religion REL 110 (3) REL 212 (3)
ENERAL EDUCATION Select 11 semester hours of Courses should be selecte Computers CIS 110 (3) CIS 115 (3) Communication COM 110 (3)	MAT 171 (4) MAT 172 (4) MAT 172 (5) credit from any courses listed and a seed on your intended major Foreign Language SPA 111 (3) SPA 112 (3) SPA 211 (3) SPA 212 (3) Coordinate of the set o	MAT 263 (4) MAT 271 (4) MAT 272 (4) here or above. or and transfer university. HUM 115 (3) HUM 130 (3) MAT 143 (3) MAT 152 (4)	Religion REL 110 (3) REL 212 (3) REL 221 (3)
ENERAL EDUCATION Select 11 semester hours of Courses should be selecte Computers CIS 110 (3) CIS 115 (3) COM 110 (3) COM 110 (3) English Composition	MAT 171 (4) MAT 172 (4) MAT 175 (5) credit from any courses listed if d based on your intended major Foreign Language SPA 111 (3) SPA 112 (3) SPA 212 (3) Geography GEO 111 (3)	MAT 263 (4) MAT 271 (4) MAT 272 (4) here or above. or and transfer university. HUM 115 (3) HUM 130 (3) MAT 143 (3) MAT 152 (4) Psychology	Religion REL 110 (3) REL 212 (3) REL 221 (3)
ENERAL EDUCATION Select 11 semester hours of Courses should be selecte Computers CIS 110 (3) CIS 115 (3) COM 110 (3) English Composition ENG 114 (3)	MAT 171 (4) MAT 172 (4) MAT 175 (5) credit from any courses listed if d based on your intended major Foreign Language SPA 111 (3) SPA 112 (3) SPA 211 (3) SPA 212 (3) Geography GEO 111 (3)	MAT 263 (4) MAT 271 (4) MAT 272 (4) here or above. or and transfer university. HUM 115 (3) HUM 130 (3) MAT 143 (3) MAT 152 (4) Psychology PSY 241 (3)	Religion REL 110 (3) REL 212 (3) REL 221 (3) Sociology (3)
ENERAL EDUCATION Select 11 semester hours of Courses should be selecte Computers CIS 110 (3) CIS 115 (3) COM 110 (3) English Composition ENG 114 (3)	MAT 171 (4) MAT 172 (4) MAT 172 (5) credit from any courses listed d based on your intended major Foreign Language SPA 111 (3) SPA 112 (3) SPA 211 (3) SPA 212 (3) Geography GEO 111 (3) Humanities	MAT 263 (4) MAT 271 (4) MAT 272 (4) here or above. or and transfer university. HUM 115 (3) HUM 130 (3) MAT 143 (3) MAT 152 (4) PSY 241 (3) PSY 281 (3)	Religion REL 110 (3) REL 212 (3) REL 221 (3) SOC 213 (3) SOC 225 (3)
ENERAL EDUCATION Select 11 semester hours of Courses should be selected Computers CIS 110 (3) CIS 115 (3) Communication COM 110 (3) English Composition ENG 114 (3)	MAT 171 (4) MAT 172 (4) MAT 172 (4) MAT 175 (5) credit from any courses listed is dised on your intended major Foreign Language SPA 111 (3) SPA 112 (3) SPA 211 (3) SPA 212 (3) Geography GEO 111 (3) Humanities HUM 110 (3)	MAT 263 (4) MAT 271 (4) MAT 272 (4) here or above. or and transfer university. HUM 115 (3) HUM 130 (3) MAT 143 (3) MAT 152 (4) PSY 241 (3) PSY 281 (3)	Religion REL 110 (3) REL 212 (3) REL 221 (3) Sociology (3) SOC 213 (3) SOC 225 (3)
ENERAL EDUCATION Select 11 semester hours of Courses should be selecte Computers CIS 110 (3) CIS 115 (3) COM 110 (3) English Composition ENG 114 (3)	MAT 171 (4) MAT 172 (4) MAT 172 (4) MAT 175 (5) credit from any courses listed if d based on your intended major Foreign Language SPA 111 (3) SPA 112 (3) SPA 211 (3) SPA 212 (3) Geography GEO 111 (3) Humanities HUM 110 (3)	MAT 263 (4) MAT 271 (4) MAT 272 (4) here or above. or and transfer university. HUM 115 (3) HUM 130 (3) MAT 143 (3) MAT 143 (3) MAT 152 (4) PSY 241 (3) PSY 281 (3)	Religion REL 110 (3) REL 212 (3) REL 221 (3) SOC 213 (3) SOC 225 (3)
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ENERAL EDUCATION Select 11 semester hours of Courses should be selected Computers CIS 110 (3) CIS 115 (3) CIS 115 (3) COM 110 (3) English Composition ENG 114 (3) EGREE The following course is re Select 14 semester hours of Courses should be selected ACC 120 (4)	MAT 171 (4) MAT 172 (4) MAT 172 (4) MAT 175 (5) credit from any courses listed and d based on your intended major Foreign Language SPA 111 (3) SPA 112 (3) SPA 212 (3) SPA 212 (3) GEO 111 (3) Humanities HUM 110 (3) quired: ACA 122 credit from any courses listed and d based on your intended major BUS 115 (3) PUS 1127 (2)	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	Religion REL 110 (3) REL 212 (3) REL 221 (3) SOC 213 (3) SOC 225 (3) 60-61 SHC HIS 221 (3)
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Ass	octate of Science	e in Teacher P	reparation	- A10401	Fall 202
GEIC - Universal Gener	ai Education Transf	er Component Cou	irses		51 SHC
nglish Composition - 6 set ENG 111 (3)	mester hours credit ENG 112 (3)	required			
umanities/Fine Arts - 6 se	emester hours credit	required			
Select 2 courses from at le	communication	es Litera	tura	Music	
$\frac{AR}{ART 111} (3)$	$\frac{\text{communication}}{\text{COM 120}}$	ENG 2	$\frac{1010}{231}$ (3)	MUS 110	(3)
ART 114 (3)	COM 231 (3)	ENG 2	$\frac{(3)}{(3)}$		(3)
ART 115 (3)	<u>(b)</u>	ENG 2	$\frac{(3)}{(3)}$	Philosoph	v
	<u>Drama</u>	ENG 2	242 (3)	PHI 215	(3)
	DRA 111 (3)			PHI 240	(3)
ocial/Behavioral Sciences	- 3 semester hours o	redit required			
Select 1 course					
Economics	History	Politic	al Science	Psycholog	<u>y</u> (2)
ECO 251 (3)	HIS 111 (3) HIS 112 (2)	POL I	20 (3)	PSY 150	(5)
ECO 252 <u>(5)</u>	$\begin{array}{c} \text{HIS 112} \underline{(3)} \\ \text{HIS 131} \underline{(3)} \end{array}$			Sociology	
	HIS 131 (3)			SOC 210	(3)
-410	<u>(0)</u>			200210	<u></u>
atural Sciences - 8 semest Biology	er nours credit requ	lired Dhysic	26		
BIO 110 (4)	$\frac{\text{CHEMISTY}}{\text{CHM 151}^+}$ (4)	PHY 1	$\frac{3}{10^{*}}$ (3)		
BIO 111 ⁺ (4)	CHM 151 (4) CHM 152 ⁺ (4)	PHY 1	$10A^{(3)}$ (1)		
BIO 112^+ (4)	+must take $both$	courses *co-re	quisites; take	together	
+must take both courses	~ •	PHY 1	51^+ (4)		
	Geology	PHY I	52 (4)		
	GEL III (4)	+ <i>must</i>	таке вотп сои	rses	
Iathematics - 8-9 semester	r hours credit requir	red			
Select 2 courses from the j	following:				
	MAT 171 (4)	MAT2	$\frac{263}{(4)}$		
	MAT $1/2$ (4)	MAT 2	$\frac{271}{(4)}$		
	MAT 173 (3)	NAT 2	272 (4)		
ENERAL EDUCATION	oquired:	SOC 225 (3)			45 SHC
The jouowing course is re	quirea.	500 225 (5)			
		es listed here or abc	we.		
Select 11 semester hours of Courses should be selecte	credit from any cours d based on your inter	ided major and tran	sfer university	/.	
Select 11 semester hours of Courses should be selecte <u>Computers</u>	credit from any cours d based on your inter <u>Foreign Langua</u>	ided major and tran	sfer university <u>nities</u>). <u>Psycholog</u>	<u>v</u>
Select 11 semester hours of Courses should be selected Computers CIS 110 (3)	credit from any cours d based on your inter <u>Foreign Langua</u> SPA 111 (3)	ided major and tran <u>ge Huma</u> HUM	sfer university <u>nities</u> 110 <u>(3</u>)	<u>Psycholog</u> PSY 241	<u>v</u> (3)
Select 11 semester hours of Courses should be selecter CIS 110 (3) CIS 115 (3)	credit from any cours d based on your inter Foreign Langua SPA 111 (3) SPA 112 (3)	ided major and tran <u>ge Huma</u> HUM HUM	sfer university <u>nities</u> 110 <u>(3)</u> 115 <u>(3)</u>	2. Psycholog PSY 241 PSY 281	<u>v</u> (3) (3)
Select 11 semester hours of Courses should be selecter CIS 110 (3) CIS 115 (3)	credit from any cours d based on your inter SPA 111 (3) SPA 112 (3) SPA 211 (3)	aded major and tran <u>ge Huma</u> <u>HUM</u> HUM HUM HUM	sfer university nities 110 (3) 115 (3) 130 (3)	2. Psycholog PSY 241 PSY 281	<u>x</u> (3) (3)
Select 11 semester hours of Courses should be selecter CIS 110 (3) CIS 115 (3) Communication	credit from any cours d based on your inter Foreign Langua SPA 111 (3) SPA 112 (3) SPA 211 (3) SPA 212 (3)	es instance of use inded major and tran ge Huma HUM HUM HUM	sfer university nities 110 (3) 115 (3) 130 (3)	2. Psycholog PSY 241 PSY 281 PSY 281 PSY 281	<u>v</u> (3) (3)
Select 11 semester hours of Courses should be selected CIS 110 (3) CIS 115 (3) COM 110 (3)	credit from any cours d based on your inter Foreign Langua SPA 111 (3) SPA 112 (3) SPA 211 (3) SPA 212 (3)	aded major and tran ge Huma HUM HUM HUM HUM HUM HUM HUM HUM	sfer university nities 110 (3) 115 (3) 130 (3) *matics (2)	2. Psycholog PSY 241 PSY 281 PSY 281 Religion REL 110 PSY 261	<u>y</u> (3) (3) (3)
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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 industrial motor controls wiring circuits-conventional and VFD.
- 2. Identify, explain, and troubleshoot hydraulic/pneumatic circuits.
- 3. Create various simple PLC programs using the appropriate instruction set and apply appropriate troubleshooting methods to PLC.
- 4. Understand the basic concepts and demonstrate knowledge of automation, robotic and data communication systems.
- 5. Demonstrate proper use of general mechanical maintenance knowledge.

Automation Engineering Technology [A40120]

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

Curriculum	Courses by Semester	Hours/Week			Sem.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success	1	0	0	1
ELC 125	Diagrams & Schematics	1	2	0	2
ELN 133	Digital Electronics	3	3	0	4
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>
		12	8	0	15
First Year:	Spring Semester				
ATR 112	Intro to Automation	2	3	0	3
DFT 119	Basic CAD	1	2	0	2
ELC 117	Motors and Controls	2	6	0	4
ELC 131	Circuit Analysis I	3	3	0	4
ENG 111	Writing and Inquiry	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	14	0	16
First Year:	Summer Semester				
ELC 133	Circuit Analysis II	3	3	0	4
ELN 260	Prog Logic Controllers	3	3	0	4
MNT 110	Intro to Maint Procedures	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		7	9	0	10
Second Year:	Fall Semester				
ATR 215	Sensors and Transducers	2	3	0	3
ATR 212	Industrial Robots	2	3	0	3
ELC 228	PLC Applications	2	6	0	4
ENG 114	Prof Research & Reporting OR				
ENG 116	Technical Report Writing	3	0	0	3
	Natural Sciences/Mathematics	<u>2/3</u>	<u>0/2</u>	<u>0</u>	<u>3</u>
		11/12	12/14	0	16
Second Year:	Spring Semester				
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>
		11	14	0	17

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

Automation Engineering Technology [D40120]

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

Curriculum	Courses by Semester	I	Hours/We	ek	Sem.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success	1	0	0	1
ELC 125	Diagrams & Schematics	1	2	0	2
ELN 133	Digital Electronics	3	3	0	4
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>
		12	8	0	15
First Year:	Spring Semester				
ATR 112	Intro to Automation	2	3	0	3
DFT 119	Basic CAD	1	2	0	2
ELC 117	Motors and Controls	2	6	0	4
ELC 131	Circuit Analysis I	3	3	0	4
ENG 111	Writing and Inquiry	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	14	0	16
First Year:	Summer Semester				
ELC 133	Circuit Analysis II	3	3	0	4
ELN 260	Prog Logic Controllers	3	3	0	4
MNT 110	Intro to Maint Procedures	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		7	9	0	10

Total Semester Hours Credit for Diploma: 41

Automation Engineering Technology PLC Certificate [C40120A] [C40120HA]

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

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

Total Semester Hours Credit for Certificate: 14

Automation Engineering Technology Robotics Certificate [C40120B] [C40120HB]

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

Curriculum	Courses by Semester	H	lours/We	ek	Sem.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ELC 125	Diagrams & Schematics	1	2	0	2
ELN 133	Digital Electronics	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
		4	5	0	6
First Year:	Spring Semester				
ATR 112	Intro to Automation	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		2	3	0	3
First Year:	Summer Semester				
ELN 260	Prog Logic Controllers	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
		3	3	0	4
Second Year:	Fall Semester				
ATR 212	Industrial Robots	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		2	3	0	3
Total Semest	er Hours Credit for Certificate:16				

Automotive Systems Technology

[A60160] Associate in Applied Science Degree; [D60160] Diploma; [C60160] Certificate; [C60160D] Diagnostics Certificate; [C60160EV] EV Certificate; [C60160AC] HVAC for Transportation Certificate; [C60160O] Powertrain Certificate; [C60160U] Undercar Certificate A program that prepares individuals to apply technical knowledge and skills to repair, service,

and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

Automotive Systems Technology Apprenticeship Track [A60160A] Associate in Applied Science Degree

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

Automotive Light-Duty Diesel Technology

[D60430] Diploma; [C60430] Certificate

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

Program Competencies

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

- 1. Identify and determine cause of common malfunction indicators.
- 2. Perform undercar vehicle repair and maintenance.
- 3. Demonstrate the proper use of digital diagnostic equipment.

Automotive Systems Technology [A60160]

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

Curriculum	Courses by Semester	Hours/Week			Sem.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success	1	0	0	1
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
ENG 111	Writing and Inquiry	3	0	0	3
TRN 110	Intro to Transport Tech	1	2	0	2
TRN 120	Basic Transp Electricity	4	3	0	5
TRN 170	Pc Skills for Transp	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		12	13	0	17
First Year:	Spring Semester				
AUT 141	Suspension & Steering Sys	2	3	0	3
AUT 141A	Suspension & Steering Lab	0	3	0	1
AUT 163	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>
		10/11	18/20	0	17
First Year:	Summer Semester				
ATT 125	Hybrid-Electric Transportation	2	4	0	4
TRN 140	Transp Climate Control	1	2	0	2
TRN 140A	Transp Climate Cont Lab	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		4	8	0	8
Second Year:	Fall Semester				
AUT 116	Engine Repair	2	3	0	3
AUT 116A	Engine Repair Lab OR	0	3	0	1
WBL 111F	Work-Based Learning I - AST	0	0	10	1
AUT 231	Man Trans/Axles/Drtrains	2	3	0	3
ENG 116	Technical Report Writing	3	0	0	3
LDD 112	Intro Light Duty Diesel	2	2	0	3
	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	8/11	0/10	16
Second Year:	Spring Semester				
ATT 140	Emerging Transp Tech	2	3	0	3
AUM 111	Managing Automotive Org	3	0	0	3
AUT 183	Engine Performance 2	2	6	0	4
AUT 221	Auto Transm/Transaxles	2	3	0	3
AUT 221A	Auto Transm/Transax Lab OR	0	3	0	1
WBL 121F	Work-Based Learning II - AST	0	0	10	1
	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	12/15	0/10	17

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 HUM 115 Critical Thinking PHI 240 Introduction to Ethics ECO 251 Prin of Microeconomics PSY 150 General Psychology

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	F	Hours/Week		
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success	1	0	0	1
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
ENG 111	Writing and Inquiry	3	0	0	3
TRN 110	Intro to Transp Tech	1	2	0	2
TRN 120	Basic Transp Electricity	4	3	0	5
TRN 170	Pc Skills for Transp	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		12	13	0	17
First Year:	Spring Semester				
AUT 141	Suspension & Steering Sys	2	3	0	3
AUT 141A	Suspension & Steering Lab	0	3	0	1
AUT 163	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>
		11	18	0	17
First Year:	Summer Semester				
ATT 125	Hybrid-Electric Transportation	2	4	0	4
TRN 140	Transp Climate Control	1	2	0	2
TRN 140A	Transp Climate Cont Lab	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		4	8	0	8

Total Semester Hours Credit for Diploma: 42

Automotive Systems Technology [C60160]

Course for this certificate program are offered day and evening. 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
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>
		6	9	0	9
First Year:	Spring Semester				
AUT 141	Suspension & Steering Sys	2	3	0	3
AUT 141A	Suspension & Steering Lab	0	3	0	1
AUT 181	Engine Performance I	2	3	0	3
AUT 181A	Engine Performance 1 Lab	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
		4	12	0	8

Total Semester Hours Credit for Certificate: 17

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

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

Courses by Semester	Hours/Week			Sem. Hrs.
Fall Semester	Class	Lab	Wk. Exp.	Credit
Basic Transportation Electricity	<u>4</u>	<u>3</u>	<u>0</u>	<u>5</u>
	4	3	0	5
Spring Semester				
Adv Auto Electricity	2	3	0	3
Engine Performance I	2	3	0	3
Engine Performance I Lab	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
	4	9	0	7
Summer Semester				
Hybrid- Electric Transportation	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
	2	4	0	4
	Courses by Semester Fall Semester Basic Transportation Electricity Spring Semester Adv Auto Electricity Engine Performance I Engine Performance I Lab Summer Semester Hybrid- Electric Transportation	Courses by SemesterHFall SemesterClassBasic Transportation Electricity4Adv Auto Electricity2Engine Performance I2Engine Performance I Lab0At4Summer Semester2Hybrid- Electric Transportation222222233433343435343534343534353434353435363637 </td <td>Courses by SemesterHours/WaFall SemesterClassLabBasic Transportation Electricity434343Spring Semester23Adv Auto Electricity23Engine Performance I23Engine Performance I Lab03493Summer Semester24Hybrid- Electric Transportation24242</td> <td>Courses by SemesterHours/WeiseFall SemesterClassLabWk. Exp.Basic Transportation Electricity43043000Spring Semester230Adv Auto Electricity230Engine Performance I2304900Summer Semester240Hybrid- Electric Transportation24024000</td>	Courses by SemesterHours/WaFall SemesterClassLabBasic Transportation Electricity434343Spring Semester23Adv Auto Electricity23Engine Performance I23Engine Performance I Lab03493Summer Semester24Hybrid- Electric Transportation24242	Courses by SemesterHours/WeiseFall SemesterClassLabWk. Exp.Basic Transportation Electricity43043000Spring Semester230Adv Auto Electricity230Engine Performance I2304900Summer Semester240Hybrid- Electric Transportation24024000

Total Semester Hours Credit for Certificate: 16
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.	
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit	
TRN 120	Basic Transportation Electricity	<u>4</u>	<u>3</u>	<u>0</u>	<u>5</u>	
		4	3	0	5	
First Year:	Spring Semester					
ATT 140	Emerging Transp Tech	2	3	0	3	
AUT 163	Advanced Auto Electricity	2	3	0	3	
TRN 145	Adv Transp Electronics	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>	
		6	9	0	9	
First Year:	Summer Semester					
ATT 125	Hybrid- Electric Transportation	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>	
		2	4	0	4	

Total Semester Hours Credit for Certificate: 18

Automotive Systems Technology- HVAC for Transportation Certificate [C60160AC] [C60160HC]

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

Curriculum	Courses by Semester	H	Sem. Hrs.		
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
TRN 120	Basic Transportation Electricity	<u>4</u>	<u>3</u>	<u>0</u>	<u>5</u>
		4	3	0	5
First Year:	Spring Semester				
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>
		4	6	0	6
First Year:	Summer Semester				
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>
		2	4	0	4

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	н	Sem. Hrs.		
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
AUT 231	Manual Drive Trains/Axles	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		2	3	0	3
First Year:	Spring Semester				
AUT 221	Automatic Transmissions	2	3	0	3
AUT 221A	Automatic Transmissions Lab	0	3	0	1
AUT 181	Engine Performance I	2	3	0	3
AUT 181A	Engine Performance I Lab	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
		4	12	0	8
First Year:	Summer Semester				
ATT 125	Hybrid-Electric Transportation	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
		2	4	0	4

Total Semester Hours Credit for Certificate: 15

Automotive Systems Technology Undercar Certificate [C60160U] [C60160HU]

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

Curriculum	Courses by Semester	Hours/Week			
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
TRN 110	Intro to Transp Tech	1	2	0	2
TRN 120	Basic Transp Electricity	<u>4</u>	<u>3</u>	<u>0</u>	<u>5</u>
		7	11	0	11
First Year:	Spring Semester				
AUT 141	Suspension & Steering Sys	2	3	0	3
AUT 141A	Suspension & Steering Lab	0	3	0	1
AUT 163	Adv Auto Electricity	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		4	9	0	7

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	H	Hours/Week			
Pre-Apprenticesh	ip: 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>	
		2	4	0	4	
Apprenticeship Fi	irst Year: Fall Semester					
ACA 111	College Student Success	1	0	0	1	
TRN 110	Intro to Transport Tech	1	2	0	2	
AUT 151	Brake Systems	2	<u>3</u>	<u>0</u>	<u>3</u>	
		4	5	0	6	
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>	
		4	6	0	6	
First Year: Summ	er 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>	
		3	0	10	4	
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>	
		7	3	0	8	
Second Year: Spri	ng 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>	
		4	6	0	6	
Second Year: Sun	nmer Semester					
MAT 110	Math Measurement & Literacy OR	2	2	0	3	
MAT 112	Technical Mathematics					
	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	
		5	2	0	6	
Third Year: Fall Se	emester					
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>	
		5	3	0	6	
Third Year: Spring	g 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>	
		3	5	0	5	
Third Year: Sumn	ner 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>	
		2	4	10	5 111	

Programs of Study (Curricula-Credit)

Courses by Seme	Courses by Semester Hours/Week		ek	Sem. Hrs.	
Fourth Year: Fall	Semester	Class Lab Wk. Exp.		Credit	
AUT 231	Man Trans/Axles/Drtrains	2	3	0	3
LDD 112	Intro Light Duty Diesel	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		4	5	0	6
Fourth Semester:	Spring Semester				
AUT 183	Engine Performance 2	2	6	0	4
AUT 221	Auto Transm/Transaxles	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		4	9	0	7

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.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success	1	0	0	1
ENG 111	Writing and Inquiry	3	0	0	3
LDD 112	Intro Light-Duty Diesel	2	2	0	3
LDD 181	Ldd Fuel Systems	2	6	0	4
TRN 120	Basic Transp Electricity	<u>4</u>	<u>3</u>	<u>0</u>	<u>5</u>
		12	11	0	16
First Year:	Spring Semester				
AUT 163	Adv Auto Electricity	2	3	0	3
H/FA	Humanities/Fine Arts	3	0	0	3
LDD 183	Air, Exh, Emissions	2	6	0	4
LDD 284	LDD Test and Diagnosis	2	3	0	3
TRN 110	Intro to Transport Tech	1	2	0	2
TRN 170	PC Skills for Transp	1	2	0	2
	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	16	0	20
First Year:	Summer Semester				
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>
		2	4	0	4

Total Semester Hours Credit for Diploma: 40

Automotive Light-Duty Diesel [C60430] [C60430HS]

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	H	Hours/Week			
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit	
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>	
		4	8	0	7	
First Year:	Spring Semester					
LDD 183	Air, Exh, Emissions	2	6	0	4	
LDD 284	LDD Test and Diagnosis	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>	
		4	9	0	7	

Business Administration

[A25120B] Associates in Applied Science Degree; [D25120] Diploma; [C25120] Certificate; [C25120M] Marketing Certificate

The Business Administration curriculum is designated to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communications, team building, and decision making. Through these skills students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial instructions, and large to small business or industry.

Program Competencies

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

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

Business Administration [A25120B]

Courses for this A.A.S. degree program are offered day, evening, online, and/or hybrid. 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
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 (second 8-weeks)	3	0	0	3
MKT 120	Principles of Marketing (first 8-weeks)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	0	0	13
First Year:	Spring Semester				
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 (first 8-weeks)	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>
		17	6	0	20
First Year:	Summer Semester				
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>
		4	6	0	7
Second Year:	Fall Semester				
ACC 130	Business Income Taxes (first 8-weeks)	2	2	0	3
BUS 255	Org Behavior in Business (second 8-weeks)	3	0	0	3
ECO 25*	Prin of M*economics	3	0	0	3
INT 110	International Business (first 8-weeks)	3	0	0	3
MKT 220*	Advertising and Sales Promotion-elective - (second 8-weeks)	3	0	0	3
	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		17	2	0	15
Second Year:	Spring Semester				
BUS 153	Human Resource Management (first 8-weeks)	3	0	0	3
BUS 225	Business Finance (second 8-weeks)	2	2	0	3
BUS 285	Business Management Issues(second 8-weeks)	2	2	0	3
ETR 210	Intro to Entrepreneurship (first 8-weeks)	3	0	0	3
	OR				
WBL 111B	Work-Based Learning I- BA	0	0	10	1
MKT 223*	Customer Service-elective-(first 8-weeks)	3	0	0	3
	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13/16	4	0/10	16/18

*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.

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	н	Hours/Week		
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
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 (second 8-weeks)	3	0	0	3
ECO 25*	Prin of M*economics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	0	0	13
First Year:	Spring Semester				
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 (first 8-weeks)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		17	6	0	20
First Year:	Summer Semester				
CTS 135	Integrated Software Intro	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
		2	4	0	4

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

Business Administration Certificate [C25120] [C25120HB]

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	
BUS 115	Business Law I (first 8-weeks)	3	0	0	3	
BUS 137	Principles of Management (second 8- weeks)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	
		6	0	0	6	
First Year:	Spring Semester					
ACC 120	Prin of Financial Accounting (first 8- weeks)	3	2	0	4	
CIS 110	Introduction to Computers	2	2	0	3	
MKT 120	Principles of Marketing (first 8-weeks)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	
		8	4	0	10	

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	н	Sem. Hrs.		
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
BUS 115	Business Law I (first 8-weeks)	3	0	0	3
MKT 120	Principles of Marketing (first 8-weeks)	3	0	0	3
	Advertising and Sales Promotion				
MKT 220	(second 8-weeks)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	0	0	9
First Year:	Spring Semester				
	Prin of Financial Accounting (first 8-				
ACC 120	weeks)	3	2	0	4
	Principles of Management (second 8-				
BUS 137	weeks)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	2	0	7

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		Sem. Hrs.		
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success	1	0	0	1
BUS 110	Introduction to Business (first 8-weeks)	3	0	0	3
BUS 153	Human Resource Management (second 8-weeks)	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CTS 135	Integrated Software Intro (second 8-weeks)	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
		11	6	0	14
First Year:	Spring Semester				
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 (second 8-weeks)	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 (first 8-weeks)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		18	0	0	18
First Year:	Summer Semester				
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>
		8	2	0	9
Second Year:	Fall Semester				
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 (second 8-weeks)	3	0	0	3
ECO 25*	Prin of M*economics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	4	0	14
Second Year:	Spring Semester				
BUS 258	Compensation and Benefits (first 8-weeks)	3	0	0	3
BUS 259	HRM Applications (second 8-weeks)	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>
		12	0	0	12

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

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 associated with this dynamic and challenging 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 damaged vehicles.

Collision Repair and Refinishing Technology [D60130]

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

Curriculum	Courses by Semester	н	Hours/Week			
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>	
		10	23	0	20	
First Year:	Spring Semester					
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>	
		11	24	0	21	
First Year:	Summer Semester					
AUB 132	Structural Damage II	2	6	0	4	
	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	
		5	6	0	7	

Total Semester Hours Credit for Diploma: 48

Collision Repair and Refinishing Technology [C60130] [C60130HS]

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

Curriculum	Courses by Semester	Hours/Week			
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>
		3	10	0	7
First Year:	Spring Semester				
AUB 131	Structural Damage I	2	4	0	4
TRN 180	Basic Welding for Transp	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		3	8	0	7

Total Semester Hours Credit for Certificate: 14

Collision Repair and Refinishing Technology: Non-Structural [C60130E] [C60130HE]

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

Curriculum	Courses by Semester	Н	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>
		3	10	0	7
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>
		3	10	0	7

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	ter 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.
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 231AB	MRI Clinical Practicum	<u>0</u>	<u>0</u>	<u>24</u>	<u>8</u>
		7	0	24	15
First Year:	Summer Semester				
MRI 231BB	MRI Clinical Practicum	<u>0</u>	<u>0</u>	<u>9</u>	<u>3</u>
		0	0	9	3

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

[A50210G] 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 of precision measuring tools.
- 2. Indicate proficiency in print reading principles.
- 3. Demonstrate proper set up and operation of manual machine tools.
- 4. Demonstrate proficiency in the operation of CNC turning and milling machines.
- 5. Demonstrate proficiency in CAD/CAM applications.
- 6. Illustrate tool & die, mold making principles.

Haas Technical Education Center

Randolph Community College's Computer-Integrated Machining program has been designated a Haas Technical Education Center by Haas Automation. The Haas Technical Education Center (HTEC) Network is a worldwide partnership program established to transform CNC classrooms into high-tech, advanced manufacturing labs that provide the best CNC education possible. Members gain access to industry-standard CNC machines and essential technologies, as well as classroom materials, professional training, and national and international conferences. Members also can network and share best practices with thousands of CNC machining educators around the world, on a regional, national, and global scale.

HTEC Mission

To attract more young people to careers in manufacturing, and advance manufacturing and productivity through excellence in manufacturing education.

HTEC Vision

To develop, deliver, and disseminate collectively the best educational methods and techniques for advance manufacturing education in the world.

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

Computer-Integrated Machining [A50210G]

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

Curriculum	Courses by Semester	0,	Hours/We	, ek	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>
		8	16	0	14
First Year:	Spring Semester				
ENG 114	Prof Research & Reporting	3	0	0	3
MAC 112	Machining Technology II	2	12	0	6
MAC 124	CNC Milling	1	3	0	2
MAC 152	Adv Machining Calc	1	2	0	2
MAC 171	Measure/Material & Safety	0	2	0	1
MEC 110	Intro to CAD/CAM	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		8	21	0	16
First Year:	Summer Semester				
MAC 122	CNC Turning	1	3	0	2
MAC 143	Machining Appl III	2	6	0	4
MEC 231	Comp-Aided Manufact I	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		4	13	0	9
Second Year:	Fall Semester				
MAC 214	Machining Technology IV	2	12	0	6
MAC 224	Advanced CNC Milling	1	3	0	2
MAC 241	Jigs & Fixtures I	2	6	0	4
	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	21	0	15
Second Year:	Spring Semester				
MAC 222	Advanced CNC Turning	1	3	0	2
MAC 242	Jigs & Fixtures II	1	9	0	4
MAC 245	Mold Construction I OR	2	6	0	4
WBL 111M	Work Based Learning I-CIM	0	0	10	1
PHY 110	Conceptual Physics OR	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		7/10	14/18	0/10	13/16

Computer-Integrated Machining [D50210]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.	
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit	
ACA 111	College Student Success	1	0	0	1	
ENG 111	Writing and Inquiry	3	0	0	3	
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>	
		8	20	0	14	
First Year:	Spring Semester					
ENG 114	Prof Research & Reporting	3	0	0	3	
MAC 112	Machining Technology II	2	12	0	6	
MAC 124	CNC Milling	1	3	0	2	
MAC 152	Adv Machining Calc	1	2	0	2	
MAC 171	Measure/Material & Safety	0	2	0	1	
MEC 110	Intro to CAD/CAM	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>	
		8	21	0	16	
First Year:	Summer Semester					
MAC 122	CNC Turning	1	3	0	2	
MAC 143	Machining Appl III	2	6	0	4	
MEC 231	Comp-Aided Manufact I	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>	
		4	13	0	9	

Total Semester Hours Credit for Diploma: 39

CNC Programming Turning & Milling Certificate [C50210TM]

Courses for this certificate program are offered day and evening

Curriculum	Courses by Semester	н	Hours/Week			
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit	
MAC 131	Blueprint Reading/Mach I	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>	
		1	2	0	2	
First Year:	Spring Semester					
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>	
		2	5	0	4	
First Year:	Summer Semester					
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>	
		2	7	0	5	
Second Year:	Fall Semester					
MAC 224	Advanced CNC Milling	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>	
		1	3	0	2	
Second Year:	Spring Semester					
MAC 222	Advanced CNC Turning	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>	
		1	3	0	2	

Total Semester Hours Credit for Certificate: 15

CNC Milling Certificate [C50210CM]

Courses for this certificate program are offered day and evening.

Curriculum	Courses by Semester	I	Hours/Week			
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit	
MAC 112*	Machining Technology II	2	12	0	6	
MAC 124	CNC Milling	1	3	0	2	
MAC 152*	Adv Machining Calc	1	2	0	2	
MEC 110	Intro to CAD/CAM	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>	
		5	19	0	12	

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

CNC Turning Certificate [C50210LA]

Courses for this certificate program are offered day and evening

Curriculum	Courses by Semester	н	Hours/Week			
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>	
		4	16	0	10	
First Year:	Summer Semester					
MAC 122	CNC Turning	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>	
		1	3	0	2	

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

Total Semester Hours Credit for Certificate: 12

Adv. Machining Certificate [C50210AM]

Courses for this certificate program are offered day and evening

Curriculum	Courses by Semester	н	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>
		1	4	0	3
First Year:	Fall Semester				
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>
		3	9	0	6
First Year:	Spring Semester				
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>
		2	12	0	6

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

Product Inspection & Metrology Certificate [C50210P] [C50210HP]

Courses for this certificate program are offered day and evening

Curriculum Courses by Semester		н	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>
		3	5	0	5
First Year:	Spring Semester				
ISC 111	Quality Control	2	0	0	2
MAC 132	Blueprint Reading/Mach II	1	2	0	2
MAC 162	Metrology, Inspection & Testing II	1	2	0	2
MAC 171	Measure/Material & Safety	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
		4	6	0	7
First Year:	Summer Semester				
ISC 132	Mfg Quality Control	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		2	3	0	3

Computer-Integrated Machining [A50210AR]

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 122	CNC Turning	1	3	0	2
WBL 130A	Workplace Professionalism	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
		1	6	0	3
First Year:	Fall Semester				
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>
		3	14	0	8
First Year:	Spring Semester				
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>
		2	14	0	7
Second Years	Summer Semester				
MAC 143	Machining Appl III	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		2	6	0	4
Second Year:	Fall Semester				
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>
		11/12	10	0	15/16
Second Years	Spring Semester				
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>
		9	7	0	12
Third Year:	Summer Semester				
MEC 231	Comp-Aided Manufact I	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		1	4	0	3
Third Year:	Fall Semester				
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>
		3	15	0	8
Third 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	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u> ¹³¹

F	rograms of Study (Curricula-Credit)				
	4	18	0	10	
Total Semester Hours Credit for Degree: 70/71					

Math Elect	ive	English/Communications Elective			
MAT 121	Algebra/Trigonometry I	ENG 116	Technical Report Writing		
MAT 171	Precalculus Algebra	COM 120	Intro Interpersonal Communication		

Computer-Integrated Machining [C50210AR] Apprenticeship Track

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

Curriculum	Courses by Semester		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>
		1	6	0	3
First Year:	Fall Semester				
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>
		3	14	0	8
First Year:	Spring Semester				
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>
		2	14	0	7

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.
- Students should be physically able to use cosmetology equipment, such as scissors and clippers, and should be able to stand for extended periods of time.

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

Randolph Community College's Cosmetology program complies with the rules and regulations of the North Carolina Board of Cosmetic Arts Examiners. N.C. Board of Cosmetic Arts 121 Edinburgh South Dr. Suite 209 Cary, NC 27511 919-723-6123 Email: nccosmo@nccosmeticarts.com www.nccosmeticarts.com

Cosmetology [A55140]

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

Curriculum Courses by Semester			Hours/Week			
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit	
ACA 111	College Student Success OR	1	0	0	1	
ACA 122	College Transfer Success	0	2	0	1	
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>	
		8/9	24/26	0	17	
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>	
		8	27	0	17	
First Year:	Summer Semester					
COS 115	Cosmetology Concepts III	4	0	0	4	
COS 116	Salon III	0	12	0	4	
	Natural Sciences/Mathematics	<u>2/3</u>	<u>0/2/3</u>	<u>0</u>	<u>3/4</u>	
		6/7	12/14/15	0	11/12	
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>	
		12	24	0	20	

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

Programs of Study (Curricula-Credit)

Natural Sciences/Mathematics Electives

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

Legal Limitations of Licensure

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

Cosmetology [D55140]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.	
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit	
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>	
		7	24	0	15	
First Year:	Spring Semester					
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>	
		5	27	0	14	
First Year:	Summer Semester					
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>	
		4	12	0	8	
Second Year:	Fall Semester					
COS 117	Cosmetology Concepts IV	2	0	0	2	
COS 118	Salon IV	0	21	0	7	
	Social Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	
		5	21	0	12	

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

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

Total Semester Hours Credit for Certificate: 34

Students **must** obtain a grade of "C" or better in all COS courses to be able to progress to the next level. If a student does not earn a "C" or better in a COS course, he/she **must repeat the course to earn the minimal "C" before enrolling in the higher-level course.**

Students completing the certificate are eligible to sit for the examination for an apprentice license which requires students to work under a licensed cosmetologist for a minimum of 6 months and 1040 hours after graduation before receiving full licensure status.

Cosmetology [A55140S] Spring Admissions Curriculum

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	Spring Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success OR	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>
		8/9	24/26	0	17
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>	0/2/3	<u>0</u>	<u>3/4</u>
		6/7	12/14/15	0	11/12
First Year:	Fall Semester				
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 223	Contemp Hair Coloring	1	3	0	2
ENG 111	Writing and Inquiry	3	0	0	3
MKT 120	Principles of Marketing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	27	0	20
Second Year:	Spring 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
	Humanities/Fine Arts	3	0	0	3
	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	24	0	17

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

Programs of Study (Curricula-Credit)

Natural Sciences/Mathematics Electives

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

Legal Limitations of Licensure

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

Cosmetology [D55140S] Spring Admission Curriculum

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

Curriculum	Courses by Semester	н	Hours/Week		
First Year:	Spring Semester	Class	Lab	Wk. Exp.	Credit
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
	Communication Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		7	24	0	15
First Year:	Summer Semester				
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>
		4	12	0	8
First Year:	Fall Semester				
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 223	Contemporary Hair Coloring	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		5	27	0	14
Second Year:	Spring Semester				
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>
		5	21	0	12

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

Total Semester Hours Credit for Degree: 34

Students **must** obtain a grade of "C" or better in all COS courses to be able to progress to the next level. If a student does not earn a "C" or better in a COS course, he/she **must repeat the course to earn the minimal "C" before enrolling in the higher-level course.**

Students completing the certificate are eligible to sit for the examination for an apprentice license which requires students to work under a licensed cosmetologist for a minimum of 6 months and 1040 hours after graduation before receiving full licensure status.

Criminal Justice Technology

[A55180] Associate in Applied Science Degree; [C55180] Certificate; [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.

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.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success OR	1	0	0	1
ACA 122	College Transfer Success	0	2	0	1
CIS 110	Introduction to Computers	2	2	0	3
CJC 111	Intro to Criminal Justice (1 st and 2 nd 8-weeks)	3	0	0	3
CJC 112	Criminology (1 st 8-weeks)	3	0	0	3
CJC 141	Corrections (2 nd 8-weeks)	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>
		17/18	2/4	0	19
First Year:	Spring Semester				
CJC 113	Juvenile Justice (1 st 8-weeks)	3	0	0	3
CJC 121	Law Enforcement Operations (2 nd 8-weeks)	3	0	0	3
CJC 131*	Criminal Law (1 st 8-weeks)	3	0	0	3
CJC 132*	Court Procedure and Evidence (2 nd 8- weeks)	3	0	0	3
ENG 112	Writing/Research in the Disc OR	3	0	0	3
ENG 114	Prof Research & Reporting	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	0	0	15
Second Year:	Fall Semester				
CJC 212	Ethics & Comm Relations (2 nd 8-weeks)	3	0	0	3
CJC 215	Organization & Administration (2 nd 8- weeks)	3	0	0	3
CJC 231*	Constitutional Law (1 st 8-weeks)	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>
		14/15	2/3	0	15/16
Second Year:	Spring Semester				
CJC 160	Terrorism: Underlying Issues (1 st 8-weeks)	3	0	0	3
CJC 214	Victimology (1 st 8-weeks)	3	0	0	3
CJC 221*	Investigative Principles (2 nd 8-weeks)	3	2	0	4
POL 120	American Government	3	0	0	3
SOC 210	Introduction to Sociology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	2	0	16

Total Semester Hours Credit for Degree: 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

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	н	Sem. Hrs.		
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
CJC 111	Intro to Criminal Justice (1 st and 2 nd 8-weeks)	3	0	0	3
CJC 141	Corrections (2 nd 8-weeks)	3	0	0	3
CJC 212	Ethics and Comm Relations (2 nd 8- weeks)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	0	0	9
First Year:	Spring Semester				
CJC 113	Juvenile Justice (1 st 8-weeks)	3	0	0	3
CJC 121	Law Enforcement Operations (2 nd 8- weeks)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6

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.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
CJC 111	Intro to Criminal Justice (1 st and 2 nd 8- weeks)	3	0	0	3
SAB 110	Intro to Addiction & Recover (1 st 8- weeks)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6
First Year:	Spring Semester				
CJC 214	Victimology (1 st 8-weeks)	3	0	0	3
HSE 225	Crisis and Intervention Prin (2 nd 8-weeks).	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6
Early Childhood Education

[A55220G] Associate in Applied Science Degree (Career Track); [A55220TL] Associate in Applied Science Degree Transfer: Birth- Kindergarten (Licensure Track); [A55220NL] Associate in Applied Science Degree Transfer: Non-teaching (Non-Licensure Track) ; [D55220] Diploma; [C55220] Certificate; [C55290] Infant/Toddler Care; [C55220A] Early Childhood Administration Certificate

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

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

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

Graduates of the Transfer: Birth-Kindergarten Licensure and Transfer: Non-teaching programs, who have earned 60 semester hours in approved transfer courses with a grade of "C" or better and an overall GPA of at least 2.0 on a 4.0 scale, will receive at least 60 semester hours of academic credit upon admission to a UNC institution.

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

Early Childhood Credentials Track for State Certificate

Under the credentials track, there are three options, depending upon the need of the student:

- 1. To meet the minimum North Carolina credential requirements to teach in a childcare center, students must take and pass EDU 119 (Early Childhood Education) with a grade of C or higher.
- 2. To meet the minimum North Carolina School-Age credential requirements, students must take and pass EDU 145 (Child Development I) and EDU 235 (School-Age Development) with a grade of C or higher. EDU 144 is not a prerequisite for EDU 145.
- 3. To meet the minimum credential requirement to be a director of a childcare center, students must take and pass EDU 261 (Early Childhood Administration I) and EDU 262 (Early Childhood Administration II) with a grade of C or higher.

Note: EDU 119 is required as either a prerequisite or a corequisite for EDU 234, EDU 261 & EDU 262.

Certificate, Diploma and Degree Tracks

Early Childhood certificates may be obtained in three areas - Early Childhood Education Certificate (16 semester hours of academic credit), Infant/Toddler Care Certificate (16 semester hours of academic credit), and Early Childhood Administration Certificate (16 semester hours of academic credit).

The Early Childhood Education diploma may be obtained by taking 13 courses, earning a total of 38 semester hours of academic credit.

The Early Childhood Education degree may be earned in two years as a full-time day student or in three years as a part-time student. Degree students earn 69 or 70 hours of academic credit. The Early Childhood Education Transfer: Birth-Kindergarten Licensure and Transfer: Non-teaching degree tracks may be earned in two years as a full-time day student or in three years as a part-time student. Students earn 71 hours of academic credit.

Program Competencies

Upon successful completion of the Early Childhood Education Program, the graduate should be able to:

- 1. Plan developmentally appropriate activities for children ages 0-8.
- 2. Demonstrate appropriate guidance techniques for children.
- 3. Demonstrate ethical/professional behaviors and build relationships with children, parents, and coworkers.

Early Childhood Education – Career Track [A55220G]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid. 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
ACA 111	College Student Success	1	0	0	1
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 131	Child, Family & Community	3	0	0	3
EDU 144	Child Development I (first 8-weeks)	3	0	0	3
EDU 145	Child Development II (Second 8-weeks)	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 261	Early Childhood Admin I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		20	0	0	20
First Year:	Spring Semester				
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
EDU 262	Early Childhood Admin II	3	0	0	3
ENG 111	Writing and Inquiry	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		18	0	0	18
Second Year:	Fall Semester				
EDU 251	Exploration Activities	3	0	0	3
EDU 259	Curriculum Planning	3	0	0	3
EDU 280	Language/Literacy Experiences	3	0	0	3
ENG 112	Writing/Research in the Disc OR	3	0	0	3
ENG 114	Prof Research & Reporting				
SPA 120	Spanish for the Workplace	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	0	0	15
Second Year:	Spring Semester				
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>
		12/13	11/12	0	16/17

Total Semester Hours Credit for Degree: 69 or 70

Humanities/Fine Arts Electives (choose one)

ART 111 Art Appreciation	ART 115 Art History Survey II	PHI 215 Philosophical Issues			
ART 114 Art History Survey I MUS 110 Music Appreciation PHI 240 Introduction to Ethi					
Natural Sciences/Mathematics Electives (choose one)					
BIO 110 Principles of Biology	GEL 111 Geology				
BIO 111 General Biology I	MAT 143 Quantitative Literacy				

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		ek	Sem. Hrs.	
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit	
ACA 122	College Student Success	0	2	0	1	
EDU 119	Intro to Early Child Educ	4	0	0	4	
EDU 131	Child, Family & Community	3	0	0	3	
EDU 144	Child Development I (first 8-weeks)	3	0	0	3	
EDU 145	Child Development II (Second 8-weeks)	3	0	0	3	
EDU 146	Child Guidance	3	0	0	3	
ENG 111	Writing and Inquiry	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	
		19	2	0	20	
First Year:	Spring Semester					
BIO 110	Principles of Biology OR					
BIO 111	General Biology I	3	3	0	4	
EDU 151	Creative Activities	3	0	0	3	
EDU 153	Health, Safety, & Nutrition	3	0	0	3	
EDU 221	Children with Exceptionalities	3	0	0	3	
EDU 234	Infants, Toddlers, & Twos	3	0	0	3	
ENG 112	Writing/Research in the Disc OR					
ENG 114	Prof Research & Reporting	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	
		18	3	0	19	
Second Year:	Fall Semester					
EDU 216	Foundations of Education	3	0	0	3	
EDU 280	Language/Literacy Experiences	3	0	0	3	
MAT 143	Quantitative Literacy	2	2	0	3	
	Natural Science Elective	3	3	0	4	
	Social/Behavior Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	
		14	5	0	16	
Second Year:	Spring Semester					
COM 231	Public Speaking	3	0	0	3	
EDU 250	Teacher Licensure Preparation	3	0	0	3	
EDU 284	Early Child Capstone Prac	1	9	0	4	
PSY 150	General Psychology	3	0	0	3	
	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	
		13	9	0	16	

Total Semester Hours Credit for Degree: 71

Humanities/Fine Arts Electives (choose one)	Natural Science Electives (choose one)	Social/Behavioral Science Electives (choose one)
ART 111 Art Appreciation	CHM 151 General Chemistry I	ECO 251 Prin of Microeconomics
ART 114 Art History Survey I	GEL 111 Geology	ECO 252 Prin of Macroeconomics
ART 115 Art History Survey II	PHY 110 Conceptual Physics & Lab (PHY 110A)	HIS 111 World Civilizations I
MUS 110 Music Appreciation		HIS 112 World Civilizations II
PHI 215 Philosophical Issues		HIS 131 American History I
PHI 240 Introduction to Ethics		HIS 132 American History II
		POL 120 American Government

SOC 210 Introduction to Sociology

Early Childhood Education- 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
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 122	College Student Success	0	2	0	1
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 131	Child, Family & Community	3	0	0	3
EDU 144	Child Development I (first 8-weeks)	3	0	0	3
EDU 145	Child Development II (Second 8-weeks)	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
ENG 111	Writing and Inquiry	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		19	2	0	20
First Year:	Spring Semester				
BIO 110	Principles of Biology OR				
BIO 111	General Biology I	3	3	0	4
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
ENG 112	Writing/Research in the Disc OR				
ENG 114	Prof Research & Reporting	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		18	3	0	19
Second Year:	Fall Semester				
EDU 261	Early Childhood Admin I	3	0	0	3
EDU 280	Language/Literacy Experiences	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	3
	Natural Science Elective	3	3	0	4
	Social/Behavior Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	5	0	16
Second Year:	Spring Semester				
COM 231	Public Speaking	3	0	0	3
EDU 262	Early Childhood Admin II	3	0	0	3
EDU 284	Early Child Capstone Prac	1	9	0	4
PSY 150	General Psychology	3	0	0	3
	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	9	0	16

Total Semester Hours Credit for Degree: 71

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

Humanities/Fine Arts Electives (choose one) 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

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.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success	1	0	0	1
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 131	Child, Family & Community	3	0	0	3
EDU 144	Child Development I (first 8-weeks)	3	0	0	3
EDU 145	Child Development II (second 8-weeks)	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 261	Early Childhood Admin I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		20	0	0	20
First Year:	Spring Semester				
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
EDU 262	Early Childhood Admin II	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		21	0	0	21

Total Semester Hours Credit for Diploma: 41

Early Childhood Education [C55220]

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

Curriculum	Courses by Semester	H	lours/W	eek	Sem. Hrs.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 144	Child Development I (first 8-weeks)	3	0	0	3
EDU 146	Child Guidance	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	0	0	10
First Year:	Spring Semester				
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrition	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6
Total Como	stor Hours Cradit for Contificator 1C				

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	H	lours/We	ek	Sem. Hrs.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 131	Child, Family & Community	3	0	0	3
EDU 144	Child Development I (first 8-weeks)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	0	0	10
First Year:	Spring Semester				
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>
		6	0	0	6

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	H	lours/We	ek	Sem. Hrs.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 131	Child, Family & Community	3	0	0	3
EDU 261	Early Childhood Admin I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	0	0	10
First Year:	Spring Semester				
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>
		6	0	0	6

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 and robotics used in industry.
- 3. Solve, construct, analyze, and troubleshoot electrical circuits.
- 4. Classify, analyze, explain, and troubleshoot DC and AC circuits.
- 5. Show proficiency in the use of digital and analog test equipment.

Electrical Systems Technology [A35130]

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

Curriculum	Courses by Semester	0, -	Hours/We	ek	Sem. Hrs.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success	1	0	0	1
FIC 113	Residential Wiring	2	6	0	4
ELC 120	Intro to Wiring	2	2	0	3
ELC 125	Diagrams and Schematics	1	2	0	2
ENG 111	Writing and Inquiry	3	0	0	3
ISC 112	Industrial Safety	2	0	0	2
	,	11	10	0	15
First Year:	Spring Semester				
ELC 112	DC/AC Electricity	3	6	0	5
ELC 115	Industrial Wiring	2	6	0	4
ELC 131	Circuit Analysis I	3	3	0	4
ENG 114	Prof Research & Reporting OR	3	0	0	3
ENG 116	Technical Report Writing	3	0	0	3
		11	15	0	16
First Year:	Summer Semester				
ELC 118	National Electrical Code	1	2	0	2
ELC 215	Electrical Maintenance	2	3	0	3
ELN 260	Prog Logic Controllers	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
		6	8	0	9
Second Year:	Fall Semester				
ELC 116	Telecom Cabling	1	2	0	2
ELC 119	NEC Calculations	1	2	0	2
ELC 122	Advanced Residential Wiring	2	4	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	11	0	14
Second Year:	Spring Semester				
ELC 117	Motors and Controls	2	6	0	4
ELC 121	Electrical Estimating	1	2	0	2
MNT 120	Industrial Wiring Methods	1	3	0	2
	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>
		9/10	11/13	0	14

Total Semester Hours Credit for Degree: 68

Humanities/Fine Arts Electives (choose one)	Natural Sciences/Mathematics Elective (choose one)	Social/Behavioral Science Electives (choose one)
HUM 110 Technology and Society	MAT 110 Math Measurement & Literacy	ECO 251 Prin of Microeconomics
HUM 115 Critical Thinking	MAT 112 Technical Mathematics	PSY 150 General Psychology
PHI 240 Introduction to Ethics	PHY 110 Conceptual Physics	SOC 210 Introduction to Sociology

Electrical Systems Technology [D35130]

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

Curriculum	Courses by Semester	Hours/Week			Sem. Hrs.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success	1	0	0	1
ELC 113	Residential Wiring	2	6	0	4
ELC 120	Intro to Wiring	2	2	0	3
ELC 125	Diagrams and Schematics	1	2	0	2
ENG 111	Writing and Inquiry	3	0	0	3
ISC 112	Industrial Safety	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		11	10	0	15
First Year:	Spring Semester				
ELC 112	DC/AC Electricity	3	6	0	5
ELC 115	Industrial Wiring	2	6	0	4
ELC 131	Circuit Analysis I	3	3	0	4
ENG 114	Prof Research & Reporting OR				
ENG 116	Technical Report Writing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	15	0	16
First Year:	Summer Semester				
ELC 118	National Electrical Code	1	2	0	2
ELC 215	Electrical Maintenance	2	3	0	3
ELN 260	Prog Logic Controllers	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
		6	8	0	9

Total Semester Hours Credit for Diploma: 40

Electrical Systems Technology Wiring Certificate [C35130B]

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

Curriculum	Courses by Semester	н	Hours/Week			
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>	
		5	10	0	9	
First Year:	Spring Semester					
ELC 112	DC/AC Electricity	3	6	0	5	
ELC 115	Industrial Wiring	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>	
		5	12	0	9	
		_				

Fire Protection Technology

[A55240] Associate in Applied Science Degree

The Fire Protection Technology curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community and related firefighting industries, and to provide currently employed firefighters with knowledge and skills often required for promotional consideration.

Course work includes diverse fire protection subject areas, including fire prevention and safety, public education, building construction, fire ground strategies and tactics, and local government finance and laws, as they apply to emergency services management. Emphasis includes understanding fire characteristics and the structural consequences of fire; risk assessment and management; and relevant research, communications, and leadership methodologies.

Employment opportunities exist with fire departments, governmental agencies, industrial firms, insurance rating organizations, and educational organizations.

Program Competencies

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

- 1. Demonstrate effective and professional communication skills.
- 2. Demonstrate appropriate assessment strategies to reduce risk in management of fire services.
- 3. Apply local government finance and laws as related to fire and emergency services management.
- 4. Apply leadership methodologies in management and supervision of fire services.

Fire Protection Technology [A55240]

Some courses for this A.A.S program are offered in CE and then transferred to CU. Students may be eligible to receive course credit for experiential learning. Courses for this program are offered in 8-week and/or 16-week terms.

Curriculum	Courses by Semester	H	Hours/Week		
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111 OR	College Student Success	1	0	0	1
ACA 122	College Transfer Success	0	2	0	1
ENG 111	Writing and Inquiry	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
FIP 120	Intro to Fire Protection	3	0	0	3
FIP 124	Fire Prevention & Public Ed	3	0	0	3
FIP 136	Inspections and Codes	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	2	0	16
First Year:	Spring Semester				
FIP 132	Building Construction	3	0	0	3
FIP 152	Fire Protection Law	3	0	0	3
FIP 220	Fire Fighting Strategies	3	0	0	3
FIP 240	Fire Service Supervision	3	0	0	3
MAT 110	Math Measurement & Literacy OR				
MAT 143*	Quantitative Literacy	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		14	2	0	15
First Year:	Summer Semester				
ENG 114	Prof Research & Reporting OR				
ENG 112	Writing/Research in the Discipline	3	0	0	3
FIP 221	Adv Fire Fighting Strat	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6
Second Year:	Fall Semester				
EPT 140	Emergency Management	3	0	0	3
FIP 228	Local Govt Finance	3	0	0	3
FIP 230	Chem of Hazardous Mat I	5	0	0	5
FIP 276	Managing Fire Services	3	0	0	3
WBL 111X	Work-Based Learning I	<u>0</u>	<u>0</u>	<u>10</u>	<u>1</u>
		14	0	10	15
Second Year:	Spring Semester				
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>
		11	4	0	13

Total Semester Hours Credit for Degree: 65

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	s by Semester Hours/Week			Sem. Hrs.	
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit	
FIP 120	Intro to Fire Protection	3	0	0	3	
FIP 124	Fire Prevention & Public Ed	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	
		6	0	0	6	
First Year:	Spring Semester					
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>	
		6	0	0	6	

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.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
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>
		8	0	0	8
First Year:	Spring Semester				
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>
		8	4	0	10

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.	
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit	
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>	
		6	0	0	6	
First Year:	Spring Semester					
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>	
		9	2	0	10	
FIP 124 First Year: FIP 132 FIP 146 FIP 152	Fire Prevention & Public Education Spring Semester Building Construction Fire Protection Systems Fire Protection Law	3 6 3 3 <u>3</u> 9	0 0 0 2 0 2 2	0 0 0 0 0 0 0	3 6 3 4 <u>3</u> 10	

Total Semester Hours Credit for Certificate: 16

Fire Protection Technology: Command [C55240CO]

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.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
EPT 140	Emergency Management	3	0	0	3
FIP 136	Inspection & Codes	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6
First Year:	Spring Semester				
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>
		9	0	0	9
First Year:	Summer Semester				
FIP 221	Advanced Fire Fighting Strategies	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		3	0	0	3

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.

Graphic Design [A30100]

Content for this A.A.S. degree program is offered during the day and is primarily in person with some online content.

Curriculum	Courses by Semester	Hours/Week			Sem. Hours
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success OR	1	0	0	1
ACA 122	College Transfer Success	0	2	0	1
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>
		9/10	15/17	0	17
First Year:	Spring Semester				
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
GRD 183	Concept, Design, and Process	1	3	0	2
WEB 110	Web Development Fundamentals	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		7	17	0	14
First Year:	Summer Semester				
GRD 121	Drawing Fundamentals I	1	3	0	2
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>
		8/9	7/9/10	0	12/13
Second Year:	Fall Semester				
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>
		6	14	20	14
Second Year:	Spring Semester				
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>
		10	10	0	14

Total Semester Hours Credit for Degree: 71/72

Programs of Study (Curricula-Credit)

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 – Motion Graphics [D30100]

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

Curriculum	Courses by Semester	I	Hours/W	/eek	Sem. Hrs.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
GRD 151	Computer Design Basics	1	4	0	3
GRD 110	Typography I	2	3	0	3
GRD 167	Digital Photography I	1	4	0	3
GRD 141	Graphic Design I	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
		<u>6</u>	<u>15</u>	<u>0</u>	<u>13</u>
First Year:	Spring Semester				
GRD 152	Computer Design Technology	1	4	0	3
GRD 168	Digital Photography II	1	4	0	3
GRD 142	Graphic Design II	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
		4	12	0	10
First Year:	Summer Semester				
GRD 241	Graphic Design III	2	4	0	4
	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		5	4	0	7
Second Year:	Fall Semester				
GRD 271	Multimedia and Video I	1	3	0	2
GRD 180	Interactive Design	1	4	0	3
	Communication Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		5	7	0	8
Second Year:	Spring Semester				
GRD 272	Multimedia and Video II	1	3	0	2
GRD 275	Animation I	1	4	0	3
GRD 280	Portfolio Design	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
		4	10	0	9

Total Semester Hours Credit for Diploma: 47

Graphic Design Certificate [C30100]

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

Curriculum	Courses by Semester	F	Hours/Week			
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit	
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>	
		5	11	0	10	
First Year:	Spring Semester					
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>	
		3	8	0	7	

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	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
HUM 130	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/Behav	vioral Sciences		Hours/We	ek	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	3 165

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:

- 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.

Industrial Systems Technology [A50240]

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

Curriculum	Courses by Semester	I	lours/We	ek	Sem. Hrs.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
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>
		11	13	0	16
First Year:	Spring Semester				
ATR 112	Intro to Automation	2	3	0	3
DFT 119	Basic CAD	1	2	0	2
ENG 114	Prof Research & Reporting OR	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>
		9	12	0	14
First Year:	Summer Semester				
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>
		7	8	0	10
Second Year:	Fall Semester				
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 OR	2	2	0	3
MAT 112	Technical Mathematics				
WLD 112	Basic Welding	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		8	19	0	15
Second Year:	Spring Semester				
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>
		9	18	0	16

Total Semester Hours Credit for Degree: 71

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	U,	Hours/We	, ek	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>
		1	6	0	3
First Year:	Fall Semester				
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>
		3	4	0	5
First Year:	Spring Semester				
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>
		3	6	0	6
Second Year:	Summer Semester				
ELN 260	Prog Logic Controllers	<u>3</u>	<u>3</u>	<u>0</u>	<u>4</u>
		3	3	0	4
Second Year:	Fall Semester				
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>
		10	14	0	15
Second Year:	Spring Semester				
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>
		11	14	0	16
Third Year:	Summer Semester				
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>
		4	5	0	6
Third Year:	Fall Semester				
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>
		5/6	8	0	8/9

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>
		4	10	0	8

Total Semester Hours Credit for Degree: 71/72

Math Elective

MAT 112 Technical Mathematics MAT 121 Algebra/Trigonometry I MAT 171 Precalculus Algebra

English/Communications Elective

ENG 116 Technical Report Writing COM 120 Intro Interpersonal Communication

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.	
First Year:	Summer Semester	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>	
		1	6	0	3	
First Year:	Fall Semester					
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>	
		3	4	0	5	
First Year:	Spring Semester					
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>	
		3	6	0	6	
First Year: DFT 119 ISC 114 MEC 130	Spring Semester Basic CAD Visual Workplace Org/5S Mechanisms	3 1 0 <u>2</u> 3	4 2 2 <u>2</u> 6	0 0 0 <u>0</u> 0	5 2 1 <u>3</u> 6	

Information Technology

[A25590] Associate in Applied Science Degree; [C25590] Certificate

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies, which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Program Competencies

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

- 1. Explain terminology and concepts used by computer technicians.
- 2. Use interpersonal skills to interact with business users on computer issue
- 3. Effectively communicate and exchange ideas and information with others through oral, written, or visual means.

Information Technology - Network and Cyber Security Specialist [A25590N]

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

Curriculum	Courses by Semester		Hours/Week		
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	IT Foundations	2	2	0	3
CTI 120	Network and Sec Foundations	2	2	0	3
CTS 115	Info Sys Business Concepts	3	0	0	3
NET 125	Introduction to Networks	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		12	9	0	16
First Year:	Spring Semester				
CTS 120	Hardware/Software Support	2	3	0	3
ENG 111	Writing and Inquiry	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
NET 126	Switching & Routing	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		9	8	0	12
First Year:	Summer Semester				
CIS 115	Intro to Prog & Logic	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		6	8	0	9
Second Year:	Fall Semester				
NET 225	Enterprise Networking	2	3	0	3
NOS 120	LinuxSingle User	2	3	0	3
SEC 160	Security Administration I	2	2	0	3
	Communication Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	8	0	12
Second Year:	Spring Semester				
CCT 250	Network Vulnerabilities I	2	2	0	3
CTI 289	CTI Capstone Project	1	6	0	3
SEC 260	Security Admin II	2	2	0	3
	Humanities/Fine Arts	3	0	0	3
	IT Elective	1/2	2-6	0	3
	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12/13	12-16	0	18

Total Semester Hours Credit for Degree: 67

Humanities/Fine Arts Electives (choose one)	Social/Behavioral Science Electives (choose one)		
ART 111 Art Appreciation ^u	ECO 251 Prin of Microeconomics ^u		
HUM 110 Technology and Society	ECO 252 Prin of Macroeconomics ^u		
HUM 115 Critical Thinking	POL 120 American Government ^u		
MUS 110 Music Appreciation ^u	PSY 150 General Psychology ^u	172	
PHI 240 Introduction to Ethics ^u	SOC 210 Introduction to Sociology ^u		

Programs of Study (Curricula-Credit)

Communication Elective (choose one)

COM 110 Introduction to Communication COM 120 Intro Interpersonal Communication ^u COM 231 Public Speaking ^u ENG 112 Writing/Research in the Disc ^u ENG 114 Prof Research & Reporting

IT Elective (choose one)

CIS 150 Google IT Support I CTS 130 Spreadsheet CTI 140 Virtualization Concepts CTI 141 Cloud & Storage Concepts DBA 110 Database Concepts DBA 118 Google Data Analytics WEB 110 Web Development Fundamentals

^U indicates a Universal General Education Transfer Component (UGETC) course included in the Comprehensive Articulation Agreement. UGETC courses are guaranteed to transfer to any of the sixteen University of North Carolina senior institutions as equivalent credit within defined distribution limits.

Information Technology - Network and Cyber Security Specialist Certificate [C25590N]

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

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

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	I	Hours/Week		
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	IT Foundations	2	2	0	3
CTI 120	Network and Sec Foundations	2	2	0	3
CTS 115	Info Sys Business Concepts	3	0	0	3
ENG 111	Writing and Inquiry	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	6	0	16
First Year:	Spring Semester				
CTS 120	Hardware/Software Support	2	3	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
WEB 110	Web Development Fundamentals	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		10	13	0	15
First Year:	Summer Semester				
CIS 115	Intro to Prog & Logic	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		6	8	0	9
Second Year:	Fall Semester				
NET 125	Introduction to Networks	2	3	0	3
NOS 120	LinuxSingle User	2	3	0	3
NOS 230	Windows Administration I	2	2	0	3
	Communication Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	8	0	12
Second Year:	Spring Semester				
CIS 150	Google IT Support I	2	3	0	3
CTI 289	CTI Capstone Project OR	1	6	0	3
WBL 111S	Work-Based Learning I-ITSS	0	0	10	1
CTI 140	Virtualization Concepts	1	4	0	3
	Humanities/Fine Arts	3	0	0	3
	Social/Behavior Science	<u>3</u> 9/10	<u>0</u> 7/13	<u>0</u> 0/10	<u>3</u> 13/15

Total Semester Hours Credit for Degree: 65 or 67

Humanities/Fine Arts Electives (choose one) ART 111 Art Appreciation ^u Social/Behavioral Science Electives (choose one) ECO 251 Prin of Microeconomics ^u

Programs of Study (Curricula-Credit)

HUM 110 Technology and Society HUM 115 Critical Thinking MUS 110 Music Appreciation ^u PHI 240 Introduction to Ethics ^u ECO 252 Prin of Macroeconomics ^u POL 120 American Government ^u PSY 150 General Psychology ^u SOC 210 Introduction to Sociology ^u

Communication Elective (choose one)

COM 110 Introduction to Communication COM 120 Intro Interpersonal Communication ^u COM 231 Public Speaking ^u ENG 112 Writing/Research in the Disc ^u ENG 114 Prof Research & Reporting

^U indicates a Universal General Education Transfer Component (UGETC) course included in the Comprehensive Articulation Agreement. UGETC courses are guaranteed to transfer to any of the sixteen University of North Carolina senior institutions as equivalent credit within defined distribution limits.

Information Technology - 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.	
First Year:	Fall Semester					
NET 125	Introduction to Networks	2	3	0	3	
NOS 120	LinuxSingle User	2	3	0	3	
NOS 230	Windows Administration I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>	
		6	8	0	9	
First Year:	Spring Semester					
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>	
		2	8	0	6	

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.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
CTI 110	IT Foundations	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>
		6	7	0	9
First Year:	Spring Semester				
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>
		3	9	0	6

Information Technology – IT Tech Support [C25590TS] [C25590HT]

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	
CTI 110	IT Foundations	2	2	0	3	
CTI 120	Network and Sec Foundations	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>	
		4	4	0	6	
First Year:	Spring Semester					
CIS 150	Google Support I	2	2	0	3	
CTS 120	Hardware/Software Support	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>	
		4	4	0	6	

Total Semester Hours Credit for Certificate: 12

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.	
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit	
CIS 110	Introduction to Computers	2	2	0	3	
CTI 110	IT Foundations	2	2	0	3	
CTI 120	Network and Sec Foundations	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>	
		6	6	0	9	
First Year:	Spring Semester					
CIS 150	Google IT Support I	2	3	0	3	
CTS 120	Hardware/Software Support	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>	
		4	6	0	6	

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.	
Pre-Apprenticeship:	Summer Semester	Class	Lab	Wk. Exp.	Credit	
NOS 130	Windows Single User	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>	
		2	2	0	3	
Apprenticeship:						
First Year:	Fall Semester					
CTI 110	IT Foundations	2	2	0	3	
CTI 120	Network and Sec Foundations	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>	
		4	4	0	6	
First Year:	Spring Semester					
CTS 120	Hardware/Software Support	2	3	0	3	
DBA 110	Database Concepts	2	3	0	3	
WEB 110	Web Development Fundamentals	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>	
	i unuamentais	6	9	0	9	
Second Year:	Summer Semester	-	-	-	-	
CIS 110	Introduction to Computers	2	2	0	3	
CIS 115	Intro to Prog & Logic	2	3	0	3	
		4	5	0	6	
Second Year:	Fall Semester					
ACA 111	College Student Success	1	0	0	1	
CTS 115	Info Sys Business Concepts	3	0	0	3	
NET 125	Introduction to Networks	2	3	0	3	
NOS 120	Linux Single User	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>	
		8	6	0	10	
Second Year:	Spring Semester					
CIS 150	Google IT Support I	2	3	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>	
		7	5	0	9	
Third Year:	Summer Semester					
SEC 110	Security Concepts	2	3	0	3	
	Communication Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	
		5	3	0	6	
Third Year:	Fall Semester					
CTS 130	Spreadsheet	2	2	0	3	
NOS 230	Windows Administration I	2	2	0	3	
	Humanities/Fine Art	<u>3</u>	<u>0</u>	<u>0</u>	3	
		7	4	0	9 1//	

Programs of Study (Curricula-Credit)

Third Year:	Spring Semester				
CTI 140	Virtualization Concepts	1	4	0	3
WBL 112T	Work-Based Learning I–ITSS	0	0	20	2
	Social/Behavior Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		4	4	20	8

Total Semester Hours Credit for Degree: 66

Communication Elective (choose one)

COM 110 Introduction to Communication

COM 120 Intro Interpersonal Communication ^u

COM 231 Public Speaking ^u

ENG 112 Writing/Research in the Disc $^{\rm u}$

ENG 114 Prof Research & Reporting

Information Technology-IT Support Apprentice [C25590AH]

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
NOS 130	Windows Single User	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		2	2	0	3
First Year:	Fall Semester				
CTI 110	IT Foundations	2	2	0	3
CTI 120	Network and Sec Foundations	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		4	4	0	6
First Year:	Spring Semester				
CTS 120	Hardware/Software Support	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
WEB 110	Web Development Fundamentals	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		6	9	0	9

Interior Design

[A30220] Associate in Applied Science Degree; [D30220] Kitchen & Bath Diploma; [C30220] Architectural Technology – Sustainable 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.
Interior Design [A30220]

Content for this A.A.S. degree program is offered during the day and is primarily in person with some online content.

Curriculum	Courses by Semester		Sem. Hrs.		
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success OR	1	0	0	1
ACA 122	College Transfer Success	0	2	0	1
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>
		8-10	16-21	0	16/17
First Year:	Spring Semester				
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 OR	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>
		12	17	0	18
First Year:	Summer Semester				
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>
		8	10	0	12
Second Year:	Fall Semester				
DES 231	Residential Design II OR	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>	0	<u>3</u>
		9/10	10/14	0	14
Second Year:	Spring Semester		-		
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>
		9	9	20	14

Programs of Study (Curricula-Credit)

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

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.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
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>
		8	13	0	13
First Year:	Spring Semester				
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>
		4/5	18-21	0	11/12
First Year:	Summer Semester				
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>
		3	8	0	6
Second Year:	Fall Semester				
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>
		5	2	0	6
Second Year:	Spring Semester				
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>
		2	0	20	4

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

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	F	Sem. Hrs.		
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
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>
		6	16	0	12
First Year:	Spring Semester				
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>
		3	8	0	6

Total Semester Hours Credit for Certificate: 18

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

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

Curriculum	Courses by Semester	н	Hours/Week			
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit	
ARC 111	Intro to Arch Technology	1	6	0	3	
DES 125	Visual Presentation I	0	6	0	2	
DES 135	Prin and Elem of Design I	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>	
		3	16	0	9	
First Year:	Spring Semester					
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>	
		2	12	0	6	
First Year:	Summer Semester					
DES 242	Kitchen and Bath Design I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>	
		2	2	0	3	
_						

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.

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

Medical Assisting Education Review Board (MAERB) 2339 North California Ave, #47138 Chicago, IL 60647 312-392-0155 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

Medical Assisting [A45400]

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

Curriculum	Courses by Semester	ŀ	lours/W	eek	Sem. Hrs.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
MED 110	Orientation to Med Assisting	1	0	0	1
MED 118	Medical Law and Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 130	Admin Office Proc I	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		15	6	0	18
First Year:	Spring Semester				
BIO 163	Basic Anat & Physiology	4	2	0	5
ENG 114	Prof Research & Reporting	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 131	Admin Office Proc II	1	2	0	2
MED 183	Electronic Med Records I	<u>3</u>	<u>2</u>	<u>3</u>	<u>5</u>
		14	4	3	18
First Year:	Summer Semester				
MED 140	Exam Room Procedures I	3	4	0	5
MED 232	Medical Insurance Coding	1	3	0	2
MED 276	Patient Education	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		5	9	0	9
Second Year:	Fall Semester				
MED 150	Laboratory Procedures I	3	4	0	5
MED 240	Exam Room Procedures II	3	4	0	5
MED 270	Symptomatology	2	2	0	3
MED 272	Drug Therapy	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	10	0	16
Second Year:	Spring Semester				
MED 260	MED Clinical Practicum	0	0	15	5
MED 262	Clinical Perspectives	1	0	0	1
MED 264	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>
		9	0	15	14

Total Semester Hours Credit for Degree: 75

Students must earn a minimum grade of "C" in all the courses with the prefixes of MED, and "B" or better for BIO, CIS, and MAT. Any student not meeting a minimum grade of "C" in all courses with the prefix of MED, and "B" or better for BIO, CIS, and MAT will be dismissed from the Medical Assisting program.

Medical Office Administration

[A25310] Associate in Applied Science Degree; [D25310] Diploma; [C25310] Certificate

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Program Competencies

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

- 1. Demonstrate a professional image including proper attire, proper communication, and proper behavior in a professional environment.
- 2. Demonstrate ability to accurately complete a medical insurance claim form.
- 3. Demonstrate ability to use a medical practice management package to schedule, bill, and maintain patient records.

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

Medical Office Administration [A25310]

Courses for this A.A.S. degree program are offered day, evening, online, and/or hybrid. 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
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>
		12	6	0	15
First Year:	Spring Semester				
ENG 114	Prof Research & Reporting	3	0	0	3
OST 142	Med Office Terms II	3	0	0	3
OST 148	Med Ins & Billing	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Office Editing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	0	0	15
First Year:	Summer Semester				
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>
		4	4	0	6
Second Year:	Fall Semester				
ACC 120	Prin of Financial Accounting	3	2	0	4
OST 247	Procedure Coding	2	2	0	3
OST 248	Diagnostic Coding	2	2	0	3
OST 263	Healthcare Customer Relations	3	0	0	3
	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	6	0	16
Second Year:	Spring Semester				
CTS 130	Spreadsheet	2	2	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
OST 286	Professional Development	3	0	0	3
OST 288	Medical Office Admin Capstone	2	2	0	3
	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	6	0	15

Total Semester Hours Credit for Degree: 67

Medical Office Administration [D25310]

Courses for this diploma program are offered day, evening, online, and/or hybrid. 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
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>
		12	6	0	15
First Year:	Spring Semester				
ENG 114	Prof Research & Reporting	3	0	0	3
OST 142	Med Office Terms II	3	0	0	3
OST 148	Med Ins & Billing	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Office Editing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	0	0	15
First Year:	Summer Semester				
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>
		4	4	0	6

Total Semester Hours Credit for Diploma: 36

Medical Office Administration [C25310]

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

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

Total Semester Hours Credit for Certificate: 18

Photographic Technology: Commercial Photography

[A30280CP] Associate in Applied Science Degree

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

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

Graduates should be thoroughly prepared to successfully perform the duties required in entrylevel 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.

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	н	Hours/Week		
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>
		10	9	0	13
First Year:	Spring Semester				
GRD 183	Concept, Design, and Process	1	3	0	2
PHO 115	Basic Studio Lighting	2	6	0	4
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>
		8	18	0	14
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>
		6	7	0	9
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>
		6/7	11/13	20	14/15
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>
		7	11	20	14
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>
		4	3	0	5

Total Semester Hours Credit for Degree: 69/70

Students will take WBL 112N and WBL 122N.

Programs of Study (Curricula-Credit)

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 entrylevel 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.

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	I	Hours/We	ek	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>
		10	9	0	13
First Year:	Spring Semester				
GRD 183	Concept, Design, and Process	1	3	0	2
PHO 115	Basic Studio Lighting	2	6	0	4
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>
		8	18	0	14
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>
		6	7	0	9
Second Year	: Fall Semester				
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>
		7/8	12/14	0	13/14
Second Year	: Spring Semester				
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>
		8	4	20	12
Second Year	r: Summer Semester				
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>
		1	3	20	4

Total Semester Hours Credit for Degree: 65/66

Students will take WBL 112P and WBL 122P.

Programs of Study (Curricula-Credit)

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 entrylevel 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.

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			
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>	
		10	9	0	13	
First Year:	Spring Semester					
GRD 183	Concept, Design, and Process	1	3	0	2	
PHO 115	Basic Studio Lighting	2	6	0	4	
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>	
		8	18	0	14	
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>	
		6	7	0	9	
Second Year:	Fall Semester					
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>	
		9/10	20/22	0	18/19	
Second Year:	Spring Semester					
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>	
		7	8	20	13	
Second Year:	Summer Semester					
PHO 233	Portraiture Portfolio Capstone	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>	
		1	3	0	2	

Total Semester Hours Credit for Degree: 69/70

Programs of Study (Curricula-Credit)

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

Picturing Light - Intro to Photography [C30280] [C30280HS]

Courses in the certificate are offered day and hybrid.

Curriculum	Courses by Semester	н	lours/W	eek	Sem. Hrs.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
PHO 110	Fund of Photography	<u>3</u>	<u>6</u>	<u>0</u>	<u>5</u>
		3	6	0	5
First Year:	Spring Semester				
PHO 132	Small-Format Photography	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		2	6	0	4
First Year:	Summer Semester				
PHO 139	Intro to Digital Imaging	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		1	4	0	3

Total Semester Hours Credit for Certificate: 12

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.

Accreditation Statement

The Randolph Community College Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Phone 312-704-5300, or at www.jrcert.org.

Radiography [A45700]

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

Curriculum	Courses by Semester	н	ours/We	ek	Sem. Hrs.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success	1	0	0	1
BIO 163	Basic Anat & Physiology**	4	2	0	5
ENG 111	Writing and Inquiry	3	0	0	3
RAD 110	Rad Intro & Patient Care	2	3	0	3
RAD 111	RAD Procedures I	3	3	0	4
RAD 113	RAD Lab Elective	0	3	0	1
RAD 151	RAD Clinical Ed I	<u>0</u>	<u>0</u>	<u>9</u>	<u>2</u>
		13	11	9	19
First Year:	Spring Semester				
ENG 114	Prof Research & Reporting	3	0	0	3
PHY 110	Conceptual Physics +	3	0	0	3
PHY 110A	Conceptual Physics Lab OR	0	2	0	1
MAT 171	Precalculus Algebra	3	2	0	4
RAD 112	RAD Procedures II	3	3	0	4
RAD 121	Image Production I	2	3	0	3
RAD 161	RAD Clinical Ed II	<u>0</u>	<u>0</u>	<u>15</u>	<u>5</u>
		11	8	15	19
First Year:	Summer Semester				
RAD 122	Image Production II	1	3	0	2
RAD 141	Radiation Safety	2	0	0	2
RAD 171	RAD Clinical Ed III	<u>0</u>	<u>0</u>	<u>9</u>	<u>3</u>
		3	3	9	7
Second Year:	Fall Semester				
PHI 240	Introduction to Ethics	3	0	0	3
RAD 211	RAD Procedures III	2	3	0	3
RAD 231	Image Production III	1	3	0	2
RAD 251	RAD Clinical Ed IV	<u>0</u>	<u>0</u>	<u>21</u>	<u>7</u>
		6	6	21	15
Second Year:	Spring Semester				
PSY 150	General Psychology	3	0	0	3
RAD 261	RAD Clinical Ed V	0	0	21	7
RAD 271	Radiography Capstone	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		5	3	21	13

Total Semester Hours Credit for Degree: 73

Students must obtain a grade of "C" or better in all RAD courses, "B" or better BIO 163, ENG 111, ENG 114, PHI 240, PHY 110, PHY 110A, MAT 171, and PSY 150 in order to progress in the Radiography program.

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

Social and Human Services Technology/Addiction and Recovery Studies [A45380] Associate in Applied Science Degree

The Social and Human Services curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and behavioral health services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Coursework includes the development of professional knowledge, skills, and values in human services. Opportunities for experiential learning allow students to apply knowledge and skills learned in the classroom.

Graduates should qualify for positions in government, private, and nonprofit social and human services agencies. Graduates may choose to transfer and continue their education at a variety of colleges and universities.

Program Competencies

Upon successful completion of the Social and Human Services Technology/Addiction and Recovery Studies 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.

Social and Human Services Technology/Addiction and Recovery [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	H	ours/We	ek	Sem. Hrs.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success	1	0	0	1
ENG 111	Writing and Inquiry	3	0	0	3
HSE 110	Intro to Human Services	2	2	0	3
SAB 110	Intro to Addiction & Recover	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>
		14/15/16	4/5	0	16/17/18
First Year:	Spring Semester				
ENG 112	Writing/Research in the Disc OR	3	0	0	3
ENG 114	Prof Research & Reporting				
HSE 123	Interview Tech Human Service	2	2	0	3
HSE 223	Counseling Theories & Skills	3	0	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>
		13	4	0	15
First Year:	Summer Semester				
SAB 137	Co-Dependency	3	0	0	3
	Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6
Second Year:	Fall Semester				
HSE 210	Diversity Ethics and Trends	3	0	0	3
HSE 220	Case Management	2	2	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
WBL 1110	Work-Based Learning I	0	0	10	1
WBL 1150	Work-Based Learning Seminar I	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
		12	2	10	14
Second Year:	Spring Semester				
HSE 212	Group Dynamics	3	0	0	3
HSE 225	Crisis and Intervention Prin	3	0	0	3
SAB 120	Intake and Assessment	3	0	0	3
SAB 135	Addictive Process	3	0	0	3
SAB 140	Pharmacology OR	3	0	0	3
SWK 113	Working with Diversity	3	0	0	3
SAB 240	Diversity, Ethics, & Trends	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		18	0	0	18

Total Semester Hours Credit for Degree: 69, 70, 71

Natural Sciences/Mathematics Elective

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

Social and Human Services Certificate [C45380] [C45380HS]

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	н	ours/W	eek	Sem. Hrs.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
SAB 110	Intro to Addiction & Recover	3	0	0	3
SAB 137	Co-Dependency	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6
First Year:	Spring Semester				
HSE 225	Crisis and Intervention Prin	3	0	0	3
SAB 210	Addiction and Recovery Counsel	2	2	0	3
SAB 240	Diversity, Ethics, and Trends	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	2	0	9

Total Semester Hours Credit for Certificate: 15

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 welding machines.

NOTE: The Welding Technology program is offered at RCC's Archdale Center.

Welding Technology [D50420]

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

Curriculum	Courses by Semester		Hours/W	/eek	Sem. Hrs.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCWA/Plate (1 st 8-weeks)	2	6	0	4
WLD 122	GMAW (MIG) Plate/Pipe (2 nd 8-weeks)	1	6	0	3
WLD 131	GTAW (TIG) Plate	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		8	30	0	18
First Year:	Spring Semester				
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>
		10/11	23/25	0	19
First Year:	Summer Semester				
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>
		3	18	0	7

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

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	I	Hours/We	ek	Sem. Hrs.
First Year:	Spring Semester	Class	Lab	Wk. Exp.	Credit
WLD 110	Cutting Processes	1	3	0	2
WLD 121	GMAW (MIG) FCWA/Plate	2	6	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols & Specifications	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		7	17	0	13
First Year:	Summer Semester				
ENG 102	Applied Communications	3	0	0	3
WLD 122	GMAW (MIG) Plate/Pipe	1	6	0	3
WLD 132	GTAW (TIG) Plate/Pipe	<u>1</u>	<u>6</u>	<u>0</u>	<u>3</u>
		5	12	0	9
First Year:	Fall Semester				
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>
		6/7	21/23	0	14
First Year:	Spring Semester				
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>
		3	15	0	8

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

Welding Technology - MIG [C50420M]

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

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

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

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

Total Semester Hours Credit for Certificate: 12

University Partnerships are a collaborative effort between Randolph Community College and four-year colleges and universities around the state.

Appalachian State University

Aspire Appalachian

Appalachian State University (ASU) and Randolph Community College (RCC) entered into a coadmission agreement designed to improve transfer student access and success through a collaborative baccalaureate degree completion program.

Eligibility:

- Community college students* who meet the following criteria are eligible to participate:
 - are continuously enrolled (fall and spring semesters) at their community college
 - are on track toward completion of an eligible two-year associate degree transfer program
- Early College and other innovative high school students are eligible to participate.

*Students in the Career & College Promise transfer pathway are not eligible to apply while still enrolled in high school. Students who graduate from high school and then continue at the community college are eligible.

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 coadmission agreement designed to improve transfer student access and success through a collaborative baccalaureate degree completion program.

Requirements:

- 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.
- 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.
- 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 Garner-Webb University must comply with all applicable academic regulations as listed in the Online Undergraduate Degree Completion Program Catalog.

Lees-McRae

Bachelor of Arts and Applied Science in Human Services (B.A.A.S.)

This agreement furthers the efforts of both institutions to meet the educational needs of the citizens of North Carolina and to work cooperatively to improve access to higher education in their respective services districts. This agreement will pertain to those Randolph Community College students who earn an Associate of Applied Science (A.A.S.) degree in Human Services Technology and Human Services Technology with a concentration in Addiction and Recovery Services through Randolph Community College, and who seek to complete their Bachelor of Arts and Applied Science degree through the Lees-McRae Human Services program.

Methodist University

This agreement between Methodist University and Randolph Community College will provide access to the Methodist University Online Programs for RCC students, faculty, and staff. It is intended to provide a seamless transfer of credits to the Online Programs offered by Methodist University. Educational discounts or scholarships may be available.

North Carolina Agricultural and Technical State University (NC A & T)

Bachelor of Science in Agricultural Education (B.S.)

This agreement has been established to facilitate the transfer of students graduating from Randolph Community College (RCC) with an Associate in Applied Science in Agribusiness Technology to NC A & T into the Bachelor of Science in Agricultural Education (Professional Services) Program or Bachelor of Science in Agricultural Education (Secondary Education) Program. For more information, please contact the RCC Department Head for Agribusiness Technology.

North Carolina Central University (NCCU)

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

This agreement has been established between Randolph Community College and North Carolina Central University for students who complete the required hours for the Associate in Applied Science (AAS) degree in Criminal Justice. Students who complete the AAS degree in Criminal Justice will be awarded transfer credit as outlined in the NCCU Degree Plan for Criminal Justice. For more information, please contact RCC's department head for Criminal Justice.

North Carolina State University

Bachelor of Arts in Leadership in the Public Sector Program (B.A.)

This bilateral agreement will facilitate the transfer of students from the Associate of Applied Science degree in Criminal Justice Technology at Randolph Community College into the Bachelor of Arts in Leadership in the Public Sector Program (LPS) at NC State. This agreement will allow a smooth transition for students transferring between institutions and maximizes allowable transfer credit.

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,	Bachelor of Arts, Elementary Education
Teacher Prep	
Associate in Arts or Associate in Science,	Bachelor of Arts, Elementary Education –
Teacher Prep	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	Bachelor of Science, Accounting
Finance	
Associate in Applied Science, Graphic Design	Bachelor of Arts, Visual Communication
Associate in Applied Science, Criminal Justice	Bachelor of Science, Criminal Justice - Seated
Technology	
Associate in Applied Science, Criminal Justice	Bachelor of Science, Criminal Justice -Adult
Technology	Degree Completion Online
Associate in Applied Science, Nursing	Bachelor of Science, Nursing

For more information, please contact RCC's Associate Dean of Arts, Sciences, and Education.

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.

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/wpcontent/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/wpcontent/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

- 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:
 - 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 noncurriculum 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 noncurriculum 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

Effective Term: Fall 2024

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	on (6 SHC)	
The following two	English composition courses are required.	
ENG 11	.1 Writing & Inquiry	(3 SHC)
ENG 11	.2 Writing/Research in the Discipline	es (3 SHC)
Select three courses f	rom the following from at least two differ	ent disciplines (9 SHC) Communication
COM 1	20 Introduction to Interpersonal	(3 SHC) or
	Communication	
COM 2	31 Public Speaking	(3 SHC)
Humanities/Fine A	Arts	
ART 11	1 Art Appreciation	(3 SHC)
ART 11	4 Art History Survey I	(3 SHC)
ART 11	5 Art History Survey II	(3 SHC)
DRA 11	.1 Theatre Appreciation	(3 SHC)
ENG 23	American Literature I	(3 SHC)
ENG 23	2 American Literature II	(3 SHC)
ENG 24	1 British Literature I	(3 SHC)
ENG 24	2 British Literature II	(3 SHC)
MUS 1	10 Music Appreciation	(3 SHC)
PHI 215	5 Philosophical Issues	(3 SHC)
PHI 240	D Introduction to Ethics	(3 SHC)
Social/Behavioral	Sciences (9 SHC)	
Select three course	es from the following from at least two dif	ferent disciplines:
ECO 25	1 Principles of Microeconomics	(3 SHC)
ECO 25	2 Principles of Macroeconomics	(3 SHC)
HIS 111	L World Civilizations I	(3 SHC)
HIS 112	2 World Civilizations II	(3 SHC)
HIS 131	L American History I	(3 SHC)
HIS 132	2 American History II	(3 SHC)

	Career and C	College Promise (High School)
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 fro	m 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.nccommunityc	olleges.edu/sites/default/files/numbered	dmemos/numbered_memo_cc21-
<u>024 mat 271 placement le</u>	<u>2.pdf</u>	
Natural Sciences (4 S		
Select 4 SHC from the	e following course(s):	
Sciect + Sire from the		
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 C	onceptual Physics (3 SHC) and PHY 11	LOA Conceptual Physics Lab (1 SHC)
Total General Education H	ours Required: 31-32	
Academic Transition (1 SHC)	
The following course	is required:	
ACA 122	College Transfer Success	(1 SHC)
	_	
*OPTIONAL GENERAL EDU	JCATION HOURS (0-8 SHC)	
A student may satisfy up t	o 8 SHC of foreign language courses	and accompanying labs, in a single language
designated as General Edu	ication in the CAA as a part of this pa	thway. These courses are not a part of the
Universal General Educati	on Transfer Component. Students wh	no complete these courses with a grade of
"C" or better will receive t	ransfer credit. The receiving universi	ty will determine whether the courses will
count as general educatio	n, pre-major, or elective credit.	
Total Semester Hours Cre	dit (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.

Effective Term: Fall 2024

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.

FNG 111	Writing & Inquiry	(3 SHC)
ENG 111 ENG 112	Writing/Research in the Disciplines	(3 SHC) (3 SHC)
elect three courses fro	om the following from at least two different disciplin	es (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)

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)

	Career and	College Promise (High School)
Math (3-4 SHC)		
Select one course from	n 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.nccommunityco	<u>lleges.edu/sites/default/files/number</u>	redmemos/numbered_memo_cc21-
<u>024_mat_271_placement_le.</u>	<u>pdf</u>	
Natural Sciences (4 Si	10)	
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 Genera	Il Education (3 SHC)	
SOC 225	Social Diversity	(3 SHC)
Total General Education Ho	ours Required: 31-32	
OTHER REQUIRED HOURS (8 SHC)	
Education (7 SHC)		
The following courses a	re required:	
EDU 187 Teachi	ng and Learning for All*	(4 SHC)
EDU 216 Found	ations of Education	(3 SHC)
*Students who have compl	eted Teacher Cadet or Teaching as	s a Profession courses in in high school
with a B or better may subs	titute that course for EDU 187 Tea	ching & Learning for all. High School
faculty must meet transfer	level qualifications as established	by SACSCOC or other accrediting body.
Academic Transition (1 SH	C) The following course is real	quired:
ACA 122	College Transfer Success	(1 SHC)
**OPTIONAL GENERAL ED	UCATION HOURS (0-8 SHC)	
A student may satisfy up to	8 SHC of foreign language course	s and accompanying labs in a single
Language designated as Ca	noral Education in the CAA as a m	and accompanying labs, in a single

a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will court 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*

Effective Term: Fall 2024

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 educatio	n requirement includes study in courses	selected from the Universal General
cation Transfer C	omponent (UGETC).	
English Composi	tion (6 SHC)	
The following two	o English composition courses are require	d.
ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)
Select two course	es from the following from at least two di	fferent disciplines (6 SHC)
Communication		
COM 120) Introduction to Interpersonal	(3 SHC) or
	Communication	
COM 231	Public Speaking	(3 SHC)
lumanities/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)
ocial/Behaviora	l Sciences (6 SHC)	
Select two course	es from the following from at least two dij	fferent 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)

	Caree	er and College Promise (High School)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)
Math (8 SHC)		
Select two course	s 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: <u>ht</u>	tps://www.nccommunitycolleges.edu	ı/sites/default/files/numbered-memos/numbered memo cc21-
<u>024_mat_271_placemen</u>	t <u>le.pdf</u>	
Natural Sciences (8 S	SHC)	
Select 8 SHC from	the following course(s):	
BIO 110	Principles of Biology	(4 SHC)
BIO 111	General Biology I (4 SHC)	and BIO 112 General Biology II (4 SHC)
CHM 151	General Chemistry I (4 SHC)	and CHM 152 General Chemistry II (4 SHC)
GEL 111	Introductory Geology	(4 SHC)
PHY 110	Conceptual Physics (3 SHC)	and PHY 110A Conceptual Physics Lab (1 SHC)
PHY 151	College Physics I (4 SHC)	and PHY 152 College Physics II (4 SHC)
PHY 251	General Physics I (4 SHC)	and PHY 252 General Physics II (4 SHC)
Total General Educat	ion Hours Required: 34	
Academic Transition	(1 SHC)	
The following course	is required:	
ACA 122	College Transfer Success	(1 SHC)
*OPTIONAL GENERA	LEDUCATION HOURS (0-8 SH	C)
A student may satisfy	up to 8 SHC of foreign langua	ge courses and accompanying labs, in a single
language, designated	as General Education in the C	AA as a part of this pathway. These courses are not a
part of the Universal	General Education Transfer Co	mponent. Students who complete these courses with a
grade of "C" or bette	r will receive transfer credit. Th	ne receiving university will determine whether the
courses will count as	general education, pre-major,	or elective credit.
Total Semester Hour	s 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.

Editorial Revision 03/16/20

Effective Term: Fall 2024

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 Composi	tion (6 SHC)						
The following two	o English composition courses are required.						
ENG 111	ENG 111 Writing & Inquiry (3 SHC)						
ENG 112	ENG 112 Writing/Research in the Disciplines (3 SHC)						
Select two course	s from the following from at least two different a	lisciplines (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)					
Cosial (Dobassiana	L Sciences (2 SUC) Coloct						
Social/Benaviora	the following:						
FCO 251	Principles of Microeconomics	(3 SHC)					
ECO 251	Principles of Macroeconomics	(3 SHC)					
HIS 111	World Civilizations I	(3 SHC)					
	World Civilizations II	(3 SHC)					
HIS 131	American History I	(3 SHC)					
HIS 132	American History II	(3 SHC)					
	American Government	(3 SHC) (3 SHC)					
	General Psychology	(3 SHC) (3 SHC)					
F31 130	Introduction to Sociology						
300 210	introduction to sociology	(3 300)					

	Car	eer and College Promise (High School)
Math (8 SHC) Sele	ect two courses from the follow	ving:
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.nccommu	nitycolleges.edu/sites/default/file	es/numberedmemos/numbered_memo_cc21-
024_mat_271_placeme	ent_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)	aad 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 G	eneral Education (3 SHC)	
SOC 225	Social Diversity	(3 SHC)
Total General Edu	cation Hours Required: 34	
OTHER REQUIRED HO	DURS (8 SHC)	
Education (7 SHC)		
The following cou	rses are required:	
EDU 187 1	Teaching and Learning for All*	(4 SHC)
EDU 216 F	Foundations of Education	(3 SHC)
*Students who have o	completed Teacher Cadet or Te	eaching as a Profession courses in in high school with
a B or better may sub	stitute that course for EDU 18	7 Teaching and Learning for All. High school faculty
must meet transfer le	vel qualifications as establishe	d by SACSCOC or other accrediting body.

Academic Transition (1 SHC) The following course is required:

ACA 122 College Transfer Success

(1 SHC)

****OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)**

A student may satisfy up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Total Semester Hours Credit (SHC) in Pathway: 42-50**

High school students in the CCP College Transfer Pathway Leading to the Associate in Science in Teacher Preparation must complete the entire pathway before taking additional courses in the Associate in Science in Teacher Preparation degree with the exception of mathematics courses in the Associate in Science in Teacher Preparation. *SBCC approved 04/17/20; Editorial Revision 2/4/21*

*CCP Progra	am Eligibility Be	enchmarks on A	pproved Diagnosti	c Assessmen	t Tests			
Test	PSAT 10 and (2015 a	l PSAT/NMSQT nd Future)	SAT (March 2016 and Future)	Pre-ACT and ACT	NC DAP (NCCCS Cut Score)	RISE	Placement Test	
English	26 or a composite score of 460 for Evidenced-Based Reading and Writing		oosite score of 480 enced-Based nd Writing score for		Composite score of 151	75 or Tie	[.] higher on er 1 <u>and</u> Tier 2	
Reading	26 or a com 460 for Evi Reading	posite score of denced-Based and Writing	Evidenced- Based Reading and Writing	22	or higher	or higher (See RISI G		
Mathematics	24.5	5 or 510 530		22	7 on each assessment for DMA 010 thru 060	75 or Tie Tie (See Ri	higher on ar 1 <u>and</u> ar 2 <u>and</u> Tier 3 ISE placement Guide)	
Advanced Placement (AP)		International Baccalaureate (IB)			Cambridge In Examinations	Cambridge International Examinations		
English, Language and Composition	3 or higher	IB English A (St Level)	andard or Higher	4 or higher	AS Level Engli Language	sh	C or higher	
English, Literature, and Composition	3 or higher	IB Mathematic	IB Mathematics (Higher Level) 4 or high		A Level Englisl Language	h	C or higher	
Calculus AB	3 or higher	IB Advanced Mathematics (Higher 4 or Level) higher			AS Level Lang and Literature English	uage e in	C or higher	
Calculus BC	3 or higher	IB Mathematic Level)	IB Mathematical Studies (Standard 4 or			ו	C or higher	
*To be eligible for enrollment in a College Transfer Pathw college readiness in English, reading, and mathematics or Eligibility may be demonstrated by achieving the required			way, students must d on an approved test of ed scores on a single t	emonstrate r tests. est or by	A Level Math	A Level Math		
combining test scor combine a 22 on AC and writing to demo	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.				Mathematics Further	-	higher	

Attachment A

Career Technical Education Pathways (CTE)

Curriculum: Juniors and Seniors

- 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
 - 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).
- 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).

- 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**
 - 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**
 - 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 noncurriculum 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>
Total Hours:	8	Total Hours:	6

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>
Total Hours:	6	Total Hours:	6

Total Semester Hours Credit for Certificate: 12

Career & Technical Education Pathway Agribusiness Technology - 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>
Total Hours:	7	Total Hours:	5
First Year: Summer Semester	Credit		
HOR 255 Interiorscapes	2		
WBL 121Z Work-Based Learning II	<u>1</u>		
Total Hours:	3		

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	4
Total Hours:	2	Total Hours:	4
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>
Total Hours:	4	Total Hours:	4

Total Semester Hours Credit for Certificate: 14

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

First Year: Fall Semester	Credit	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>	Total Hours:	3
Total Hours:	6		
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>
Total Hours:	4	Total Hours:	3

Total Semester Hours Credit for Certificate: 16

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

Pre-Apprenticeship: Summer Semester	Credit	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
Total Hours:	4	TRN 110 Intro to Transportation	<u>2</u>
		Total Hours:	6
First Year: Spring Semester	Credit		
ATT 140 Emerging Transp Tech	3		
AUT 141 Suspension & Steering Sys	<u>3</u>		
Total Hours:	6		

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>
Total Hours:	5	Total Hours:	4
First Year: Spring Semester	Credit		
AUT 163 Advanced Auto Electricity	3		
AUT 181 Engine Performance I	3		
TRN 181A Engine Performance I Lab	<u>1</u>		
Total Hours:	7		

Total Semester Hours Credit for Certificate: 16

Career & Technical Education Pathway Automotive Systems Technology – EV Certificate [C60160HE]

First Year: Fall Semester	Credit	First Year: Summer Semester	Credit
TRN 120 Basic Transportation Electricity	<u>5</u>	ATT 125 Hybrid-Electric Tranp	<u>4</u>
Total Hours:	5	Total Hours:	4

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

Total Semester Hours Credit for Certificate: 18

Career & Technical Education Pathway

Automotive Systems Technology – HVAC for Transportation Certificate [C60160HC]

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

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

Automotive Light-Duty Diesel Technology [D60430HS]

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	H	ours/Wee	ek	Sem. Hrs.
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success	1	0	0	1
ENG 111	Writing and Inquiry	3	0	0	3
LDD 112	Intro Light-Duty Diesel	2	2	0	3
LDD 181	Ldd Fuel Systems	2	6	0	4
TRN 120	Basic Transp Electricity	<u>4</u>	<u>3</u>	<u>0</u>	<u>5</u>
		12	11	0	16
First Year:	Spring Semester				
AUT 163	Adv Auto Electricity	2	3	0	3
HUM 115	Critical Thinking	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>
		11	16	0	17
First Year:	Summer Semester				
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>
		2	4	0	4

Total Semester Hours Credit for Diploma: 37

Career & Technical Education Pathway Automotive Systems Technology – Light-Duty Diesel [C60430HS]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
LDD 112 Intro Light-Duty Diesel	3	LDD 183 Air, Exh, Emissions	4
LDD 181 LDD Fuel Systems	<u>4</u>	LDD Test and Diagnosis	<u>3</u>
Total Hours:	7	Total Hours:	7

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>
Total Hours:	3	Total Hours:	4

First Year: Spring Semester	Credit
AUT 221 Automatic Transmissions	3
AUT 221A Automatic Transmissions Lab	1
AUT 181 Engine Performance I	3
AUT 181A Engine Performance I Lab	<u>1</u>
Total Hours:	8

Total Semester Hours Credit for Certificate: 15

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

First Year: Fall Semester	Credit	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>	Total Hours:	4
Total Hours:	6		
Second Year: Fall Semester		Second Year: Spring Semester	
TRN 120 Basic Transp Electricity	<u>5</u>	AUT 163 Advanced Auto Electricity	<u>3</u>
Total Hours:	5	Total Hours:	3

Total Semester Hours Credit for Certificate: 18

Career & Technical Education Pathway Business Administration [C25120HB]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
BUS 115 Business Law I	3	ACC 120 Prin of Financial Acct	4
BUS 137 Principles of Management	<u>3</u>	CIS 110 Introduction to Computers	3
Total Hours:	<u>6</u>	MKT 120 Prin of Marketing	3
		Total Hours:	10

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>	Total Hours:	7
Total Hours:	9		

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>
Total Hours:	7	Total Hours:	7

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>
Total Hours:	7	Total Hours:	7

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>
Total Hours:	3	Total Hours:	8

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

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>
Total Hours:	7	Total Hours:	7

Total Semester Hours Credit for Certificate: 14

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

First Year: Fall Semester	Credit	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>	Total Hours:	6
Total Hours:	6		
First Year: Summer Semester	Credit		
MAC 122 CNC Turning	2		
WBL 111 Work-Based Learning I	<u>1</u>		
Total Hours:	3		

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
Total Hours:	5	MAC 162 Metrology, Inspection & Testing II	2
		MAC 171 Measure/Material & Safety	<u>1</u>
		Total Hours:	7
First Year: Summer Semester	Credit		
ISC 132 Mfg Quality Control	<u>3</u>		
Total Hours:	3		

Career & Technical Education Pathway

Cosmetology [C55140HS]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
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
Total Hours:	7	COS 115AB Cosmetology Concepts III	1
		COS 116AB Salon III	.8
		Total Hours:	6.8
First Year: Summer Semester	Credit	Second Year: Fall Semester	Credit
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
Total Hours	6.2	COS 223 Contemp Hair Coloring	<u>2</u>
		Total Hours:	14

Total Semester Hours Credit for Certificate: 34

Students **must** obtain a grade of "C" or better in all COS courses to be able to process to the next level. If a student does not earn a "C" or better in COS courses, he/she must repeat the course to earn the minimal "C" before enrolling in the higher level course.

CCP Entry Point = Senior Year

COS 115 and 116 will be scheduled to allow high school students to transition to the day program to finish certificate, diploma or degree.

Begin new cohort each fall.

Students completing the certificate (1200 hours) are eligible to sit for the examination for an apprentice license which requires students to work under a licensed cosmetologist for a minimum of 6 months and 1040 hours after graduation before receiving full licensure status.

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
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>	Total Hours:	6
Total Hours:	9		

Career & Technical Education Pathway Criminal Justice Technology [C55180HS]

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 Intro to Addiction & Recover	<u>3</u>	HSE 225 Crisis and Intervention Prin	<u>3</u>
Total Hours:	6	Total Hours:	6

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>	Total Hours:	6
Total Hours:	10		

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>	Total Hours:	9
Total Hours:	9		

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>
Total Hours:	6	Total Hours:	6

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>	Total Hours:	7
Total Hours:	10		

Total Semester Hours Credit for Certificate: 17

Career & Technical Education Pathway Graphic Design - Apprenticeship [C30100HA]

Summer Semester, Pre-apprentice	e Credit	First Year: Fall Semester	Credit
GRD 151 Computer Design Basics	<u>3</u>	GRD 110 Typography I	3
Total Hours:	3	GRD 141 Graphic Design I	<u>4</u>
		Total Hours:	7
First Year: Spring Semester	Credit		
GRD 152 Computer Design Tech I	3		
GRD 142 Graphic Design II	<u>4</u>		
Total Hours:	7		
GRD 142 Graphic Design II Total Hours:	<u>4</u> 7		

Total Semester Hours Credit for Certificate: 17

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

First Year: Pre-apprenticeship Summer	Credit
MAC 118 Machine Shop Basics	2
WBL 130A Workplace Professionalism	<u>1</u>
Total Hours:	3
First Year: Spring Semester	Credit
First Year: Spring Semester DFT 119 Basic CAD	Credit 2
First Year: Spring Semester DFT 119 Basic CAD ISC 114 Visual Workplace Org/5S	Credit 2 1
First Year: Spring Semester DFT 119 Basic CAD ISC 114 Visual Workplace Org/5S MEC 130 Mechanisms	Credit 2 1 <u>3</u>

, pp	
First Year: Fall Semester	Credit
ELC 125 Diagrams & Schematics	2
ISC 112 Industrial Safety	2
ISC 112A Industrial Safety Lab	<u>1</u>
Total Hours:	5

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

First Year: Summer Semester	Credit	First Year: Fall Semester	Credit
NOS 130 Windows Single User	<u>3</u>	CTI 110 IT Foundations	3
Total Hours:	3	CTI 120 Network and Sec Foundations	<u>3</u>
		Total Hours:	6

First Year: Spring Semester	Credit
CTS 120 Hardware/Software Support	3
DBA 110 Database Concepts	3
WEB 110 Web Development Fundamentals	<u>3</u>
Total Hours:	9

Career & Technical Education Pathway

Information Technology - Cloud/Virtualization Specialist Certificate [C25590HV]

-		-
Credit	First Year: Spring Semester	Credit
3	CTI 140 Virtualization Concepts	3
3	CTI 141 Cloud & Storage Concepts	<u>3</u>
<u>3</u>	Total Hours:	6
9		
	Credit 3 3 <u>3</u> 9	CreditFirst Year: Spring Semester3CTI 140 Virtualization Concepts3CTI 141 Cloud & Storage Concepts3Total Hours:9

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 IT Foundations	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>	Total Hours:	6
Total Hours:	9		

Career & Technical Education Pathway Information Technology - IT Tech Support [C25590HT]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
CTI 110 IT Foundations	3	CIS 150 Google Support I	3
CTI 120 Network and Sec Foundations	<u>3</u>	CTS 120 Hardware/Software Support	<u>3</u>
Total Hours:	6	Total Hours:	6

Total Semester Hours Credit for Certificate: 12

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

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
CTI 120 Network and Sec Foundations	3	CTS 120 Hardware/Software Support	3
NET 125 Introduction to Networks	<u>3</u>	NET 126 Routing Basics	<u>3</u>
Total Hours:	6	Total Hours:	6
First Year: Summer Semester	Credit		
SEC 110 Security Concepts	<u>3</u>		
Total Hours:	3		

Total Semester Hours Credit for Certificate: 15

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

First Year: Fall Semester	Credit
CIS 110 Introduction to Computers	3
CTI 110 IT Foundations	3
CTI 120 Network and Sec Foundations	<u>3</u>
Total Hours:	9

First Year: Spring Semester	Credit
CIS 150 Google IT Support I	3
CTS 120 Hardware/Software Support	<u>3</u>
Total Hours:	6

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>	Total Hours:	6
Total Hours:	12		

Total Semester Hours Credit for Certificate: 18

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

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
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>
Total Hours:	9	Total Hours:	6
First Year: Summer Semester	<u>Credit</u>		
DES 242 Kitchen and Bath Design I	<u>3</u>		
Total Hours:	3		

Total Semester Hours Credit for Certificate: 18

Career & Technical Education Pathway Medical Office Administration [C25310HS]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
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	<u>3</u>	OST 149 Medical Legal Issues	<u>3</u>
Total Hours:	9	Total Hours:	9

Career & Technical Education Pathway Picturing Light - Intro to Photography [C30280HS]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
PHO 110 Fund of Photography	<u>5</u>	PHO 132 Small-Format Photography	<u>4</u>
Total Hours:	5	Total Hours:	<u>4</u>
First Year: Summer Semester	Credit		
PHO 139 Intro to Digital Imaging	<u>3</u>		
Total Hours:	<u>3</u>		

Total Semester Hours Credit for Certificate: 12

Career & Technical Education Pathway Social and Human Services Certificate [C45380HS]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
SAB 110 Intro to Addiction & Recover	3	HSE 225 Crisis and Intervention Prin	3
SAB 137 Co-Dependency	<u>3</u>	SAB 210 Addiction and Recovery Counsel	3
Total Hours:	6	SAB 240 Diversity, Ethics, and Trends	<u>3</u>
		Total Hours:	9

Total Semester Hours Credit for Certificate: 15

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>	Total Hours:	6
Total Hours:	7		
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>	Total Hours:	10
Total Hours:	6		
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>	Total Hours:	6
Total Hours:	7		

Total Semester Hours Credit for Diploma: 42

For these courses ACA, 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
Total Hours:	6	PSY 150 General Psychology	<u>3</u>
		Total Hours:	9
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>
Total Hours:	6	Total Hours:	6
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>	Total Hours:	6
Total Hours:	9		

Total Semester Hours Credit for Diploma: 42

For these courses BIO, CIS, , and MAT to transfer into Medical Assistant degree you will need to make a B or better.

Career & Technical Education Pathway Therapeutic & Diagnostic Services - Radiography [D45970HR]

First Year: Fall Semester	Credit	First Year: Spring Semester	Credit
ACA 111 College Student Success	1	ENG 114 Prof. Research & Report	3
ENG 111 Writing & Inquiry	3	MAT 171 Precalculus Algebra	4
PSY 150 General Psychology	<u>3</u>	Total Hours:	7
Total Hours:	7		
First Year: Summer Semester	Credit	Second Year: Fall Semester	Credit
MED 120 Survey of Med. Term.	2	BIO 163 Basic Ana. & Physiology	<u>5</u>
MED 180 CPR Certification	<u>1</u>	Total Hours:	5
Total Hours:	3		
Second Year: Spring Semester	Credit	Second Year: Summer Semester	Credit
PHI 240 Introduction to Ethics	3	NAS 102 Nursing Assistant II	<u>6</u>
NAS 101 Nursing Assistant I	<u>6</u>	Total Hours:	6
Total Hours:	9		

Total Semester Hours Credit for Diploma: 37

For these courses BIO, ENG, PHI, PSY and MAT to transfer into Radiography degree you will need to make a B or better.
Welding Technology [D50420HS]

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	H	/eek	Sem. Hrs.	
First Year:	Fall Semester	Class	Lab	Wk. Exp.	Credit
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCWA/Plate (1 st 8-weeks)	2	6	0	4
WLD 122	GMAW (MIG) Plate/Pipe (2 nd 8-weeks)	1	6	0	3
WLD 131	GTAW (TIG) Plate	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
		8	30	0	18
First Year:	Spring Semester				
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
HUM 110	Technology and Society	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	23	0	19
First Year:	Summer Semester				
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>
		3	18	0	7

Total Semester Hours Credit for Diploma: 44

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	Total Hours:	3
WLD 141 Symbols & Specs	<u>3</u>		
Total Hours:	9		

Total Semester Hours Credit for Certificate: 12

Career and College Promise (High School)

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	Total Hours:	3
WLD 141 Symbols & Specifications	<u>3</u>		
Total Hours:	9		

Total Semester Hours Credit for Certificate: 12

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
- Truck Driving (pending)
- 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.

Randolph Community College offers career credit courses in a variety of program areas at the Asheboro Campus, Archdale Center, and Emergency Services Training 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 include 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 Center as well as various businesses, schools, churches, and community centers throughout the county. All classes and study materials are FREE of charge and are offered Monday – Saturday in the mornings, afternoons, and evenings to accommodate busy schedules. Randolph Community College is dedicated to helping students reach their educational goals!

Program Structure

The areas of study in the CCR Program include Adult Basic Education (ABE), Adult High School (AHS), GED[®] and High School Equivalency Preparation (HSE), Adult Basic Life-Skills Education (ABLE) (formerly known as Compensatory Education), and English for Speakers of Other Languages (ESOL).

Program Entry Requirements

Students are required to attend an orientation and complete a TABE or CASAS assessment to determine academic skills and abilities to ensure proper placement in our programs. Orientations are offered during the day and evening. Regular attendance is vital for student success.

Adult Basic Education

Our ABE pathway is designed for adult learners who need to improve their reading, writing, and math skills before transitioning into our GED[®]/HSE or AHS pathway. ABE is also available to students with a high school diploma that wish to increase, or review needed skills. Students will develop the basic skills needed for the workplace or secondary education completion.

Adult High School

With the help of our programming and experienced instructors, our AHS pathway can assist

adult learners in earning their high school diploma. A student's high school transcript will be evaluated to determine how many classes are needed to earn a diploma. For a student's convenience, multiple platforms are available such as online, face-to-face, or hybrid classes. RCC awards the AHS Diploma by affiliation agreements with Asheboro City Schools 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.

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 336-633-0009 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.

The SBC professional staff will help you find solutions to your challenging business questions.

The Small Business Center has a library of professional resources including books, pamphlets, magazines, trade journals, templates, and wireless access to the Internet. Confidential counseling services and access to resource libraries are free of charge. Most seminars are free.

Customized Training Program

The NC Works Customized Training Program supports the economic development efforts of Randolph County by providing education and training opportunities for eligible businesses and industries. Our Customized Training Program shall offer programs and training services to assist new and existing business and industry to remain productive, profitable, and within Randolph County.

The program was developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in Randolph County is the ability of the state to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

Purpose

The purpose of the Customized Training Program is to provide customized training assistance

in support of full-time production and direct customer service positions created in the state of North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

Eligibility

Randolph County businesses and industries eligible for support through the Customized Training Program include Manufacturing, Technology Intensive (i.e., Information Technology, Life Sciences), Regional or National Warehousing and Distribution Centers, Customer Support Centers, Air Courier Services, National Headquarters with operations outside North Carolina, and Civil Service employees providing technical support to U.S. military installations located in North Carolina.

In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- The business is making an appreciable capital investment;
- The business is deploying new technology;
- The business is creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations within the state; and,
- The skills of the workers will be enhanced by the assistance.

Resources may support training assessment, instructional design, instructional costs, and training.

Delivery for personnel involved in the direct production of goods and services. Production and technology support positions are also eligible for training support. Full-time probationary employees of qualified Customized Training companies are eligible for training delivered by the community college. The use of Customized Training funds requires that trainees are paid by the company for all time during training hours.

Our programs, services, and courses are designed for all working shifts—seven days a week and they can be delivered on company site or at one of our convenient campus locations.

Workforce Development (Occupational Extension)

Randolph Community College offers occupational extension courses that teach employmentrelated skills required to obtain and upgrade full-time or part-time employment. Typical courses and certificate programs are law enforcement training, emergency medical technician, paramedic, fire, pharmacy technician, massage therapy, nail technician, electrical, industrial

maintenance, heating, ventilation and air conditioning, welding, power equipment, automotive systems, collision repair, machining, truck driver training (CDL) motorcycle safety, pottery, computers, IT academy, career readiness and planning, hospitality and tourism, and administrative assistant. For more information, call the Workforce Development and Continuing Education office at 336-633-0171.

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.

■ Fire and Rescue Training

Fire and Rescue courses are offered on various days/times. Visit https://www.randolph.edu/academics/workforce-development/public-safety/fire-rescue-services.aspx for more information.

Law Enforcement Training

Law Enforcement courses are offered on various days/times. Visit https://www.randolph.edu/academics/workforce-development/public-safety/lawenforcement.aspx for more information.

■ 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.

The following rules are necessary for the safe, and 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 868 hours of training to complete BLET. Randolph Community College has added hours to their BLET Program that exceed the minimum standards. 880. RCC believes this additional training better prepares a student for a career in Law Enforcement while increasing their chances for employment.

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 seventy (70) total hours of physical training. BLET Cadets will complete three (3) physical fitness assessments with the goal of increasing their overall physical fitness level upon the completion of each assessment. 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 2025: July 14, 2025 - December 4, 2025 State Exam: December 15, 2025

Spring 2026: January 2026- June 2026 State Exam: TBD

Registration Fee/Books/Uniforms

Registration Fee/Insurance: \$208.55 Books: \$885.00 (not including shipping & taxes PT Gear: \$66.00 Uniforms (Polo Shirts & Ballcap): \$52.00 Total Approximate Cost: \$1,211.55 (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 age 20 within 90 days of the scheduled state exam. .
- US Citizen (Proof of citizenship)
 - o Birth Certificate Copy
 - Social Security Card Copy
 - \circ 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)
 - \circ 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
 - F-1 Medical History
 - F-2 Medical Examination Report
 - o 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 instructor may not excuse a student.) The School Director must be contacted and approve any 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.

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 of 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 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, must be approved by the BLET School Director. These functions are highly encouraged to be scheduled 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.

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 at fifteen (15)

minutes prior to the 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 (5) tardies will be dismissed. A tardy is arriving to class late or leaving early, regardless of the reason or where class is being held.

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 BLET course includes thirty-eight (38) end of topic exams. . It is the policy of this training academy and N.C. Criminal Justice Training & Standards to dismiss any student who fails more than seven (7) end of topic examinations.

If a student fails an end of topic exam, then one re-examination is allowed. If you fail a re-test, then you will be deficient in that topical area of instruction and the student will be required to correct that deficiency before graduating. A maximum of two (2) topical deficiencies are allowed and students will be dismissed upon receiving a third deficiency. , will be deficient in that topical area of instruction

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 70% grade regardless of how high the score.

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 topical exams and 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.

Process for Re-Entry

If a BLET Cadet is removed due to a prior behavioral issue and decides to attend another BLET session, the BLET School Director will evaluate all the facts leading to the initial dismissal. Upon considering all the facts, the BLET Director will make a recommendation to the Assistant Dean of Public Safety Programs to allow or deny re-entry.

The BLET School Director will follow the rules set forth by the North Carolina Criminal Justice Training and Standards Commission related to dismissal of a student due to academic failures.Students dismissed for academic failures will be allowed to apply for re-entry into a subsequent BLET class. Students will be required to obtain a new sponsorship if their current sponsorship is older than one year from the start date of the class.

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-foryour-success.aspx or the RCC Career Services page https://www.randolph.edu/studentsuccess/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.

Emergency Medical Technician

The Emergency Medical Technician course prepares the EMT student to provide prehospital assessment and care for patients of all ages with various medical conditions and traumatic injuries. Areas of study include an introduction to emergency medical services systems, roles and responsibilities of EMTs, anatomy and physiology, medical emergencies, trauma, and special considerations for working in the prehospital setting.

Location

Randolph Community College RSS Building Rooms 105 606 Industrial Park Ave (building physical address) Asheboro, NC 27205

Institution Number: 076025

Upcoming Courses

Fall 2025	August 19, 2025 - December 11, 2025
	Tuesdays, Wednesdays, and Thursdays from 1:00pm-5:00pm (day)
	Tuesdays, Wednesdays, and Thursdays from 6:00pm-10:00pm (night)
	Saturday, October 25, 2025, from 8:00am-5:00pm
	Saturday, November 8, 2025, from 8:00am-5:00pm
Spring 2026	January – May 2026 daytime and evening options (schedule TBA)

Program Contacts

Janet Ingold Administrative Assistant Telephone: 336-633-0171 E-mail: jbingold@randolph.edu

David Barr EMS Coordinator Telephone: 336-633-0275 E-mail: dlbarr@randolph.edu

Regina Brewer Associate Dean of Public Safety Programs Telephone: 336-628-4554 E-mail: rlbrewer@randolph.edu

Randolph Community College's EMS education and training program complies with the rules and regulations of the North Carolina Office of Emergency Medical Services.

North Carolina Office of Emergency Medical Services

Physical Address: 1201 Umstead Drive, Raleigh, North Carolina 27603-2008 Mailing Address: 2707 Mail Service Center, Raleigh, NC 27699-2707 Telephone: 919-855-3935 Fax: 919-733-7021 Questions? Check out the Frequently Asked Questions or email askoems@dhhs.nc.gov https://oems.nc.gov/

Predetermination Process

In accordance with N.C.G.S. § 93B-8.1(b6), individuals with a criminal history may petition The North Carolina EMS Disciplinary Committee (The Committee) for a predetermination process prior to starting or completing any mandatory education and/or training requirements. Entering in to the predetermination process is the decision of an applicant and as such, the applicant is responsible for all fees and requirements. View link for additional information: https://oems.nc.gov/predetermination-process/

Required Textbook

Emergency Care and Transportation of the Sick and Injured 12th 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 and successful completion of anexam 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

Requirements for Successful Completion

- 1. Attend a minimum of 90% of course hours (260 hours)
- 2. An 80 or higher on the final exam (graded as pass/fail)
- 3. An exam average grade of 80 or greater.
- 4. A class average grade of 80 or greater (to reflect a satisfactory Affective Behavior Evaluation)
- 5. An 80 or higher on the mid-term exam. This exam will cover all material for the Emergency Medical Responder level required by NCOEMS before students begin the field internship.
 - a. See requirement 8 below for field internship criteria. Only those students who meet the mid-term requirements will be scheduled for their internship.
- 6. Successfully complete the AHA BLS course and submit a course completion eCard.
- 7. Complete and properly document all required skills.
 - a. Submit them electronically to the Platinum Planner platform.
 - b. Submit the paper copies to serve as a backup for record keeping.
- 8. Pass all required Technical Scope of Practice (TSOP) evaluations.
- Complete the 48 hours of field internship with at least 10 live patient assessments completed and documented. To be eligible to participate in the field internship, students must score an 80 or greater on the mid-term exam and have a class average of 80 or greater including the mid-term.
- 10. Complete Traffic Incident Management for Emergency Responders (TIMS) course
- 11. 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.

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 inclassroom 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 pants
- Closed toe shoes

Clinical Uniform

- black polo shirt with approved Randolph Community College EMS Education Logo*
- 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
- Black or Navy Blue Coat or Jacket may be worn along with black, white or navy blue toboggan

Counseling Services

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Paramedic

The Continuing Education paramedic course is designed to produce clinicians who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Students will complete the program as entry-level providers with the competency to pass the state and national certification exams according to the current National EMS Standards. Students will be considered as employees in training, with the expectations of an EMS agency during the course.

Paramedics assess the urgent needs of patients and stabilize their conditions until they receive definitive care. The skills of a Paramedic include intravenous and intraosseous access, medication administration, cardiac rhythm analysis and electrical therapies, advanced airway maneuvers, and critical decision-making. Students will acquire these skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experiences, and field internships with emergency services agencies.

Randolph Community College's EMS education and training program complies with the rules and regulations of the North Carolina Office of Emergency Medical Services.

North Carolina Office of Emergency Medical Services

Physical Address: 1201 Umstead Drive, Raleigh, North Carolina 27603-2008 Mailing Address: 2707 Mail Service Center, Raleigh, NC 27699-2707 Telephone: 919-855-3935 Fax: 919-733-7021 Questions? Check out the Frequently Asked Questions or email askoems@dhhs.nc.gov https://oems.nc.gov/

Randolph Community College has a strong commitment to providing the training needed by

emergency services personnel to both satisfy regulatory requirements and to improve their ability to function in thefield. We have dedicated staff with substantial field experience responsible for assuring that our offerings are timely, and pertinent to the needs of Randolph and surrounding counties.

Paramedic Student Prerequisites

- 1. 17 years of age on or before the official end date of the course.
- 2. High school diploma or high school equivalency.
- 3. Possession of a valid and active North Carolina EMT Credential, NREMT or other states EMS Credential prior to the start of the clinical/field component. All students must start clinical at the same time, staggered start dates will not be accepted.
- Successful completion of college-level English, or within the previous 12 months complete a written assessment placing the individual into college-level English. Placement by RISE without the use of a written assessment will not meet this requirement.
- 5. Successful completion of college-level Math, or within the previous 12 months complete a written assessment placing the individual into college-level Math. Placement by RISE without the use of a written assessment will not meet this requirement.
- 6. Successful completion of a college-level Anatomy and Physiology course prior to the start of the field education component.

Admission Requirements

Student must provide official documentation PRIOR to admission to the course

- 1. In Date/Valid NC DMV Driver's License
- 2. Official copies of high school transcript and/or GED test scores and all college transcripts
- 3. Current NC EMT Certification
- 4. Assessment for Reading, Writing and Math (Those with post-secondary education will be required to provide official transcripts in order to opt out of Assessment Tests; degree must have been obtained within the last 3 years). Visit the Student Success section on the website or call 336-633-0200. Students who do not meet the cut scores on placement assessment(s) must complete and pass Developmental Studies courses with a grade of "C" or better prior to registering for the course.
- 5. Authorization for submission of Criminal Background Check and Drug Screen Test
- 6. Complete Immunization Records to include:
 - o Tetanus Booster within 10 years (TDAP)
 - o Current documentation of 2 step PPD Skin Test or if positive history, a current QPPD (Tuberculosis Questionnaire) and chest x-ray within 1 year, or a Quantiferon

blood draw.

o MMR (measles, mumps and rubella) 2 documented vaccinations or positive titers for measles, mumps and rubella

- o Hepatitis B vaccine (3 dose vaccination)
- o Varicella-Positive serum titer or 2 documented Varivax Vaccines
- o Seasonal Flu vaccination
- o COVID-19 Vaccine (2 dose of any brand) Recommended but not required.
- 7. RCC's Health History Form and Immunization Policy (was included in the application packet)

Course Details:

- 2 Sections totaling 1212 hours of instruction and clinical
 - Didactic and Lab: 736 hours
 - o Clinical: 152 hours
 - Field: 324 (132 hours Capstone)

Required Textbooks

Nancy Caroline's Emergency Care in the Streets 9th 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

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

ISBN: 9781284041460 (List Price \$108.95)

<u>Arrhythmia Recognition: The Art of Recognition, 2nd Edition</u> By Tomas Garcia and Daniel Garcia ISBN 9781449642334 (paperback, \$180.95) ISBN: 9781284214321 (ebook, \$136.95)

<u>12-Lead ECG: The Art of Interpretation, 2nd Edition</u> 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

Nationally Accredited by:

The Emergency Medical Services-Paramedic Education 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
- 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)

Course Descriptions (Curricula Credit)

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 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

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

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Со	urse D	escriptio	ns (Curi	ricula Credit)
		Hours/Week		Semester Hours
	Class	Lab	Wk. Exp.	Credit
the ICAA as a premajor and/or elective course requirement. (F	A and S	P). National ID	(CIP) 52.0	301 Accounting.
ACC-121 Prin of Managerial Accounting This course includes a greater emphasis on managerial and co managerial accounting concepts for external and internal and completion, students should be able to analyze and interpret including product-costing systems. This course has been appro and/or elective course requirement. This course has been appr and/or elective course requirement. State Prerequisite: Take 52.0301 Accounting.	3 Ist accou lysis, rep transact oved for oroved for ACC-120	2 nting skills. Er orting and de ions relating to transfer unde or transfer und 0. (FA and SP).	0 nphasis is r cision-mak o manager r the CAA a ler the ICA National II	4 placed on ting. Upon rial concepts as a premajor A as a premajor D (CIP)
ACC-129 Individual Income Taxes This course introduces the relevant laws governing individual electronic research and methodologies, and the use of techno tax returns. Upon completion, students should be able to and tax law, and complete various individual tax forms. (SP). Natio	2 income to logy for lyze basi onal ID (C	2 taxation. Topic preparation o c tax scenarios CIP) 52.0301 A	0 cs include t f individua s, research ccounting.	3 tax law, Il income applicable
ACC-130 Business Income Taxes This course introduces the relevant laws governing business a tax law relating to business organizations, electronic research technology for the preparation of business tax returns. Upon analyze basic tax scenarios, research applicable tax law, and c National ID (CIP) 52.0301 Accounting.	2 nd fiduci and met completi omplete	2 iary income ta thodologies, a on, students s various busin	0 ixes. Topics nd the use should be a ess tax for	3 s include of able to ms. (FA).
ACC-140 Payroll Accounting This course covers federal and state laws pertaining to wages, and general ledger transactions. Emphasis is placed on compu- income, and unemployment taxes; preparing appropriate pay transactions. Upon completion, students should be able to an complete forms, and prepare accounting entries using approp- one: ACC-115 or ACC-120. (SU). National ID (CIP) 52.0301 Acc	1 payroll iting wag roll tax f alyze dat priate teo ounting.	3 taxes, payroll ges; calculating orms; and jou ta, make appre- hnology. Stat	0 tax forms, g social sec rnalizing/p opriate cor e Prerequi	2 and journal curity, posting mputations, sites: Take
ACC-150 Accounting Software Appl This course introduces microcomputer applications related to ledger, accounts receivable, accounts payable, inventory, pay entries. Upon completion, students should be able to use a co accounting problems. State Prerequisites: Take one: ACC-115 52.0301 Accounting.	1 account roll, and mputer or ACC-	3 ing systems. T correcting, ad accounting pa 120. (SU). Nat	0 Topics inclu justing, an ckage to a tional ID (C	2 ude general ud closing ccurately solve TIP)
ACC-220 Intermediate Accounting I This course is a continuation of the study of accounting princip concepts and financial statements. Topics include generally ac analysis of balance sheet components. Upon completion, stud competence in the conceptual framework underlying financia financial standards. State Prerequisite: Take ACC-120. (FA). N	3 oles with ccepted a lents sho l accoun ational l	2 a in-depth cover accounting pri buld be able to ting, including D (CIP) 52.030	0 erage of th nciples and demonstr the applic 1 Account	4 neoretical d extensive rate cation of ing.
ACC-221 Intermediate Acct II This course is a continuation of ACC 220. Emphasis is placed o leases, bonds, investments, ratio analyses, present value appl	3 n special ications,	2 I problems wh accounting ch	0 ich may in nanges, and	4 clude d

CC	ourse De	scriptio	ons (Curr	icula Credit)
	Class	Hours/Weel	k Wk. Exp.	Semester Hours Credit
corrections. Upon completion, students should be able to de involved and display an analytical problem-solving ability for Take ACC-220. (SP). National ID (CIP) 52.0301 Accounting.	monstrate the topics of	an underst covered. St	anding of the a te Prerequ	e principals isite:
ACC-227 Practices in Accounting This course provides an advanced in-depth study of selected individual and group problem solving. Topics include cash flo and group problem solving, and practical approaches to deal Upon completion, students should be able to demonstrate c communication of their analysis in written and/or oral prese 220. (SP). National ID (CIP) 52.0301 Accounting.	3 topics in ac ow, financial ing with clic ompetent a ntations. St	0 counting u l statement ents, ethics nalytical sk ate Prereq	0 Ising case stu t analysis, ind and critical kills and effect uisite: Take	3 udies and dividual thinking. ctive ACC-
■ AGR- Agricultural Courses AGR-110 Agricultural Economics This course provides an introduction to basic economic princ demand, the role of agriculture in the economy, economic sys completion, students should be able to explain economic sys complete cost revenue production schedules. (FA). National	3 tiples in agri ystems, and tems, inter ID (CIP) 01.	0 iculture. To micro- and pret supply 0103	0 ppics include d macroecon v and deman	3 supply and omics. Upon d curves, and
AGR-111 Basic Farm Maintenance This course covers fundamentals of maintenance and repair use of hand tools and farm machinery, carpentry, concrete, j costs and materials needed. Upon completion, students sho topics covered and assist with maintenance and repair of far 01.0205 Agricultural Mechanics and Equipment/Machine Ter	1 of farm faci painting, wi uld be able m facilities chnology	3 lities and e ring, weldii to answer t and equipr	0 equipment. T ng, plumbing theoretical q nent. (SU). N	2 opics include safe g, and calculating juestions on lational ID (CIP)
AGR-121 Biological Pest Mgmt This course will emphasize the building and maintain of heal to pest and disease management. Course content includes st life cycle, and favored hosts; and biological and least toxic m students will be able to identify and recommend methods of diseases.	3 thy soil, pla tudy of majo ethods of cl prevention	0 nt and inse or pests an hemical con and contro	0 ect biological d diseases, in ntrol. Upon o ol of selected	3 cycles as the key ncluding structure completion, d insect and
Competencies Student Learning Outcomes 1. Identify soil properties and discuss how they relate to pest	t manageme	ent.		

- 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

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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

Cou	irse D	escriptio	ns (Curi	ricula Credit)
	Class	Hours/Week Lab	Wk. Exp.	Semester Hours Credit
 Identify sustainable practices in production agriculture. Explain the impact of sustainable agriculture on our environ Demonstrate application of sustainable agriculture in a traditional sustainable agriculture in a traditina sustainable agriculture in a traditional sustainable agricu	ment a itional f	nd our econor arm managen	ny. nent plan.	
AGR-170 Soil Science This course covers the basic principles of soil management and soil management, biological properties of soil (including benef practices and the impact on soils, and plant nutrients. Upon co evaluate, and properly amend soils/media according to sustain Science and Agronomy, General.	2 I fertiliz icial mic impletion nable pr	2 ation. Topics i croorganisms) on, students sl actices. (SP). I	0 nclude limi , sustainab nould be at National ID	3 Ing, fertilization, le land care ble to analyze, (CID) 01.1201 Soil
 Competencies Student Learning Outcomes 1. Identify the biological properties of soil. 2. Describe sustainable land care practices and how they impacts 3. Select and apply fertilizers according to sustainable practice 	ct soil q s.	uality.		
AGR-212 Farm Business Management This course introduces budgeting, farm analysis, production co management principles. Topics include enterprise budgets, par analysis, and business organizations. Upon completion, studen budget. (FA) National ID (CIP) 01.0102 Agribusiness/Agricultura	3 osts, bus rtial buo its shou al Busin	0 siness organiza dgets, whole f Id be able to p ess Operation	0 ations, and arm budge prepare and s.	3 general ts, income d analyze a farm
AGR-213 Ag Law and Finance This course covers the basic law and financial aspects affecting labor laws, contractual business operations, assets, liabilities, r students should be able to complete loan application procedur agricultural industry. (SP). National ID (CID) 01.0102 Agribusine	3 agricul net wor res and ess/Agri	0 ture. Topics ir th, and fundin explain basic cultural Busin	0 nclude envi g sources. laws affect ess Operat	3 ronmental laws, Upon completion, ing the ions.
AGR-214 Agricultural Marketing This course covers basic marketing principles for agricultural p standardizing, grading, storing, and marketing of agricultural co be able to construct a marketing a plan for an agricultural proc Agribusiness/Agricultural Business Operations.	3 roducts ommod luct. (FA	0 . Topics incluc lities. Upon co A). National ID	0 le buying, s mpletion, s (CID) 01.0	3 selling, processing, students should 102
AGR-261 Agronomy This course provides a basic introduction to field and forage cr selection, fertility management, field preparation, harvesting, able to demonstrate a knowledge of forage and field crop proc	2 ops. To and sto duction	2 pics include fo rage. Upon co practices. (SP)	0 prage crops mpletion, s). National	3 , field crops, seed students should be ID (CID) 01.1102.
■ ANS- Animal Science ANS-110 Animal Science This course introduces the livestock industry. Topics include nu diseases, meat processing, sustainable livestock production, ar be able to demonstrate a basic understanding of livestock prod	3 utrition, nd mark duction	0 reproduction teting. Upon c practices and	0 , productio ompletion, the econo	3 on practices, students should mic impact of

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.

Course De	scripti	ons (Curr	ricula Credit)
н	ours/Wee	k	Semester Hours
 Class	Lab	Wk. Exp.	Credit
 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 Technology1603This 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.3

ARC-114 Architectural CAD1302This course introduces basic architectural CAD techniques. Topics include basic commands and systemhardware and software. Upon completion, students should be able to prepare and plot architecturaldrawings to scale within accepted architectural standards. RCC Prerequisite: ARC 111. (SP). NationalID (CIP) 15.0101 Architectural Engineering Technology/Technician.

ARC-114A Architectural CAD

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.

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ARC-235 Architectural Portfolio

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.** (SP). National ID (CIP) 15.0101 Architectural Engineering Technology/Technician.

■ ART – Art

ART-111 Art Appreciation

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

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Со	urse [Descriptio	ns (Cur	ricula Credit)
	Class	Hours/Week Lab	Wk. Exp.	Semester Hours Credit
Universal General Education Transfer Component (UGETC) co	urse. [SI	3CC/BOG 02/2	1/14]	
ART-114 Art History Survey I This course covers the development of art forms from ancient is placed on content, terminology, design, and style. Upon cor demonstrate an historical understanding of art as a product re This course has been approved for transfer under the CAA as Arts. This course has been approved for transfer under the ICA Fine Arts. (FA and SP). National ID (CIP) 50.0701 Art/Art Studie Education Transfer Component (UGETC) course. [SBCC/BOG 0	3 t times t eflective a genera AA as a g es, Gene 2/21/14	0 o the Renaissa o, students sho of human soc al education co general educat eral. This is a U	0 ance. Emplould be abl cial develo ourse in Hu cion course niversal G	3 hasis le to pment. umanities/Fine e in Humanities/ eneral
ART-115 Art History Survey II This course covers the development of art forms from the Remon content, terminology, design, and style. Upon completion, historical understanding of art as a product reflective of human approved for transfer under the CAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of been approved for transfer under the ICAA as a general education of	3 naissanc student an social ourse in ation cou niversal	0 e to the present s should be ab development Humanities/F urse in Human General Educa	0 nt. Empha ole to dem . This cour ine Arts. T ities/Fine . tion Trans	3 Isis is placed onstrate an rse has been this course has Arts. (FA and SP). Isfer
ATR-112 Intro to Automation This course introduces the basic principles of automated system perform on the job. Topics include the history, development, and automated systems including their configuration, operati completion, students should be able to understand the basic (SP and SU). National ID (CIP) 15.0406 Automation Engineer T	2 ems and and curr on, com concept echnolo	3 describes the rent applicatio ponents, and o s of automatio gy/Technician	0 tasks that ns of robo controls. L on and rob	3 technicians ots Jpon otic systems.
ATR-114 Machine Reliability This course introduces concepts of ensuring machine reliabilit placed on describing preventive, predictive, corrective mainter proactive maintenance and the underlying tools, integral oper individual system units and the steps in evaluating failure more students should be able to demonstrate lean machine reliabil (SP). National ID (CIP) 48.0501 Machine Tool Technology/Mac	0 enance a rations, de risks ity conce hinist.	2 anufacturing e and their signifi and procedure and counterme epts in a lab/m	0 environme icant diffe es; and ide easures. U nanufactur	1 ent. Emphasis is rences; analyzing entifying various Ipon completion, ring environment.
ATR-212 Industrial Robots This course covers the operation of industrial robots. Topics in activators, grippers, work envelopes, computer interfaces, ov programming. Upon completion, students should be able to in robots. (SP). National ID (CIP) 15.0406 Automation Engineer T	2 nclude tl erlappin nstall, pr echnolo	3 he classificatio g work envelo ogram, and tro gy/Technician	0 n of robot pes, instal oubleshoc	3 Ilation, and ot industrial
ATR-215 Sensors and Transducers This course provides the theory and application of sensors typ system. Topics include physical properties, operating range, a transducers used to detect temperature, pressure, position, a completion, students should be able to properly interface a se National ID (CIP)15.0406 Automation Engineer Technology/Te	2 pically fo nd othe nd othe ensor to echniciar	3 ound in an auto r characteristic r desired phys a PLC, PC, or p n.	0 omated mates of nume ical param process co	3 anufacturing erous sensors and neters. Upon ntrol system. (FA).

	Course D	escriptio	ns (Cur	ricula Credit)
	Class	Hours/Week Lab	Wk. Exp.	Semester Hours Credit
ATR-219 Automation Troubleshooting This course introduces troubleshooting procedures used in isolation, diagnostic software usage, component replacem and protection of equipment while troubleshooting. Upon troubleshoot an automated system. (SP). National ID (CIP) Technology/Technician.	1 n automated nent techniqu n completion, 15.0406 Aut	3 systems. Top les, and calibr students sho comation Engi	0 ics include ation; saf uld be abl neer	2 e logical fault ety of equipment; le to analyze and
■ ATT- Alternative Transportation Tec. ATT-125 Hybrid-Electric Trans This course covers the theory and operation of hybrid-electic diagnostics, repair and safety procedures for electrically p students should be able to perform diagnostics, maintena Prerequisite: Take TRN-120. (SU). National ID (CIP) 47.061	2 ctric drive ve ropelled and nce and repa L4 Alternative	4 hicles. Topics hybrid vehicle ir hybrid-elec e Fuel Vehicle	0 include m es. Upon o tric drive Technolo	4 aintenance, completion, vehicles. State gy/Technician.
ATT-140 Emerging Transp Tech This course covers emerging technologies in the automotive those technologies. Topics include exploring new technologies completion, students should be able to demonstrate practive technologies. (SP). National ID (CIP) 47.0614 Alternative Fe	2 ve industry a ogies, diagnos tical skills app uel Vehicle Te	3 nd diagnostic stic tools, met plicable to em echnology/ Te	0 procedur chods and erging au cchnician.	3 es associated with repairs. Upon tomotive
 AUB – Automotive Body Repair AUB-111 Painting & Refinishing I This course introduces the proper procedures for using au surface preparation and application. Topics include federal refinishing equipment and materials, surface preparation, related topics. Upon completion, students should be able materials in refinishing following accepted industry standar 47.0603 Autobody/Collision and Repair Technology/Technol	2 tomotive ref al, state, and masking, ap to identify ar ards. (FA/SP e nician.	6 inishing equip local regulatic plication tech nd use proper evening only).	0 oment and ons, perso niques, ar equipmen National	4 I materials in nal safety, nd other nt and ID (CIP)
AUB-112 Painting & Refinishing II This course covers advanced painting techniques and tech problems encountered by the refinishing technician. Topic correction of refinishing problems, and other related topic perform spot, panel, and overall refinishing repairs and ide Prerequisite: Take AUB-111. (SP). National ID (CIP) 47.060 Technology/Technician.	2 inclogies with cs include ma cs. Upon com entify and co 03 Autobody/	6 h an emphasis terials applica pletion, stude rrect refinish 'Collision and	0 s on identiation, colo ents shoul problems Repair	4 ifying or matching, d be able to . State
AUB-121 Non-Structural Damage I This course introduces safety, tools, and the basic fundam damage analysis, tools and equipment, repair techniques, related topics. Upon completion, students should be able damage including removal/repairing/ replacing of body pa (CIP) 47.0603 Autobody/Collision and Repair Technology/	1 entals of boo materials se to identify ar nels to accep Technician.	4 dy repair. Topi lection, mater nd repair mino oted standard	0 ics include rials usage or direct a s. (FA). Na	3 e shop safety, e, and other nd indirect ational ID
AUB-122 Non-Structural Damage II This course covers safety, tools, and advanced body repair tools and equipment, advanced repair techniques, materia other related topics. Upon completion, students should be and indirect damage to accepted standards including mov	2 r. Topics inclu als selection, e able to ider able glass an	6 ude shop safet materials usa atify and repai d hardware. F	0 ty, damag ge, moval r or repla RCC prere	4 e analysis, ble glass, and ce direct quisite:

C	Course De	escriptio	ns (Cur	ricula Credit)
	Class	Hours/Week Lab	Wk. Exp.	Semester Hours Credit
Take AUB-121. (SP). National ID (CIP) 47.0603 Autobody/C	ollision and R	Repair Techn	ology/Tech	nnician.
AUB-131 Structural Damage I This course introduces safety, equipment, structural damag shop safety, design and construction, structural analysis an repair techniques, and other related topics. Upon completi perform repairs to a vehicle which has received light/mode National ID (CIP) 47.0603 Autobody/Collision and Repair Te	2 ge analysis, a id measurem ion, students erate structur echnology/Te	4 nd damage r ent, equipm should be al cal damage. (cchnician.	0 epairs. Topent, struct ble to anal FA/SP eve	4 pics include ural glass, yze and ning only).
AUB-132 Structural Damage II This course provides an in-depth study of structural damage have received moderate to heavy structural damage. Topic and measurement, equipment, structural glass, advanced replacement and alignment, and other related topics. Upon analyze and perform repairs according to industry standard Prerequisites: TRN-180. (SU). National ID (CIP) 47.0603 Autor Technician.	2 se analysis an cs include sho repair technic n completion ds. State Prer tobody/Collis	6 d repairs to o p safety, str ques, structu , students sh requisites: T a sion and Rep	0 vehicles th uctural and iral compo hould be ak ake AUB-1 air Techno	4 at alysis nent ble to 31 RCC logy/
AUB-136 Plastics & Adhesives This course covers safety, plastic and adhesive identificatio automotive plastic components. Topics include safety, iden the various repair procedures including refinishing. Upon co remove, repair, and/or replace automotive plastic compon (SP). National ID (CIP) 47.0603 Autobody/Collision and Rep	1 on, and the van tification, pr ompletion, st ents in accor air Technolog	4 arious repair eparation, m tudents shou dance with i gy/Technicia	0 methods c naterial sel Ild be able ndustry sta n.	3 of ection, and to identify, andards.
AUB-141 Mech & Elec Components I This course covers the basic principles of automotive mech include personal and environmental safety and suspension air-conditioning, cooling, drive train, and restraint systems to identify system components and perform basic system of to industry standards. (SU). National ID (CIP) 47.0603 Auto Technician.	2 anical and el and steering Upon comp diagnostic che body/Collisio	2 ectrical com g, electrical, b letion, stude ecks and/or i n and Repair	0 ponents. T prake, heat nts should repairs acc r Technolog	3 Topics ting and be able ording gy/
AUB-150 Automotive Detailing This course covers the methods and procedures used in au engine, interior and trunk compartment detailing, buffing/ reconditioning exterior trim, fabrics, and surfaces. Upon co overall appearance of a vehicle. (FA). National ID (CIP) 47.0 Technology/Technician.	1 tomotive det polishing exte mpletion, stu 603 Autoboc	3 ailing faciliti erior surface udents shoul ly/Collision a	0 es. Topics is, and clea id be able t and Repair	2 include safety, ining and to improve the
AUB-162 Autobody Estimating This course provides a comprehensive study of autobody e analysis, industry regulations, flat-rate and estimated time, completion, students should be able to prepare and interp AUB-111, AUB-121, AUB-131, TRN-180. (FA). National ID (0	1 stimating. To , and collision ret a damage CIP) 47.0603	2 ppics include n estimating report. RCC Autobody/Co	0 collision d manuals. l Prerequis ollision	2 amage Jpon ites: Take

and Repair Technology/Technician.

	Course D	escriptio	ns (Cur	ricula Credit)	
		Hours/Week		Semester Hours	
	Class	Lab	Wk. Exp.	Credit	
ALIC-112 Auto Custom Fabrication	2	4	0	Δ	
This course covers modifications of existing vehicle compo	onents, as w	ell as fabricati	ion of new	vehicle	
components. Emphasis is placed on basic customizing tech	hniques used	d on factory o	riginal part	s, as well	
as fabrication of custom components using machining pro	cesses and o	customizing te	echniques.	Upon	
completion, students should be able to modify existing factorial	ctory compo	nents and cre	eate custon	n-fabricated	
components using auto customizing techniques. RCC Prer	equisites: Ta	ake AUB-121	and TRN-18	30.	
(SP). National ID (CIP) 47.0603 Autobody/Collision and Re	pair Technol	ogy/Technicia	an.		
■ AUM – Automotive Management		•	•		
AUM-111 Managing Automotive Org	3	0	0	3	
This course will cover the principles and procedures involving the procedures involvin	/ed in mana	ging an autom	notive facili	ty. Emphasis	
is placed on record maintenance, facility layout, technical	service train	ling, personne	el managen	nent, parts	
management, and computer-based shop management sys	stems. Upon	completion,			
(CIR) 47.0604 Automobile (Automotive Mechanics Techno	is of an auto		y. (FA/SP).		
(CF) 47.0004 Automobile/Automotive Mechanics Techno	iogy/reching	.1011.			
■ AUT – Automotive					
AUT-116 Engine Repair	2	3	0	3	
This course covers the theory, construction, inspection, di	agnosis, and	repair of inte	ernal comb	ustion	
engines and related systems. Topics include fundamental	operating pr	inciples of en	gines and o	diagnosis,	
inspection, adjustment, and repair of automotive engines	using appro	priate service	informatio	on. Upon	
completion, students should be able to perform basic diag	gnosis, meas	urement and	repair of a	utomotive	
engines using appropriate tools, equipment, procedures,	and service i	nformation. (FA). Nation	al ID	
(CIP) 47.0604 Automobile/Automotive Mechanics Techno	logy/Technic	cian.			
	•	•	•		
AUI-116A Engine Repair Lab	0 to oo oo olo	3	U atina tha N	1	
this course is an optional lab to be used as an alternative	to co-op pla tion, adjustn	cement in me	eting the N		
standards for total nours. Topics include diagnosis, inspec	non, aujustri plotion stud	lonts should b	air of autor	orform	
basis diagnosis, measurement and repair of automotive of	pietion, stud			enom	
basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment,					
47.0604 Automobile/Automotive Mechanics Technology/	Technician.				
AUT-141 Suspension & Steering Sys	2	3	0	3	
This course covers principles of operation, types, and diag	nosis/repair	of suspensio	n and steer	ing systems	
to include steering geometry. Topics include manual and p	bower steeri	ng systems ar	nd standard	d and	
electronically controlled suspension and steering systems	. Upon comp	letion, stude	nts should	be able to	
service and repair steering and suspension components, c	heck and ad	just alignmen	t angles, re	epair tires,	
and balance wheels. (SP). National ID (CIP) 47.0604 Auton	nobile/Autor	notive Mecha	nics Techn	ology/	
Technician.					
ALLT 141A Companying O Starving Lab	•	2	•	4	
AU 1-141A Suspension & Steering Lab	U to co-on pla	5 coment in mo	U Ating the N		
standards for total hours. Topics include manual and now	er steering o	verneni III IIIe	andard and		
electronically controlled suspension and steering systems	llnon comr	letion stude	nts should	he able to	
ciectionically controlled suspension and steering systems		, stude			

service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. **State Corequisite: Take AUT-141.** (SP). National ID (CIP) 47.0604 Automobile/ Automotive Mechanics Technology/Technician.

Co	ourse D	escriptio	ns (Cur	ricula Credit
	Class	Hours/Week Lab	Wk. Exp.	Semester Hours Credit
AUT-151 Brake Systems This course covers principles of operation and types, diagnos Topics include drum and disc brakes involving hydraulic, vace powered boost, and anti-lock and parking brake systems. Up to diagnose, service, and repair various automotive braking s Automobile/Automotive Mechanics Technology/Technician.	2 sis, service uum boost oon comple systems. (F	3 , and repair o , hydra-boost etion, student A). National I	0 f brake sys c, electrica s should b D (CIP) 47	3 stems. Ily e able .0604
AUT-151A Brakes Systems Lab This course is an optional lab to be used as an alternative to standards for total hours. Topics include drum and disc brake hydra-boost, electrically powered boost, and anti-lock, parki systems technologies. Upon completion, students should be automotive braking systems. State Corequisite: Take AUT-1 Automobile/Automotive Mechanics Technology/Technician.	0 co-op plac es involvin, ng brake s able to dia 51. (FA). N	3 ement in mea g hydraulic, v ystems and e agnose, servic ational ID (CII	0 eting the N acuum-bo merging bi re, and rep P) 47.0604	1 IATEF ost, rake air various
AUT 163 Adv Auto Electricity This course covers electronic theory, wiring diagrams, test ex- replacement of electronics, lighting, gauges, horn, wiper, acc include networking and module communication, circuit cons and troubleshooting. Upon completion, students should be a diagnose, test, and repair wiring, lighting, gauges, accessorie Prerequisite: Take TRN-120. (SP). National ID (CIP) 47.0604 / Technology/Technician.	2 quipment, cessories, a struction, v able to pro es, modules Automobile	3 and diagnosis and body mod viring diagran perly use wiri s, and electro e/Automotive	0 s, repair, a dules. Topi ns, circuit t ing diagrar nic concer Mechanic	3 nd cs :esting, ns, ns. State cs
AUT-181 Engine Performance 1 This course covers the introduction, theory of operation, and restore engine performance to vehicles equipped with comp overview of engine operation, ignition components and syste systems and emission control devices. Upon completion, stu and diagnose/repair basic ignition, fuel and emission related equipment/service information. (SP). National ID (CIP) 47.06 Technology/Technician.	2 d basic diag blex engine ems, fuel c dents shou dents shou drivability 04 Automo	3 gnostic proce control syste lelivery, injec uld be able to problems us obile/Automo	0 dures requ tion comp describe o ing approp tive Mech	3 vired to s include an onents and operation oriate test anics
AUT-181A Engine Performance 1 Lab This course is an optional lab to be used as an alternative to standards for total hours. Topics include overviews of engine systems, fuel delivery, injection components and systems an engine performance technologies. Upon completion, studen diagnose/repair basic ignition, fuel and emission related driv equipment/service information. State Corequisite: Take AU Automobile/Automotive Mechanics Technology/Technician.	0 co-op plac operation d emissior ts should b vability pro T-181. (SP)	3 ement in mea , ignition com control devi be able to des blems using a . National ID	0 eting the N nponents a ces and en cribe oper ppropriato (CIP) 47.06	1 IATEF and nerging ration and e test 504
AUT-183 Engine Performance 2	2	6	0	4

This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion,

se Desc	ription	is (Curri	cula Credit			
Hou	rs/Week		Semester Hours			
Class	Lab	Wk. Exp.	Credit			
students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information. State Prerequisite: Take AUT-181. (SU). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.						
2	3	0	3			
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains. (SP). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.						
0 pp placeme nechanical, ervice tools omatic drive motive Med	3 nt in mee and elect and equi trains. S chanics Te	0 ting the NA rical/electr pment. Up tate Coreque cchnology/	1 TEF onic on uisite:			
2 al transmiss ue, power f and equipm and repair echnology/1	3 ions/tran: low, and r ent. Upor manual d rechniciar	0 saxles, clut manual driv n completic rive trains. n.	3 ches, ve train on, (FA).			
3 es for non-s olution, eco nonstrate ir se has been e has been P). Nationa se. [SBCC/B	3 cience ma ology, dive ncreased l approved approved I ID (CIP) 2 OG 02/21	0 ajors. Emph ersity, and knowledge d for transfe for transfe 26.0101. Th /14]	4 hasis is other and better er under the er under the his is a			
3 nphasis is p gy transforr able to dem yed for tran yed for tran yed for tran set: Set 1: ; Set 5: ENC Component	3 blaced on l mation, ge ionstrate i sfer unde nsfer unde RED-090 ; G-011; Set (UGETC)	0 basic biolog enetics, evo understanc r the CAA a er the ICAA ; Set 2: DRE : 6: ENG-02 course. [SB	4 gical lution, ling of life as a general as a general 5-098; Set 3: 5 (FA). National CC/BOG			
	Se Desc Hou Class performance e AUT-181. cian. 2 itomatic transic operation ompletion, trains. (SP) 0 op placeme hechanical, ervice tools omatic drive motive Med 2 al transmiss ue, power f and equipm and repair echnology/TI 3 es for non-s olution, ecc nonstrate in se has been P). Nationa se. [SBCC/B 3 mphasis is p gy transforr able to dem ved for transic set: Set 1: ; Set 5: ENC	Se Description Hours/Week Class Lab performance concerner AUT-181. (SU). National 2 3 atomatic transmission nic operation of autoompletion, students trains. (SP). National 0 3 app placement in meethechanical, and elect ervice tools and equipment of autoomatic drive trains. Semotive Mechanics Termatic, and elect 2 3 al transmissions/transule, power flow, and repair manual dischnology/Technician 3 3 as for non-science matooution, ecology, diversion and repair manual dischnology/Technician 3 3 as for non-science matooution, ecology, diversion and repair manual dischnology/Technician 3 3 as for non-science matooution, ecology, diversion as for non-science matooution, ecology, diversion as for non-science matooution, ecology, diversion be has been approved be has been approved	Bours/Week Lab Wk. Exp. performance concerns using apper AUT-181. (SU). National ID (CI) cian. 2 3 0 totomatic transmissions/transaxie nic operation of automatic drive ompletion, students should be a trains. (SP). National ID (CIP) 47 0 3 0 op placement in meeting the NA hechanical, and electrical/electrice tools and equipment. Upo matic drive trains. State Corequimotive Mechanics Technology/ 2 3 0 al transmissions/transaxles, clut ue, power flow, and manual drive trains. echnology/Technician. 3 3 3 0 es for non-science majors. Empfolution, ecology, diversity, and nonstrate increased knowledge thas been approved for transfer ends been approved for transfer ends been approved for transfer increased knowledge to has been approved for transfer with the increased knowledge to demonstrate understance and repairs is placed on basic biolog sy transformation, genetics, evolution and the increased knowledge to demonstrate under the ICAA are set: Set 1: RED-090; Set 2: DRE is Set 5: ENG-011; Set 6: ENG-02 Component (UGETC) course. [SB			

BIO-112 General Biology II3304This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant

Course Descriptions (Curricula Credit)						
	Class	Hours/Week	Semester Hours			
and animal systems, ecology, and other related topics. Upon demonstrate comprehension of life at the organismal and eco for transfer under the CAA as a general education course in N transfer under the ICAA as a general education course in Natu 111. (SP only). National ID (CIP) 26.0101. This is a Universal Ge (UGETC) course. [SBCC/BOG 02/21/14]	completior ological lev latural Scie ural Science eneral Edu	n, students s els. This cou nce. This cc e. State Pre cation Trans	should be at urse has bee ourse has be requisite: Ta sfer Compor	ole to en approved en approved for ake BIO- nent		
BIO-163 Basic Anat & Physiology This course provides a basic study of the structure and function a basic study of the body systems as well as an introduction to acid-base balance, and electrolytes. Upon completion, studer understanding of the fundamental principles of anatomy and course has been approved for transfer under the CAA as a pre course has been approved for transfer under the ICAA as a pre Prerequisite: Take one set: Set 1: RED-090; Set 2: DRE-098; S score; Set 4: BSP-4002; Set 5: ENG-011; Set 6: ENG-025. (FA a	4 on of the h o homeost nts should l physiology emajor and emajor and eet 3: ENG- and SP). Na	2 uman body asis, cells, ti be able to d y and their i d/or elective d/or elective 002 Tier 2 c itional ID (C	0 . Topics incluissues, nutri emonstrate nterrelation e course require course recorr acceptabl IP) 26.0403.	5 ude tion, a basic ships. This uirement. This juirement. RCC e placement		
BIO-168 Anatomy and Physiology I This course provides a comprehensive study of the anatomy a include body organization, homeostasis, cytology, histology, a and nervous systems and special senses. Upon completion, st an in-depth understanding of principles of anatomy and phys course has been approved for transfer under the CAA as a pre course has been approved for transfer under the ICAA as a pre Prerequisite: Take one set: Set 1: RED-090; Set 2: DRE-098; S score; Set 4: BSP-4002; Set 5: ENG-011; Set 6: ENG-025. (FA c	3 and physiol and the inte udents sho iology and emajor and emajor and e et 3: ENG - only). Natio	3 logy of the l egumentary buld be able their intern l/or elective d/or elective 002 Tier 2 c onal ID (CIP)	0 numan body 7, skeletal, m to demonst elationships course req e course req e course req acceptabl 26.0403.	4 x. Topics huscular, trate . This uirement. This juirement. RCC e placement		
BIO-169 Anatomy and Physiology II This course provides a continuation of the comprehensive stu- human body. Topics include the endocrine, cardiovascular, lyu and reproductive systems as well as metabolism, nutrition, ac balance. Upon completion, students should be able to demor principles of anatomy and physiology and their interrelations transfer under the CAA as a premajor and/or elective course transfer under the ICAA as a premajor and/or elective course 168. (SP only). National ID (CIP) 26.0403.	3 idy of the a mphatic, re cid-base ba astrate an i hips. This c requireme requireme	3 anatomy and espiratory, c alance, and f n-depth und course has b nt. This cou ent. State Pr	0 d physiology digestive, uri fluid and ele derstanding een approve rse has beer rerequisite :	4 of the inary, ctrolyte of ed for approved for Take BIO-		
BIO-175 General Microbiology This course covers principles of microbiology with emphasis of Topics include an overview of microbiology and aspects of me	2 on microorgedical micro	2 ganisms and obiology, id	0 human disc entification	3 ease. and		

Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. **State Prerequisites: Take one: BIO-110, BIO-111, BIO-163, BIO-165, or BIO-168.** (FA and SP). National ID (CIP) 26.0502.

	Course Descriptions (Curricula Credit)						
	ŀ	Hours/Wee	Semester Hours				
	Class	Lab	Wk. Exp.	Credit			
BUS-110 Introduction to Business	3	0	0	3			
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of							
business concepts as a foundation for studying other bus	siness subjects.	This cours	e has been a	pproved for			
transfer under the CAA as a premajor and/or elective co transfer under the ICAA as a premajor and/or elective co	urse requiremen ourse requireme	nt. This co nt. (FA an	urse has bee d SP). Nation	n approved for al ID (CIP)			

52.0201

Business Administration and Management, General.

Competencies

Student Learning Outcomes:

- 1. Identify various forms of business organizations.
- 2. Define business vocabulary.
- 3. Describe the basics of business ethics.
- 4. Explain basic management principles.

BUS-115 Business Law I

0 0

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.

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Competencies

Student Learning Outcomes

- 1. Identify the elements of a contract.
- 2. Describe the structure of the U.S. court system.
- 3. Identify laws, conditions and regulations in national and international work environments.

BUS-116 Business Law II3003This course includes the study of the legal and ethical framework of business. Business Organizations,
property law, intellectual property law, agency and employment law, consumer law, secured transactions,
and bankruptcy are examined. Upon completion, the student should be able to identify legal and ethical
issues that arise in business decisions and the laws that apply to them. State Prerequisite: Take BUS-
115. (FA and SP). National ID (CIP) 52.0201 Business Administration and Management, General.3

BUS-137 Principles of Management

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.

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Competencies

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	Course De	escriptio	ns (Curi	ricula Credit)	
		Hours/Week		Semester Hours	
	Class	Lab	Wk. Exp.	Credit	
Student Learning Outcomes1. Explain strategic management in business operations.2. Define management, quality management, and project3. Identify relevant issues in human resource management	ct management ent.				
BUS-153 Human Resource Management This course introduces the functions of personnel/huma Topics include equal opportunity and the legal environm appraisal, employee development, compensation planni students should be able to anticipate and resolve humar 52.0201 Business Administration and Management, Gen	3 n resource mar lent, recruitmen ng, and employ n resource conc eral.	0 nagement win nt and select vee relations. verns. (FA and	0 thin an org ion, perfor Upon com d SP). Natic	3 anization. mance pletion, mal ID (CIP)	
BUS-217 Employment Law and Regs This course introduces the principle laws and regulations their employees or prospective employees. Topics includ action, and employee rights and protections. Upon comp organization policy for compliance and assure that decis (CIP) 52.0201 Business Administration and Management	3 s affecting publ de fair employm pletion, student ions are not con s, General.	0 ic and private nent practice ts should be a ntrary to law	0 e organizat s, EEO, affi able to eva . (SU). Nati	3 ions and rmative luate onal ID	
 Competencies Student Learning Outcomes 1. Define fair employment practices, EEO, affirmative ac 2. Identify employee rights and protections. 3. Evaluate organization policy for compliance. 4. Evaluate decisions to assure they are not contrary to 	tion. law.				
BUS-225 Business Finance This course provides an overview of business financial m statement analysis, time value of money, management of financing. Upon completion, students should be able to management. RCC Prerequisite: Take ACC-120. (SP). Nat Administration and Management, General.	2 anagement. En of cash flow, ris interpret and a tional ID (CIP) 5	2 nphasis is pla k and return, pply the prin 2.0201 Busin	0 and sourc ciples of fin ass	3 ancial es of nancial	
BUS-230 Small Business Management This course introduces the challenges of entrepreneursh small business. Topics include market research techniqu alternatives, and managerial decision making. Upon com a small business plan. (SP). National ID (CIP) 52.0201 Bus Management, General.	3 ip including the es, feasibility st pletion, studer iness Administi	0 e startup and udies, site ar nts should be ration and	0 operation nalysis, fina able to de	3 of a incing velop	
BUS-234 Training and Development This course covers developing, conducting, and evaluatin learning principles. Emphasis is placed on conducting a r approaches, designing the learning environment, and log students should be able to design, conduct, and evaluate	3 ng employee tra needs assessme cating learning e a training prop	0 aining with a nt, using var resources. U gram. (SU). N	0 ttention to ious instruc pon compl lational ID	3 adult ctional etion, (CIP)	

52.0201 Business Administration and Management, General.
Co	ourse De	escriptio	ns (Curi	ricula Credit)
	Class	Hours/Week Lab	Wk. Exp.	Semester Hours Credit
Student Learning Outcomes1. Design, conduct, and evaluate a training program.2. Define the steps for conducting a needs assessment.3. Identify instructional approaches.4. Design a learning environment.				
BUS-255 Org Behavior in Business This course covers the impact of different management praces satisfaction and morale, organizational effectiveness, produce discussion of formal and informal organizations, group dyna- change. Upon completion, students should be able to analyze and determine an appropriate course of action. (FA and SU). Administration and Management, General.	3 tices and lectivity, and mics, motiv e different National IE	0 eadership sty profitability ation, and n types of inte O (CIP) 52.02	0 yles on wor . Topics incl nanaging co erpersonal s 201 Busines	3 ker Jude a onflict and situations s
BUS-256 Recruit Select & Per Plan This course introduces the basic principles involved in managinclude personnel planning, recruiting, interviewing and screerecords; and voluntary and involuntary separations. Upon contain retain employees who match position requirements and National ID (CIP) 52.0201 Business Administration and Manag	3 ging the em eening tech ompletion, s I fulfill orga gement, Ge	0 poloyment p niques, mair students sho nizational ol eneral.	0 rocess. Top ntaining em ould be able bjectives. (F	3 ics ployee to acquire A).
 Competencies Student Learning Outcomes 1. Identify recruiting, interviewing and screening techniques 2. Describe processes to acquire and retain employees who organizational objectives. 3. Describe personnel planning. 4. Identify procedures for maintaining employee records. 	match posit	tion require	ment and fi	ulfill
BUS-258 Compensation and Benefits This course is designed to study the basic concepts of pay an Topics include wage and salary surveys, job analysis, job eva performance programs. Upon completion, students should be compensation system to attract, motivate, and retain emplo Business Administration and Management, General.	3 Id its role in luation tech be able to d yees. (SP). I	0 rewarding nniques, ber evelop and i National ID	0 performanc nefits, and p manage a b (CIP) 52.020	3 e. oay for- asic 01
Competencies Student Learning Outcomes 1. Describe job analysis and job evaluation techniques.				

- 2. Describe benefits and pay-for-performance programs.
- 3. Develop and manage a basic compensation system to attract, motivate, and retain employees.

4. Define wage and salary surveys.

BUS-259 HRM Applications

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This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that

	Course De	scripti	ons (Curi	ricula Credit)
	I	Hours/Wee	k	Semester Hours
	Class	Lab	Wk. Exp.	Credit
affect the status of people at work. State Prerequisites:	Take: BUS-217	or BUS-23	4. (SP). Natio	onal ID (CIP)
52.0201 Business Administration and Management, Gen	eral.			

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 Business4004

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 agriculturerelated ventures. (SP). National ID (CIP) 52.0201 Business Administration and Management, General.

BUS-285 Business Management Issues 2 2 0

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

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

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CAT-211 CT Procedures

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

This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment. (FA) National ID (CIP) 51.0999 Allied Health Diagnostic, Intervention, and Treatment Professions, Other

■ CCT Cyber Crime Technology

CCT-250 Network Vulnerabilities I	2

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	Course De	scriptic	ons (Curr	icula Credit)
	H Class	Hours/Weel Lab	Wk. Exp.	Semester Hours Credit
This course introduces students to penetration testi include an overview of traditional network security, completion, students should be able to evaluate we the purpose of incident response, reconstruction, ar (SP) National ID (CIP) 43.0403 Cyber/Computer Forensics	ng, network vo system harde aknesses of tra nd forensic inv and Counterte	ulnerabilit ning, and aditional a restigation rrorism	ies, and ha known wea nd wireles . RCC Prere e	cking. Topics knesses. Upon s network for quisite: NET 126.
■ CHM – Chemistry CHM-151 General Chemistry I This course covers fundamental principles and laws of ch atomic and molecular structure, periodicity, chemical rea thermochemistry, gas laws, and solutions. Upon complet understanding of fundamental chemical laws and concep approved for transfer under the CAA as a general educat approved for transfer under the ICAA as a general educat Take one set: Set 1: DMA-010, DMA-020, and DMA-030; placement score; Set 4: MAT-025. (FA). National ID (CIP) Education Transfer Component (UGETC) course. [SBCC/B	3 emistry. Topics actions, chemica ion, students sh ots as needed in ion course in Na tion course in Na Set 2: MAT-06 40.0501 Chemi OG 02/21/14]	3 include me al bonding, nould be ab CHM 152. atural Scier latural Scier 0 Set 3: M istry, Gene	0 easurement stoichiome ole to demoi This course nce. This cou nce. RCC Pro AT-003 Tier ral. This is a	4 bry, hstrate an has been hrse has been erequisite: 1 or acceptable Universal General
CHM-152 General Chemistry II This course provides a continuation of the study of the ful Topics include kinetics, equilibrium, ionic and redox equa thermodynamics, introduction to nuclear and organic che students should be able to demonstrate an understandin further study in chemistry and related professional fields the CAA as a general education course in Natural Science the ICAA as a general education course in Natural Science National ID (CIP) 40.0501 Chemistry, General. This is a Un Component (UGETC) course. [SBCC/BOG 02/21/14]	3 Indamental print Itions, acid-base emistry, and co g of chemical co . This course ha . This course ha e. State Prerequ niversal General	3 nciples and e theory, e mplex ions oncepts as oncepts as been app as been app uisite: Take I Education	0 laws of che ectrochemi . Upon com needed to p proved for tr proved for tr croved for tr croved for tr croved for tr croved for tr	4 mistry. stry, bletion, bursue ansfer under cansfer under (SP).
CIS – Information Systems CIS-110 Introduction to Computers	2	2	0	3

CIS-110 Introduction to Computers

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.

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CIS-115 Intro to Prog & Logic

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. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). (SU). National ID (CIP) 11.0103 Information Technology.

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Course De	scriptio	ons (Curr	icula Credit)
н	lours/Wee	k	Semester Hours
Class	Lab	Wk. Exp.	Credit

Competencies

Student Learning Outcomes

- 1. Apply control structures.
- 2. Apply top-down algorithmic design.
- 3. Implement algorithmic solutions in a programming language.

CIS-150 Google IT Support I

This course introduces students to the concepts, tools, templates, and artifacts used to support an IT environment using Google resources. Emphasis is placed on fundamental IT support methodology including troubleshooting, customer support, networking, system administration, operating systems, and security. Upon completion, students should be able to provide general support for an IT based network within a business environment. (SP). National ID (CIP) 11.0103 Information Technology.

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■ 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 3 0 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

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

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.

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CJC-131 Criminal Law

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

3

3

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	Course De	scriptio	ons (Curi	ricula Credit)
	ŀ	lours/Weel	c	Semester Hours
	Class	Lab	Wk. Exp.	Credit
the sources of law and identify, interpret, and apply the (CIP) 43.0107 Criminal Justice/Political Science.	appropriate stat	tutes/elem	ents. (SP). N	National ID
CJC-132 Court Procedure & Evidence This course covers judicial structure/process/procedure evidence, and the rules governing admissibility of evider and federal courts, arrest, search and seizure laws, exclu related issues. Upon completion, students should be abl to establish a lawful arrest/search, proper judicial proce National ID (CIP) 43.0107 Criminal Justice/Political Scien	3 from incident to nee in court. Top isionary and stat e to identify and dures, and the a ce.	0 dispositio ics include tutory rules discuss pr dmissibility	0 n, kinds and considerati s of evidenc ocedures no y of evidenc	3 d degrees of ion of state e, and other ecessary e. (SP).
CJC-141 Corrections	3	0	0	3
This course covers the history, major philosophies, comp of the field of corrections. Topics include historical evolu alternatives to incarceration, treatment programs, inma completion, students should be able to explain the vario correctional system. This course has been approved for course requirement. This course has been approved for course requirement. (FA). National ID (CIP) 43.0107 Crim	ponents, and cur ution, functions of te control, and c ous components, transfer under t transfer under t ninal Justice/Poli	rrent practi of the varic other relate processes he CAA as he ICAA as tical Science	ices and pro bus compon ed topics. U , and function a premajor a premajor ce.	blems ents, pon ons of the and/or elective and/or elective
CIC-160 Terrorism: Underlying Issu	3	0	0	3
This course identifies the fundamental reasons why Ame domestic/international terrorist groups and ideologies for recognition of terrorist crime scene; weapons of mass do terrorism; and planning considerations involving threat be able to identify and discuss the methods used in terror for terrorists' incidents. (SP). National ID (CIP) 43.0107 C	erica is a target f rom a historical estruction; chem assessments. Up prists' activities a criminal Justice/f	or terrorist aspect. Em nical, biolog oon comple and comple Political Sci	ts, covering phasis is pla gical, and nu tion, studer ete a threat ence.	various aced upon uclear nts should assessment
CIC-212 Ethics & Comm Relations	3	0	0	3
This course covers ethical considerations and accepted sorganizations and professionals. Topics include ethical so diversity; citizen involvement in criminal justice issues; a students should be able to apply ethical considerations to criminal justice situations. (FA). National ID (CIP) 43.010	tandards applica ystems; social ch nd other related to the decision-r 7 Criminal Justic	able to crin hange, valu d topics. Up naking pro e/Political	ninal justice es, and norr pon complet cess in iden Science.	ms; cultural tion, tifiable
CJC-214 VICTIMOIOgy	3 nlaced on roles/	U	U stics of victio	3 ms victim
interaction with the criminal justice system and society, related topics. Upon completion, students should be abl of victims' roles, and current victim assistance programs Justice/Political Science.	current victim a e to discuss and (SP). National I	ssistance p identify vi D (CIP) 43.	orograms, ar ctims, the u 0107 Crimir	nd other niqueness nal
CJC-215 Organization & Administration	3	0	0	3
This course introduces the components and functions of to the agencies of the criminal justice system. Topics inc recruiting, training, and retention of personnel; funding and discretion; and other related topics. Upon completion	organization an lude operations, and budgeting; on, students sho	nd administ /functions communica uld be able	ration as it of organizat ations; span e to identify	applies tions; of control and discuss

the basic components and functions of a criminal justice organization and its administrative operations.

		scrintid	ons (Curr	icula Credit
	Course De	lours/Wee	k Wk. Exp.	Semester Hours Credit
(FA). National ID (CIP) 43.0107 Criminal Justice/Politic	al Science.			
CJC-221 Investigative Principles This course introduces the theories and fundamentals scene/incident processing, information gathering tech preparation of appropriate reports, court presentatio students should be able to identify, explain, and demo report preparation, and courtroom presentation. (SP) Political Science.	3 s of the investigative nniques, collection, ns, and other relate onstrate the technic National ID (CIP) 4	2 /preservat ed topics. ques of th 43.0107 Cr	0 Topics inclui ion of eviden Upon comple e investigativ riminal Justic	4 de crime ace, etion, ve process, e/
CJC-231 Constitutional Law The course covers the impact of the Constitution of the criminal justice system. Topics include the structure of decisions pertinent to contemporary criminal justice is students should be able to identify/discuss the basic so the rights/procedures as interpreted by the courts. (F Political Science.	3 ne United States an if the Constitution a ssues, and other re structure of the Un A). National ID (CIP	0 and its amer and its am elated topi ited States P) 43.0107	0 ndments on t endments, co cs. Upon com constitution Criminal Just	3 he ourt npletion, n and icce/
■ COM – Communication COM-110 Introduction to Communication This course provides an overview of the basic concept communicate in various contexts. Emphasis is placed in interpersonal group, public, intercultural, and mass students should be able to explain and illustrate the five variety of contexts. This course has been approved fo Communication. This course has been approved for the	3 ts of communication on communication si communication si orms and purposes r transfer under th ransfer under the C	0 theories a tuations. U of human e ICAA as a CAA as a ge	0 skills necessa and techniqu Jpon comple a communica a general edu eneral educat	3 ary to es used tion, tion in a ication course ir ion course

COM-120 Intro Interpersonal Com

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.

COM-231 Public Speaking

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved for transfer under the CAA as a general education course in Communication. This course has been approved for transfer under the ICAA as a general education course in Communication. **RCC Prerequisites: Take one set: Set 1: ENG-090 and RED-090; Set 2: DRE-098; Set 3: ENG-002 Tier 2 or acceptable placement score; Set 4: BSP-4002; Set 5: ENG-011; Set 6 ENG-025.** (FA,

C	ourse D	escriptio	ns (Curr	icula Credit)
		Hours/Week		Semester Hours
	Class	Lab	Wk. Exp.	Credit
SP, and SU). National ID (CIP) 09.0101 Speech Communication Education Transfer Component (UGETC) course. [SBCC/BOG	on and Rh 02/21/14	etoric. This is a]	a Universal	General
■ COS – Cosmetology				
COS-111 Cosmetology Concepts I This course introduces basic cosmetology concepts. Topics i bacteriology, anatomy, diseases and disorders, hygiene, pro and other related topics. Upon completion, students should cosmetology concepts in the salon setting. State Corequisite Set 1: RED-090; Set 2: DRE-098; Set 3: ENG-002 Tier 2 or act (CIP) 12.0401 Cosmetology/Cosmetologist, General.	4 nclude saf duct know be able to e: Take CC ceptable p	0 ety, first aid, s vledge, chemis o safely and cc OS-112. RCC Pr placement sco	0 anitation, stry, ethics, ompetently rerequisites re. (FA or S	4 manicures, apply 5: Take one set: SP). National ID
COS-111AB Cosmetology Concepts I	2.5	0	0	2.5
COS-111BB Cosmetology Concepts I	1.5	0	0	1.5
topics. Upon completion, students should be able to safely a salon setting. State Corequisite: Take COS-112. RCC Prerequisite: Set 3: ENG-002 Tier 2 or acceptable placement score. 111AB-FA, COS-111BB-SP . National ID (CIP) 12.0401 Cosmet	and compe uisites: Ta COS 111AI tology/Cos	etently apply c ke one set: Se B is a prerequ smetologist, G	cosmetolog et 1: RED-09 isite for CO eneral.	y concepts in the 00; Set 2: DRE- S 111BB. (COS-
COS-112 Salon I	0	24	0	8
hair color, design, haircutting, permanent waving, pressing, Upon completion, students should be able to safely and con Corequisite: Take COS-111. RCC Prerequisites: Take one se Tier 2 or acceptable placement score. (FA or SP). National I General.	relaxing, v npetently t: Set 1: Ri D (CIP) 12	vigs, and othe demonstrate s E D-090; Set 2: .0401 Cosmet	r related to salon servic DRE-098; S ology/Cosn	pics. es. State Set 3: ENG-002 netologist,
COS-112AB Salon I	0	13.25	0	4.5
COS-112BB Salon I	0	10.75	0	3.5
This course introduces basic salon services. Topics include se design, haircutting, permanent waving, pressing, relaxing, w students should be able to safely and competently demonst 111. RCC Prerequisites: Take one set: Set 1: RED-090; Set 2 placement score. COS 112AB is a prerequisite for COS 112E 12.0401 Cosmetology/Cosmetologist, General.	calp treatn rigs, and o trate salon : DRE-098 ; BB. (COS-1	nents, shampo ther related to services. Stat ; Set 3: ENG-0 12AB –FA, CO	boing, rinsir opics. Upon e Corequis 02 Tier 2 o r S-112BB-SP	ng, hair color, completion, i te: Take COS- acceptable).National ID (CIP)
COS-113 Cosmetology Concepts II	4	0	0	4
This course covers more comprehensive cosmetology conce chemistry, manicuring, chemical restructuring, and hair colo able to safely and competently apply these cosmetology cor Take all: COS-111 and COS-112. (FA or SP). National ID (CIP) General.	pts. Topic pring. Upor ncepts in t 12.0401 (s include safet n completion, he salon settir Cosmetology/(ry, product students sh ng . State Pr Cosmetolog	knowledge, nould be erequisites: sist,
COS-114 Salon II	0	24	0	8
This course provides experience in a simulated salon setting	. Topics in	clude basic sk	in care, ma	nicuring,

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

	Course De	escriptio	ns (Curr	icula Credit)
		Hours/Week		Semester Hours
	Class	Lab	Wk. Exp.	Credit
and competently demonstrate these salon services. State 112. (FA or SP). National ID (CIP) 12.0401 Cosmetology/Co	e Prerequisites osmetologist, (: Take all: C General.	OS-111 and	COS-
COS-115 Cosmetology Concepts III	4	0	0	4
This course covers more comprehensive cosmetology cor salon management, salesmanship, skin care, electricity/lig brow tinting, superfluous hair removal, and other related able to safely and competently apply these cosmetology Take all: COS-111 and COS-112. (SU). National ID (CIP) 12	ncepts. Topics i ght therapy, w topics. Upon o concepts in the 2.0401 Cosmet	include safet igs, thermal completion, e salon settir ology/Cosmo	ty, product hair styling students sh ng. State Pr etologist, G	knowledge, , lash and nould be erequisites: eneral.
COS-115AB Cosmetology Concepts III	1	0	0	1
COS-115BB Cosmetology Concepts III	3	0	0	3
salon management, salesmanship, skin care, electricity/lig brow tinting, superfluous hair removal, and other related able to safely and competently apply these cosmetology Take all: COS-111 and COS-112. (SU). National ID (CIP) 12	ght therapy, w topics. Upon o concepts in the 2.0401 Cosmet	igs, thermal completion, e salon settir ology/Cosme	hair styling students sh ng. State Pr etologist, G	i, lash and hould be erequisites: eneral.
COS-116 Salon III	0	12	0	4
This course provides comprehensive experience in a simulation intermediate-level of skin care, manicuring, scalp treatmer chemical restructuring, pressing, and other related topics safely and competently demonstrate these salon services COS-112. (SU). National ID (CIP) 12.0401 Cosmetology/Co	ilated salon se ents, shampoo 5. Upon comple 5 . State Prereq osmetologist, G	tting. Empha ing, hair colo etion, studen uisites: Take General.	asis is place or, design, ł ats should b all: COS-1	d on naircutting, ne able to 11 and
COS-116AB Salon III	0	2	0	0.8
COS-116BB Salon III	0	10	0	3.2
This course provides comprehensive experience in a simulation intermediate-level of skin care, manicuring, scalp treatmet chemical restructuring, pressing, and other related topics safely and competently demonstrate these salon services COS-112. (SU). National ID (CIP) 12.0401 Cosmetology/Co	ilated salon se ents, shampoo 5. Upon comple 5 . State Prereq osmetologist, G	tting. Empha ing, hair colo etion, studen uisites: Take General.	asis is place or, design, h ats should b all: COS-1	d on naircutting, ne able to 11 and
COS-117 Cosmetology Concepts IV	2	0	0	2
This course covers advanced cosmetology concepts. Topic advanced cutting and design, and an overview of all cosm licensing examination. Upon completion, students should these cosmetology concepts and meet program completi COS-111 and COS-112. (FA or SP). National ID (CIP) 12.04	cs include cher netology conce l be able to der on requiremer 01 Cosmetolog	mistry and hapts in prepa monstrate an nts. State pre gy/Cosmetol	air structur ration for t n understar e requisites ogist, Gene	e, he nding of : Take all: ıral.
COS-118 Salon IV	0	21	0	7
This course provides advanced experience in a simulated efficient and competent delivery of all salon services in pr and employment. Upon completion, students should be a requirements and the areas covered on the Cosmetology employment requirements. State Prerequisites: Take all: National ID (CIP) 12.0401 Cosmetology/Cosmetologist, Ge	salon setting. reparation for able to demons Licensing Exar COS-111 and eneral.	Emphasis is the licensing strate compe nination and COS-112. (F/	placed on g examinati etence in p l meet entr A or SP).	on rogram y-level

	Course De	escriptio	ns (Cur	ricula Credit
		Hours/Week		Semester Hours
	Class	Lab	Wk. Exp.	Credit
COS 222 Contomn Hair Coloring	1	2	0	2
This course covers basic color concents bair coloring pro	L hlems and anr	3 Nication tec	U hniques Tr	
include color theory terminology contemporary techniq	ues product ki	nowledge a	nd other r	elated
topics. Upon completion, students should be able to iden	tify a client's c	olor needs a	and safely a	and
competently perform color applications and correct prob	lems. State Pre	erequisites:	Take all: C	OS-111
and COS-112. (FA or SP). National ID (CIP) 12.0401 Cosme	etology/Cosme	tologist, Ge	neral.	
COS-240 Contemporary Design	1	3	0	2
This course covers methods and techniques for contemp	orary designs. I	Emphasis is	placed on	
contemporary designs and other related topics. Upon col	mpletion, stude	ents should	be able to	demonstrate
and apply techniques associated with contemporary desi	gn. State Prere	quisites: Ta	ke all: COS	5-111 and
COS-112. (FA or SP). National ID (CIP) 12.0401 Cosmetolo	gy/Cosmetolog	gist, Genera	Ι.	
COS-250 Computerized Salon Ops	1	0	0	1
This course introduces computer and salon software. Em	phasis is placed	d on various	computer	and salon
software applications. Upon completion, students should	be able to util	ize compute	er skills and	l software
applications in the salon setting. RCC Corequisite: COS 11	L 1 and 112. (FA	or SP). Nat	ional ID (C	P) 12.0401
Cosmetology/Cosmetologist.				
COS-271 Instructor Concents I	5	0	0	5
This course introduces the basic cosmetology instruction	al concepts. To	pics include	orientatio	n. theories
of education, unit planning, daily lesson planning, laborat	ory manageme	ent, student	assessme	nt, record
keeping, and other related topics. Upon completion, stud	lents should be	able to ide	ntify theor	ies of
education, develop lesson plans, demonstrate supervisor	y techniques, a	and assess s	tudent per	formance in
a classroom setting. State Corequisite: Take COS-272. (Fr	A). National ID	(CIP) 12.041	.3 Cosmeto	ology,
Barber/Styling, and Nail Instructor.				
COS-272 Instructor Practicum I	0	21	0	7
This course covers supervisory and instructional skills for	teaching entry	-level cosm	etology stu	Idents
in a laboratory setting. Topics include demonstrations of	services, super	vision, and	entry-level	student
assessment. Upon completion, students should be able to	o demonstrate	salon servic	es and ins	truct and
objectively assess the entry-level student. State corequis	ite: Take COS-2	271. (FA). Na	ational ID (CIP)
12.0413 Cosmetology, Barber/Styling, and Nail Instructor				
COS-273 Instructor Concepts II	5	0	0	5
This course covers advanced cosmetology instructional co	oncepts. Topics	s include pra	ictical	
demonstrations, lesson planning, lecture techniques, dev	elopment and	administrat	ion of asse	ssment
tools, record keeping, and other related topics. Upon con	npletion, stude	nts should b	pe able to (develop
lesson plans, demonstrate supervision techniques, assess	s student perfo	rmance in a	classroom	setting, and
Keep accurate records. State Prerequisites: Take all: COS	-2/1 and COS-	2/2. State C	orequisite	е: таке
COS-274. (SP). National ID (CIP) 12.0413 Cosmetology, Ba	irber/Styling, a	nu nali insti	uctor.	
COS-274 Instructor Practicum II	0	21	0	7
This course is designed to develop supervisory and instru	ctional skills fo	r teaching a	dvanced c	osmetology
students in a laboratory setting. Topics include practical of	demonstrations	s, supervisio	n, and adv	anced
student assessment. Upon completion, students should b	e able to demo	onstrate cor	npetence i	n the areas

covered by the Instructor Licensing Examination and meet program completion requirements. State

	Course De	escriptio	ns (Curr	ricula Credit)
		Hours/Week		Semester Hours
	Class	Lab	Wk. Exp.	Credit
Prerequisite: Take all: COS-271 and COS-272. State Core (CIP) 12.0413 Cosmetology, Barber/Styling, and Nail Instr	equisite: Take C ructor.	C OS-273. (SP). National	ID
CTI – Computer Technology Integration				
CTI-110 IT Foundations This course provides an introduction to technology concer foundational concepts across various IT domains such as fundamentals, programming principles, and web develop demonstrate knowledge in core IT areas and apply skills (FA).National ID (CIP) 11.0103 Information Technology.	2 epts and curren , but not limited oment. Upon co critical for their	2 at trends in I d to, artificia ompletion, s academic a	0 T. Topics in al intelligend tudents sho and professi	3 clude ce, database ould be able to onal success.
CTI-120 Network & Sec Foundations	2	2	0	3
This course introduces students to the Network concepts protocols, local and wide area networks, and network sta information systems and the various implementation pol to perform basic tasks related to networking mathematic National ID (CIP) 11.0103 Information Technology.	s, including net andards. Empha licies. Upon cor cs, terminology	working tern asis is placed npletion, stu , media and	minology ar d on securin udents shou protocols.	nd ng uld be able (FA).
CTI-140 Virtualization Concepts This course introduces operating system virtualization. E machine storage, virtual networking and access control. I tasks related to installation, configuration and managem Information Technology	1 mphasis is plac Upon completio ent of virtual m	4 ed on virtua on, students nachines. (SF	0 Ilization terr s should be P). National	3 minology, virtual able to perform ID (CIP) 11.0103
CTI-141 Cloud & Storage Concepts	1	4	0	3
This course introduces cloud computing and storage con- virtualization, storage networking and access control. Up tasks related to installation, configuration and managem 11.0103 Information Technology.	cepts. Emphasi ion completion ent of cloud sto	s is placed o , students sl prage syster	n cloud teri nould be ab ns. (SP). Nat	minology, le to perform tional ID (CIP)
CTI-289 CTI Capstone Project This course provides students an opportunity to complet from the design phase through implementation with min on technology policy, process planning, procedure defini to create projects for the many areas in which computer students should be able to create, implement, and suppor project from the planning and design phase through imp CTI-110, CTI-120, and CTS-115. (SP). National ID (CIP) 11.	1 te a significant i nimal instructor tion, systems a technology is in ort a comprehe lementation. S i 0103 Informati	6 ntegrated to support. Er rchitecture, ntegrated. U nsive techno tate Prerequion Technolo	0 echnology p nphasis is p and securit Jpon compl plogy integr uisites: Take ogy.	3 project laced cy issues etion, ration e all:
■ CTS – Computer Information Technology CTS-115 Info Sys Business Concepts The course introduces the role of IT in managing busines and IT alignment. Emphasis is placed on industry need fo developing/managing information systems to contribute challenges. Upon completion, students should be able to manager' and the potential offered by new technology a transfer under the CAA as a promaior and/or elective court	3 s processes and r understandin to the decision demonstrate k nd systems. Th	0 d the need f g business c making pro knowledge c is course ha nt. This course	0 or business challenges a pocess based of the 'hybri s been appr	3 process nd on these d business roved for

transfer under the ICAA as a premajor and/or elective course requirement. (SP). National ID (CIP) 11.0103

Information Technology.

	Course De	Course Descriptions (Curre				
	ŀ	lours/Wee	k	Semester Hours		
	Class	Lab	Wk. Exp.	Credit		
Competencies						
Student Learning Outcomes						
1. Identify the relationship between the business ob	jectives and the IT re	equireme	nts of an ente	erprise.		
2. Identify attributes that make up a "hybrid busines	ss manager."					
Assess the role of technology options for managir	ng business processe	S.				
CTS-120 Hardware/Software Support	2	3	0	3		
This course covers the basic hardware of a personal	computer, including	installatio	on, operatior	ns and		
interactions with software. Topics include compone	nt identification, me	mory-syst	em, periphe	ral		
installation and configuration, preventive maintenal	nce, hardware diagn	ostics/rep	air, installati	on and		
optimization of system software, commercial progra	ams, system configur	ration, and	d device-driv	ers. Upon		
completion, students should be able to select appro	priate computer equ	uipment a	nd software.	upgrade/		
maintain existing equipment and software, and trou	ubleshoot/repair non	-functioni	ing personal	computers.		
(SP). National ID (CIP) 11.0103 Information Technology	ogv.		0			
	- 07					
Competencies						
Student Learning Outcomes						
1. Identify appropriate computer equipment and so	ftware based on org	anizationa	l needs.			
2. Demonstrate ability to upgrade/maintain existing	equipment and soft	ware.				
3. Repair non-functioning personal computers.						
CTS-130 Spreadsheet	2	2	0	3		
This course introduces basic spreadsheet design and	d development. Topi	cs include	writing form	iulas, using		
functions, enhancing spreadsheets, creating charts,	and printing. Upon o	completio	n, students s	hould		
	LAND (FA CD) NUM		D) 44 0402			

functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. (FA, SP). National ID (CIP) 11.0103 Information Technology.

CTS-135 Integrated Software Intro 2 4

This course instructs students in the Windows or Linux based program suites for word processing, spreadsheet, database, personal information manager, and presentation software. This course prepares students for introductory level skills in database, spreadsheet, personal information manager, word processing, and presentation applications to utilize data sharing. Upon completion, students should be able to design and integrate data at an introductory level to produce documents using multiple technologies. **RCC Prerequisite: Take CIS-110.** (FA, SU). National ID (CIP) 11.0103 Information Technology.

DBA – Database Management Technology

DBA-110 Database Concepts2303This 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.

DBA-118 Google Data Analytics I

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,

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Со	urse D	Descriptions	s (Curi	ricula Credit)
	Class	Hours/Week Lab V	Vk. Exp.	Semester Hours Credit
spreadsheets, database and query basics, visualization basics, validation. Upon completion, students should be able to revie analyze datasets, create queries, use visualization tools and constional ID (CIP) 11.0802 Data Modeling/Warehousing and Database	effectiv w assess ommuni atabase	e communicatio sments, use form cate effectively v Administration.	ก technic านlas anc with stak	ques, and data d calculations to eholders. (SP).
DBA-218 Google Data Analytics II This course introduces the role of an advanced Google data ar effective questions, data transformation, analyzation processe placed on setting up a design thinking, data-driven storytelling technical expertise. Upon completion, students should be able dashboards and presentations, create analytical reports using National ID (CIP) 11.0802 Data Modeling/Warehousing and Da	2 nalyst ar es, visua g, dashb e to crea ; R, and s atabase	3 Id how to make of lization and prog oards, R program te a data-driven showcase technic Administration.	0 data-driv grammin nming, jo storybo storybo	3 ven decisions using g. Emphasis is bb portfolios and ard, develop tical skills. (SP).
■ DES – Design: Creative				
DES-112 Bldg/Construc Sys This course provides an overview of the residential construction placed on providing the fundamental knowledge needed by the methods, including electrical and lighting, plumbing, sustainable envelope. Upon completion, students should be able to demo effective collaboration with architects, engineers, and building Interior Design.	3 on proce he desig bility, me onstrate g contra	0 ess for the interio ner in residential echanical and ve effective commu ctors. (FA). Natic	0 or design constru ntilation unication onal ID (C	3 ier. Emphasis is ction basics and , and the building required for CIP) 50.0408
DES-125 Visual Presentation I	0	6	0	2
This course introduces visual presentation techniques for comperspective drawing, rendering and mixed media. Upon comp design concept through graphic media. (FA). National ID (CIP)	nmunica oletion, s 50.0408	ting ideas. Topics tudents should k Interior Design.	s include be able to	drawing, o present a
DES-130 Digital App/Interior Design	2	3	0	3
This course introduces digital applications using current appro Emphasis is placed on the operation of computer software in completion, students should be able to use digital media to pu 50.0408 Interior Design.	opriate s interior repare a	oftware and emo design applicatic design solution.	erging te Ins. Upol (SP). Na	chnologies. n tional ID (CIP)
DES-135 Prin & Elem of Design I	2	4	0	4
This course introduces the basic concepts and terminology of profession. Topics include line, pattern, space, mass, shape, te emphasis, balance, proportion, scale, and function. Upon com demonstrate an understanding of the principles covered throu ID (CIP) 50.0408 Interior Design.	design a exture, c pletion, ugh 2D a	is they relate to a olor, unity, varie students should and 3D exploratio	the desig ty, rhyth be able on. (FA).	یم ۱m, to National
DES-210 Professional Practices/Int Des	2	0	0	2
This course introduces contemporary business practices for in skills, business formations, professional associations, preparat correspondence, and means of compensation. Upon completi an understanding of basic business practices as they relate to	nterior de tion of p ion, stud the inte	esign. Topics incl rofessional cont lents should be a rior design profe	ude emp racts and ible to de ession. (S	Joyment J emonstrate JU).

National ID (CIP) 50.0408 Interior Design.

	Course D	escriptio	ns (Curi	ricula Credit)
		Hours/Week		Semester Hours
	Class	Lab	Wk. Exp.	Credit
DES-220 Interior Design Fundamentals This course provides an introduction to the application of on spatial relationships, material selections, craftsmanshi completion, students should be able to apply interior desi through visual communication. State Prerequisites: Take 2: DES-110; Set 3: DFT-115. (SP). National ID (CIP) 50.0408	1 interior desi p, and visual gn principles one set: Set 3 Interior Des	6 gn principles. presentation and illustrate 1: DES-135 an sign.	0 Emphasis i techniques design so d ARC-111	3 s placed s. Upon lutions ; Set
DES-225 Textiles for Interiors This course includes the study of textiles and their applicat placed on history, manufacturing processes, fiber charact applications. Upon completion, students should be able to (CIP) 50.0408 Interior Design.	2 tions for a va eristics, and i o specify app	2 ariety of interi residential and ropriate textil	0 ors. Empha d non-resic es. (SP). Na	3 asis is lential ational ID
DES-230 Residential Design I This course includes principles of interior design for variou is placed on visual presentation and selection of appropria completion, students should be able to present scaled flo- finishes and furniture selection. RCC Prerequisite: Take D Interior Design.	1 us residential ate styles to r or plans, elev ES-220. (SU).	6 design solution meet specificat vations, specif National ID (0	0 ons. Empha ations. Upo ications, co CIP) 50.040	3 asis n olor schemes 18
DES-231 Residential Design II This course provides advanced projects with a client profi Emphasis is placed on a total concept and the presentatio Upon completion, students should be able to complete a specifications, program schedules, finishes, and detailed v 230. (FA). National ID (CIP) 50.0408 Interior Design.	1 le that utilize n of appropr detailed floo vindow treat	6 is the skills de iate and creat rplan, space p ments. State	0 veloped in ive design lanning, fu Prerequisi	3 DES 230. solutions. rniture plan, t e: Take DES-
DES-235 Products This course provides an overview of interior products. Top and finishes; ceilings, moldings, and furniture construction Upon completion, students should be able to identify and interior spaces based on application. (SU). National ID (CIR	2 bics include fin techniques select appro 2) 50.0408 In	2 loor coverings ; and other internation priate materiaterior Design.	0 ; wall cove terior com als and fur	3 onents. nishings for
DES-238 Sustainable Interiors This course introduces basic concepts of sustainability and Topics include sustainable design principles, LEED and oth impact materials, indoor air quality, and energy and wate able to demonstrate a general understanding of the basic application. (SP). National ID (CIP) 50.0408 Interior Design	2 d green desig er sustainab r conservatio principles of l.	2 In as they related and control of the second se	0 te to interi certification oletion, stu nteriors the	3 or environments. n programs, low dents should be rough hands-on
DES-240 Commercial/Contract Design I This course is designed to focus on commercial/contract of healthcare and hospitality design. Emphasis is placed on A standards, space planning, and selection of appropriate m completion, students should be able to analyze design and Prerequisite: Take DES-220. (SU). National ID (CIP) 50.040	1 ADA requirem haterials for r d present not 08 Interior De	6 ing retail, offic nents, building non-residential n-residential p esign.	0 ce, instituti g codes and l interiors. projects. St	3 onal, d Upon ate
DES-241 Comm/Contract Design II	1	6	0	3

This course provides an in-depth study of non-residential design exploring more comprehensive design

	Course D	escriptio	ns (Curi	ricula Credit)
	Class	Hours/Week Lab	Wk. Exp.	Semester Hours Credit
solutions such as health care facilities, furniture gallery d placed on design of commercial interiors and suitability c and standards. Upon completion, students should be able requirements and select furniture, materials, fabrics, and standards. State Prerequisite: Take DES-240. (FA). Nation	esign, and larg of materials to e to design no accessories n nal ID (CIP) 50.	ge office com meet ADA re n-residential neeting code 0408 Interio	plexes. Em equirement spaces me s and flamr r Design.	phasis is s, codes, eting ADA nability
DES-242 Kitchen/Bath Design This course covers the fundamentals of kitchen and bath elements of kitchen and bath design, analysis of client ne Upon completion, students should be able to produce ba established by the National Kitchen and Bath Association 110, or DFT-115. RCC Prerequisites: DES-220 and ARC-11	2 design. Emph eds, specifyin sic kitchen an (NKBA). State 14. (SU). Natio	2 asis is placed g products, a d bath design Prerequisite mal ID (CIP) 5	0 on the prin nd drafting tutilizing st : Take One 50.0408 Int	3 nciples and design solutions. andards e: ARC-111, DES- erior Design.
DES-243 Advanced Kitchen/Bath Design This course covers advanced kitchen and bath design. Em producing professional working documents, and mastery theme. Upon completion, students should be able to exe Prerequisite: Take: DES-242. (FA). National ID (CIP) 50.0	2 ophasis will be of developing cute complex 408 Interior D	2 placed on ur and present kitchen and l esign.	0 hiversal des ing a desig path desigr	3 sign solutions, n concept and as. State
DES-255 History of Interiors & Furn I This course introduces architecture, interiors, and furnish Prehistoric to Neoclassical. Emphasis is placed on vocabu completion, students should be able to recognize, classify and architecture. (FA). National ID (CIP) 50.0408 Interior	3 hings in a varie lary, chronolo y and describe Design.	0 ty of historic gy, and style major styles	0 styles fron recognition of furnitur	3 n. Upon re, interiors,
DES-256 History of Interiors & Furn II This course continues the study of architecture, interiors, from Colonial to Contemporary. Emphasis is placed on str Upon completion, students should be able to recognize, o interiors, and exteriors. (FA). National ID (CIP) 50.0408 In	3 , and furnishin yle recognition classify and de terior Design.	0 gs from a van n, vocabulary scribe major	0 riety of hist , and chror styles of fu	3 coric styles hology. urniture,
DES-265 Lighting/Interior Design This course introduces theory and contemporary concept quality, lamps and fixtures, and their use and application should be able to visually communicate light concepts an select solutions for specific lighting scenarios. RCC Prerec Design.	1 ts in lighting. T in interior des d requiremen Juisite: DES 22	2 Topics include sign. Upon co ts based on r 20 . (FA). Natio	0 Inpletion, stational stational ID (CIF	2 s, light students ndards and 9) 50.0408 Interior
DES-285 Capstone/Interior Design This course provides additional studio time to investigate capitalize on strengths. Topics include a broad range of o individual research and instructional guidance. Upon com graphics, client folder, and all schedules for a professiona DES-240. State Corequisite: Take DES-210. (SP). National	2 areas of spec ptions, both re pletion, stude I project. Stat ID (CIP) 50.04	6 ial interest, u esidential and ents should b e Prerequisit 08 Interior D	0 Ipgrade we d non-resid e able to co ces: Take al vesign.	4 aknesses, and/or ential, combining omplete the I: DES-230 and
 DFT – Drafting DFT-119 Basic CAD This course introduces computer-aided drafting software Emphasis is placed on understanding the software comm 	1 for specific te and structure	2 chnologies t and drafting	0 o non-draft standards	2 ing majors. for specific

Course De	scriptio	ons (Curr	ricula Credit)
Hours/Week			Semester Hours
Class	Lab	Wk. Exp.	Credit

technical fields. Upon completion, students should be able to create and plot basic drawings. (SP). National ID (CIP) 15.1302 CAD/CADD Drafting and/or Design Technology/Technician.

■ DRA – Drama/Theater

DRA-111 Theatre Appreciation

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. (FA and SP). National ID (CIP) 50.0501. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

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ECO – Economics

ECO-251 Prin of Microeconomics3003This course introduces economic analysis of individual, business, and industry in the market economy.
Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and
revenue, market structures, factor markets, income distribution, market failure, and government
intervention. Upon completion, students should be able to identify and evaluate consumer and business
alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer
under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for
transfer under the ICAA as a general education course in Social/Behavioral Sciences. (FA, SP, and SU).
National ID (CIP) 45.0601. This is a Universal General Education Transfer Component (UGETC) course.
[SBCC/BOG 02/21/14]

ECO-252 Prin of Macroeconomics3003This 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 a3

EDU – Education

EDU-119 Intro to Early Child Educ	4	0	0	4
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Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

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, 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.

C οι	irse D	Descriptio	ons (Curi	ricula Credit)
	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

EDU-131 Child, Family, & Community

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. (FA). National ID (CIP) 12.1210 Early Childhood Education and Teaching.

EDU-144 Child Development I

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/ learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (FA). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

EDU-145 Child Development II

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 ICAA as a premajor and/or elective course requirement. (FA). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

EDU-146 Child Guidance

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.

	Course De	scripti	ons (Curi	ricula Credit)
	ŀ	Hours/Week		
	Class	Lab	Wk. Exp.	Credit
FDI 1-151 Creative Activities	3	0	0	3

This course introduces developmentally supportive, diverse, equitable, and inclusive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials and activities that align with the NC Foundations for Early Learning and Development. Emphasis is placed on best practices providing process-driven culturally diverse, learning experiences in art, music, creative movement, dance, and dramatic play integrated across all domains and academic content in indoor/outdoor environments for every young child age birth through age eight. Upon completion, students should be able to observe, examine, create, adapt, and advocate for developmentally appropriate creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse. (SP). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

EDU-153 Health, Safety, & Nutrition3003This 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.

EDU-187 Teaching and Learning for All 3 3 0 4

This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards. (FA) National ID (CIP) 24.0101 Liberal Arts and Sciences/Liberal Studies.

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EDU-216 Foundations of Education

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 ICAA as a premajor and/or elective course requirement. (FA). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

EDU-221 Children with Exceptionalities 3 0 0

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

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Course D	escriptio	ons (Cur	ricula Credit)
	Hours/Week		
Class	Lab	Wk. Exp.	Credit

Foundations for Early Learning and Development. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. **State Prerequisites: Take one set: Set 1: EDU-144, EDU-145; Set 2: PSY-244, PSY-245.** (SP). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

EDU-234 Infants, Toddlers, & Twos3003This 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. State Prerequisite: EDU-119 (SP). National ID (CIP) 13.1210 Early Childhood
Education and Teaching.

EDU-235 School-Age Develop & Programs3003This course includes developmentally appropriate practices in group settings for school-age children.Emphasis is placed on principles of development, environmental planning, and positive guidancetechniques and program development. Upon completion, students should be able to discussdevelopmental principles for culturally, linguistically, and ability diverse children ages five to twelve andplan and implement developmentally appropriate programs and activities (SP). National ID (CIP) 13.1210 EarlyChildhood Education and Teaching.

EDU-250 Teacher Licensure Preparation3003This course provides information and strategies necessary for transfer to a teacher licensure program at
a senior institution. Topics include entry level teacher licensure exam preparation, performance based
assessment systems, requirements for entry into teacher education programs, the process to become
a licensed teacher in North Carolina, and professionalism including expectations within the field of
education. Upon completion, students should be able to utilize educational terminology and demonstrate
knowledge of teacher licensure processes including exam preparation, technology based portfolio
assessment, and secondary admissions processes to the school of education at a senior institution. State
Prerequisites: Take one set: Set 1: ENG-111 and MAT-143; Set 2: ENG-111 and MAT-152; Set 3:
ENG-111 and MAT-171. (SP). National ID (CIP) 13.1210 Early Childhood Education and Teaching.3

EDU-251 Exploration Activities3003This 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.3(FA). National ID (CIP) 12.1210 Early Childhood Education and Teaching.003

EDU-259 Curriculum Planning3003This 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

Course Des	scriptio	ons (Curr	ricula Credit)
Hours/Week			Semester Hours
Class	Lab	Wk. Exp.	Credit

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.

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EDU-261 Early Childhood Admin I

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures. **State Corequisites: EDU-119** (FA). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

EDU-262 Early Childhood Admin II 3 0 0 3 This course focuses on advocacy/leadership, public relations/community outreach and program quality/

evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. **State Prerequisite: EDU-119 and EDU-261.** (SP). National ID (CIP) 13.1210 Early Childhood Education and Teaching.

EDU-279 Literacy Develop and Instruct 3 3 0 4

This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards. (SP) National ID (CIP) 24.0101 Liberal Arts and Sciences/Liberal Studies.

EDU-280 Language/Literacy Experiences 3 0 0

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

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

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Со	urse D	escriptio	ns (Curr	icula Credit
	Class	Hours/Week	M/le Even	Semester Hours
	CIdSS	LdD	WK. EXP.	credit
state guidelines. Upon completion, students should be able to	apply N	C Foundatior	ns for Early L	earning
and Development to demonstrate developmentally appropria	te plans/	assessments/	, appropriat	e guidance
techniques and ethical/professional behaviors, including the u	se of ap	propriate tec	hnology, as	indicated
by assignments and onsite faculty assessments. State Prerequ	isites: Ta	ake one set:	Set 1: EDU-1	119,
EDU-144, EDU-145, EDU-146, and EDU-151; Set 2: EDU-119, I	SY-244,	PSY-245, ED	U-146,	
and EDU-151; Set 3: EDU-119, EDU-144, PSY 245, EDU-146, a	nd EDU-:	151; Set 4: El	DU-119,	
PSY-244, EDU-145, EDU-146, and EDU-151. (SP). National ID (CIP) 13.1	210 Early Ch	ildhood Edu	cation and

Teaching.

■ ELC – Electricity

ELC-112 DC/AC Electricity 3 0 5 6 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.
- 6. Describe the characteristics of various power sources.

ELC-113 Residential Wiring

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.

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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

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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.

Course De	Course Descriptions (Curricula Credit			
I	Hours/Wee	k	Semester Hours	
Class	Lab	Wk. Exp.	Credit	

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.

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ELC-116 Telecom Cabling

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

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits. RCC Prerequisite: Take ELC 125. (SP). National ID (CIP) 46.0302 Electrician.

Student Learning Outcomes

- 1. Demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
- 2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to control circuits.
- 3. Interpret and use ladder and wiring diagrams, symbols, and schematics.
- 4. Demonstrate and describe the use of relays, contactors, motor starters and pilot devices in electrical control circuits.
- 5. Describe principles and operations related to electrical control circuits.
- 6. Describe the concepts of rotating electrical machinery.

ELC-118 National Electrical Code

2 2 1 0 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

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.

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ELC-120 Intro to Wiring

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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

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	Course De	scripti	ons (Curi	ricula Credit)
		Hours/Week		
	Class	Lab	Wk. Exp.	Credit
and/or identify wiring tools, materials and procedure Electrician.	es at an introductor	y level. (FA	A). National I	D (CIP) 46.0302

ELC-121 Electrical Estimating1202This 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.
- 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.

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ELC-125 Diagrams and Schematics1202

This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics. (FA). National ID (CIP) 46.0302 Electrician.

ELC-131 Circuit Analysis I

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment. (FA and SP). National ID (CIP) 46.0302 Electrician.

Competencies

Student Learning Outcomes

- 1. Identify and describe the operation of components used in DC/AC circuits.
- 2. Apply math formulas and circuit theorems in the analyses of DC/AC Circuits.
- 3. Locate and select DC/AC devices using component specifications based on circuit requirements.
- 4. Construct series, parallel and combination circuits.
- 5. Select and demonstrate the use of appropriate test equipment to analyze circuit operation.
- 6. Using appropriate troubleshooting techniques evaluate circuit performance applying suitable repair

	Course Descriptions (Curricula Credit)			
	ŀ	Semester Hours		
	Class	Lab	Wk. Exp.	Credit
methods.				
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7. Identify and demonstrate safe workplace practices.

ELC-133 Circuit Analysis II3304This 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
Electrician4

ELC-215 Electrical Maintenance2303This 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.

ELC-228 PLC Applications

This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems. **RCC Prerequisite: Take ELN 260.** (FA). National ID (CIP) 46.0302 Electrician.

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■ ELN – Electronics

ELN-133 Digital Electronics3304This 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.4

Student Learning Outcomes

- 1. Identify and describe the operation of digital electronic devices and circuits.
- 2. Analyze where and how digital electronics circuits are used.
- 3. Locate and select digital electronic devices using component specifications based on circuit requirements.
- 4. Construct operational circuits using digital devices.
- 5. Select and demonstrate the use of appropriate test equipment to analyze circuit operation.
- 6. Using appropriate troubleshooting techniques evaluate circuit performance applying suitable repair methods.
- 7. Identify and demonstrate safe workplace practices.

ELN-260 Prog Logic Controllers

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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

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Course D	escriptio	ons (Curi	ricula Credit)
	Hours/Wee	k	Semester Hours
Class	Lab	Wk. Exp.	Credit
Class	Lab	Wk. Exp.	Credit

ENG – English

ENG-025 College English Skills 3 0 0 3

This course provides the skills necessary for success in college English courses. Topics include reading and writing processes and strategies, such as critical thinking, text analysis, idea development, and application of writing conventions. Upon completion, students should be able to analyze readings and produce unified, coherent, well-developed paragraphs and essays using appropriate document design and standard written English while developing positive academic habits, learning strategies, and a growth mindset. (FA, SP, and SU). National ID (CIP) 32.0108 Developmental/Remedial English.

Competencies

- 1. Comprehend professional and academic readings.
- 2. Apply the writing process to compose unified, coherent, well-developed paragraphs and essays.
- 3. Evaluate ideas and information.
- 4. Use conventions of standard written English.
- 5. Employ technology ethically and appropriately when composing writing assignments.

ENG-102 Applied Communications II

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This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. (FA, SP, and SU; online only). National ID (CIP) 23.1301 Writing, General.

ENG-111 Writing and Inquiry

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). **Take one set: Set 1: ENG-090 and RED-090; Set 2: DRE-098; Set 3: ENG-002 Tier 2 or acceptable placement score; Set 4: BSP-4002; Set 5: ENG-011; Set 6: ENG-025.** 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

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

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Cou	rse Di	escrintio	ns (Curr	icula Credit)
	Class	Hours/Week Lab	Wk. Exp.	Semester Hours Credit
findings into documented writing and research projects. Upon to evaluate and synthesize information from primary and secon appropriate to various disciplines. This course has been approv- education course in English Composition. This course has been a general education course in English Composition. RCC Prereq Prerequisite: Take ENG-111. (FA, SP, and SU). National ID (CIP) General Education Transfer Component (UGETC) course. [SBCC	complet ndary so red for tr approve uisite: A 23.1301 /BOG 02	ion, students urces using c ansfer under d for transfe grade of 'C' Writing, Ge 2/21/14]	s should be locumentat r the CAA as r under the or better i neral. This i	able ion s a general ICAA as I ENG 111. State s a Universal
ENG-114 Prof Research & Reporting This course, the second in a series of two, is designed to teach Emphasis is placed on research, listening, critical reading and the design used in oral and written presentations. Upon completion individually and collaboratively to produce well-designed busin presentations. This course has been approved for transfer und English Composition. This course has been approved for transfer in English Composition. State Prerequisite: Take ENG-111. (FA)	3 profession ninking, a n, studen ess and er the CA er under SP, and	0 onal commun analysis, inten nts should be professional AA as a gener the ICAA as SU). Nationa	0 nication skil rpretation, e able to wo written and ral educatio a general educatio a general educatio	3 Is. and ork d oral n course in ducation course 3.1303.
ENG-116 Technical Report Writing This course, the second in a series of two, introduces layout an business and industry. Emphasis is placed on audience analysis writing style and organization, oral presentation of technical da written and oral presentations. Upon completion, students sho reports using a variety of technical communication models. Sta or ENG-111. (FA). National ID (CIP) 23.1303.	3 d design , data co ata, and ould be a t e Prere	0 of technical illection and the appropri ble to produ equisites: Tak	0 reports use analysis, te ate use of g ce written a ce One: ENG	3 ed in chnical graphics in and oral G-110
ENG-231 American Literature I This course covers selected works in American literature from i on historical background, cultural context, and literary analysis Upon completion, students should be able to analyze and inter cultural contexts. This course has been approved for transfer u Humanities/Fine Arts. This course has been approved for transfer in Humanities/Fine Arts. State prerequisites: Take one: ENG-1 SP). National ID (CIP) 23.1402. This is a Universal General Educa course. [SBCC/BOG 02/21/14]	3 of selec pret lite nder the fer unde 12, ENG - ation Tra	0 nings to 1869 ted prose, po rary works in cCAA as a ge r the ICAA as 113, or ENG nsfer Compo	0 5. Emphasis betry, and d their histo neral educa a general e - 114. (FA or bnent (UGE ⁻¹	3 is placed rama. rical and ition course in education course

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

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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

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Course De	scripti	ons (Curr	ricula Credit)
F	lours/Wee	k	Semester Hours
Class	Lab	Wk. Exp.	Credit

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

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. **State Prerequisites: Take one: ENG-112, ENG-113, or ENG-114.** (FA). National ID (CIP) 23.1404. The Transfer Advisory Committee changed the status of this course from General Education: Humanities/Fine Arts AA/AS to Universal General Education Transfer Component (UGETC); Humanities/Fine Arts AA/AS on December 2, 2015.

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ENG-242 British Literature II

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 Management3003This 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

■ ETR-Entrepreneurship

ETR-210 Intro to Entrepreneurship

management system. (FA). National ID (CIP) 43.0201 Fire Technology.

This course provides a survey of the starting and operating of an entrepreneurial venture. Topics include new venture creation, the business plan, economics of the business, determining resource needs and acquiring

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Course D	escripti	ons (Curi	ricula Credit)
	Hours/Wee	k	Semester Hours
Class	Lab	Wk. Exp.	Credit
		_	

resources, marketing, technology, leadership skills, and business ethics. Upon completion, students should be able to demonstrate an understanding of entrepreneurship concepts and how to use the entrepreneurial mindset to succeed in their careers. (SP). National ID (CIP) 52.0701 Entrepreneurship/Entrepreneurial Studies.

FIP-Fire Protection

FIP-120 Intro to Fire Protection3003This 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

Competencies

Student Learning Outcomes

1. Illustrate and explain the history and culture of the fire service.

protection field. (FA) National ID (CIP) 43.0201 Fire Technology

- 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

This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group. (FA). National ID (CIP) 43.0201Fire Technology.

Competencies

Student Learning Outcomes

1. Describe the relationship of fire prevention as it relates to the community.

2. Demonstrate an educational program for delivery to a defined audience.

3. Demonstrate the ability to gather research about fire deaths in the United States and knowledge of how fire prevention impacts this data.

4. Describe inspection practices and procedures.

5. Define the laws, rules, regulations, and codes and identify those relevant to fire prevention of the authority having jurisdictions.

FIP-132 Building Construction3003

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.

Course De	scripti	ons (Curi	ricula Credit)
н	lours/Wee	k	Semester Hours
Class	Lab	Wk. Exp.	Credit

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

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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.

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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

This course introduces various types of automatic sprinklers, standpipes, fire alarm systems, and fixed and portable extinguishing systems referenced in NFPA standard 25, including their operation, installation, and maintenance. Topics include wet and dry systems, testing and maintenance, water supply requirements, fire detection and alarm systems, including application, testing, and maintenance of Halon, carbon dioxide, dry chemical, and special extinguishing agents utilized in fixed and portable systems. Upon completion, students should be able to demonstrate a working knowledge of sprinkler and alarm systems, both fixed and portable, including appropriate application, operation, inspection, and maintenance requirements. (SP). National ID (CIP) 43.0201 Fire Prevention and Safety Technology/Technician.

Competencies

Student Learning Outcomes

- 1. Identify the various types of automatic extinguishing systems.
- 2. Describe the proper procedure to maintain an extinguishing system.
- 3. Determine the design requirements for sprinklers and standpipes in a designated building.
- 4. Demonstrate a working knowledge of various sprinklers and alarm systems.
- 5. Define the proper application and maintenance of various sprinklers and alarm systems.

FIP-152 Fire Protection Law

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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.

	Course De	scripti	ons (Curi	ricula Credit)
	ŀ	lours/Wee	k	Semester Hours
	Class	Lab	Wk. Exp.	Credit
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

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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.

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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

This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced use of the Incident Command System(ICS), advanced incident analysis, command-level fire operations, and control of both man made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command. **State prerequisites: Take FIP-220.** (SU). National ID (CIP) 43.0201 Fire Technology.

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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

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.

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Competencies

Course De	escriptio	ons (Curi	ricula Credit)
I	Hours/Wee	k	Semester Hours
Class	Lab	Wk. Exp.	Credit

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

This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices reference in NFPA standard 25. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems. (SP). National ID (CIP) 43.0201 Fire Technology.

Competencies

Student Learning Outcomes

- 1. Describe flow of water through various appliances.
- 2. Describe pumping system.
- 3. Demonstrate the ability to perform hydraulic calculations.
- 4. Demonstrate knowledge of a water distribution system.

FIP-240 Fire Service Supervision

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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.

	Course De	scripti	ons (Curi	ricula Credit)
	I	Hours/Wee	k	Semester Hours
	Class	Lab	Wk. Exp.	Credit
E Administer an ampleuse performance qualitation				

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5. Administer an employee performance evaluation.

FIP-276 Managing Fire Services

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This course provides an overview of fire department operative services referenced in NFPA standard 1021. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles. (FA). National ID (CIP) 43.0201 Fire Technology.

Competencies

Student Learning Outcomes

- 1. Define the standards of efficiency and optimization.
- 2. Define the framework of management and planning in the fire service.
- 3. Develop management policies and plans for fire prevention and investigation practices.
- 4. Explain the concepts of human resource management of public organizations.
- 5. Explain how modern fire services function as all-hazards organizations

■ GEL – Geology

GEL-111 Geology 3 2 0 4

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. (FA and SP). National ID (CIP) 40.0601. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

Competencies

- 1. Explain fundamental geologic concepts including earth structure, plate tectonics, rocks and minerals, rock cycle, crustal deformation, surficial processes, earth resources and geohazards.
- 2. Apply the basic methods of scientific inquiry in the context of geology.
- 3. Recognize and quantify the operation of Earth system processes over geologic and human timescales and over local, regional and global spatial scales.
- 4. Manipulate, interpret and construct visualizations of geologic data using maps, graphs, and contemporary technology.
- 5. Demonstrate an appreciation for the societal relevance of geology and the impact of humans on the earth system.

■ GEO – Geography

GEO-111 World Regional Geography3003This 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.**3**

	Course De	escriptio	ns (Curr	icula Credit)
	Close	Hours/Week	M/L Eve	Semester Hours
- CPD Cronkis Design	Class	LaD	WK. EXP.	Credit
GRD – Graphic Design GRD-110 Typography I This course introduces the history and mechanics of type Topics include typographic fundamentals, anatomy, mea terminology. Upon completion, students should be able to analysis, specification, and creation of typographic eleme Commercial and Advertising Art.	2 e and its applica surements, cor to demonstrate ents. (SP). Natio	3 ation to layo mposition, ic proficiency onal ID (CIP)	0 ut and design lentification in design a 50.0409	3 gn. n, and pplication,
GRD-121 Drawing Fundamentals I This course introduces skills using basic drawing techniquusing design principles, media applications, spatial considers students should be able to use drawing for conceptualizations, SP). National ID (CIP) 50.0409 Commercial and Advertising Art.	1 ues and media i derations, and o ation, visual cor	3 in graphic de drawing style mmunicatior	0 esign. Emph es. Upon cc n, and graph	2 hasis is placed on empletion, hic simplification.
GRD-141 Graphic Design I This course introduces the conceptualization process use on learning the principles of design and on the manipulat completion, students should be able to apply design prin National ID (CIP) 50.0409 Commercial and Advertising Ar	2 ed in visual prol tion and organi ciples to projec t.	4 blem solving ization of ele cts. (FA).	0 . Emphasis ements. Upo	4 is placed on
GRD-142 Graphic Design II This course covers the application of graphic design princ as branding, advertisements, and publication design. Upo principles and develop design solutions. State Prerequisi GRD-141. RCC Prerequisite: Take GRD 151 or GRA-151. (Advertising Art.	2 ciples. Topics in on completion, i tes: Take one: (SP). National II	4 Include creati students sh ART-121 or D (CIP) 50.04	0 on of varior ould be abl 09 Comme	4 us designs, such e to apply design rcial and
GRD-151 Computer Design Basics This course introduces software applications for graphic generate design solutions. Upon completion, students sh creative tool. (SP). National ID (CIP) 50.0409 Commercial	1 design. Emphas nould be able to and Advertisin	4 sis is placed o use industr g Art.	0 on utilizing y-standard	3 digital tools to software as a
GRD-152 Computer Design Technology This course covers complex design problems utilizing vari include the use of typography, image, and organization to should be able to use appropriate industry-standard soft (SP). National ID (CIP) 50.0409 Commercial and Advertisi	1 ious design and o communicate ware. RCC Prer ng Art.	4 d drawing so a message. requisite: Ta	0 ftware app Upon com ke GRD 15 1	3 lications. Topics pletion, students L or GRA-151.
GRD-153 Computer Design Solutions This course covers theories and practices in the field of co typography, color palettes, and layers. Upon completion, and use appropriate industry-standard software. RCC Pre (CIP) 50.0409 Commercial and Advertising Art.	1 omputer design , students shou erequisite: Tako	4 n. Emphasis Ild be able to e GRD 152 o	0 is placed or o creatively r GRA-152.	3 n use of produce designs (FA). National ID
GRD-167 Digital Photography I This course introduces basic camera operations. Topics ir composition, depth of field, shutter control light control	1 nclude subject . color. photo-f	4 inishing. dig	0 ital imaging	3

Со	urse D	Descriptio	ns (Cur	ricula Credit)
	Class	Hours/Week Lab	Wk. Exp.	Semester Hours Credit
output. Upon completion, students should be able to produce compositional quality. (FA). National ID (CIP) 50.0409 Comme	e digital p ercial and	ohotography v Advertising A	vith accept .rt.	table technical and
GRD-168 Digital Photography II This course introduces advanced camera operations and phot specialized equipment, digital image correction and output, a students should be able to demonstrate proficiency in produc Take GRD-167. (SP). National ID (CIP) 50.0409 Commercial an	1 tographic and other cing high ad Advert	4 c production. ⁻ methods and quality photo cising.	0 Fopics inclu materials graphy. St a	3 ude lighting, . Upon completion, ate Prerequisite:
GRD-180 Interactive Design This course covers skills and techniques used in designing inter design, including interface design, color, illustration, scripting completion, students should be able to design and produce in one: GRD-151 or GRA-151. (FA). National ID (CIP) 50.0402 Co	1 eractive p ;, audio, t nteractive mmercia	4 presentations. typography, ar e presentatior I and Advertis	0 Emphasis nd animate ns. State Pr ing Art.	3 is placed on ed elements. Upon r erequisite: Take
GRD-182 Digital and Print Marketing This course introduces the elements of marketing as it relates promotion, placement, identifying a target audience, conduct social media platforms, and search engine optimization as a r be able to apply marketing concepts to digital and print desig Commercial and Advertising Art.	1 s to digita ting resea narketing n scenari	3 al and print me arch, analytics g tool. Upon ce ios. (SP). Natio	0 edia. Topic , selection ompletion, onal ID (CIF	2 is include of media, use of , students should 2) 50.0409
GRD-183 Concept, Design, and Process This course introduces students to the conceptual requireme design thinking, research, brainstorming, ideation, analysis, a able to apply critical and design thinking skills necessary to co (CIP) 50.0409 Graphic Design.	1 nts of the nd testin onceive u	3 e design profe g. Upon comp nique design s	0 ssion. Emp letion, stu solutions. (2 hasis is placed on dents should be (SP). National ID
GRD-188 Graphic Design for Web I This course introduces the application of graphic design princ mobile device delivery. Emphasis is placed on visual commun to web sites, including page layout, typography, color theory, optimization. Upon completion, students should be able to ap of full and mobile websites. RCC Prerequisite: Take GRD-141 . Commercial and Advertising Art.	2 iples to v ication a navigation pply the p . (FA). Na	3 web sites and a nd presentatio on, responsive principles of d tional ID (CIP)	0 graphics fo on principle design, an esign in th 50.0409	3 or web/ es applied nd image e creation
GRD-241 Graphic Design III This course is an advanced exploration of various techniques design. Emphasis is placed on advanced concepts and solutio design problems. Upon completion, students should be able to visual problem solving. State Prerequisites: Take GRD-142. (S Advertising Art.	2 and med ns to con to demor SU). Natio	4 lia for graphic nplex and chal nstrate compe onal ID (CIP) 50	0 llenging gra tence and 0.0409 Cor	4 aphic professionalism in nmercial and
GRD-242 Graphic Design IV This course is a continuation of GRD 241. Emphasis is placed of concepts, strategies, and professionalism in design. Upon cor able to conceptualize generate designs. State Prerequisite: T	2 on using a npletion, ake GRD	4 advanced tech students shou - 241. (FA). Nat	0 nniques, uld be tional ID (0	4 CIP) 50.0409

Commercial and Advertising Art.

C	ourse D	escriptio	ns (Curr	icula Credit)
		Hours/Week		Semester Hours
	Class	Lab	Wk. Exp.	Credit
GRD-271 Multimedia and Video I This course introduces the fundamentals of multimedia and as storyhoarding scripting animation	1 l video proc	3 luction. Empl	0 hasis is plac	2 ed on topics such
graphics, digital audio/video, and copyright issues. Upon co multimedia and video solutions. (FA). National ID (CIP) 50.04	mpletion, s 409 Comme	tudents shou ercial and Adv	lld be able t vertising Ar	to produce t.
GRD-272 Multimedia and Video II This course is designed to be a continuation of GRD 271. Em animation, advanced video production, data visualization an optimization, post-production techniques, and new media of produce complex multimedia and video solutions. State Pre 50.0409 Commercial and Advertising Art.	1 nphasis is pl nd motion g design. Upo prequisite: T	3 aced on topic graphics, soci n completior Fake GRD- 27	0 cs such as a al media, ir n, students s '1. (SP). Nat	2 Idvanced nage should be able to tional ID (CIP)
GRD-275 Animation I This course introduces the concepts and development of an storyboarding, narration, sequence implementation, approp Upon completion, students should be able to successfully co State Prerequisite: Take one GRD-151 or GRA-151. (SP). Na Art.	1 himation. Er priate softw pmplete con htional ID (C	4 nphasis is pla vare usage, au mputer-gene IP) 50.0402 (0 Inced on the Ind audio vis rated anim Commercial	2 ory, sual manipulation. ated sequences. and Advertising
GRD-280 Portfolio Design This course covers the organization and presentation of a de appropriate related materials. Emphasis is placed on develor self-promotional materials, and interview techniques. Upon professionally present a portfolio and related self-promotio RCC Prerequisite: GRD-153 or GRA-153 or GRA-154. (SP). N Art.	2 esign portfo ppment and a completion nal materia lational ID (4 olio and evaluation o n, students sl ls. State Prei CIP) 50.0409	0 If the portfo hould be ab requisites: ⁻ Commercia	4 blio resume and ble to prepare and Take GRD-142. al and Advertising
GRD-285 Client/Media Relations This course introduces media pricing, scheduling, and busin with clients and determination of clients' design, advertising students should be able to use professional communication relationships. State Prerequisites: Take one set: Set 1: GRD Set 3: GRD-142 and GRD-152. (FA). National ID (CIP) 50.040	1 ess ethics. I g, branding, skills to eff - 142 and G 9 Commerc	3 Emphasis is p or marketing ectively orch RA-121; Set is cial and Adve	0 laced on co g needs. Up estrate clie 2: GRD-142 rtising Art.	2 ommunication oon completion, nt/media and GRA-152;
 HEA- Health HEA-110 Personal Health/Wellness This course provides an introduction to basic personal healt issues such as nutrition, mental health, and fitness. Upon co an understanding of the factors necessary to the maintenant approved for transfer under the CAA as a premajor and/or e approved for transfer under the ICAA as a premajor and/or (CIP) 51.0001. HIS – History 	3 th and wellr ompletion, s nee of healt elective cou elective cou	0 ness. Emphas students show h and wellne irse requirem urse requiren	0 is is placed uld be able ss. This cou eent. This co nent. (FA ar	3 on current health to demonstrate rse has been ourse has been nd SP). National ID

HIS-111 World Civilizations I303This course introduces world history from the dawn of civilization to the early modern era. Topics includeEurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine

Course Descriptions (Curricula Credit)							
		Hours/Week		Semester Hours			
	Class	Lab	vvк. Exp.	Credit			
cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. (FA and SP). National ID (CIP) 54.0101. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]							
HIS-112 World Civilizations II	3	0	0	3			
This course introduces world history from the early modern cultures of Africa, Europe, India, China, Japan, and the Ame be able to analyze significant political, socioeconomic, and civilizations. This course has been approved for transfer und Behavioral Sciences. This course has been approved for tran- in Social/Behavioral Sciences (EA and SP). National ID (CIP)	n era to the p pricas. Upon cultural devider the CAA nsfer under	present. Top completion, elopments in as a genera the ICAA as	ics include students sh n modern w l education a general eo rsal Genera	the nould orld course in Social/ ducation course			

Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

HIS-131 American History I

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]

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HIS-132 American History II

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. (FA, SP, and SU). National ID (CIP) 54.0102. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/ BOG 02/21/14]

HIS-221 African-American History 3 0 0 3

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. This course will also give students an understanding of the achievements and contributions of African-Americans to the overall development of the United States. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. (FA) National ID (CIP) 54.0102

HIS-236 North Carolina History

3 0 0 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;

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Course Descriptions (Curricula Credit)							
	Class	Hours/Week Lab	Wk. Exp.	Semester Hours Credit			
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 This course covers the history, development, and basic technic techniques, planting procedures, watering and fertility, plant g design and history. Upon completion, students should be able principles of horticulture. (FA) National ID (CIP) 01.0601 Applie	2 ques of h growth, p to demo ed Hortic	0 orticulture. T sest and disea nstrate an ur culture/Hortic	0 Topics inclue ase control, nderstandin culture Ope	2 de propagation and garden g of the basic ration, General.			
HOR-152 Horticultural Practices This course covers the maintenance of ornamental plantings a of flower beds, vegetable gardens, greenhouses, and containe practices. Upon completion, students should be able to apply to ornamental landscape plantings. (FA). National ID (CIP) 01.060 General.	0 nd produ r and fiel the princ 1 Applied	3 action areas. ¹ d nursery sto iples and pra- d Horticulture	0 Topics inclu ock using so ctices of ma e/Horticultu	1 Ide maintenance und horticultural aintaining ure Operation,			
HOR-160 Plant Materials I This course covers identification, culture, characteristics, and u is placed on nomenclature, identification, growth requirement landscape applications. Upon completion, students should be selection and utilization of plant materials, including natives ar (SP). National ID (CIP) 01.0601 Applied Horticulture/Horticultu	2 use of pla s, cultura able to d nd invasiv re Opera	2 ants in a susta al requiremen emonstrate k ve plants. tions, Genera	0 ainable land nts, soil pre knowledge al.	3 Iscape. Emphasis ferences, and of the proper			
Competencies Student Learning Outcomes 1.Identify landscape plants, including natives by both botanica characteristics. 2.Explain the cultural practices used for growing each plant in 3. Select plant materials for specific horticultural applications. 4.Discuss plant growth characteristics, site requirements, and s	l and cor the lands sustainal	nmon name u scape. ple landscape	using morp e uses.	hological			
HOR-162 Applied Plant Science This course introduces the basic concepts of botany as they ap physiology, morphology, and anatomy as they apply to plant c to apply the basic principles of botany to horticulture. (FA). Na Horticulture/Horticulture Operations, General.	2 ply to hc ulture. U tional ID	2 orticulture. To pon completi (CIP) 01.0603	0 opics includ ion, studen 1 Applied	3 e nomenclature, ts should be able			
HOR-245 Hor Specialty Crops This course introduces the techniques and requirements for the local interest. Topics include development of a local market, po- selection, and harvesting and marketing practices. Upon comp and market a horticultural crop of special or local interest. (FA Horticulture/Horticulture Operations.	2 ne produc roper var letion, st) Nationa	2 ction of hortion rietal selection cudents shout al ID (CIP) 01.0	0 cultural cro n, cultural ld be able t 0601 Applie	3 ps of special or practices, site o choose, grow, ed			
	Course De	escriptio	ns (Curr	icula Credit)			
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		Hours/Week		Semester Hours			
	Class	Lab	Wk. Exp.	Credit			
HOR-255 Interiorscapes	1	2	0	2			
This course covers plant selection, design, and manageme identification, cultural requirements, insect and disease id requirements for interior plants. Upon completion, stude in interior settings. (SU). National ID (CIP) 01.0601 Applied	ent for interior dentification a nts should be d Horticulture,	r settings. To nd control, a able to desig /Horticulture	opics include and design a gn, install, a e Operation	e tropical plant and management nd manage plants s.			
HSE – Human Services							
HSE-110 Intro to Human Services	2	2	0	3			
include personal/professional characteristics, diverse pop the field, systems, ethical standards, and major theoretics students should be able to identify the knowledge, skills, National ID (CIP) 51.1599 Mental and Social Health Service	al and treatme and roles of the es and Allied F	munity reso ent approach ne human se Professions,	urces, discip nes. Upon co rvices work Other.	olines in ompletion, er. (FA).			
HSE-120 Interpersonal Relations	3	0	0	3			
professions. Topics include self-understanding; growth te behaviors; and effective communications in the helping re to demonstrate skills for effective communications in help of self, other people, and personal growth. (FA). National Services and Allied Professions, Other.	clon skills used chniques; asse ble. Upon com bing relationsh ID (CIP) 51.15	ertive, passiv pletion, stud nips which p 99 Mental a	elationships ve, and aggr dents should romote und nd Social He	s and essive d be able erstanding ealth			
HSE-123 Interview Tech Human Service This course covers the purpose, structure, focus, and tech placed on observing, attending, listening, responding, sur supervision. Upon completion, students should be able to facilitate the helping relationship. (SP). National ID (CIP) 4	2 nniques utilized nmarizing, and perform the 4.0000 Huma	2 d in effective d documenti basic intervi n Services	0 e interviewi ng with inst ewing skills	3 ng. Emphasis is rructor needed to			
HSE-210 Diversity Ethics and Trends	3	0	0	3			
This course is designed to provide students with an in-dep considerations within the human services profession. Em evolving landscape of human services. Upon completion, making, demonstrate an understanding of diverse perspe services field. (FA). National ID (CIP) 44.0000 Human Serv	oth understand phasis is place students shou ctives, and ide ices	ding of the r d on the kno Ild be able to entify curren	ole of diver owledge and o apply ethic t trends in t	sity and ethical d skills in the cal decision- the human			
HSE-212 Group Dynamics This course introduces the concepts of group processes a tools for understanding, participating in, and contributing be able to identify and explain how people are influenced various groups. (SP). National ID (CIP) 44.0000 Human Ser	3 nd group dyna to group proo by their inter vices	0 amics. Empharesses. Upor actions in gr	0 asis is place completion oup setting	3 d on essential n, students should s and facilitate			
HSE-220 Case Management	2	2	0	3			
This course covers a variety of tasks associated with profe assessment, service planning, referral procedures, docum completion, students should be able to effectively manag	essional case n entation, follo e the care of t	nanagement ow-up, and in the whole pe	. Topics incl ntegration c erson from i	lude needs of services. Upon nitial contact			

through termination of services. (FA). National ID (CIP) 44.0000 Human Services

Со	urse D	escription	ns (Curi	ricula Credit)
	Class	Hours/Week Lab	Wk. Exp.	Semester Hours Credit
HSE-223 Counseling Theories & Skills This course provides an in-depth exploration of foundational those working in diverse human services settings. Emphasis is decision-making, and personal growth. Upon completion, stu real-life scenarios, and develop professional skills crucial for f settings. (SP). National ID (CIP) 44.0000 Human Services	3 theories a placed o dents sho ostering s	0 and practical to on self-awaren ould be able to supportive rela	0 echniques ess, proble apply the ationships	3 essential for em-solving, ese theories to in various
HSE-225 Crisis and Intervention Prin This course introduces the types of crises and the principles of culturally competent techniques for intervening in various cri able to assess crisis situations and respond effectively. (SP). N	3 If interversis situati Iational II	0 ntion. Emphas ions. Upon cor O (CIP) 44.000	0 is is placed npletion, s O Human S	3 d on identifying students should be Services
HSE-226 Intellectual Disabilities This course covers intellectual disabilities and related issues. I and causes of intellectual disabilities and service provision. U demonstrate a general knowledge of serving individuals with 44.0000 Human Services.	3 Emphasis pon comp intellectu	0 is placed on t pletion, studer ual disabilities.	0 he theore hts should . (SP). Nat	3 tical perspectives be able to tional ID (CIP)
■ HUM – Humanities HUM-110 Technology and Society This course considers technological change from historical, ar effect on human needs and concerns. Emphasis is placed on t change. Upon completion, students should be able to criticall This course has been approved for transfer under the CAA as Arts. This course has been approved for transfer under the IC Fine Arts. (FA and SP). National ID (CIP) 24.0103.	3 tistic, and he cause y evaluat a genera AA as a g	0 d philosophica s and consequ e the implicat l education co eneral educat	0 I perspect iences of t ions of tec urse in Hu ion course	3 ives and its echnological hnology. manities/Fine in Humanities/
HUM-115 Critical Thinking This course introduces the use of critical thinking skills in the is placed on evaluating information, problem solving, approad resolving controversies and dilemmas. Upon completion, stud and in writing the use of critical thinking skills in the analysis of approved for transfer under the CAA as a general education of been approved for transfer under the ICAA as a general education National ID (CIP) 24.0103.	3 context of ching cross dents sho of approp ourse in ation cou	0 of human confl as-cultural per uld be able to priate texts. Th Humanities/Fi rse in Humani	0 lict. Empha spectives, demonstr is course I ne Arts. Th ties/Fine A	3 asis and ate orally has been his course has Arts. (FA and SP).
HUM-130 Myth in Human Culture This course provides an in-depth study of myths and legends. and their influence on the individual and society within divers students should be able to demonstrate a general familiarity of the influence of myths and legends on modern culture. Thi the CAA as a general education course in Humanities/Fine Art	3 Topics in se cultura with myt s course cs. This co	0 I contexts. Up hs and a broad has been appr purse has beer	0 ed sources on comple d-based ur oved for t	3 s of myths etion, nderstanding ransfer under d for transfer

HYD – Hydraulics and Pneumatics				
HYD-110 Hydraulics/Pneumatics I	2	3	0	3

under the ICAA as a general education course in Humanities/Fine Arts. (SP). National ID (CIP) 24.0103.

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics

Course De	scripti	ons (Curi	ricula Credit)
F	lours/Wee	k	Semester Hours
 Class	Lab	Wk. Exp.	Credit

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

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

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.

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ISC-112 Industrial Safety

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.(SU and FA). National ID (CIP) 15.0701 Occupational Safety and Health Technology/Technician.

Student Learning Outcomes

1. Describe and identify safety practices required to perform various job-related activities.

2. Describe the application of OSHA procedures and requirements for compliance.

ISC-112A Industrial Safety Lab

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Course De	scripti	ons (Curi	ricula Credit)
н	ours/Wee	k	Semester Hours
Class	Lab	Wk. Exp.	Credit

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. **State Corequisites: ISC 112.** (FA). National ID (CIP) 15.0701 Occupational Safety and Health Technology/Technician.

ISC-114 Visual Workplace Org/5S

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.

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ISC-116 Lean Mfg Principles/Practices 0 2 0

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 Kaizan 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.

ISC-132 Mfg Quality Control

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.

Competencies

Student Learning Outcomes

- 1. Calculate standard deviation, mean, and central tendency of a set of data.
- 2. Calculate probability of outcome of an experiment.
- 3. Create control chart.
- 4. Explain concepts of six sigma.
- 5. Create a plan of quality and productivity process for a simulated process.

ISC-160 Prob-Solving for Adv Mfg Techs

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.

■ LDD – Light-Duty Diesel

LDD-112 Intro Light-Duty Diesel	2	2	0	3
This course covers the history, evolution, basic design and	operational p	arameters	for light-duty	diesel

(LDD) engines used in on-road applications. Topics include familiarization with the light-duty diesel,

Se Desc Hou lass and introd o describe safety proc an. 2 n-road app pumps, ar s, electror diesel en ct, test, an .). Nationa	riptions rs/Week Lab V uction to c the design cedures. (F, blications ir d emergin; nic and mec gines. Upor d replace fr I ID (CIP) 42	s (Curri <u>Vk. Exp.</u> ombustion and opera A and SP). 0 ncluding hy g technolo chanical co n completi uel deliver 7.0605 Die	cula Credit Semester Hours Credit an and ation of the 4 ydraulic ogies. ontrols, on, y sel Mechanics
Hou lass and introd o describe safety proc an. 2 n-road app pumps, ar s, electror diesel en ct, test, an .). Nationa	rs/Week Lab V uction to c the design cedures. (F, 6 blications ir ad emerging tic and mec gines. Upor d replace fr I ID (CIP) 42	Vk. Exp. ombustion and opera A and SP). 0 ncluding hy g technolo chanical co n completi uel deliver 7.0605 Die	Semester Hours Credit a and ation of the 4 ydraulic gies. ntrols, on, y sel Mechanics
and introd o describe safety prod an. 2 n-road app pumps, ar s, electror diesel en ct, test, an .). Nationa	uction to c the design cedures. (Fa blications in ad emerging tic and med gines. Upon d replace fo I ID (CIP) 43	ombustion and opera A and SP). 0 ncluding hy g technolo chanical co n completi uel deliver 7.0605 Die	and ation of the 4 ydraulic ogies. ontrols, on, y sel Mechanics
2 n-road app pumps, ar s, electror diesel en diesel en t, test, an). Nationa	6 blications in ad emerging lic and meo gines. Upor d replace fr I ID (CIP) 43	0 ncluding hy g technolo chanical co n completi uel deliver 7.0605 Die	4 ydraulic gies. ntrols, on, y sel Mechanics
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ction and k clude com curbocharg e able to c uction, boc chnology/	6 poost techr ponent ide gers, diesel demonstrat ost, and aft Technician	0 nologies, ex ntification particulate e skills nee er-treatme	4 xhaust, , e filters cessary ent
2 nt with an diesels. To etection, a diagnostic repairs on an.	3 emphasis pics include nd governr resources light-duty	0 on diagnos e adaptive ment rules and equipi diesels. (S	3 stic and ment, P).
2 e metalwo saws, millin le to safel ⁱ	12 rking indus ng machine y perform t (CIP) 48.05	0 try. Topics es, bench g the basic o 503 Machin	6 s include grinders, perations ne
	etection, a diagnostic repairs on in. e metalwo aws, millin le to safel lational ID	etection, and govern diagnostic resources repairs on light-duty in. 2 12 e metalworking indus aws, milling machine le to safely perform t lational ID (CIP) 48.05	etection, and government rules diagnostic resources and equip repairs on light-duty diesels. (S in. 2 12 0 e metalworking industry. Topics aws, milling machines, bench g le to safely perform the basic o lational ID (CIP) 48.0503 Machin

MAC-111BB Machining Technology I (SP/Evening).

These courses introduce machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. **RCC Prerequisite: MAC-111AB is a prerequisite for MAC-111BB.** National ID (CIP) 48.0503 Machine Shop Technology/Assistant.

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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

Cou	rse Des	scriptions	(Curri	cula Credit)
	He	ours/Week Lab W	/k. Exp.	Semester Hours Credit
selection and use of work holding devices, speeds, feeds, cutti students should be able to perform basic procedures on precis measuring, layout, drilling, sawing, turning, and milling. RCC Pr 111AB & BB. (SP). National ID (CIP) 48.0503 Machine Shop Tec	ng tools, ar ion grinder erequisite hnology/A	nd coolants. L rs and advanc : Take MAC-1 ssistant.	Jpon com ed operat . 11 or MA	pletion, ions of I C-
MAC-112AB Machining Technology II (FA/Afternoon). MAC-112BB Machining Technology II (SP/Afternoon). These courses provide additional instruction and practice in th milling machines, and grinders. Emphasis is placed on setup an selection and use of work holding devices, speeds, feeds, cutti students should be able to perform basic procedures on precise measuring, layout, drilling, sawing, turning, and milling. RCC Pr 111AB & BB; and MAC-112AB is a prerequisite for MAC-112B Machine Shop Technology/Assistant.	1 1 e use of pr d operatio ng tools, ar ion grinder erequisite B. National	6 6 ecision measu n of machine nd coolants. L rs and advanc s: MAC-111 o ID (CIP) 48.0	0 0 tools incl Ipon comp red operat or MAC- 503	3 s, lathes, uding the pletion, tions of
MAC-118 Machine Shop Basic This course will introduce the fundamentals of measuring tools of drill presses, lathes, and milling machines. Emphasis is place used in welding, automotive, and engineering environments. U measuring tools, perform basic machine operations, and apply 48.0510 Computer Numerically Controlled (CNC) Machinist Ter	1 d on manu lpon comp manufacti chnology/C	3 es and the bas facturing star letion, studer uring standard CNC Machinist	0 sic set-up ndards an nts should ds. (FA). N	2 and operations d procedures be able to use lational ID (CIP)
MAC-122 CNC Turning This course introduces the programming, setup, and operation programming formats, control functions, program editing, part completion, students should be able to manufacture simple part National ID (CIP) 48.0503 Machine Shop Technology/Assistant.	1 of CNC tur productio rts using C	3 rning centers. n, and inspec NC turning ce	0 Topics in tion. Upo enters. (SU	2 clude n J).
MAC-124 CNC Milling This course introduces the manual programming, setup, and o programming formats, control functions, program editing, part students should be able to manufacture simple parts using CN 48.0503 Machine Shop Technology/Assistant.	1 peration of productio C machinin	3 F CNC machini In, and inspec g centers. (FA	0 ing center tion. Upo A or SP). N	2 rs. Topics include n completion, lational ID (CIP)
MAC-131 Blueprint Reading/Mach I This course covers the basic principles of blueprint reading and interpretation of conventional lines; and dimensions, notes, ar should be able to interpret basic drawings, visualize parts, and 48.0503 Machine Shop Technology/Assistant.	1 I sketching Id thread n make picto	2 . Topics inclue otations. Upo orial sketches	0 de multi-v on comple . (FA). Nat	2 iew drawings; tion, students tional ID (CIP)
MAC-132 Blueprint Reading/Mach II This course introduces more complex industrial blueprints. Em violations of true project, special views, applications of GD & T completion, students should be able to read and interpret com 48.0510 Computer Numerically Controlled (CNC) Machinist Ter	1 phasis is pl , and inter pplex indus chnology/C	2 laced on auxil pretation of c trial blueprint CNC Machinist	0 iary views omplex pa ts. (SP). Na t.	2 5, section views, arts. Upon ational ID (CIP)

MAC-143 Machining Appl III 2 6 0 4

This course provides instruction in the field of advanced machining. Emphasis is placed on creating complex

Co	ourse D	escription	s (Curr	icula Credit)
	Class	Hours/Week Lab	Wk. Exp.	Semester Hours Credit
components, close-tolerance machining, precise measureme students should be able to demonstrate the ability to produc finish using the proper machining process. RCC Prerequisite: Machine Shop Technology/Assistant.	ent, and proceed an accur to an accur to Take MAC	oper equipmen rately machine C-112. (SU). Na	nt usage. I d compor Itional ID (Upon completion, nent with a quality (CIP) 48.0503
MAC-143AB Machining Appl III (FA). MAC-143BB Machining Appl III (SP). These courses provide instruction in the field of advanced m complex components, close-tolerance machining, precise me Upon completion, students should be able to demonstrate th component with a quality finish using the proper machining 112 or MAC-112AB and MAC-112BB, and MAC-143AB is a p National ID (CIP) 48.0503 Machine Shop Technology/Assistan	2 0 achining. E easuremen he ability t process. Re rerequisite nt.	3 3 Emphasis is pla at, and proper o produce an a CC Prerequisit e for MAC-143	0 0 ced on cre equipmen accurately es: Take N BB. (FA ar	3 1 eating it usage. machined MAC- nd SP).
MAC-151 Machining Calculations	1	2	0	2
This course introduces basic calculations as they relate to ma	achining oc	ccupations. Em	phasis is p	placed on
basic calculations and their applications in the machine shop	. Upon cor	npletion, stude	ents shoul	ld be able
to perform basic shop calculations. (FA). National ID (CIP) 48	.0503 Mac	hine Shop Tecl	hnology/A	Assistant.
MAC-152 Adv Machining Calc	1	2	0	2
This course combines mathematical functions with practical	machine sl	hop application	ns and pro	oblems.
Emphasis is placed on gear ratios, lead screws, indexing prot	plems, and	their application	ons in the	machine
shop. Upon completion, students should be able to calculate	solutions	to machining p	problems.	RCC
prerequisite: Take MAC-151. (SP). National ID (CIP) 48.0503	Machine S	hop Technolog	gy/Assista	nt.
MAC-161 Metrology, Inspection & Testing I	2	3	0	3
This course introduces techniques of metrology and inspection	on methoc	ds. Emphasis is	s placed of	In the use of
inspection systems and measurement equipment for data conneeds in manufacturing and production environments. Upon	ollection ar	ad analysis to r	neet the c	Juality assurance
demonstrate competence in the care and use of various measurement	n completi	on, students sl	nould be a	able to
calibration program. (FA). National ID (CIP) 48.0510 Computer	asurement	tools and the	implemen	Itation of a
Technology/CNC Machinist.	er Numeric	cally Controlled	d (CNC) Ma	achinist
MAC-162 Metrology, Inspection & Testing II	1	2	0	2
This course develops more in-depth measurement and inspection	ection skills	s using advance	ed technol	logies. Topics
include utilizing a coordinate measuring machine (CMM) and	I geometri	c dimensioning	g and tole	rancing (GD&P)
techniques. Upon completion, students should be able to ut	ilize advan	need metrology	v techniqu	es and
equipment to meet the quality assurance demands of indust	ry. State P	rerequisite: Ta	ake MAC 1	L61. (SP). National
ID (CIP) 48.0510 Computer Numerically Controlled (CNC) Ma	chinist Teo	chnology/CNC I	Machinist	
MAC-171 Measure/Material & Safety	0	2	0	1
This course introduces precision measuring instruments, pro	cess contro	ol and adjustm	ient, inspe	ection,
material handling and workplace safety. Topics include prop	erly identif	ying and hand	ling variou	us

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.

	Course De	scriptio	ns (Curr	icula Credit)
	H Class	lours/Week Lab	Wk. Exp.	Semester Hours Credit
MAC-214 Machining Technology IV This course provides advanced applications and practical parts. Emphasis is placed on inspection, gaging, and the u students should be able to manufacture complex assemb MAC-143. (FA). National ID (CIP) 48.0503 Machine Shop T	2 experience in t tilization of ma lies to specifica echnology/Ass	12 he manufac chine tools tions. RCC istant.	0 cturing of co . Upon com prerequisit	6 omplex pletion, e: Take
MAC-222 Advanced CNC Turning This course covers advanced methods in setup and operat programming and production of complex parts. Upon con skills in programming, operations, and setup of CNC turni (SP). National ID (CIP) 48.0503 Machine Shop Technology,	1 tion of CNC tur npletion, stude ng centers. RCC /Assistant.	3 ning center nts should C Prerequis	0 s. Emphasis be able to c ite: Take M	2 s is placed on lemonstrate AC-122.
MAC-224 Advanced CNC Milling This course covers advanced methods in setup and operation programming and production of complex parts. Upon skills in programming, operations, and setup of CNC mach 124. (FA). National ID (CIP) 48.0503 Machine Shop Technology	1 tion of CNC ma completion, stu ining centers. I blogy/Assistant	3 chining cer udents shou R CC Prereq	0 Iters. Emph Ild be able t uisite: Take	2 asis is placed to demonstrate e MAC-
MAC-241 Jigs & Fixtures I This course introduces the application and use of jigs and manufacture of simple jigs and fixtures. Upon completion simple jigs and fixtures. RCC Prerequisite: Take MAC-143. Shop Technology/Assistant.	2 fixtures. Emph , students shou . (FA). National	6 asis is place Ild be able ID (CIP) 48	0 ed on design to design an .0503 Mach	4 n and nd build iine
MAC-242 Jigs & Fixtures II This course provides continued study in the application of and manufacture of complex jigs and fixtures. Upon comp build complex jigs and fixtures. RCC Prerequisite: Take M Machine Shop Technology/Assistant.	1 Jigs and fixture Jletion, student AC-241. (SP). N	9 es. Emphas is should be lational ID (0 is is placed a able to de CIP) 48.050	4 on design sign and 13
MAC-245 Mold Construction I This course introduces the principles of mold making. Top molds. Upon completion, students should be able to desig MAC-143. (SP). National ID (CIP) 48.0503 Machine Shop T	2 vics include type gn and build sir echnology/Ass	6 es, construe nple molds istant.	0 ction, and a . RCC prere	4 pplication of quisite: Take
■ MAT – Mathematics MAT-025 Concepts of Essential Math/Sta This course provides an opportunity to customize foundat real-world applications. Topics include decimals, percenta geometrical concepts, dimensional analysis, financial appl Upon completion, students should be able to successfully	3 tional math cor oges, ratios, pro lications and el demonstrate t	0 ntent and st portions, s ements of s he use of n	0 atistical coloring basic statistics an nathematics	3 ncepts specific to equations, d probability. s. technology and

statistical concepts to solve practical problems while developing positive academic habits, learning strategies

and growth mindset. (FA, SP, and SU). National ID (CIP) 13.1311 Mathematics Teacher Education.

Competencies

1. Demonstrate proficiency in operations using rates, ratios, and proportions.

2. Use technology to interpret elements of personal finance.

3. Compute perimeter, area, volume, and angles of geometric figures.

4. Demonstrate proficiency in introductory probability and statistics concepts.

	Course De	escripti	ons (Curi	ricula Credit)
		Hours/Wee	Semester Hours	
	Class	Lab	Wk. Exp.	Credit
5. Interpret tables, charts and graphs.				
6. Solve and interpret real-world mathematical app	olications.			
MAT-035 Concepts of Algebra	3	0	0	3
This course covers algebraic concepts with an empl rational/radical expressions and equations, solving and exponents. Upon completion, students should	hasis on application a equations and inequ be able to successfu	and analys Ialities, coi Ily demon	is. Topics incl ncepts of fun strate master	ude ctions, factoring, y of algebraic

concepts through application and analysis while developing positive academic habits, learning strategies and

growth mindset. (FA, SP, and SU). National ID (CIP) 13.1311 Mathematics Teacher Education.

Competencies

- 1. Demonstrate proficiency in various factoring strategies.
- 2. Identify and analyze a variety of functions and their graphs.
- 3. Demonstrate proficiency in polynomial operations.
- 4. Demonstrate proficiency in solving equations and inequalities.
- 5. Solve and interpret real-world mathematical applications

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. **RCC 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; Set 5: MAT-010; Set 6: MAT-025.** (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-112 Technical Mathematics 2 2 0 3

This course develops the ability to use arithmetic and basic algebra and trigonomenty with emphasis on skills utilized in technical and/or industrial fields. Topics include, but are not limited to, basic mathematical operations, computations with significant figures and scientific notation, fractions, algebra, equations, right triangle trigonometry and their applications. Upon completion, students should be able to utilize mathematical applications to solve problems in the technical and/or industrial fields. (FA, SP, SU). National ID (CIP) 27.0101 Mathematics.

MAT-121 Algebra/Trigonometry I 2 2 0

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

Course Descriptions (Curricula Credit)

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

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. RCC prerequisites: Take one set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-060; Set 2: DMA-010, DMA-020, DMA-030, DMA-045, and DMA-060; Set 3: DMA-025, DMA-040, DMA-050, and DMA-060; Set 4: DMA-025, DMA-045, and DMA-060; Set 5: DMA-010, DMA-020, DMA-045, and DMA-060; Set 6: : MAT-003 (Tier 3); Set 7: BSP-4003; Set 8: MAT-021; Set 9: MAT-035. (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.
- 5. Solve applied problems using systems of equations involving two and three variables.
- 6. Use technology to solve practical problems and communicate results.

MAT-143 Quantitative Literacy

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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). This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] RCC Prerequisites: Take one set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098; Set 2: DMA-010, DMA-020, DMA-030, DMA-045, and DRE-098; Set 3: DMA-025, DMA-040, DMA-050, and DRE-098; Set 4: DMA-025, DMA-045, and DRE-098; Set 5: MAT-003 (Tier 2) and DRE-098; Set 6: MAT-003 (Tier 2) and ENG-002 (Tier 2); Set 7: MAT-003 (Tier 2) and BSP-4002; Set 8: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and ENG-002 (Tier 2); Set 9: DMA-010, DMA-020, DMA-030, DMA-045, and ENG-002 (Tier 2); Set 10: DMA-025, DMA-040, DMA-050, and ENG 002 (Tier 2); Set 11: DMA-025, DMA-045, and ENG-002 (Tier 2); Set 12: BSP-4003 and BSP-4002; Set 13: BSP-4003 and DRE-098; Set 14: BSP-4003 and ENG-002 (Tier 2); Set 15: MAT-043; Set 16:4: MAT-025. (FA, SP, and SU). National ID (CIP) 27.0101 Mathematics, General.

Competencies

Student Learning Outcomes

1. Judge the reasonableness of results using estimation, logical processes, and a proper understanding of quantity

2. Utilize proportional reasoning to solve contextual problems and make conversions involving various units of measurement

3. Identify, interpret, and compare linear and exponential rates of growth to make predictions and informed

Course Do	escriptio	ons (Curi	ricula Credit)
	Hours/Wee	c	Semester Hours
 Class	Lab	Wk. Exp.	Credit

decisions based on data and graphs

- 4. Differentiate between simple and compound interest and analyze the long-term effects of saving, investing, and borrowing
- 5. Describe, analyze, and interpret statistical information such as graphs, tables, and summarized data to draw appropriate conclusions when presented with actual statistical studies
- 6. Determine probabilities and expected values and use them to assess risk and make informed decisions
- 7. Analyze civic and/or societal issues and critique decisions using relevant mathematics

MAT-152 Statistical Methods I 3 2 0 4

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]. RCC Prerequisites: Take one set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098; Set 2: DMA-010, DMA-020, DMA-030, DMA-045, and DRE-098; Set 3: DMA-025, DMA-040, DMA-050, and DRE-098; Set 4: DMA-025, DMA-045, and DRE-098; Set 5: MAT-003 (Tier 2) and ENG-002 (Tier 2); Set 6: MAT-003 (Tier 2) and DRE-098; Set 7: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and ENG-002 (Tier 2); Set 8: DMA-010, DMA-020, DMA-030, DMA-045, and ENG-002 (Tier 2); Set 9: DMA-025, DMA-040, DMA-050, and ENG-002 (Tier 2); Set 10: DMA-025, DMA-045, and ENG-002 (Tier 2); Set 11: BSP-4003 and BSP-4002; Set 12: DMA-010, DMA-020, DMA-030, and BSP-4002; Set 13: DMA-025 and DRE-098; Set 14: DMA-025 and ENG-002 (Tier 2); Set 15: DMA-025 and BSP-4002; Set 16: MAT-003 (Tier 2) and DRE-098; Set 17: MAT-003 (Tier 2) and ENG-002 (Tier 2); Set 18: MAT-003 (Tier 2) and BSP-4002; Set 19: BSP-4003 and DRE-098; Set 20: BSP-4003 and ENG-002 (Tier 2); Set 21: MAT-052; Set 22: MAT-025 and ENG-025. (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

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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]. The student is eligible for this course if MAT-003 is in the student's record with a demonstrated mastery level of Tier 2. **RCC Prerequisites: Take one set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-80; Set 2:**

Course Descriptions (Curricula Credit)

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

DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-065; Set 3: DMA-010, DMA-020, DMA-030, DMA-045, DMA-060, DMA-070, and DMA-080; Set 4: DMA-010, DMA-020, DMA-030, DMA-045, and DMA-065; Set 5: DMA-025, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080; Set 6: DMA-025, DMA-040, DMA-050, and DMA-065; Set 7: DMA-025, DMA-045, DMA-060, DMA-070, and DMA-080; Set 8: DMA-025, DMA-045, and DMA-065; Set 9: MAT-121; Set 10: MAT-003 (Tier 3); Set 11: BSP-4003; Set 12: MAT-071; Set 13: MAT-035. (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

2 This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. 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. (FA and SP). This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

3

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.
- 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

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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

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Course Descriptions (Curricula Credit)

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

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. RCC Prerequisites: Take 1 Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080; Set 2: DMA-010, DMA-020, DMA-030, DMA-040, DMA-065; Set 3: DMA-010, DMA-020, DMA-030, DMA-045, DMA-060, DMA-070, and DMA-080; Set 4: DMA-010, DMA-020, DMA-030, DMA-045, DMA-060, DMA-070, and DMA-080; Set 4: DMA-010, DMA-020, DMA-030, DMA-045, DMA-065; Set 5: DMA-025, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080; Set 6: DMA-025, DMA-040, DMA-050, and DMA-065; Set 7: DMA-025, DMA-045, DMA-060, DMA-070, and DMA-080; Set 8: DMA-025, DMA-045, and DMA-065; Set 9: MAT-121; Set 10: MAT-003 (Tier 3); Set 11: BSP-4003; Set 12: MAT-071; Set 13: MAT-035. (FA and SP). National ID (CIP) 27.0101 Mathematics.

MAT-263 Brief Calculus

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]

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Competencies

Student Learning Outcomes

- 1. Calculate limits and verify using graphical, numerical and analytical methods.
- 2. Interpret the derivative as a rate of change.
- 3. Analyze and interpret the derivative of algebraic, exponential, and logarithmic functions.
- 4. Evaluate antiderivatives and definite integrals of algebraic, exponential, and logarithmic functions.
- 5. Apply derivatives and integrals to business, economics, and biological and behavioral sciences contexts.
- 6. Use appropriate technology and communicate results through a variety of media.

MAT-271 Calculus I

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 and SP). 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. #. 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 24 or higher on the ACT Math and a grade of C or

Course Des	scriptio	ons (Curr	icula Credit)
н	ours/Wee	k	Semester Hours
Class	Lab	Wk. Exp.	Credit

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 (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

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

Со	urse [Descriptio	ns (Curi	ricula Credit)
	_	Hours/Week	_	Semester Hours
	Class	Lab	Wk. Exp.	Credit
Technology/Assistant.				
MEC-130 Mechanisms This course introduces the purpose and action of various mec cables, gear trains, differentials, screws, belts, pulleys, shafts, Upon completion, students should be able to analyze, mainta mechanical systems. (FA). National ID (CIP) 48.0503 Machine	2 hanical of levers, l in, and t Shop Te	2 devices. Topics ubricants, and roubleshoot th chnology/Assis	0 include ca other dev ne compon itant.	3 ams, ices. eents of
MEC-151 Mechanical Mfg Systems This course covers mechanical systems and sub-systems inclusservomotors, mechanical drive units, bearings, and mechanical understanding of these components and their integration into should be able to diagnose mechanical problems using a struct systems and subsystems. (FA).	1 ding tim al linkag o operat ctured a _l	3 ing cams, cam e. Emphasis wi ing systems. U pproach to tro	0 followers, Il be place pon compl ubleshooti	2 timing belts, d on the letion, students ng mechanical
MEC-231 Comp-Aided Manufact I This course introduces computer-aided design / manufacturin Topics include software, programming, data transfer and veri completion, students should be able to produce parts using C (CIP) 15.0699 Industrial Production Technologies/Technicians	1 fication, AD / CAI , Other.	4 / CAM) applica and equipmer M applications RCC Prerequis	0 tions and o nt setup. U . (SU). Nat ite: Take N	3 concepts. pon ional ID /IEC-110.
 MED – Medical Assisting MED-110 Orientation to Med Assist This course covers the history of medicine and the role of the Emphasis is placed on professionalism, communication, attitue environment. Upon completion, students should be able to profession of medical assisting. (FA). National ID (CIP) 51.0802 	1 medical ide, beha roject a 1 Medica	0 I assistant in th aviors, and dut positive attitud al/Clinical Assis	0 e health ca ies in the r le and pro tant.	1 are setting. medical mote the
MED-118 Medical Law and Ethics This course covers legal relationships of physicians and patien liability, malpractice, medical practice acts, informed consent, on legal terms, professional attitudes, and the principles and in providing medical services. Upon completion, students sho responsibilities of a multi-skilled health professional. (FA). Nat Assistant.	2 hts, contr , and bic basic cor uld be a tional ID	0 ractual agreem bethical issues. ncepts of ethic ble to meet the (CIP) 51.0801	0 Emphasis s and laws e legal and Medical/C	2 essional is placed involved ethical clinical
MED-121 Medical Terminology I This course introduces prefixes, suffixes, and word roots used medical vocabulary and the terms that relate to the anatomy, treatment of selected systems. Upon completion, students sh medical terms as related to selected body systems and their p (CIP) 51.0801 Medical/Clinical Assistant.	3 I in the la , physiol ould be patholog	0 anguage of me ogy, pathologi able to pronou ical disorders.	0 dicine. Top cal conditio unce, spell, (FA). Natic	3 bics include ons, and , and define bnal ID
MED-122 Medical Terminology II This course is the second in a series of medical terminology co and the terms that relate to the anatomy, physiology, patholo	3 ourses. T ogical co	0 opics include inditions, and t	0 medical vo reatment o	3 cabulary of selected

systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. **State Prerequisite: Take MED-121.**

C	ourse De	escriptio	ns (Cur	ricula Credit)
		Hours/Week		Semester Hours
	Class	Lab	Wk. Exp.	Credit
(SP). National ID (CIP) 51.0801 Medical/Clinical Assistant.				
MED-130 Admin Office Proc I This course introduces medical office administrative proced written and oral communications, medical records, patient students should be able to perform basic administrative ski National ID (CIP) 51.0801 Medical/Clinical Assistant.	1 dures. Topics orientation, lls within the	2 s include app and safety. e medical en	0 pointment Upon com vironment	2 processing, pletion, . (FA).
MED-131 Admin Office Proc II This course provides medical office procedures in both eco physical plant maintenance, equipment and supplies, liabili introductory insurance procedures. Upon completion, stud of the medical office and supervise personnel. (SP). Nationa	1 nomic and m ty coverage, ents should al ID (CIP) 51	2 nanagement medical ecc be able to m .0801 Medic	0 skills. Topi pnomics, ar anage the cal/Clinical	2 nd economics Assistant.
MED-140 Exam Room Procedures I This course provides instruction in clinical examining room control, assisting with exams and treatment, patient educa medications, EKG, vital signs, and medical emergencies. Up demonstrate competence in exam room procedures. (SU). Assistant.	3 procedures. tion, prepara on completi National ID (4 Topics inclu ation and ad on, students (CIP) 51.0801	0 de asepsis, ministratic should be L Medical/(5 infection on of able to Clinical
MED-150 Laboratory Procedures I This course provides instruction in basic lab techniques use lab safety, quality control, collecting and processing specim screening and follow-up of test results, and OSHA/CLIA reg be able to perform basic lab tests/skills based on course to Clinical Assistant.	3 d by the me lens, perforr ulations. Upo pics. (FA). Na	4 dical assistan ning selectiv on completio ational ID (Cl	0 nt. Topics i e tests, ph on, student P) 51.0801	5 nclude lebotomy, s should . Medical/
MED-183 Electronic Med Records I This course introduces students to the design and creation variety of EMR models. Topics include historical backgroun principles inherent to healthcare information, patient flow, the EMR. Upon completion, students should be able to disc issues, apply ethical principles, and use basic modules of ar 110, CIS-111 or OST-131. (SP). National ID (CIP) 51.0801 Me	3 of Electronic d of electron scheduling, cuss the histo EMR. State edical/Clinica	2 Methods R nic medical r call process ory of EMR, i Corequisite al Assistant.	3 ecords usir ecords, leg ing and tas dentify em s: Take on	5 al/ethical king using herging e: CIS-
MED-232 Medical Insurance Coding This course is designed to develop coding skills. Emphasis is procedural coding in the outpatient facility. Upon completi proficiency in coding for reimbursement. (SU). National ID	1 5 placed on a on, students (CIP) 51.080	3 advanced dia should be a 1 Medical/Cl	0 gnostic an ble to dem inical Assis	2 d ionstrate tant.
MED-240 Exam Room Procedures II This course is designed to expand and build upon skills pres advanced exam room procedures. Upon completion, stude competence in selected exam room procedures. State Prer (CIP) 51.0801 Medical/Clinical Assistant.	3 sented in ME nts should b equisite: Ta	4 ED 140. Emp e able to dei ke MED-140	0 hasis is pla monstrate • (FA). Nati	5 ced on enhanced onal ID
MED-260 MED Clinical Practicum This course provides the opportunity to apply clinical, labor	0 atory, and a	0 dministrativ	15 e skills in a	5 medical

Co	ourse Do	escriptio	ns (Curi	ricula Credit)
		Hours/Week		Semester Hours
	Class	Lab	Wk. Exp.	Credit
facility. Emphasis is placed on enhancing competence in clinic comprehensive patient care and strengthening professional completion, students should be able to function as an entry-ID (CIP) 51.0801 Medical/Clinical Assistant.	ical and adi communica level healtl	ministrative s ations and int h care profes	kills neces teractions. sional. (SP)	sary for Upon). National
MED-262 Clinical Perspectives This course is designed to explore personal and occupationa assistant. Emphasis is placed on problems encountered durin skills. Upon completion, students should be able to demonst behavior when solving problems in the medical facility. (SP).	1 I responsib ng externsh rate courte National II	0 ilities of the p nips and deve eous and dipl O (CIP) 51.080	0 practicing r lopment o omatic 01 Medical	1 medical f problem-solving /Clinical Assistant.
MFD-264 Med Assisting Overview	2	0	0	2
This course provides an overview of the complete medical as facets of medical assisting pertinent to administrative, laborative the medical environment. Upon completion, students should areas covered on the national certification examination for r 51.0801 Medical/Clinical Assistant.	ssisting cur atory, and o be able to nedical ass	riculum. Emp clinical proce demonstrat istants. (SP).	hasis is pla dures perf e compete National II	aced on all ormed in ence in the O (CIP)
MED-270 Symptomatology This course covers the study of disease symptoms and the ap assistants in a medical facility in relation to these symptoms, and appropriate triage, preparing patients for procedures, and students should be able to recognize how certain symptoms emergency situations, and take appropriate actions. (FA). Na Assistant.	2 ppropriate Emphasis nd screenir relate to s tional ID (0	2 actions taker is placed on i ng test results pecific diseas CIP) 51.0801 I	0 nterviewir 5. Upon con es, recogn Medical/Cl	3 al ng skills mpletion, ize inical
MED-272 Drug Therapy This course focuses on major drug groups, including their sid administration, and proper documentation. Emphasis is plac Upon completion, students should be able to identify, spell, most commonly used medications in a physician's office. (FA Clinical Assistant.	3 e effects, in ed on the t recognize s .). National	0 nteractions, r heory of drug ide effects o ID (CIP) 51.0	0 nethods of g administi f, and docu 801 Medic	3 f ration. ument the al/
MED-276 Patient Education This course is designed to provide communication skills, basi of available community resources and to apply this knowled placed on identifying appropriate community resources, dev perfecting written and oral communication skills. Upon comp communicate effectively, and act as a liaison between the pa National ID (CIP) 51.0801 Medical/Clinical Assistant.	1 c education ge to the cl eloping par pletion, stu atient and o	2 n principles, a inical setting tient educatio dents should community a	0 and knowle . Emphasis on materia be able to gencies. (S	2 edge is Ils, and instruct, U).
MKT – Marketing & Retailing				
MKT-120 Principles of Marketing This course introduces principles and problems of marketing promotion, placement, and pricing strategies for products. L apply marketing principles in organizational decision making	3 goods and Jpon comp . (FA and Si	0 services. Top letion, studer P). National II	0 pics include nts should D (CIP) 52.	3 e be able to 1401

Marketing/Marketing Management, General.

	Course De	escriptic	ons (Curr	Tcula Cred
		Hours/Weel	(Semester Hou
	Class	Lab	Wk. Exp.	Credit
Competencies				
Student Learning Outcomes				
1. Define the role of marketing in business.				
Explain the role of selling, customer relations and pro	oduct manageme	ent in mark	eting.	
3. Describe marketing.				
4. Define pricing and channel management strategies.				
MKT-220 Advertising and Sales Promotio	3	0	0	3
This course covers the elements of advertising and sale	s promotion in t	ne business	environme	nt.
Topics include advertising and sales promotion appeals	, selection of me	dia, use of	advertising a	and sales
promotion as a marketing tool, and means of testing ef	fectiveness. Upo	n completi	on, students	should
be able to demonstrate an understanding of the concep	ots covered thro	ugh applica	tion. (FA). N	ational ID (CIP)
52.1401 Marketing/Marketing Management, General.				
Competencies				
Student Learning Outcomes				
1. Explain use of advertising and sales promotion as a m	narketing tool.			
2. Describe advertising and sales promotional appeals.				
Explain appropriate selection of media.				
4. Discuss means of testing effectiveness of advertising	and sales promo	tion.		
MKT-223 Customer Experience	3	0	0	3
This course stresses the importance of customer relatic	ons in the busine	ss world. Er	nphasis is pl	aced on
learning how to respond to complex customer requiren	nents and to effi	ciently hand	dle stressful	situations.
Upon completion, students should be able to demonstr	ate the ability to	handle cus	stomer relat	ions. (SP).
National ID (CIP) 52.1401 Marketing/Marketing Manage	ement, General.			
MNT – Maintenance				
MNT-110 Intro to Maint Procedures	1	3	0	2
This course covers basic maintenance fundamentals for	^r power transmis	sion equipr	ment. Topics	include
equipment inspection, lubrication, alignment, and othe	r scheduled mai	ntenance p	rocedures. L	Jpon
completion, students should be able to demonstrate kn	nowledge of acce	pted maint	enance prod	cedures and
practices according to current industry standards. (SP a	nd SU). National	ID (CIP) 47	.0303 Indust	rial Mechanics
and Maintenance Technology				
Competencies				
Student Learning Outcomes				

- 1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
- 2. Identify and demonstrate use of hand tools.
- 3. Identify grades of bolts and fasteners and demonstrate proper tightening techniques
- 4. Describe the operation of and assemble mechanical power transmissions and systems.
- 5. Identify bearings, seals, gaskets, and packing material and demonstrate appropriate assembly techniques.
- 6. Perform preventative and predictive maintenance and mechanical troubleshooting.

MNT-120 Industrial Wiring Methods

1 3 0

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

Со	urse D	Descriptio	ns (Curi	ricula Credit)		
	Class	Hours/Week Lab	Wk. Exp.	Semester Hours Credit		
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						
MNT-160 Industrial Fabrication This course covers the necessary techniques to fabricate and a environments. Emphasis is placed on students being able to c and other components commonly used in industry. Upon com and assemble selected items within specifications. (SP). Natio Maintenance Technology/Technician.	1 assembl reate ba opletion, nal ID (C	3 e basic items c sic items such , students shou CIP) 47.0303 Ind	0 ommon in as frames, ild be able dustrial Me	2 industrial guards, supports, to safely fabricate echanics and		
MNT-220 Rigging & Moving This course covers the principles of safe rigging practices for h machinery and equipment. Topics include safety, weight and slings, rollers, jacks, levers, dollies, ropes, chains, padding, and should be able to safely relocate and set up equipment using 47.0303 Industrial Mechanics and Maintenance Technology/T	1 nandling, dimensio d other r accepteo echnicia	3 , placing, instal onal estimation related topics. d rigging praction.	0 ling, and r n, position Upon com ices. Natio	2 noving heavy ing of equipment pletion, students nal ID (CIP)		
MNT-250 PLC Interfacing This course introduces touch screens, PLC interface devices, a control, encoders, and stepping motors. Topics include LVDT of controls. Upon completion, students should be able to safely other interface devices. State Prerequisites: Take ELC-128 or Mechanics and Maintenance Technology	2 nd PID le control, install, p ELN-260	4 oops for applic touch screens, orogram, and r J. (SP). Nationa	0 ations suc PID contro naintain to I ID (CIP) 4	4 h as motion ols, and motion ouch screens and 7.0303 Industrial		
MNT-263 Electro-Pneu Components This course introduces principles and practical applications of control devices incorporated in those systems. Emphasis is pla building control circuits, and troubleshooting valves, switches be able to design, build, and troubleshoot basic electro-pneur should be able to install, program, and troubleshoot an autom 47.0303 Industrial Mechanics and Maintenance Technology/T	2 electrica aced on , and sen matic co nated m rechnicia	4 al/pneumatic o reading and in nsors. Upon co ntrol systems. anufacturing co an.	0 control sys terpreting mpletion, Additional ell. (SP). N	4 tems and primary ladder diagrams, students should ly, students ational ID (CIP)		
■ MRI – Magnetic Resonance Imaging MRI-210 MRI Physics and Equipment This course covers the physical principles of image formation, magnetic resonance imaging. Emphasis is placed on instrument manipulation, imaging parameters, options, and their effects should be able to understand the principles behind image form magnetic resonance imaging. (SP). National ID (CIP) 51.0920 M Technology/Technician.	3 data acc ntation, on imag mation, Aagnetio	0 quisition, and i fundamentals, e quality. Upor data acquisitio c Resonance Im	0 mage proc pulse seq n completi n, and ima naging (MF	3 cessing in uences, data on, students age processing in RI)		
MRI-211 MRI Procedures This course covers patient care, magnetic field safety, cross-se	4 ectional	0 anatomy. cont	0 rast media	4 a. 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.

	Course Descriptions (Curricula Credit)				
	H Class	lours/Week Lab	Wk. Exp.	Semester Hours Credit	
MRI-231 MRI Clinical Practicum This course provides experience in the computed tomogra and positioning, scanning procedures, and image producti students should be able to assume a variety of duties and environment. (SP). National ID (CIP) 51.0920 Magnetic Res	0 aphy clinical se ion in magnetic responsibilitie sonance Imagin	0 tting. Empl c resonance s within the ng (MRI) Te	33 nasis is place e imaging. U e magnetic r echnology/Te	11 Ind on patient care pon completion, esonance clinical echnician.	
MRI-231AB MRI Clinical Practicum This course provides experience in the computed tomogra and positioning, scanning procedures, and image producti students should be able to assume a variety of duties and environment. (SP). National ID (CIP) 51.0920 Magnetic Res	0 aphy clinical se ion in magnetic responsibilitie sonance Imagin	0 tting. Empl c resonance s within the ng (MRI) Te	24 nasis is place e imaging. U e magnetic r echnology/Te	8 d on patient care pon completion, esonance clinical echnician.	
MRI-231BB MRI Clinical Practicum This course provides experience in the computed tomogra and positioning, scanning procedures, and image producti students should be able to assume a variety of duties and environment. RCC Prerequisite: Take MRI 231AB. (SU). Na (MRI) Technology/Technician.	0 aphy clinical se ion in magnetic responsibilitie tional ID (CIP)	0 tting. Empl c resonance s within the 51.0920 M	9 nasis is place e imaging. U e magnetic r agnetic Resc	3 Ind on patient care pon completion, esonance clinical mance Imaging	
■ MUS – Music MUS-110 Music Appreciation This course is a basic survey of the music of the Western w of music, terminology, composers, form, and style within students should be able to demonstrate skills in basic liste course has been approved for transfer under the CAA as a This course has been approved for transfer under the ICAA Arts. (FA and SP). National ID (CIP) 36.0115. This is a Unive course. [SBCC/BOG 02/21/14]	3 vorld. Emphasi a historical per ening and unde general educa A as a general e ersal General E	0 is is placed rspective. U erstanding o ation course education o ducation Tr	0 on the elem pon comple of the art of e in Humanit course in Hu ransfer Com	3 ents tion, music. This :ies/Fine Arts. manities/Fine ponent (UGETC)	
■ NAS – Nursing Assistant NAS-101 Nurse Aide I This course includes basic nursing skills required to provid Emphasis is placed on person-centered care, the aging pro- infection prevention, legal and ethical issues, vital signs, h nutrition, basic restorative care/rehabilitation, dementia, completion, students should be able to demonstrate know listing on the North Carolina Nurse Aide I Registry. (FA and and Patient Care Assistant/Aide.	3 e safe, compet ocess, commur eight and weig mental health vledge and skil d SP). National	4 tent persor nication, sat ght measure and end-of ls and be e ID (CIP) 51	3 hal care for in fety/emerge ements, elim f-life care. U ligible to tes .3902 Nursir	6 ndividuals. ncies, nination, pon t for ng 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.

	Course De	Course Descriptions (Curricula Credit)				
	н	Hours/Week				
	Class	Lab	Wk. Exp.	Credit		
NET-125 Introduction to Networks	2	3	0	3		

This course offers a detailed exploration of the architecture, structure, functions, components, and operating models of the Internet and other computer networks. Topics include the essentials of IP addressing, Ethernet basics, various media types, and network operations. Upon completion, students should be able to build/troubleshoot simple Local Area Networks (LANs), develop effective IP addressing schemes, and configure routers and switches. (FA) National ID (CIP) 11.0901 Computer Systems Networking and Telecommunications.

 NET-126 Switching & Routing
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 3
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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 Computer Systems Networking and Telecommunications.

NET-225 Enterprise Networking2303This course is designed to cover the architecture, components, operations, and security to scale for large,
complex networks, including wide area network (WAN) technologies. Emphasis is placed on configuring,
troubleshooting, and securing enterprise network devices and understanding how application programming
interfaces (API) and configuration management tools enable network automation. Upon completion, students
should be able to configure link state routing protocols, implement ACLs to filter traffic and secure
administrative access, configure NAT services on the router to provide address scalability, explain techniques to
provide address scalability and secure remote access for WAN, and explain how automation affects evolving
networks. RCC Prerequisite: Take NET-126. (FA). National ID (CIP) 11.0901 Computer Systems Networking and
Telecommunications.

NOS – Network Operating System

NOS-120 LinuxSingle User

This course provides students with GUI and command line skills for using a Linux machine. Topics include Linux file system and access permissions, desktop or shell environments, command line editors, display servers, expression pattern matching, I/O redirection, and networking. Upon completion, students should be able to demonstrate competency in customizing a Linux system.(FA). National ID (CIP) 11.0901 Computer Systems Networking and Telecommunications.

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NOS-130 Windows Single User

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 Computer Systems Networking and Telecommunications.

NOS-230 Windows Administration I

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).

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	Course De	scriptio	ns (Curr	icula Credit)
	ŀ	Hours/Week		Semester Hours
	Class	Lab	Wk. Exp.	Credit
National ID (CIP) 11.0901 Computer Systems Networking	and Telecomn	nunications		
NUR – Nursing				
NUR-111 Intro to Health Concepts This course introduces the concepts within the three dom nursing. Emphasis is placed on the concepts within each d assessment, nutrition, ethics, interdisciplinary teams, info care, and quality improvement. Upon completion, student nursing care incorporating the concepts identified in this of Registered Nursing/Registered Nurse.	4 ains of the ind lomain includii rmatics, evide ts should be al course. (FA). N	6 lividual, hea ng medicati nce-based p ole to provid ational ID (0	6 Ilthcare, and on administ practice, ind de safe CIP) 51.3802	8 ration, lividual-centered
NUR-112 Health-Illness Concepts	3	0	6	5
healthcare, and nursing. Emphasis is placed on the concepts w oxygenation, infection, stress/coping, health-wellness-illn managing care, safety, quality improvement, and informa- to provide safe nursing care incorporating the concepts id NUR-111. (SP). National ID (CIP) 51.3801 Registered Nursi	bts of acid-base ess, communic tics. Upon com entified in this ng/Registered	e, metabolis cation, carin ppletion, stu course. Sta Nurse.	sm, cellular ng intervent udents shou ate Prerequ	regulation, ions, ld be able isite: Take
NUR-113 Family Health Concepts	3	0	6	5
healthcare, and nursing. Emphasis is placed on the concept grief/loss, mood/affect, behaviors, development, family, h interventions, managing care, safety, and advocacy. Upon safe nursing care incorporating the concepts identified in 111. (FA). National ID (CIP) 51.3801 Registered Nursing/Re	ots of oxygenation nealth-wellnes completion, s this course. St egistered Nurs	tion, sexuali s-illness, co tudents sho ate Prerequ e.	ity, reprodu mmunicatic puld be able uisite: Take	ction, on, caring to provide NUR-
NUR-114 Holistic Health Concepts	3	0	6	5
This course is designed to further develop the concepts w healthcare, and nursing. Emphasis is placed on the concept inflammation, sensory perception, stress/coping, mood/ar professional behaviors, caring interventions, and safety. U able to provide safe nursing care incorporating the concept Take NUR-111. (SP). National ID (CIP) 51.3801 Registered	ithin the three ots of cellular r ffect, cognition Ipon completion ots identified in Nursing/Regise	domains of egulation, p n, self, viole on, students n this cours tered Nurse	f the individ perfusion, nce, health s should be e. State Pre e.	ual, -wellness-illness, r equisite:
NUR-211 Health Care Concepts	3	0	6	5
This course is designed to further develop the concepts w healthcare, and nursing. Emphasis is placed on the concept immunity, mobility, comfort, behaviors, health-wellness-il interventions, managing care, and safety. Upon completion nursing care incorporating the concepts identified in this of (FA). National ID (CIP) 51.3801 Registered Nursing/Registered	ithin the three ots of cellular r llness, clinical o on, students sh course. State F ered Nurse.	domains of egulation, p decision-ma ould be able Prerequisite	f the individ perfusion, ir aking, caring e to provide : : Take NUR	ual, Ifection, S safe - 111.
NUR-212 Health System Concepts This course is designed to further develop the concepts w healthcare, and nursing. Emphasis is placed on the concept	3 ithin the three ots of grief/lose	0 domains of s, violence,	6 f the individ health-well	5 lual, ness-illness,
collaboration, managing care, safety, advocacy, legal issue	es, policy, heal	thcare syste	ems, ethics,	

accountability, and evidence-based practice. Upon completion, students should be able to provide safe

	Course De	scriptio	ns (Curr	ricula Credit)
	ŀ	lours/Week		Semester Hours
	Class	Lab	Wk. Exp.	Credit
nursing care incorporating the concepts identified in this (SU). National ID (CIP) 51.3801 Registered Nursing/Registered Nursin	s course. State P stered Nurse.	rerequisite	: Take NUR	-111.
NUR-213 Complex Health Concepts This course is designed to assimilate the concepts within and nursing. Emphasis is placed on the concepts of fluid, stress/coping, violence, health-wellness-illness, professio care, healthcare systems, and quality improvement. Upo demonstrate the knowledge, skills, and attitudes necess nursing care. State Prerequisite: Take: NUR-111. State C 113, NUR-114, NUR-211, and NUR-212. (SP). National ID Registered Nurse.	4 the three doma delectrolytes, mo on al behaviors, o on completion, s ary to provide q Corequisites: Ta o (CIP) 51.3801 F	3 ains of the i etabolism, caring inter tudents sho uality, indiv ke all: NUR Registered N	15 ndividual, h perfusion, n ventions, m ould be able /idualized, e -112, NUR- Nursing/	10 lealthcare, nobility, lanaging e to entry level
 OST – Office Systems Technology OST-131 Keyboarding This course covers basic keyboarding skills. Emphasis is p and development of speed and accuracy. Upon complete acceptable speed and accuracy level using the touch system 	1 placed on the to ion, students sho tem. <i>Credit by p</i>	2 uch system ould be abl roficiency e	0 , correct teo e to key at a exam is avai	2 chniques, an <i>lable.</i> (FA).
OST-136 Word Processing This course is designed to introduce word processing convariety of documents and mastery of specialized softwar prepared to take a nationally accredited certification examinates Management and Supervision.	2 ncepts and appli re functions. Up am. (SP, SU). Nat	2 cations. To on complet tional ID (C	0 pics include ion, studen IP) 52.0204	3 e preparation of a ts should be Office
OST-141 Med Office Terms I This course uses a language-structure approach to prese encountered in medical office settings. Topics include we conditions, pathology, and disorder remediation in appre- body. Upon completion, students should be able to relate and construct sentences with the included terms. (FA). No and Supervision.	3 nt the terminole ord parts that re oximately one-h ce words to syste lational ID (CIP)	0 ogy and voo elate to syst alf of the s ems, plurali 52.0204 Of	0 cabulary tha cemic compo ystems of th ize, define, I ffice Manag	3 It will be onents, ne human pronounce, ement
OST-142 Med Office Terms II This course is a continuation of OST 141 and continues to of medical office terminology and vocabulary. Topics inc components, conditions, pathology, and disorder remed body. Upon completion, students should be able to relat and construct sentences with the included terms. State (SP). National ID (CIP) 52.0204 Office Management and S	3 he study, using a lude word parts iation in the ren ce words to syste Prerequisite: Ta Supervision.	0 a language- that relate naining syst ems, plurali ke one: ME	0 structure ap to systemic tems of the ize, define, ED-121 or O	3 oproach, c human pronounce, ST-141.
OST-148 Med Ins & Billing This course introduces fundamentals of medical coding, the medical billing cycle to include third party payers, co completion, students should be able to explain the life c insurance claim. (SP). National ID (CIP) 52.0204 Office M	3 billing, and insu ding concepts, a ycle of and accu anagement and	0 rance. Emp and form pr rately com Supervisio	0 hasis is plac eparation. I plete a med n.	3 ced on Upon lical
OST-149 Med Legal Issues	3	0	0	3

This course introduces the complex legal, moral, and ethical issues involved in providing health-care

	Course I	Descriptio	ns (Curr	icula Credit)
		Hours/Week		Semester Hours
	Class	Lab	Wk. Exp.	Credit
services. Emphasis is placed on the legal requirements of patient, and office personnel; professional liabilities; and students should be able to demonstrate a working knowle behavior. (SP).	medical pra medical pra edge of curr	ctices; the rela ctice liability. I ent medical la	ationship of Jpon comp w and acce	physician, letion, pted ethical
OST-161 Medical Ofc Procedures This course provides instruction on the skills and procedu include medical data entry, medical communications, pho equipment, inventory control, patient scheduling, and ma Upon completion, students should be able to display skills medical office. (FA) National ID (CIP) 52.0204 Office Mana	2 res needed one etiquett anaging the s and decision agement and	2 in today's med e, use and mai financial aspec on-making abil d Supervision.	0 lical office. intenance o its of a prac ities essent	3 Topics f office tice. ial in the
OST-164 Office Editing	3	0	0	3
This course provides an in-depth exploration of editing sk grammar, punctuation, sentence structure, proofreading, to proficiently compose and edit text and documents for Office Management and Supervision.	ills essential and editing the workpla	for the office . Upon comple ce. (SP). Natio	Emphasis i etion, stude nal ID (CIP)	s placed on nts should be able 52.0204
OST-243 Med Office Simulation	2	2	0	3
This course introduces medical systems used to process in traditional and electronic information resources, managir completion, students should be able to use the computer corrections. (SU). National ID (CIP) 52.0204 Office Manage	nformation i ng health inf accurately ement and S	n the automat ormation, and to schedule, bi supervision.	ed office. T the billing II, update, a	opics include cycle. Upon and make
OST-247 Procedure Coding	2	2	0	3
This course provides in-depth coverage of procedural cod coding systems. Upon completion, students should be abl performed in a medical facility. State Prerequisites: Take National ID (CIP) 52.0204 Office Management and Superv	ling. Emphas le to proper one: MED-1 ision.	is is placed on y code procec . 21 or OST-14 :	CPT and Ho lures and se 1. (FA only).	CPCS ervices
OST-248 Diagnostic Coding This course provides an in-depth study of diagnostic codir Upon completion, students should be able to properly co State Prerequisites: Take MED-121 or OST-141. (FA only) Management and Supervision.	2 ng. Emphasis de diagnose . National IE	2 5 is placed on I s in a medical 9 (CIP) 52.0204	0 CD coding s facility. Office	3 system.
OST-263 Healthcare Customer Relations	3	0	0	3
This course provides the soft skills necessary for effective in healthcare. Emphasis is placed on the importance of po customers, rephrasing blunt communication for better re topics with the patient and other medical personnel. Upo information in a professional manner. (FA) National ID (Cl	communica ositive attitu sults, and th n completio P) 52.0204 (tion and main des, technique e communicat n, students sh Office Manage	taining cust es for handl tion skills re ould be able ment and S	omer satisfaction ing difficult/angry quired to discuss e to communicate upervision.
OST-286 Professional Development	3	0	0	3
This course covers the personal competencies and qualities in the office. Topics include interpersonal skills, health life professional growth, multicultural awareness, and professional	es needed to estyles, appe sional etique	o project a pro earance, attitu ette. Upon cor	ofessional in de, persona npletion, st	nage I and udents

should be able to demonstrate these attributes in the classroom, office, and society. (SP). National ID (CIP)

	Course De	scripti	ons (Curi	ricula Credit)
	ŀ	Hours/Week		
	Class	Lab	Wk. Exp.	Credit
52.0204 Office Management and Supervision.				

OST-288 Medical Office Admin Capstone2203This course is designed to be a capstone course for the medical office professional and provides a working
knowledge of medical office procedures. Emphasis is placed on written and oral communication skills,
practice management, electronic health records, medical office procedures, ethics, and professional
development. Upon completion, students should be able to demonstrate the skills necessary to manage a
medical office. State Prerequisite: Take one: OST-148 or HMT-210. (SP) National ID (CIP) 52.02043Office Management and Supervision.03

■ PCI - PCI Process Control Instrumentation PCI-171 Fieldbus Systems

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

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■ 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

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

This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. **State Prerequisite: Take PED-111.** (FA or SP). National ID (CIP) 31.0501 Health and Physical Education/Fitness, General.

PED-120 Walking for Fitness

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

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Co	burse De	escription	ons (Curr	icula Credit)
	Class	Hours/Wee	k M/k Exp	Semester Hours
	Class	LdD	WK. EXP.	Credit
premajor and/or elective course requirement. (FA or SP). Na	tional ID (Cl	IP) 31.0502	1.	
PED-121 Walk, Jog, Run	0	3	0	1
This course covers the basic concepts involved in safely and Emphasis is placed on walking, jogging, or running as a mean students should be able to understand and appreciate the be course has been approved for transfer under the CAA as a pr course has been approved for transfer under the ICAA as a p and SP). National ID (CIP) 31.0501 Health and Physical Educa	effectively i ns of achievi enefits deriv remajor and premajor and tion/Fitness	mproving ing fitness. ved from t l/or electiv d/or electi s, General.	cardiovascula Upon comple hese activitie: ve course requ ve course req	r fitness. etion, s. This uirement. This uirement. (FA
PED-171 Nature Hiking	0	2	0	1
This course provides instruction on how to equip and care for clothing, hygiene, trail ethics, and necessary equipment. Up successfully participate in nature trail hikes. This course has premajor and/or elective course requirement. This course has premajor and/or elective course requirement. (FA). National Education/Fitness, General.	or oneself or on completi been appro as been app I ID (CIP) 31.	n the trail. on, studer ved for tra roved for .0501 Heal	Topics includ its should be insfer under t transfer unde th and Physic	e able to he CAA as a r the ICAA as a ral
■ PHI – Philosophy				
PHI-215 Philosophical Issues	3	0	0	3
This course introduces fundamental issues in philosophy cor contemporary philosophers. Emphasis is placed on knowled determinism and free will, faith and reason, and justice and should be able to identify, analyze, and critically evaluate the has been approved for transfer under the CAA as a general e	nsidering the ge and belie inequality. I e philosophie education co	e views of f, appeara Jpon comp ical compc purse in Hu	classical and nce and reali- pletion, stude pnents of an is imanities/Fin-	ty, nts ssue. This course e Arts. This

course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. **State prerequisite: Take ENG-111.** (FA and SP). National ID (CIP) 38.0101 Philosophy. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

Competencies

- 1. Engage in critical thinking.
- 2. Identify, reconstruct, and evaluate philosophical arguments.
- 3. Analyze key philosophical concepts within epistemology, metaphysics, and ethics.
- 4. Demonstrate an understanding of major philosophical views, and how they relate to contemporary issues.

PHI-240 Introduction to Ethics	3	0	0	3
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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. 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 CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. State Prerequisite: Take ENG-111. (FA, SP, and SU). National ID (CIP) 38.0101 Philosophy. This is a Universal General Education Transfer Component (UGETC) course.

	Course De	scripti	ons (Curi	ricula Credit)
	ŀ	Hours/Week		
	Class	Lab	Wk. Exp.	Credit
[SBCC/BOG 02/21/14]				

Competencies

- 1. Engage in critical thinking about moral issues.
- 2. Identify, reconstruct and evaluate ethical arguments.
- 3. Analyze key ethical concepts.
- 4. Demonstrate understanding of major views in moral philosophy and how they relate to contemporary ethical and social issues.

■ PHO – Photography

PHO-110 Fund of Photography3605This 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. (FA). National ID (CIP) 10.0201
Photographic and Film/Video Technology/Technician and
Assistant.605

PHO-112 Design Laboratory I0301This course covers basic perceptual and design skills required for effective professional photographiccommunication. Emphasis is placed on fundamental design principles and historic photographic images,
execution and critique of photographic assignments, and laboratory projects emphasizing right-brain
processing. Upon completion, students should be able to utilize basic design principles and knowledge of
photographic history to produce images demonstrating control of the picture space. State Corequisite:
Take PHO-110. RCC Corequisites: Take ACA-111. (FA). National ID (CIP) 10.0201 Photographic and Film/Video
Technology/Technician and Assistant.1

PHO-115 Basic Studio Lighting

This course covers the basic principles of studio lighting. Topics include basic lighting techniques and application of lighting ratios to product illustration/portraiture using tungsten/electronic strobe sources, with emphasis on equipment maintenance and safety. Upon completion, students should be able to select and set up the best lights and lighting applications for a wide variety of photographic subjects. State Prerequisites: Take PHO-110. (SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician.

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PHO-127 Photo Materials/Processes

This course covers the materials and processes of current black/white and color photography and digital imaging and the reproduction of tone and color. Topics include light, color temperature, subjects, emulsion and sensor sensitivity, development, printing systems, and the interrelationships in the reproduction process. Upon completion, students should be able to state the effects that each part of the photographic process has upon the resulting black/white or color image. **State Prerequisite: Take PHO-110.** (SP). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

PHO-132 Small-Format Photography

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

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	Course De	scripti	ons (Curi	rícula Cred
	Class	Hours/Wee Lab	k Wk. Exp.	Semester Hou Credit
using the equipment and techniques studied. State Prer Take PHO-127. (SP). National ID (CIP) 50.0406 Commerc	r equisite: Take F cial Photography	РНО-110. Г	RCC corequis	ite:
PHO-139 Intro to Digital Imaging This course introduces digital images by exploring the ef- reproduction process. Topics include basic imaging tools and color. Upon completion, students should be able to imaging process and be able to capture and output imag PHO-127. (SU). National ID (CIP) 10.0201 Photographic a Assistant.	1 ffect hardware a s and vocabulary demonstrate a ges. RCC Prerequ and Film/Video T	4 nd softwa <i>i</i> , calibratio basic unde Jisites: Ta Fechnolog	0 re have on th on, density, c erstanding of ke PHO-110 y/Technician	3 contrast, the digital and and
PHO-143 Multimedia I This course covers the basics of computer-based multime Topics include microphones and audio recording, editing and use of still photographs, industry standard multime bacing, script writing, storyboarding and introduction to capture processes. Upon completion, students should be multimedia production. State prerequisite: Take PHO-1 and PHO-132. (SU). National ID (CIP) 10.0201 Photograp and Assistant.	2 nedia production g sound for mult dia software, co o digital single-le te able to use con .10. RCC Prerequ phic and Film/Vio	3 a using nor imedia, th ntrol of im ns reflex a mputer ha isites: Tal deo Techn	0 n-linear editin the capture, en tage, continu and/or other ardware and s ce all: PHO-1 ology/Techni	3 ng software. diting ity and video software for 27 ician
PHO-210 Prof Wedding Photography This course covers the techniques used in producing we along with applicable business practices. Emphasis is pla discussion of sales packages and album sources, and pro completion, students should be able to photograph a w wedding album along with bridal portraits. This course i & Wedding Photography concentration in the Photogra PHO-132. RCC Prerequisites: Take PHO 115 and PHO-13 Film/Video Technology/Technician and Assistant.	1 adding photograp aced on the prot omotional and a edding and deliv s a unique conce phic Technology 39. (FA). Nationa	6 ohs and fo ocol of var dvertising ver a profe entration r program. al ID (CIP) :	0 rmal bridal p rious religiou techniques. ssional photo requirement State Prereo 10.0201 Phot	3 ortraits, s services, Upon ographic in the Portrait quisites: Take cographic and
PHO-211 Contemporary Portraiture I This course covers lighting, cameras, and accessory equiportraiture and the dynamics and psychology of posing lighting, backgrounds, make-up, clothing, presentation to sales methods. Upon completion, students should be at	2 ipment used in s individuals and g techniques, sour	8 tudio/loca groupings. nd busines	0 ation profess Topics inclus s principles,	6 ional de and direct portraits

and demonstrate an understanding of the business considerations of professional portraits photography. This course is a unique concentration requirement in the Portrait & Wedding Photography concentration in the Photographic Technology program. **State Prerequisites: Take PHO-115 or PHO126. RCC Prerequisites: Take all PHO-132, PHO-139 and PHO-143.** (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

PHO-215 Photographic Illustration2806This 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.6

	Course D	escriptio	ns (Curr	ricula Credit)
	Class	Hours/Week	W/k Evo	Semester Hours
This course is a unique concentration requirement in the C Photographic Technology program. State Prerequisites: Ta Prerequisites: Take all PHO-139 and PHO-143. (FA). Natio	Commercial ake all: PHO nal ID (CIP) !	Photography - 132 and PHC 50.0406 Com	concentrati D 115 or PH mercial Pho	on in the O-135. RCC tography.
PHO-216 Documentary Photography/Multimedia This course introduces the practical, historical, and contenphotography/multimedia. Emphasis is placed on understaphotographic documentary/multimedia and how a documstudents should be able to produce a documentary project Take PHO-110. RCC Prerequisites: Take PHO 217 and PHC Film/Video Technology/Technician.	2 nporary app nding the va entary proje t on a topic () 243. (SP). N	4 lications of do rious approa ect can affect of interest to National ID (C	0 ocumentary ches to crea society. Up them. State IP) 10.0201	4 on completion, e Prerequisites: Photographic and
PHO-217 Photojournalism I This course covers logistics and techniques used in current include detailed study of spot and general news, sports, an layout, advanced photographic techniques, and legal issue demonstrate an understanding of basic aspects of news, s Take PHO-110. RCC Prerequisites: Take all: PHO-115, PHC 10.0201 Photographic and Film/Video Technology/Technic	1 t professionand feature p es. Upon con ports, and fe D-132, PHO - cian and Assi	6 al newspaper hotography a npletion, stud eature photog 139 and PHO istant.	0 photograph long with b lents should graphy. Stat - 143. (FA). N	4 ny. Topics asic newspaper d be able to ce Prerequisite: National ID (CIP)
PHO-220 Business of Photography This course covers the business practices of photography v include copyright, payment fees, client relations, licenses, rates. Upon completion, students should be able to demon business, including billing, clients, copyright protection, ar 10.0201 Photographic and Film/Video Technology/Technic	3 with emphas insurance, a nstrate an un od obtaining cian and Assi	0 sis on freeland ssignments, s nderstanding assignments. istant.	0 ce photogra stock sales, of the phot (SP). Natio	3 aphy. Topics and usage cographic nal ID (CIP)
PHO-221 Contemporary Portraiture II This course provides an in-depth study of portraiture of fa portraits; character studies; and client relations. Topics ind with professional business ethics, etiquette, and protocol. to produce professional quality portraits and demonstrate This course is a unique concentration requirement in the F Photographic Technology program. State Prerequisite: Ta Photographic and Film/Video Technology/Technician and	1 mily groups, clude a varie Upon comp knowledge Portrait & W ke PHO-211 Assistant.	8 children, and ty of portrait letion, studer of business e edding Photo . (SP). Nation	0 d pets; full-l situations a nts should b thics and pi graphy con al ID (CIP) 1	5 ength along be able rotocol. centration in the 0.0201
PHO-229 Advertising Photography This course covers advertising photography, including its sprofessional applications. Emphasis is placed on layout spebusiness practices. Upon completion, students should be a commercial photography and create professional quality is specifications. This course is a unique concentration requising the Photographic Technology program. State Prerequisi 10.0201 Photographic and Film/Video Technology/Technic	2 egments, pr ecification, a able to demo mages unde rement in th ite: Take PH cian and Assi	8 actices, tools int direction, a onstrate an un r art direction e Commercia 0-215. (SP). N istant.	0 , techniques and professi nderstandin n within layo Il Photograp National ID (6 s, and ional og of out ohy concentration (CIP)
PHO-231 Commercial Portfolio Capstone	1	3	0	2

This course provides an opportunity to develop a professional portfolio of photographs and visual marketing materials. Emphasis is placed on the development of a portfolio of prints and an electronic gallery exhibiting technical excellence, advanced lighting techniques, product illustration, consistency of vision, and a written

Course De	scripti	ons (Curi	ricula Credit)
ŀ	lours/Wee	k	Semester Hours
 Class	Lab	Wk. Exp.	Credit

business plan. Upon completion, students should be able to present a business plan and a diversified portfolio of professional quality photographic imaging to potential clients and employers. This course is a unique concentration requirement in the Commercial Photography Concentration in the Photographic Technology program. **State Prerequisite: Take all: PHO 220 and PHO-229.** (SU). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

PHO-232 Multimedia Journalism Portfolio Capstone 1 3 0 2

This course provides an opportunity to develop a professional portfolio of photographs and visual marketing materials. Emphasis is placed on the development of a portfolio of prints and an electronic gallery exhibiting technical excellence, storytelling, video, and audio editing skills, consistency of vision and a written business plan. Upon completion, students should be able to present a business plan and a diversified portfolio of professional quality photographic imaging utilizing both still and video media platforms to potential clients and employers. This course is a unique concentration requirement in the Multimedia Journalism concentration in the Photographic Technology program. **State Prerequisite: Take all: PHO 217 and PHO 220.** (SU). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.

PHO-233 Portraiture Portfolio Capstone1302This course provides an opportunity to develop a professional portfolio of photographs and visual marketing
materials. Emphasis is placed on the development of a portfolio of prints and an electronic gallery exhibiting
technical excellence, advanced enhancement/editing skills, consistency of vision, and a written business plan.
Upon completion, students should be able to present a business plan and a diversified portfolio of professional
quality photographic imaging to potential clients and employers. This course is a unique concentration
requirement of the Portrait & Wedding Photography concentration in the Photographic Technology program.2State Prerequisite: Take all: PHO 220 and PHO-221.
Film/Video Technology/Technician and Assistant.1302

PHO-241 Digital Image Technology2303This course provides an advanced study of technologies and processes used in the capture and purposing
of digital images. Topics include operation and application of image capture, scanning, printing, and
recording devices; and us of image retouching, toning, modifying and layout software. Upon completion,
students should be able to capture, process, and purpose digital images for specific applications used in
various segments of the photographic industry. State Corequisites: Take one set: Set 1: PHO-211; Set 2: PHO-
215; Set 3: PHO-217; Set 4: PHO-212, PHO-218, and PHO-225. RCC Prerequisites: Take all PHO-115, PHO-132,
and PHO-139. (FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and
Assistant.

PHO-243 Multimedia II Photojournalism2303This course covers advanced digital single-lens reflex and/or other digital video capture and post
production processes for non-linear editing. Topics include use of multimedia in documentary video
making and producing news style videos with emphasis on storytelling, interviewing and natural sound
capture. Upon completion, students should be able to produce industry standard news style video
and short documentaries. State prerequisite: Take PHO-143. RCC Corequisite: Take PHO 217.
(FA). National ID (CIP) 10.0201 Photographic and Film/Video Technology/Technician and Assistant.3

PHO-244 Multimedia II Commercial Photo2303This 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

Co	ourse D	escriptio	ns (Curr	ricula Credit
	Class	Hours/Week Lab	Wk. Exp.	Semester Hours Credit
client presentations. Upon completion, students should be a and videos. State Prerequisite: Take PHO-143. RCC Corequi (SP). National ID (CIP) 10.0201 Photographic and Film/Video	able to proc site: Take F Technolog	duce industry P HO 229. y/Technician	standard r and Assist	nultimedia ant.
PHO-245 Multimedia II Portrait Photo This course covers advanced digital single-lens reflex and/or production processes for non-linear editing. Topics include u assignments to create legacy style videos, location lighting, y storytelling techniques. Upon completion, students should the and video products. State Prerequisite: Take PHO-143. RCC (FA). National ID (CIP) 10.0201 Photographic and Film/Video	2 Tother digit use of multi video contr be able to p Corequisit Technolog	3 al video capt media in sma acts, natural roduce client e: Take PHO y/Technician	0 sure and po all producti sound capt t-based mu 211. and Assist	3 on team ture and ltimedia ant.
■ PHY- Physics PHY-110 Conceptual Physics This course provides a conceptually-based exposure to the f physical world. Topics include basic concepts of motion, for the structure of matter and the universe. Upon completion, and applications of the principles studied. This course has be general education course in Natural Science. This course has general education course in Natural Science. (FA and SP). Na Education Transfer Component (UGETC) course. [SBCC/BOG	3 Sundamenta ces, energy, students sh een approve been approve tional ID (C 02/21/14]	0 al principles a , heat, electri hould be able ed for transfe oved for trans CIP) 40.0801	0 ind process icity, magne e to describ er under th nsfer under This is a Un	3 ses of the etism, and e examples e CAA as a the ICAA as a iversal General
PHY-110A Conceptual Physics Lab This course is a laboratory for PHY 110. Emphasis is placed of presented in PHY 110. Upon completion, students should be concepts presented in PHY-110. This course has been appro- education course in Natural Science. This course has been a education course in Natural Science. State Corequisite: Take This is a Universal General Education Transfer Component (I	0 on laborator a able to ap ved for trar pproved for e PHY-110. JGETC) cou	2 ry experience ply the labor nsfer under th r transfer und (FA and SP). Irse. [SBCC/B	0 es that enha atory expen he CAA as a der the ICA National ID OG 02/21/3	1 ance materials riences to the a general A as a general O (CIP) 40.0801. 14]
PHY-121 Applied Physics I This algebra-based course introduces fundamental physical technology fields. Topics include systems of units, problem-s motion, forces, Newton's laws of motion, work, energy, pow Upon completion, students should be able to demonstrate a applied in industrial and service fields. RCC Prerequisite: Tal DMA-030 and DMA-040; Set 2: MAT-060 and DMA-040; Set placement score; Set 5: MAT-025. (SP). National ID (CIP) 40.	3 concepts as solving met ver, momer an understa ke one set: t 3: MAT-07 .0801.	2 s applied to in hods, graphi ntum, and pro- nding of the Set 1: DMA- 70 Set 4: MA	0 ndustrial ar cal analyse operties of principles s 010, DMA- T-003 Tier 2	4 nd service s, vectors, matter. studied as 020, 2 or acceptable
PHY-151 College Physics I This course uses algebra- and trigonometry-based mathema concepts that describe the physical world. Topics include un kinematics and dynamics, energy, power, momentum, fluid students should be able to demonstrate an understanding of	3 Itical model its and mea mechanics, f the princi	2 Is to introduct asurement, v and heat. Up	0 the the fundated of the fu	4 amental ar etion, av analytical

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 De	scriptio	ons (Curr	icula Credit)
н	ours/Wee	k	Semester Hours
Class	Lab	Wk. Exp.	Credit

course. [SBCC/BOG 02/21/14]

PHY-152 College Physics II

3 2 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, a	nd func	tions of Ameri	can governn	nent.
Topics include the constitutional framework, federalism, the the	nree bra	anches of gove	rnment incl	uding
the bureaucracy, civil rights and liberties, political participatior	n and be	ehavior, and po	olicy process	5.
Upon completion, students should be able to demonstrate an	underst	anding of the	basic conce	ots and
participatory processes of the American political system. This c	ourse h	nas been appro	oved for trar	nsfer under the
CAA as a general education course in Social/Behavioral Science under the ICAA as a general education course in Social/Behavio 45.1002. This is a Universal General Education Transfer Compo	es. This oral Scie onent (L	course has bee ences. (FA, SP, JGETC) course.	en approved and SU). Na [SBCC/BOG	l for transfer tional ID (CIP) 02/21/14]

Competencies

- 1. Demonstrate an understanding of the essential concepts and theories in the course materials.
- 2. Illustrate an understanding of the roles, duties, and structural characteristics of the executive, legislative, and judicial branches in the US government.
- 3. Analyze how American political institutions and individual behaviors interact to create political outcomes, with an awareness of the global context.
- 4. Define the function of political parties, interest groups, public opinion, and the media.
- 5. Interpret how American's political history, constitutional structure, and political culture contribute to the state of contemporary American democracy.

■ PSY – Psychology

PSY-150 General Psychology

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

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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

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Co	ur <u>se [</u>	Description	ns <u>(Cur</u>	ricul <u>a Credit)</u>
	Class	Hours/Week Lab	Wk. Exp.	Semester Hours Credit
conception to death. Upon completion, students should be al across the life span. This course has been approved for transf Social/Behavioral Sciences. This course has been approved fo course in Social/Behavioral Sciences. State Prerequisite: Take 42.2703.	ble to de er unde r transfe PSY-15	emonstrate kno r the CAA as a g er under the ICA 0. (FA and SP).	wledge o eneral ec A as a ge National I	f development lucation course in neral education ID (CIP)
PSY-281 Abnormal Psychology This course provides an examination of the various psycholog and experimental perspectives of the study of psychopatholo classification, etiology, assessment, and treatment of the maj be able to distinguish between normal and abnormal behavior etiology, symptoms, and therapeutic techniques. This course general education course in Social/Behavioral Sciences. This o ICAA as a general education course in Social/Behavioral Sciences. National ID (CIP) 42.9999.	3 gy. Emp or disor pr patter has bee course has ces. Sta	0 orders, as well a hasis is placed of ders. Upon com ns as well as de n approved for as been approv te Prerequisite	0 s theoret on termin ppletion, s monstrat transfer u ed for tra : Take PS	3 ical, clinical, ology, students should the knowledge of under the CAA as a nsfer under the 7-150. (FA and SP).
■ RAD – Radiography RAD-110 Rad Intro & Patient Care This course provides an overview of the radiography profession is placed on basic principles of patient care, radiation protect Upon completion, students should be able to demonstrate base (FA). National ID (CIP) 51.0911 Radiologic Technology/Science	2 on and s ion, tech asic skills e – Radic	3 tudent respons inical factors, a in these areas ographer.	0 ibilities. E nd medic RCC Core	3 Emphasis al terminology. equisite: RAD-113.
RAD-111 RAD Procedures I This course provides the knowledge and skills necessary to per Emphasis is placed on radiography of the chest, abdomen, ex completion, students should be able to demonstrate compete all: RAD-110, RAD-113, and RAD-151. (FA). National ID (CIP) 5 Science – Radiographer.	3 erform si tremitie ence in t 51.0911	3 tandard radiogr s, bony thorax, hese areas. RC Radiologic Tech	0 raphic pro and pelvi C Corequi nnology/	4 ocedures. s. Upon sites: Take
RAD-112 RAD Procedures II This course provides the knowledge and skills necessary to per Emphasis is placed on radiography of the skull, spine, and gas Upon completion, students should be able to demonstrate co all: RAD-121 and RAD-161. (SP). National ID (CIP) 51.0911 Rad	3 erform st trointes ompeten diologic	3 tandard radiogr tinal, biliary, an ce in these area Technology/Sci	0 Taphic pro Id urinary as. RCC Co ence – Ra	4 ocedures. systems. Drequisites: Take adiographer.
RAD-113 RAD Lab Elective This course provides additional laboratory opportunities in ra radiographic procedures and manipulation of equipment. Upp demonstrate competence in radiographic procedures through RAD 110, RAD 111, RAD 151 . (FA). National ID (CIP) 51.0911 F Radiographer.	0 diologic on comp n labora Radiolog	3 technology. En pletion, student tory evaluation ic Technology/	0 nphasis is s should l s. RCC Co Science –	1 placed on be able to requisites:
RAD-121 Image Production I This course provides the basic principles of radiographic imag	2 e produ	3 ction. Emphasis	0 s is placed	3 I on image

production, x-ray equipment, receptor exposure, and basic imaging quality factors. Upon completion, students should be able to demonstrate an understanding of basic principles of radiographic image production. **RCC Corequisites: Take all: RAD-112 and RAD-161.** (SP) National ID (CIP) 51.0911 Radiologic

	Course De	escriptio	ons (Curr	icula Credit)
		Hours/Week		Semester Hours
	Class	Lab	Wk. Exp.	Credit
Technology/Science – Radiographer.				
RAD-122 Image Production II This course is designed to continue to develop the concep technology. Emphasis is placed on advanced digital princip should be able to demonstrate an understanding of advar Corequisites: Take all: RAD-141 and RAD-171. (SU). Natio Radiographer.	1 ots and princip oles and produ- nced principles onal ID (CIP) 51	3 les in the fi uction. Upo s of digital i 0911 Radi	0 eld of radiolo n completion maging prod ologic Techn	2 ogic n, students luction . RCC ology/Science –
RAD-141 Radiation Safety This course covers the principles of radiation protection a of ionizing radiation on body tissues, protective measures personnel, and radiation monitoring devices. Upon compl an understanding of the effects and uses of radiation in di 171. (SU). National ID (CIP) 51.2205. Radiologic Technolog	2 nd radiobiolog for limiting ex etion, student agnostic radic cy/Science – Ra	0 gy. Topics ir (posure to f s should be ology . RCC (adiographe	0 aclude the ef the patient a able to den Corequisites r.	2 fects nd nonstrate : RAD-122, RAD-
RAD-151 RAD Clinical Ed I This course introduces patient management and basic rad Emphasis is placed on mastering positioning of the chest a applying principles of ALARA. Upon completion, students completion of clinical objectives. RCC Corequisite: Take R Technology/Science – Radiographer.	0 liographic prod and extremitie should be able AD-113. (FA).	0 cedures in t s, manipula e to demon National ID	6 the clinical se ating equipm strate succes (CIP) 51.091	2 etting. nent, and ssful L1 Radiologic
RAD-161 RAD Clinical Ed II This course provides additional experience in patient man procedures. Emphasis is placed on mastering positioning of thorax and adapting procedures to meet patient variation to demonstrate successful completion of clinical objective (CIP) 51.0911 Radiologic Technology/Science – Radiograph	0 agement and of the spine, p s. Upon comp es. (SP). Nation ner.	0 in more con elvis, head letion, stud nal ID	15 mplex radiog and neck, ar ents should	5 graphic nd be able
RAD-171 RAD Clinical Ed III This course provides experience in patient management s Emphasis is placed on applying appropriate technical factor positioning of advanced studies. Upon completion, studer completion of clinical objectives. RCC Corequisites: Take a 51.0911 Radiologic Technology/Science – Radiographer.	0 pecific to adva ors to all studi nts should be a all: RAD-122 a	0 anced radio es and tran able to dem nd RAD-14	9 graphic proc sitioning to r onstrate suc 1. (SU). Natio	3 mastering ccessful pnal ID (CIP)
RAD-211 RAD Procedures III This course provides the knowledge and skills necessary to procedures. Emphasis is placed on radiographic specialty p pathology and image analysis. Upon completion, students understanding of these areas. RCC Corequisites: Take all: Radiologic Technology/Science – Radiographer.	2 o perform star procedures, ac should be ab RAD-231 and	3 ndard and s dvanced im e to demor RAD-251. (0 pecialty radi aging, radiog nstrate an FA). Nationa	3 ographic graphic II ID (CIP) 51.0911

RAD-231 Image Production III

This course provides advanced principles of radiation characteristics and production including digital

	Course De	escriptio	ns (Curr	icula Credit)
		Hours/Week		Semester Hours
	Class	Lab	Wk. Exp.	Credit
imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production. RCC Corequisites: Take all: RAD-211 and RAD-251. (FA). National ID (CIP) 51.2205. Radiologic Technology/Science – Radiographer.				
RAD-251 RAD Clinical Ed IV This course provides the opportunity to continue master experience in advanced areas. Emphasis is placed on equ pediatric and geriatric variations, and a further awarenes completion, students should be able to demonstrate succ ID (CIP) 51.0911 Radiologic Technology/Science – Radiog	0 ing all basic rac ipment operat s of radiation r cessful comple rapher.	0 diographic pr tion, patholo protection re tion of clinic	21 rocedures a gical recogr equirement al objective	7 ind to attain nition, s. Upon is. (FA). National
RAD-261 RAD Clinical Ed V This course is designed to enhance expertise in all radiog radiation protection, and image production and evaluatio autonomous approach to the diversity of clinical situation Upon completion, students should be able to demonstra- (SP). National ID (CIP) 51.0911 Radiologic Technology/Sci	0 raphic procedu on. Emphasis is ns and success te successful co ence – Radiogr	0 ures, patient s placed on d fully adaptin ompletion or rapher.	21 manageme leveloping a lg to those j f clinical obj	7 an procedures. jectives.
RAD-271 Radiography Capstone This course provides an opportunity to exhibit problem-s is placed on critical thinking and integration of didactic an students should be able to demonstrate the knowledge r ID (CIP) 51.0911 Radiologic Technology/Science – Radiog	2 olving skills red nd clinical com equired of any rapher.	3 quired for ce ponents. Up r entry-level	0 ertification. on complet radiograph	3 Emphasis :ion, er. (SP). National
■ REL – Religion REL-110 World Religions This course introduces the world's major religious tradition Buddhism, Islam, Judaism, and Christianity. Upon complet origins, history, beliefs, and practices of the religions stude under the CAA as a general education course in Humanitit transfer under the ICAA as a general education course in (CIP) 38.0201.	3 ons. Topics incl tion, students died. This cours ies/Fine Arts. T Humanities/Fi	0 Iude Primal r should be a se has been his course h ne Arts. (FA	0 religions, Hi ble to ident approved fo as been app and SP). Na	3 nduism, ify the or transfer oroved for tional ID
REL-212 Intro to New Testament This course is a survey of the literature of first-century Ch Acts, and the Pauline and pastoral letters. Topics include perspective of the writings, as well as the historical and c community. Upon completion, students should be able to understand New Testament literature. This course has be education course in Humanities/Fine Arts. This course ha general education course in Humanities/Fine Arts. (FA an	3 Tristianity with the literary str cultural context o use the tools een approved f s been approved d SP). Nationa	0 readings fro ructure, audi t of the early of critical ar for transfer u ed for transf I ID (CIP) 39.	0 om the gosp ence, and r ^r Christian nalysis to re under the C. er under th 0201.	3 eligious ad and AA as a general e ICAA as a
REL-221 Religion in America This course is an examination of religious beliefs and prac	3 ctice in the Uni	0 ited States. E	0 Emphasis is	3 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

Co	ourse D	escriptior	ns (Curr	icula Credit)	
		Hours/Week		Semester Hours	
	Class	Lab	Wk. Exp.	Credit	
course in Humanities/Fine Arts. This course has been approved education course in Humanities/Fine Arts. (FA and SP). National Section Course in Humanities/Fine Arts. (FA and SP).	ved for trar onal ID(CIP	nsfer under the) 38.0299.	e ICAA as a	a general	
■ SAB – Substance Abuse					
SAB-110 Intro to Addiction & Recover This course provides an overview of the core concepts in add substance use, effects on society members, treatment of ad students should be able to demonstrate knowledge of the o treatment, and recovery. (FA). National ID (CIP) 51.1501 Sub Addiction Counseling.	0 diction and diction, an rigins of su stance Ab	0 I recovery. Top d preventive n bstance use, a use/	3 bics include neasures. I addiction, p	3 e the history of Upon completion, prevention,	
SAB-120 Intake and Assessment	3	0	0	3	
This course covers processes for rapport building and proceed strengths and weaknesses. Topics include diagnostic evaluat communication techniques, and use of assessment tools. Up rapport with individuals, recognize disorders, and obtain info ID (CIP) 51.1501 Substance Abuse/Addiction Counseling.	dures used ion and pla oon comple ormation f	to identify an acement, effec etion, students or referrals an	d evaluate ctive interv s should be d placeme	individuals' viewing and a able to establish nt. (SP). National	
SAB-135 Addictive Process This course covers the physical, emotional, psychological, an Emphasis is placed on disorders related to addictions to alco relationships. Upon completion, students should be able to a treatment methods associated with addictive disorders. (SP) Abuse/Addiction Counseling.	3 hol, drugs, dentify the National	0 aspects of the food, sex, wo e effects, preve ID (CIP) 51.150	0 addictive rk, gamblin ention stra D1 Substar	3 process. ng, internet, and itegies, and ice	
SAB-137 Co-Dependency	3	0	0	3	
This course introduces codependent relationships and their effects on 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 assess levels of codependency and associated levels of physical and mental health and develop strategies to enhance health. (SU). National ID (CIP) 51.1501 Substance Abuse/Addiction Counseling.					
SAB-140 Pharmacology	3	0	0	3	
This course covers the pharmacology of psychoactive drugs options. Emphasis is placed on the use of psychoactive drugs including models for prevention and treatment. Upon comp identify theories of addiction, major classes of drugs, treatm National ID (CIP) 51.1501 Substance Abuse/Addiction Cours	and misuse s and relate letion, stud ent alterna eling.	ed substances, ed psychologic dents should b atives, and soc	as well as cal and soc e able to u ial repercu	treatment ial complexities, inderstand and ussions. (SP).	
SAB-210 Addition and Recovery Counsel	2	2	0	3	
This course provides theory and skills acquisition by utilizing therapeutic information, support recovery, and prevent rela dysfunctional families, screening instruments, counseling ter special populations. Upon completion, students should be a intervention models, and initiate a procedure culminating in	interventi pse. Topic: chniques a ble to discu cognitive/	on strategies o s include coun nd approaches uss issues critio 'behavioral cha	designed to seling indiv s, recovery cal to recov ange. (SP).	o obtain viduals and v and relapse, and very, identify National ID (CIP)	

51.1501 Substance Abuse/Addiction Counseling.
	Course Des	scriptio	ons (Curr	icula Credit)
	н	ours/Wee	k	Semester Hours
	Class	Lab	Wk. Exp.	Credit
SAB-240 Diversity, Ethics, & Trends This course introduces systems of diversity, ethics, and t	3 rends in addictio	0 n and rec	0 overy. Topics	3 s include
confidentiality, assessment of personal values, professio multicultural service provision. Upon completion, studer	nal responsibiliti nts should be abl	es, compe e to apply	etencies, and and discuss	ethics relative to multiple diversity
and ethical scenarios applicable to addiction and recove Abuse/Addiction Counseling.	ry services. (SP).	National I	D (CIP) 51.15	501 Substance
■ SCI – Science				
SCI-095 Developmental Science	3	4	0	5
This course covers basic principles of science. Topics incl compounds of life, cytology, histology, anatomy, taxono should be able to demonstrate the basic knowledge nec	ude measureme my, and ecology. essary for college ontal/Romodial I	nt, basic a Upon cor e-level scie	tomic struct npletion, stu ence courses	ure, idents . (FA and
	ental/Remeulari		, General.	
SEC – Information Systems Security		_		
SEC-110 Security Concepts	2	3	0	3
This course introduces the concepts and issues related to	o securing inform	nation sys	tems and the	2
development of policies to implement information secur	rity controls. Top	ics include	e the historic	al view
of networking and security, security issues, trends, secur	rity resources, an	d the role	e of policy, pe	eople, and
processes in information security. Upon completion, stu	dents should be	able to ide	entify inform	ation security
risks, create an information security policy, and identity	processes to imp	lement ar	na enforce p	olicy. (SU).
SEC-160 Security Administration I	2	2	0	3
This course provides an overview of security administrat	ion with an emp	hasis on d	esigning sec	ure network
architectures. Topics include networking technologies, T	CP/IP fundamen	tals, netw	ork protocol	s, traffic analysis,
monitoring strategies, and established security best prac	ctices. Upon com	pletion, st	tudents shou	Ild be able to use
advanced network analysis tools to monitor network tra	ffic and develop	security n	neasures to s	afeguard against
various threats. (FA). RCC Prerequisites:NET-125 and NE	T-126. National	ID (CIP) 11	L.1003 Comp	uter and
Information Systems Security/				
Information Assurance.				
SEC-260 Security Admin II	2	2	0	3
This course provides the skills necessary to design and in	nplement inform	ation secu	urity controls	s. Topics include
advanced networking and TCP/IP concepts, network vul	nerability analysi	s, and mo	nitoring. Up	on completion,
students should be able to distinguish between normal a	and anomalous n	etwork tr	affic, identify	/ common
network attack patterns, and implement security solution	ns. State Prereq	uisite: Tal	ke SEC-160 . (SP). National ID
(CIP) 11.1003 Computer and Information Systems Securi	ty/Information A	ssurance.		
■ SOC – Sociology				
SOC-210 Introduction to Sociology	3	0	0	3
This course introduces the scientific study of human soci	iaty cultura and	social int	aractions To	nicc

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]

C	ourse D	escriptio	ns (Curr	icula Credit)
	0	Hours/Week	144 T	Semester Hours
	Class	Lab	Wk. Exp.	Credit
SOC-213 Sociology of the Family This course covers the institution of the family and other in selection, gender roles, sexuality, communication, power a and remarriage, and economic issues. Upon completion, str institution and the social forces which influence its develop transfer under the CAA as a general education course in So approved for transfer under the ICAA as a general educatio SU). National ID (CIP) 19.0704.	3 timate relat nd conflict, j udents shou ment and cl cial/Behavio n course in S	0 ionships. Em parenthood, Id be able to nange. This c ral Sciences. Social/Behav	0 phasis is pla diverse life analyze the ourse has b This course ioral Science	3 acced on mate styles, divorce a family as a social een approved for a has been tes. (FA, SP, and
SOC-225 Social Diversity	3	0	0	3
experiences in social life. Topics include race, ethnicity, gen Upon completion, students should be able to analyze how of they affect personality development, values, and tolerance the CAA as a general education course in Social/Behavioral under the ICAA as a general education course in Social/Behavioral 30.2301.	der, sexual cultural and . This course Sciences. Th avioral Scier	orientation, ethnic differ has been ap his course ha hces. (FA and	class, and re ences evolv oproved for s been appi I SP). Nation	eligion. ve and how transfer under roved for transfer nal ID (CIP)
■ SPA – Spanish				
SPA-111 Elementary Spanish I This course introduces the fundamental elements of the Sp Emphasis is placed on the development of basic listening, s completion, students should be able to comprehend and re and written Spanish and demonstrate cultural awareness. T the CAA as a general education course in Humanities/Fine A under the ICAA as a general education course in Humanities	3 anish langua peaking, rea spond with This course h Arts. This co s/Fine Arts.	0 age within a Iding, and wi grammatica has been app urse has bee (FA and SP).	0 cultural cor riting skills. l accuracy to roved for to n approved National ID	3 Itext. Upon o spoken ransfer under for transfer (CIP) 16.0905.
SDA_112 Elementary Spanish II	2	0	0	2
This course is a continuation of SPA 111 focusing on the fur within a cultural context. Emphasis is placed on the progres reading, and writing skills. Upon completion, students shou increasing proficiency to spoken and written Spanish and d course has been approved for transfer under the CAA as a g This course has been approved for transfer under the ICAA Arts. State Prerequisite: Take SPA-111. (FA and SP). Nation	ndamental e ssive develo Id be able to emonstrate general educ as a general al ID (CIP) 1	lements of the presents of the present of list of compreher further culture cation courses and courses	he Spanish ening, spea id and resp iral awaren e in Humani ourse in Hu	anguage king, ond with ess. This ties/Fine Arts. manities/Fine
SPA-120 Spanish for the Workplace	3	0	0	3
This course offers applied Spanish for the workplace to faci native language is Spanish. Emphasis is placed on oral com that targets health, business, and/or public service professi to communicate at a functional level with native speakers a	litate basic on munication a ons. Upon c and demons	communicati and career-sp ompletion, s trate cultura	on with peo pecific voca tudents sho l sensitivity	ople whose bulary ould be able . (FA). National ID

SPA-211 Intermediate Spanish I3003This 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 in3

(CIP) 16.0905.

(Course De	escripti	ons (Curi	ricula Credit)
		Hours/Wee	Semester Hours	
	Class	Lab	Wk. Exp.	Credit
Humanities/Fine Arts. This course has been approved for t in Humanities/Fine Arts. State Prerequisite: Take SPA-112	ransfer unde . (FA and SP)	r the ICAA . National I	as a general D (CIP) 16.09	education course 05.
SPA-212 Intermediate Spanish II	3	0	0	3
This course provides a continuation of SPA 211. Emphasis i	s placed on t	he continu	ing study of	authentic
and representative literary and cultural texts. Upon comple	etion studen	ts should k	he able to co	mmunicate
spontaneously and accurately with increasing complexity a	and conhistic	ation This	course has h	oon
spontaneously and accurately with increasing complexity a				
approved for transfer under the CAA as a general educatio		iumanities,	Fine Arts. If	
been approved for transfer under the ICAA as a general ed	ucation cour	se in Huma	anities/Fine A	arts. State
Prerequisite: Take SPA-211. (FA and SP). National ID (CIP)	16.0905.			
SWK-110 Intro to Social Work	3	0	0	3
This course examines the historical development, values, o	rientation. a	nd profess	ional standaı	ds of social work
and focuses on the terminology and broader systems of so	cial welfare.	Emphasis i	s placed on t	he various fields
of practice including those agencies whose primary function	n is financial	accistance	corrections	mental and
behavioral health and protective convises. Upon completic			bla ta dama	netroto on
behavioral health, and protective services. Opon completic	, students s			
understanding of the knowledge, values, and skills of the s	ocial work pr	otessional	. (FA). Natio	nal ID (CIP)

44.0701 Social Work.

SWK-113 Cultural Comp & Diversity303

This course examines and promotes understanding, sensitivity, awareness, and knowledge of various cultures and diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural social 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) 44.0701 Social Work.

■ TRN – Transportation Technology

TRN-110 Intro to Transport Tech1202This 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.1202

Student Learning Outcomes

- 1. Demonstrate work place safety and hazardous waste disposal per OSHA and EPA guidelines that apply to relevant transportation industry work.
- 2. Given a vehicle or piece of equipment, students will be able to identify it and locate relevant service information in one or more industry-standard databases.
- 3. Demonstrate proficiency hoisting transportation vehicles through use of lifts and floor jacks.
- 4. Complete service repair orders with appropriate information: customer contact information; VIN; cause, concern, correction.
- 5. Identify and communicate about basic systems and terms associated with the transportation industry.
- 6. Distinguish between different transportation systems terms and components either on a written exercise or in a lab environment.
- 7. Demonstrate proper use and care of related transportation industry tools and equipment.

Course De	scriptio	ons (Curr	ricula Credit)
н	lours/Wee	k	Semester Hours
Class	Lab	Wk. Exp.	Credit

8. Correctly identify or describe government regulations associated with the transportation industry.

TRN-120 Basic Transp Electricity

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.

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Student Learning Outcomes

- 1. Demonstrate work place safety related to transportation electrical systems.
- 2. Interpret and apply wiring diagram information on a transportation vehicle electrical system.
- 3. Demonstrate the proper use of electrical diagnostic test equipment.
- 4. Use Ohm's law to calculate the value of any of the following given the values of the remaining variables:
 - * Voltage (V)
 - * Resistance (R)
 - * Amperage (A)
- 5. Given a transportation vehicle with a fault in the battery, starting, and charging system, students will be able to perform successful diagnosis and repairs.
- 6. Demonstrate the ability to obtain appropriate service information on electrical circuit construction.

TRN-140 Transp Climate Control

2 1 2 0 This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems. (FA and SU). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.

Student Learning Outcomes

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

1 2 0 **TRN-140A Transp Climate Cont Lab**

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 Coreguisite: Take TRN-140. (FA and SU). National ID (CIP) 47.0604 Automobile/Automotive Mechanics Technology/Technician.

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Course Do	escriptic	ons (Curi	ricula Credit)
	Hours/Weel	k	Semester Hours
Class	Lab	Wk. Exp.	Credit
		-	

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 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.

Course I	Descriptio	ns (Cur	ricula Credit)
	Hours/Week		Semester Hours
Class	Lab	Wk. Exp.	Credit

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TRN-170 Pc Skills for Transp

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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

This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/ joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard. (FA). National ID (CIP) 47.0603 Autobody/Collision and Repair Technology/Technician

Student Learning Outcomes

- 1. Describe and list the proper fundamentals, processes and equipment, materials and metallurgy associated with welding of similar and dissimilar metals in transportation systems and equipment.
- 2. Identify and describe safety and health practices associated with the welding of similar and dissimilar metals in transportation systems and equipment.
- 3. In a lab setting, demonstrate the ability to successfully weld similar and dissimilar metals in transportation systems and equipment.
- 4. Select and list the proper inspection methods associated with the welding of similar and dissimilar metals in transportation systems and equipment.
- 5. In a lab setting, demonstrate proper setup and operational procedures associated with the welding of similar and dissimilar metals in transportation systems and equipment.
- 6. Describe and list the cutting techniques used with the various tools and methods associated with transportation systems and equipment.

■ WBL – Work-Based Learning

WBL-111 Work-Based Learning I00101This 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.1

WBL-112 Work-Based Learning I0020

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

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Co	ourse l	Descriptio	ns (Curr	icula Credit)
	Class	Hours/Week Lab	Wk. Exp.	Semester Hours Credit
related work experience. Upon completion, students should demonstrate employability skills, and satisfactorily perform National ID (CIP) 46.0503 Plumbing Technology/Plumber.	be able t work-rela	co evaluate car ated competen	eer selectio cies.	n,
WBL-115 Work-Based Learning Seminar I This course provides the student with an opportunity to eva field. Students will discuss, with faculty, their co-op work in curriculum components. State Corequisites: Take one: WBL ID (CIP) 15.0699 Industrial Production Technologies/Technic	1 luate pra a human - 111, WB ians, Oth	0 ctical experien services agenc SL-112, WBL-11 er.	0 ces in the h y and relati . 3 or WBL-1	1 uman services onships to .14. (SP). National
WBL-121 Work-Based Learning II This course provides a work-based learning experience with related to the student's program of study. Emphasis is place related work experience. Upon completion, students should demonstrate employability skills, and satisfactorily perform National ID (CIP) 48.0508 Welding Technology/Welder.	0 a college d on inte be able t work-rela	0 -approved emp grating classroo to evaluate car ated competen	10 ployer in an om learning eer selectio cies.	1 area g with n,
WBL-122 Work-Based Learning II This course provides a work-based learning experience with related to the student's program of study. Emphasis is place related work experience. Upon completion, students should demonstrate employability skills, and satisfactorily perform National ID (CIP) 49.0202 Construction/Heavy Equipment/Ea	0 a college d on inte be able t work-rela arthmovir	0 -approved emp grating classroo to evaluate car ated competen ng Equipment (20 ployer in an om learning eer selectio cies. Dperation.	2 area g with n,
WBL-130A Workplace Professionalism This course provides students with soft skills enabling them include communication, teamwork, work ethic and other int students should be able to demonstrate the professional ski (SU and FA). National ID (CIP) 49.0202 Construction/Heavy E	0 to interac erperson lls neede equipmen	3 ct effectively in al skills and be d to function so t/Earthmoving	0 the workp haviors. Up uccessfully Equipment	1 lace. Topics on completion, in the workplace. c Operation.
■ WEB – Web Technologies WEB-110 Web Development Fundamentals This course introduces World Wide Web Consortium (W3C) web pages, responsive design, file transfer, deployment, acc completion, students should be able to deploy a hand-coded Language (HTML) and Cascading Style Sheet (CSS) standards Page, Digital/Multimedia and Information Resources Design	2 standard cessibility d website . (SP). Na	3 markup langua , and other rela created using tional ID (CIP)	0 age. Topics ated W3C to the HyperT 11.0801 We	3 include creating opics. Upon ext Markup eb
■ WLD – Welding WLD-110 Cutting Processes This course introduces oxy-fuel and plasma-arc cutting syste setup, and operation of oxy-fuel and plasma-arc cutting equ and bevel cutting. Upon completion, students should be able varying thickness. (FA and SP). National ID (CIP) 48.0508 We	1 ems. Topie ipment w e to oxy-f Iding Tec	3 cs include safet vith emphasis o uel and plasma hnology/Welde	0 ty, proper e on straight l a-arc cut me er.	2 quipment ine, curve etals of

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.

Cou	rse D	escriptio	ns (Curi	ricula Credit)
	Class	Hours/Week	14/h	Semester Hours
 3. List the safety practices of using oxy-fuel, plasma-arc, and ot 4. Set-up and adjust cutting equipment. 5. Use an oxy-acetylene outfit, plasma cutting equipment, and marked line on various thickness steel plate. b. Cut various steel plate to a bevel and pipe. 	tiass her cutt other ed hapes of	ing equipmer quipment to: ut of carbon s	ut. a. Cut a str teel plate.	aight c. Cut carbon
WLD-112 Basic Welding Processes This course introduces basic welding and cutting. Emphasis is p steel fillers, and electrodes and the capillary action of solder. U to set up welding and oxy-fuel equipment and perform welding (SP and SU). National ID (CIP) 48.0508 Welding Technology/We	1 Ilaced or Ipon cor g, brazin elder.	3 n beads applie npletion, stud g, and solderi	0 ed with gas lents shoul ing process	2 ses, mild d be able ses.
WLD-115 SMAW (Stick) Plate This course introduces the shielded metal arc (stick) welding pr fillet, and groove welds in various positions with SMAW electro able to perform SMAW fillet and groove welds on carbon plate (CIP) 48.0508 Welding Technology/Welder	2 rocess. E odes. Up with pr	9 On completio escribed elect	0 aced on pa n, student: trodes. (FA	5 dding, s should be .). National ID
 Student Learning Outcomes 1. Demonstrate SMAW electrode classification in compliance w 2. Perform a groove weld according to AWS D1.1. 3. Demonstrate safe and proper SMAW equipment setup, oper accordance to manufacturer's recommendations. 	vith AWS ration, a	5 codes. nd shut-dowr	n practices	in
WLD-116 SMAW (stick) Plate/Pipe This course is designed to enhance skills with the shielded metric is placed on advancing manipulative skills with SMAW electrod completion, students should be able to perform groove welds the flat, horizontal, vertical, and overhead positions. State Prev ID (CIP) 48.0508 Welding Technology/Welder.	1 al arc (st es on va on carbo r equisite	9 tick) welding p arying joint ge on steel with p e: Take WLD-:	0 process. En ometry. Uj prescribed 115. (SP). N	4 nphasis pon electrodes in Vational
WLD-121 GMAW (MIG) FCAW/Plate This course introduces metal arc welding and flux core arc weld and fillet and groove welds with emphasis on the application o carbon steel plate. Upon completion, students should be able t prescribed filler materials in the flat, horizontal, and overhead Technology/Welder.	2 ding pro f proper to perfor position	6 cesses. Topics GMAW and I rm fillet welds s. (FA). Natio	0 s include eq FCAW cons s on carbor nal ID (CIP)	4 quipment set up sumables on n steel with) 48.0508 Welding

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.

	Course De	escriptio	ns (Curr	icula Credit)
		Hours/Week		Semester Hours
	Class	Lab	Wk. Exp.	Credit
WLD-122 GMAW (MIG) Plate/Pipe This course is designed to enhance skills with the gas me placed on advancing skills with the GMAW process makin in various positions. Upon completion, students should b electrodes on various joint geometry. State Prerequisite 48.0508 Welding Technology/Welder.	1 tal arc (MIG) w ng groove weld e able to perfo : Take WLD-12	6 elding proce s on carbon srm groove w 1. (SP). Natic	0 ss. Emphas steel plate velds with p onal ID (CIP)	3 is is and pipe prescribed)
WLD-131 GTAW (TIG) Plate This course introduces the gas tungsten arc (TIG) welding tungsten, polarity, gas, and proper filler rod with emphas techniques. Upon completion, students should be able to various electrodes and filler materials. (FA and SP). Natio	2 g process. Topic sis placed on sa p perform GTAV mal ID (CIP) 48.	6 cs include co fety, equipm N fillet and g 0508 Weldir	0 rrect select nent setup, groove weld ng Technolo	4 ion of and welding ds with ogy/Welder.
 Student Learning Outcomes Demonstrate the use of GTAW electrode classification electrodes. Perform a groove weld in accordance with AWS code. Perform a Fillet weld in accordance with AWS code. Demonstrate safe equipment setup, operation, and sh recommendations. 	in compliance ut-down practi	with AWS fo	r the select g to manuf	tion of Facturer's
WLD-132 GTAW (TIG) Plate/Pipe This course is designed to enhance skills with the gas tun setup, joint preparation, and electrode selection with em positions on plate and pipe. Upon completion, students s prescribed electrodes and filler materials on various joint (SP and SU). National ID (CIP) 48.0508 Welding Technolo	1 gsten arc (TIG) phasis on man should be able t geometry. Sta gy/Welder.	6 welding pro ipulative skil to perform G ite Prerequis	0 cess. Topic: ls in all wel GTAW weld site: Take V	3 s include ding s with VLD-131.
WLD-141 Symbols & Specifications This course introduces the basic symbols and specificatic interpretation of lines, notes, welding symbols, and spec able to read and interpret symbols and specifications cor 48.0508 Welding Technology/Welder.	2 ons used in weld ifications. Upor mmonly used in	2 ding. Emphas n completion n welding. (F <i>i</i>	0 sis is placed students A and SP). I	3 I on should be National ID (CIP)
Student Learning Outcomes 1. Identify and read welding symbols. 2. Identify and explain various lines, notes, and specificat 3. Identify the different types of lines on a blueprint. 4. Interpret destructive testing symbols and their method	tions on a bluer	orint.		

- 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

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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-

Course Descriptions (Curricula Credit					
	H Class	lours/Wee Lab	k Wk. Exp.	Semester Hours Credit	
141. (SU). National ID (CIP) 48.0508 Welding Technology/	Welder.				
WLD-221 GMAW (MIG) Pipe	1	6	0	3	
positions, joint geometry, and preparation with emphasis and discontinuities. Upon completion, students should be applicable codes on pipe with prescribed electrodes in va 122. (SU). National ID (CIP) 48.0508 Welding Technology/	velding pipe. I placed on bea able to perfor rious positions Welder.	d applicat m GMAW . State Pre	ion, profile, welds to requisites: 1	ake WLD-	
WLD-231 GTAW (TIG) Pipe	1	6	0	3	
This course covers gas tungsten arc welding on pipe. Topi emphasis placed on safety, GTAW welding technique, bea completion, students should be able to perform GTAW w electrodes and filler materials in various pipe positions. S National ID (CIP) 48.0508 Welding Technology/Welder.	cs include joint ad application, elds to applical tate Prerequisi	: preparati and joint <u>{</u> ole codes (te: Take V	on and fit up geometry. Up on pipe with VLD-132. (SU	o with oon prescribed I).	
ZAS - Zoo & Aquarium Science					
ZAS-113 Animal Habitats	1	0	0	1	
This course introduces students to the concept of habitat	design and contracts	nstruction	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.







St./Hwy 311 Business S. Main

Archdale Parks and **Recreation at Creekside Park**

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Randolph Community College Archdale Center

park Dr.



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RANDOLPH EMERGENCY SERVICES COMMUNITY COLLEGE OFF-CAMPUS TRAINING CENTER

Parking Lot 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 Picnic Area Equip Storage Target Range Firing Range **B** Rifle Range 6 Pond LP Field