2006-07

General Catalog & Student Handbook

Rowan-Cabarrus Community College Post Office Box 1595 Salisbury, North Carolina 28145-1595

www.rowancabarrus.edu

North Campus 1333 Jake Alexander Blvd. Salisbury, NC 28146 704-637-0760

South Campus 1531 Trinity Church Rd. Concord, NC 28027 704-788-3197

All information published in this catalog is subject to change during the academic year. The college is not responsible for any errors found in this catalog; however, the college will make every effort to correct errors that are identified and to make revisions as necessary. These corrections and revisions will be posted on the college website at the following link:www.rowancabarrus.edu/catalog/2006-07/.

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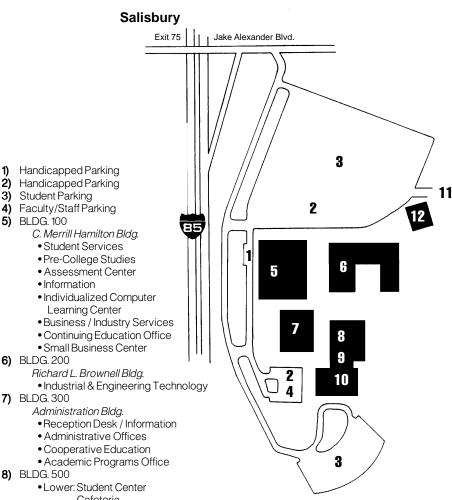
This catalog should not be construed as constituting a contract between the college and any person.

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North Campus

Rowan County



- - Cafeteria

Bookstore

 Upper: Learning Resource Center Math Tutoring Center Reading Center Writing Resource Center

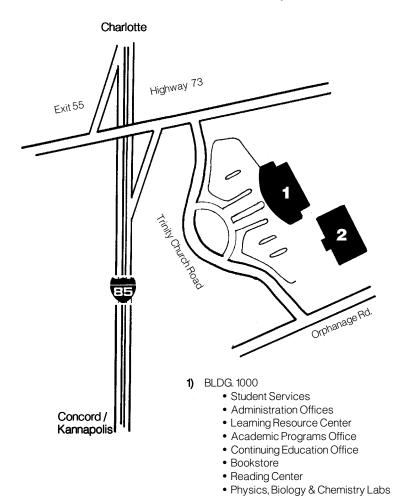
- 9) Teaching Auditorium
- 10) BLDG. 600

Health - Science Bldg.

- Lower: Early Childhood Center
- 11) To Maintenance Building
- 12) BLDG. 700

South Campus

Cabarrus County

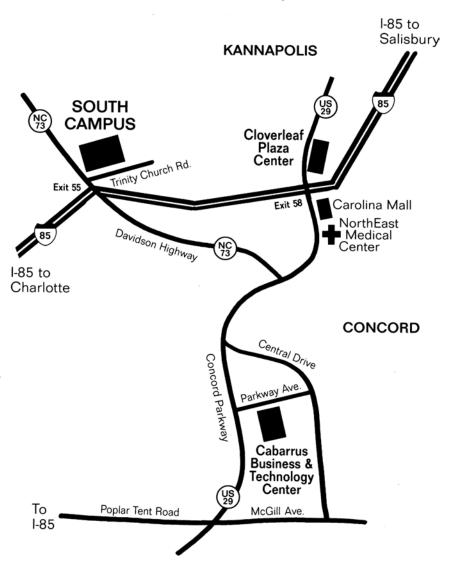


2) BLDG. 2000

- Motorsports/Flex Lab
- Individualized Computer Learning Center
- Community Service Room
- Allied Health Lab
- Electronics Lab
- English Lab
- Reading Lab
- Math Tutoring Center
- Writing Resource Center
- CTC Small Business Development Center

Cloverleaf Plaza Center / Cabarrus Business & Technology Center

Cabarrus County



Academic Calendar

2006-2007

FALL Semester 2006

August 7	M	All Faculty Return; Fall Conference
August 8	T	Faculty Work Day/Late Registration - North Campus
August 9	W	Faculty Work Day/Late Registration - South Campus
August 10	TH	Professional Dev. Day/Part-Time Faculty Orientation Evening
August 11	F	Faculty Work Day
August 14	M	Faculty Work Day
August 15	T	Classes Begin for 16-Week and 1st 8-Week Classes
August 15,16	T,W	Registration and Schedule Changes
August 19	S	First Class Meeting for Selected Telecourses
C		(See Telecourse Schedule)
August 24	TH	Curriculum Census (10%) Date - Last day to drop with 75% refund
8		for 16-week classes
August 26	S	First Class Meeting for Selected Telecourses
8	~	(See Telecourse Schedule)
September 4	M	Labor Day Holiday (College Closed)
September 5	T	Classes Resume
September 29	F	Last Day to Withdraw from 1st 8-Week Classes
Oct. 9, 10	M,T	NCCCS Conference/Professional Development Days/
,	,	Student Break Days
October 11	W	Student/Faculty Break Day
		(Inclement Weather Make-Up, if Necessary)
October 12	TH	Classes Resume
October 12	TH	Registration for 2 nd 8-Week Classes
October 13	F	Classes End for 1st 8-Week Classes
October 16	M	Classes Begin for 2 nd 8-Week Classes
TBA	TBA	Advising/Registration Begins (schedules available)
November 17	F	Last Day to Withdraw from 16-Week Classes including Telecourses
TBA	TBA	Advising/Registration Ends
November 22	W	Student/Faculty Break Day
November 23,24	TH,F	Thanksgiving Holidays (College Closed)
November 27	M	Classes Resume
December 4	M	Last Day to Withdraw from 2 nd 8-Week Classes
December 4	M	Schedule Changes/Registration - North Campus (Classes in Session)
December 5	T	Schedule Changes/Registration - South Campus (Classes in Session)
December 13	W	Classes End for 16-Week Classes and 2 nd 8-Week Classes
December 14	TH	Faculty Work Day; Records Due at 12:00 Noon
December 15	F	Professional Development Day; Holiday Social
December 18-29	M-F	Christmas Holidays (10 days) - College Closed

REGISTRATION TIMES – All Semesters

Registration times are subject to change. Please consult Course Schedule, the college's website (<u>www.rowancabarrus.edu</u>), or the Student Services Office for registration times.

Spring Semester 2007

т 1		N. W. M. H. H. (C. H. Ol. 1)
January 1	M	New Year's Holiday (College Closed)
January 2	T	Faculty Work Day
January 3	W	Faculty Work Day/Late Registration – North Campus
January 4	TH	Faculty Work Day/Late Registration – South Campus
January 5	F	Professional Development Day
January 6	S	First Class Meeting for Selected Telecourses
	3.6	(See Telecourse Schedule)
January 8	M	Faculty Work Day
January 9	T	Classes Begin for 16-Week Classes and 1st 8-Week Classes
January 9, 10	T,W	Registration and Schedule Changes
January 15	M	Martin Luther King, Jr. Holiday (College Closed)
January 16	T	Classes Resume
January 19	F	Curriculum Census (10%) Date - Last day to drop with 75% refund
_	_	for 16-week classes
January 20	S	First Class Meeting for Selected Telecourses
		(See Telecourse Schedule)
February 3	S	GED Graduation
February 23	F	Last Day to Withdraw from 1st 8-Week Classes
March 5-9	M-F	Student/Faculty Spring Break Days (5 days);
		Inclement Weather Make-Up, if necessary
March 12	M	Classes Resume
March 12	M	Registration for 2 nd 8-Week Classes
March 13	T	Classes End for 1st 8-Week Classes
March 14	W	Classes Begin for 2 nd 8-Week Classes
March 19	M	Job Fair (Classes in Session)
TBA	TBA	Advising/Registration Begins for Summer Term &
		Fall Semester 2006 (schedules available)
April 6	F	College Spring Break Day (College Closed);
		Inclement Weather Make-Up, if Necessary
April 9	M	Classes Resume
TBA	TBA	Advising/Registration Ends at 3:00 pm
April 18	W	Last Day to Withdraw from 16-Week Classes, including Telecourses
April 23	M	Schedule Changes/Registration - South Campus (Classes in Session)
April 24	T	Schedule Changes/Registration - North Campus (Classes in Session)
April 30	M	Last Day to Withdraw from 2 nd 8-Week Classes
May 9	W	Classes End for 16-Week Classes and 2 nd 8-Week Classes
May 10	TH	Faculty Work Day (Including 9-Mo. Faculty; 9-Mo. Contracts End);
		Records Due at 12:00 Noon
May 11	F	Faculty Work Day (9 + 3 Faculty); Golf Tournament

REGISTRATION TIMES – All Semesters

Registration times are subject to change. Please consult Course Schedule, the college's website (<u>www.rowancabarrus.edu</u>), or the Student Services Office for registration times.

Summer Term 2007 (One 10-Week & Two Short Sessions)

May 14	M	Faculty Break Day
May 15	T	Faculty Break Day
May 16	W	Registration for Summer Term 2006 - North & South Campus
May 17, 18	TH,F	Faculty Work Days
May 19	S	Graduation
May 21	M	Classes Begin for 10-Week Classes & 1st 5-Week Classes and
		Schedule Changes
May 25	F	Curriculum Census (10%) Date - Last day to drop with 75% refund
		for 10-week classes
May 26	S	First Class Meeting for Selected Telecourses
		(See Telecourse Schedule)
June 1	S	First Class Meeting for Selected Telecourses
		(See Telecourse Schedule)
June 18	M	Last Day to Withdraw from 1st 5-Week Classes
June 21	TH	Registration for 2 nd 5-Week Classes
June 22	F	Classes End for 1st 5-Week Classes
June 25	M	Classes Begin for 2 nd 5-Week Classes
July 4	W	4th of July Holiday (College Closed)
July 5	TH	Classes Resume
July 17	T	Last Day to Withdraw from 10-Week Classes including Telecourses
July 24	T	Last Day to Withdraw from 2 nd 5-Week Classes
July 24	T	Registration for Health Programs for Fall Semester 2006
July 30	M	Classes End for 10-Week Classes & 2 nd 5-Week Classes
July 31	T	Faculty Work Day; Records due by 12:00 Noon
August 1,2	W,TH	Faculty Work Days
August 2	TH	GED Graduation
August 3-10	F-F	Student/Faculty Break Days (6 days)

REGISTRATION TIMES – All Semesters



General Information

About Rowan-Cabarrus Community College

By deciding to go to college, you have chosen to expand your career choices, to enlarge your understanding about the world you live and work in, and to gain deeper insights into your own worth and promise. We think you have made a wise choice, and Rowan-Cabarrus Community College is the right place for you to begin.

Our 102-acre North Campus is conveniently located in the North Carolina Piedmont, just off Interstate Highway 85 in Rowan County, within an hour's drive of several major cities. RCCC's 24-acre South Campus is conveniently located in Cabarrus County at the junction of I-85, NC 73 and Trinity Church Road.

Modern classrooms, fully equipped laboratories, shops and learning resources are available at all campus locations. A highly qualified and dedicated faculty and staff stand ready to help you succeed as they encourage you to learn in stimulating and innovative ways.

Rowan-Cabarrus Community College offers a wide variety of associate degree, diploma and certificate programs, with both day and evening classes. As you leaf through the pages of this catalog, envision yourself as part of the college. Today you may discover the way to a more fulfilling and rewarding life!

History of the College

The need for a technical education center was recognized in 1960, when Salisbury-Rowan community leaders, working through the chamber of commerce, conducted a survey of manpower requirements in the area. Results of the survey provided the basis for their request that the State Board of Education establish an industrial education center in Rowan County.

The people of Rowan County gave strong support to the idea by approving a \$500,000 bond issue to purchase land and to finance construction of the first building.

When the center first opened its doors in 1963, it offered seven pre-employment education programs and a variety of short courses for adults.

In 1964, the school was designated Rowan Technical Institute under the provisions of the Community College-Technical Institute Act. This made it possible to expand the school's curricula.

In 1979, the General Assembly passed a bill which recognized the synonymous nature of the terms "institute" and "college." After appropriate action by the Board of Trustees and the Rowan County Commissioners, the North Carolina State Board of Education officially approved the name of Rowan Technical College.

In 1988, the trustees of the college voted to change the name of the institution to Rowan-Cabarrus Community College to more accurately reflect the comprehensive nature of its programs and the service area.

The college has experienced considerable growth since 1963 and now enrolls an average of 20,000 citizens annually. Today, Rowan-Cabarrus Community College prepares individuals for careers in approximately 40 programs of study in business, health and public services, and industrial and engineering technologies. An Associate Degree Arts and Sciences program is also available for those students who intend to transfer to a four-year college or university. During the year, at least 10 percent of the citizens of Rowan and Cabarrus counties enroll in some form of instructional program at Rowan-Cabarrus Community College.

The physical plant has expanded almost as rapidly as the curricula. From a single building designed especially for vocational-technical training, the college's North Campus in Rowan County now consists of six educational buildings containing 221,000 square feet. These facilities are complemented by two buildings containing 82,000 square feet located on the college's South Campus located in Cabarrus County. The college also has two centers located in Cabarrus County. The Cloverleaf Center located near the intersection of I-85 and

Concord Parkway in Kannapolis consists of 14,525 square feet. The Cabarrus Business and Technology Center located at Concord Parkway and Parkway Avenue in Concord provides 39,000 square feet of instructional space.

Credit Programs

The instruction you will get at Rowan-Cabarrus Community College is fully accredited. Each program meets specific requirements set by employers in Rowan, Cabarrus and surrounding counties. Representatives of local business and industry make up our advisory committees. Because of this strong tie to the real world of work, each of these programs offers the student the opportunity for a well-rounded, interesting and practical education.

When you enroll in a particular program, you will follow a schedule of "credit courses" which, when successfully completed, will enable you to receive a degree, diploma or certificate. If you have an immediate need or interest in a particular course or group of courses, you may enroll without committing yourself to a particular program. Those credits that you earn can then apply toward a degree, diploma or certificate when you are ready to complete a program.

Services for the Community

At Rowan-Cabarrus Community College, Continuing Education programs support the philosophy that learning is a lifelong activity. This division offers classes and short courses for professional development and community service courses of general interest at convenient times and locations.

Business and Industry Services' staff provide customized support for the community through the Small Business Center, New and Expanding Industry Training and Focused Industrial Training. The Small Business Center is designed to assist small business start-ups and to help existing businesses grow. The college's New and Expanding Industry Training office has earned national recognition for cooperative training efforts with area industries. Focused Industrial Training designs innovative educational programs for the service region's manufacturing sector.

An important function of the college is to provide educational programs on the precollege level. Literacy Services offer adults the opportunity for meaningful social and occupational growth through Adult Basic Education (ABE), Human Resources Development (HRD), and the High School Equivalency Program (GED).

More can be learned about these special services by referring to the specific sections in this publication.

PURPOSE OF THE COLLEGE

Mission

Rowan-Cabarrus Community College is an open-door, comprehensive learning-centered institution of higher education serving the citizens of Rowan and Cabarrus counties. The college, a member of the North Carolina Community College System, offers affordable occupational and education programs leading to the Associate in Applied Science Degree and an Arts and Sciences program leading to the Associate in Arts Degree. Diplomas and certificates are awarded for other occupational, adult, and continuing education programs. The primary focus of the college's offerings is on workforce development by meeting the educational needs of the individual and meeting the changing training requirements of business and industrial firms, as well as other employers in the service area.

Reflecting its commitment to student learning outcomes, the college strives to inspire adults to increase their knowledge, develop occupational and technical proficiencies, respond to lifelong learning opportunities, and participate as responsible citizens in a democratic society.

Goals

- To increase the academic attainment of adult citizens through comprehensive programs of lifelong learning that include the high school level, the one-year diploma level, and the two-year degree level, as well as articulation that facilitates transfer of occupational courses and two-year degrees to four-year institutions.
- 2. To increase the occupational and technical skill levels of adult citizens.
- 3. To increase the economic development of the area.
- To increase the quality of life of adult citizens through personal growth and development.
- 5. To increase participation in the democratic process.

RCCC meets its institutional goals through these educational offerings:

- Specialized occupational education degree programs leading to the Associate in Applied Science Degree and occupational programs leading to certificates and diplomas.
- Arts and Sciences course offerings leading to the Associate in Arts Degree.
- Customized training programs which increase the productivity of employees of existing
 firms and organizations in the service area and programs which prepare potential
 employees for new businesses and industries.
- Adult education and continuing education programs which include literacy skills, English as a Second Language (ESL), the North Carolina High School Equivalency program (GED), and occupational skills courses.
- Avocational courses and cultural events to enhance the personal growth and development of the citizens of the area.
- Programs of instruction and student government activities to increase awareness of the democratic process.

Values

Excellence in Education

The establishment of programs related to specific occupations and programs designed for the acquisition of those general skills and knowledge which make it possible for an individual to live effectively in society.

Primary Provider of Post-Secondary Workforce Training

The design and offering of programs enabling the college to fulfill its role as the primary provider of post-secondary workforce training in the region.

Enhancement of Workforce Development Through Partnerships

The fostering of programs and partnerships which enhance workforce and economic development. These partnerships and cooperative programs include those established by the college with state, county and municipal governments; business, industry and other employers; area public schools, colleges and universities; economic development organizations and chambers of commerce; the Employment Security Commission, Job Link Centers and workforce development boards; and RCCC program advisory committees.

Value-Added Education

The provision of services and programs which add value for citizens in terms of their current and future employment and which enhance productivity of the workforce for employers.

Accessibility

Through a policy of open admissions, a dedication to keeping costs at a level that will not prevent a student's attendance because of financial need and the determination to attract those students who previously have been denied, have been undervalued or who have not been successful in formal education.

Lifelong Learning

A commitment to providing a variety of courses to serve area citizens who wish to pursue a wide range of interests and a commitment to instilling in students of all ages a desire to be learners throughout their lives.

Concern for Students

The establishment of appropriate student services for all students, including personal counseling, academic advising, job placement, financial aid advice, referral services and student activities.

Accountability

The creation of processes which enhance the efficiency of specific college operations and overall institutional effectiveness.

Effective Management

The involvement of those with appropriate expertise in making decisions, the achievement of general consensus about fundamental college goals, the development of strategic planning processes and the systematic evaluation of all college programs.

Intellectual Orientation

The cultivation of an attitude about academic work, an attitude which encourages self-directed learning and which fosters both the ability to synthesize knowledge from many sources and the ability to appreciate new ideas and ways of thinking.

Personal Development

The promotion of individual student goals and the development of ways of achieving them, in combination with the enhancement of feelings of self-worth, self-confidence and self-direction.

Public Awareness

The creation of communications and partnerships with community organizations, media outlets and publications which provide timely and accurate information about the college, its mission, its programs and its effectiveness to the citizens and employers of the region.

Scholarship

RCCC perceives scholarship as intellectual work incorporating the discovery of knowledge, the transfer of knowledge, the application of new knowledge and the interdisciplinary integration of knowledge.

The discovery of knowledge includes maintaining awareness of current trends and practices in one's field as well as the creation of new knowledge through research using both quantitative and qualitative methods.

Scholarship in the transfer of knowledge is evidenced through an awareness of different learning styles and an ability to individualize learning in the classroom and lab environment, and an understanding of the cooperative and collaborative nature of learning. The scholarly instructor applies this knowledge through the use of innovative teaching techniques and course and program development, with consistent attention to learning objectives and outcomes. The achievement of learning objectives and outcomes is assessed through design of an evaluation program.

Scholarship through the application of new knowledge is evidenced in the lab and clinical components of instruction. Standards, protocols, procedures and practices should be continually reviewed and revised when necessary.

Finally, true scholarship includes an awareness and recognition of the interdependency and interconnection of all fields and disciplines. Knowledge, techniques and practices in one discipline may lead to innovation and discovery in another.

Globalization & Understanding

Global awareness and international experiences are an important factor in the educational framework. Students who enter the job market with global knowledge, international experience, and cross-cultural skills are the key to continued economic competitiveness in the global marketplace. Rowan-Cabarrus Community College encourages all students, faculty and staff to participate in global education initiatives.

Accreditation

Rowan-Cabarrus Community College is accredited to award associate degrees by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). The address for the SACS Commission on Colleges is: 1866 Southern Lane, Decatur, Georgia 30033. The phone number is: (404) 679-4500.

The Associate Degree Nursing program is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, NY, 10006, (800) 669-1656. The Associate Degree Nursing program and the Practical Nursing program are approved by the North Carolina Board of Nursing, P.O. Box 2129, Raleigh, NC 27602-2129, (919) 782-3211.

The Dental Assisting program is accredited by the Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL 60611, (312) 440-2500.

The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Dr., Suite 2830, Chicago, IL 60606-3182, Ph.: (312) 704-5300, Fax: (312) 704-5304, Email: mail@jcert.org

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North Carolina Performance Measures and Standards

North Carolina General Statutes require that all community colleges publish in their catalogs (and online) their record on 12 performance measures. The North Carolina Community College System office publishes annually a Critical Success Factors Report providing system-wide and individual college results on the performance measures and other statistical measures. The 2005 Critical Success Factors Report provided results on the 12 performance measures.

RCCC's performance on the measures with results reported was as follows:

- 1. **Progress of Basic Skills Students** Measures the progress of basic skills students. A composite measure that includes the percent of students progressing within a literacy level, the percent of students completing a level entered or a predetermined goal and the percent of students completing the level entered and advancing to a higher level. NCCCS standard: 75%. The NCCCS average was 80%. RCCC's performance was 79%.
- Passing Rates on Licensure and Certification Examinations Measures the
 percentage of first-time test takers from community colleges passing an examination required for North Carolina licensure or certification prior to practicing the
 profession. NCCCS standard: 80%. The NCCCS average was 86%. RCCC's
 performance was 89%.
- 3. Goal Completion of Completers Measures the proportion of program graduates (certificate, diploma and degree programs) who report that their primary goal in attending the institution has been met. NCCCS standard: 95%. The NCCCS average was 99%. RCCC's performance was 100%.
- Employment Status of Graduates Measures the proportion of identified community college completers (graduates) who are employed within one year of last attendance. NCCCS standard: 95%. The NCCCS average was 99.43%. RCCC's performance was 99.20%.
- 5. **Performance of College Transfer Students** Compares the performance of community college associate degree students who transfer to public UNC institutions with "native" students (students who began their collegiate studies at the UNC institution). NCCCS standard: 86.8% will have a grade point average of 2.0 or above after two semesters at a UNC institution. The NCCCS average was 83.1%. RCCC's performance was 77.4%.

- 6. **Passing Rates of Students in Developmental Courses** The percent of students who complete developmental English, mathematics or reading courses with a grade of "C" or better. NCCCS standard: 70%. The NCCCS average was 81%. RCCC's performance was 87%.
- 7. Satisfaction of Program Completers and Non-Completers Determines the proportion of graduates and early-leavers who indicate that the quality of the college programs and services met or exceeded their expectations. Completers NCCCS standard: 90% of the combined respondents will report being satisfied. The NCCCS average was 99%. RCCC's performance was 99%. Non-Completers NCCCS standard: 90% of the combined respondents will report being satisfied. The NCCCS average was 95%. RCCC's performance was 91%.
- 8. **Curriculum Student Retention and Graduates** Composite includes 1) number of individuals completing a curriculum program with a certificate, diploma or degree; and 2) number of individuals who have not completed a program but who are continuing enrollment in either curriculum or occupational extension programs. NCCCS standard: 60% of students will have completed their program or still be enrolled. The NCCCS average was 65%. RCCC's performance was 59%.
- 9. Client Satisfaction with Customized Training Determines the satisfaction of organizations that received services from a community college. NCCCS standard: 90%. The NCCCS average was 100%. RCCC's performance was 100%.
- 10. Program Unduplicated Headcount Enrollment A minimum three-year average unduplicated headcount enrollment in a curriculum program. NCCCS standard: a three-year average annual headcount minimum of ten students per program. NCCCS had (system-wide) 36 programs with fewer than ten students enrolled. RCCC had no programs with fewer than ten students.
- 11. Success Rate of Developmental Students in Subsequent College-Level Courses The performance of developmental students in subsequent college-level courses will be compared with the performance of non-developmental students in those courses. NCCCS standard: There will be no statistically significant difference in the performance of developmental students as compared to non-developmental students. Development NCCCS average was 86%. RCCC's performance was 90%. Non-Development NCCCS average was 87%. RCCC's performance was 91%.
- 12. **Employer Satisfaction with Graduates** This measure is intended primarily to determine the satisfaction of organizations whose employees have been trained through a community college. NCCCS standard: 85%. The NCCCS average was 95%. RCCC's performance was 96%.



Admissions

HOW TO ENROLL To Assure Your Success...

Rowan-Cabarrus Community College and other institutions in the North Carolina Community College System operate under an "Open Door" policy. In accordance with the North Carolina Administrative Code, Title 23, Chapter 2(c), Section .0300, the college shall maintain an open-door admissions policy to all applicants who are high school graduates or who are at least 18 years of age. Student admission processing and placement determination shall be performed by the college's Admissions Office.

For example, most of our degree, diploma, or certificate programs are taught at a level beyond high school. Therefore, a high school diploma or recognized equivalent is usually minimal preparation. If you have not completed high school, the college provides G.E.D. programs through the Pre-College Division.

In order to assure that your educational experience will be successful, counselors will assist qualitatively and quantitatively in determining your present academic preparedness for the program you have chosen. The college uses placement tests, academic records, occupational experience and/or other indicators to determine the student's preparedness and potential for success.

It is in the students' best interest to have successfully completed Algebra I and Algebra II in high school.

All health programs contain additional admission requirements that must be met before enrollment. Refer to the admission requirements for these programs of study in the Programs of Study section of this catalog.

If you have not successfully completed all the high school courses you need to succeed in the program of your choice, RCCC will make the courses available to you.

In certain occupational programs, students are enrolled on a space-available basis because laboratory space is limited. Applicants to these programs are encouraged to contact the Student Services Office as soon as possible. High school seniors should apply early in their senior year. New students are usually admitted each year at the beginning of the Fall Semester; however, RCCC accepts qualified students during each semester's registration if there is room in the class.

Pre-Curriculum Courses

To further assure your success, Rowan-Cabarrus Community College provides a number of services. When you contact the college, a counselor will arrange for you to participate in a success seminar to determine your academic strengths. If you need to brush up on your skills, you will want to take some developmental courses. These courses (designed to improve reading, writing, spelling, mathematics and general study skills) are taught in small classes or with programmed, self-paced materials. Usually, students who take developmental courses will be advised that they can take one or two of their regular program courses at the same time.

Although students register for developmental courses and pay regular tuition and fees as with any class, these are considered non-credit courses and are not included in the Grade-Point Average.

Enrolling is Easy at RCCC...

- Once you have made the decision to take classes at Rowan-Cabarrus Community College, call or visit the Student Services Office on any campus or go online to www.rowancabarrus.edu to obtain an Application for Admission form. Return the completed form to the Student Services Office as soon as possible. Please realize it may take up to 48 hours to process your application, depending on the date you apply.
- Contact the Guidance/Registrar's office of your high school and any colleges you have attended and request they send an official transcript (one mailed directly from school to school or a transcript hand-delivered in an appropriately signed and sealed envelope) of your work to the Student Services Office, Rowan-Cabarrus Community College, P.O. Box 1595, Salisbury, North Carolina, 28145-1595. Home-school graduates should send a final transcript, verifying your graduation, as well as a copy of the letter from the Dept. of Non-Public Instruction acknowledging your home school. Correspondence school diplomas will be accepted if they are regionally accredited or accredited by the Distance Education and Training Council (DETC). Any other correspondence school diplomas will be reviewed on a case-by-case basis.
- As soon as possible, arrange an appointment with Student Services to attend the COMPASS/ASSET Success Seminar (placement test) and the computer skills assessment test. Students entering a certificate program or taking a "specific course of interest" may not be required to take the placement test, but will be expected to meet all course prerequisites.

You may be exempt from testing if you:

- (1) have transferable college credits in English and Math completed within the last ten (10) years or
- (2) made a score of 500 or higher on the math, reading, and writing portions of the SAT within the last five (5) years or made a score of 21 or higher on the math and reading portions of the ACT within the last five (5) years.
- This exemption may not apply to applicants for the Associate Degree Nursing, Practical Nursing, Dental Assisting, and Radiography programs (Allied Health). If applicants for an Allied Health program have transferable credit (grade of "C" or better) in English and mathematics and these credit hours were completed within five (5) years of the date they apply for their program of choice, testing may not be required. For nursing programs, score, remediation, or demonstrated proficiency must be acquired within five (5) years of January 1 of the admission year.
- Students seeking special accommodations due to a disability should contact Disability Services prior to scheduling a placement test date. Please refer to the "Information About Special Students" section of this catalog.
- · Attend an RCCC Orientation program.
- All students are expected to follow the policies and procedures of the college. By signing the college application, the student accepts the responsibility to be aware of, and follow codes of conduct, behavior standards and all program specific rules, policies, and procedures.

Student Agreement Regarding Internet Usage

Upon signing the college application, the student accepts and agrees to abide by the policy and responsibilities specified in Procedure No. 7.18 – Student Internet Acceptable Use Policy. Further, with this educational opportunity also comes responsibility, and the student concurs that:

- The Internet connection at RCCC is provided to support and promote college-related research and educational activities and, as such, is consistent with the mission of the college.
- The use of the RCCC's Internet connection is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege. I understand that suspected misuses will be confidentially reported to the appropriate Vice President. I understand that violations of Procedure Number 7.18 Student Internet Acceptable Use Procedure, will be subject to Procedure 7.16 Student Behavior Standards/Sanctions.
- I understand that violations of responsibilities may result in civil and criminal penalties
 to the maximum extent of the law. I will be liable for financially compensating RCCC
 for violations of responsibilities.
- It is my responsibility to ensure that fraudulent, harassing, threatening, racist, sexist, offensive, or obscene communications and/or materials are not sent, printed, requested, or stored. I understand that transmission of any materials in violation of federal or state laws or regulations is prohibited. I understand that purchasing via the Internet is prohibited.
- It is my responsibility to not reproduce or redistribute software and/or software keys licensed to Rowan-Cabarrus Community College.
- It is my responsibility to know and observe the acceptable use policies of external networks accessed via RCCC's Internet connection.
- It is my responsibility to ensure that the performance of RCCC's network is not degraded and that authorized users are not deprived of Internet and/or network resources or access by my activities. It is my responsibility to avoid the knowing or inadvertent spread of computer viruses.
- It is my responsibility to ensure that all copyright laws, including licensing restrictions, are honored. I understand that ownership of text, music, software, and other media is proprietary and, therefore, is protected to the full extent of the law and must be respected.
- It is my responsibility to not intentionally interfere with the normal operation of computer networks or illegally gain access (i.e., hack) to the networks and the information contained within the network resources or attached equipment.
- It is my responsibility to ensure that use of the network and Internet is consistent with student behavior and conduct guidelines and is not for personal financial gain.
- I understand and agree that RCCC may inspect, monitor or disclose Internet, electronic
 mail, and/or network activities when required by and constituted by law when there is
 substantiated reason to believe that violations of any federal, state or local law or any
 violation of Rowan-Cabarrus Community College policies or procedures have taken
 place.
- It is my responsibility not to view, download, save, receive, or send material(s) related to or including:
 - Offensive content of any kind, including obscene material.
 - Discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability.
 - Threatening or violent content or behavior.
 - Illegal activities.
 - Gambling.
 - Personal financial gain.

- Forwarding email chain letters.
- Spamming email accounts from RCCC's email services or company machines.
- Dispersing corporate data to RCCC's customers or clients without authorization.
- Personal use that states or implies RCCC's sponsorship or endorsement of its message.
- RCCC has the right to review any materials stored on any system provided by the college and to edit and remove any materials. I hereby waive any right which I may otherwise have in and to such materials.

Information About Special Students

All students are special at RCCC; however, some students have special needs.

Special Credit Students

Some students wish to register for credit courses, but do not intend to complete a degree, diploma, or certificate program. These students are called Special Credit students. They can enroll in classes on a space-available basis and with the approval of their college advisor. Tuition and fees are the same as for regularly enrolled program students. If these students later wish to apply credits earned toward a degree or diploma, they should request a change in their status from the Student Services Office. They must do this when they have earned 18 semester hours (including a college-level English and math course) as a Special Credit student and must meet all the regular admission requirements for the program.

Policies Regarding Students With Disabilities

Disability services at RCCC are offered to assist students with disabilities in achieving their educational and vocational goals and to comply with section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. The college's goal is to make RCCC accessible for all students. In order to minimize the effects of a student's disability on his/her classroom performance, a reasonable adjustment or accommodation is provided as long as an accommodation or an adjustment does not alter a published course competency or course standard. Services are provided based on documentation provided by the student and the individual's particular need and circumstance.

I. Request for Assistance or Accommodation

- A. Students seeking assistance or accommodation are responsible for making their disability known to the Disability Services Counselors in the Office of Student Services. Students may elect to disclose a disability at any time. RCCC may not seek out and identify students with disabilities. Disability Services provides support services in curriculum, continuing education and pre-college courses. Because disability accommodations are not automatic and often require specific arrangements, students seeking disability accommodations should make contact with Disability Services for any additional information as soon as possible.
- B. Students are encouraged to contact Disability Services as soon as possible. Requests for accommodations should be made at least three weeks prior to the first day of class for which the accommodations are requested.

All attempts will be made, but without minimal advance notice, RCCC cannot assure that all appropriate accommodations can be accomplished prior to the first class.

II. Required Documentation

- A. Students seeking assistance or accommodation must provide documentation from an appropriate professional. Required documentation includes the results of medical, psychological, educational and/or emotional diagnostic tests or evaluations that verify both the need for accommodation and the specific type of accommodation requested. Specific documentation guidelines are available through Disability Services.
- B. Documentation will be considered confidential and will be maintained by Disability Services. Disability documentation is not a part of the academic record. This information will be considered confidential and is to be shared within the institution on a need-to-know basis only. Disability records may be destroyed five years after the student's last enrollment.
- C. For students with learning or other non-apparent disabilities, documentation should be current, which is generally considered no older than three years. Students who provide documentation showing a history of disability may be granted accommodations for one semester in order to allow the student an opportunity to update older documentation; however, accommodation beyond one semester will be dependent upon the student providing current documentation.
- D. RCCC may also require an assessment by the Office of Vocational Rehabilitation as part of the documentation.

III. Accommodation Plan

- A. Upon a student's request for accommodation and a review of appropriate documentation, the student and a Disability Services Counselor will develop an accommodation plan in consultation with faculty as appropriate or necessary. The plan will outline specific accommodations or adjustments. These may include physical, testing, instructional, academic support and/or equipment accommodations. Requested accommodations must be supported by documentation.
- B. The accommodation plan may include a pre-determined schedule of meetings to monitor progress with a Counselor or the Coordinator of Disability Services. A copy will remain on file with Disability Services.
- C. The accommodation plan must be reviewed and/or updated with each semester registration. Accommodations are not automatic and must be requested in advance. Accommodations will not be granted retroactively.
- D. Students are expected to maintain contact with Disability Services as to the implementation and effectiveness of specific accommodations. Students should immediately report any concern regarding their accommodation plan to Disability Services.
- E. RCCC does not provide services of a personal nature outside of the classroom. Arrangements for personal services are the student's responsibility.
- F. All students are expected to comply with college policies and regulations as outlined in the RCCC College Catalog/Student Handbook.

IV. Accessible Services, Materials and Equipment

- A. Instructor Notification
 - 1. Instructor notification is not automatic and must be initiated by the student. Following class registration, the student must request an Accommodation Notification form through Disability Services. The student will then deliver the Accommodation Notification to each course instructor. The student must obtain the instructor's signature, provide a copy for the instructor, and return the completed form to Disability Services. Accommodation will not be in effect until the completed form is returned.

B. Classroom Notes

- Students with specific functional limitations may request assistance with classroom notes. A determination of the method for obtaining classroom notes is based on disability documentation, course format and the course instructor's recommendation.
- 2. Classroom notes will generally be obtained by the utilization of a tape recorder or a volunteer classmate. Carbonless duplication paper is available upon request through Disability Services as well as a photocopy machine. Students are generally responsible for providing and operating the tape recorder along with tapes and batteries. Disability Services does have a limited number of tape recorders available in the case of an emergency.
- 3. When presenting an Accommodation Notification form, the student informs the instructor that notes will be needed and asks for assistance to identify a volunteer. In the event that either the volunteer system or tape recorder is not successful, immediately contact Disability Services.
- 4. A volunteer note-taker or tape recorder does not excuse class attendance. Students receiving class notes accommodation should not expect notes for days missed unless special arrangements are made in advance.
- 5. Based on the inability to access reasonable and appropriate classroom notes though the use of a tape recorder or volunteer, a student may be eligible for a staff note-taker/scribe. This accommodation will be determined on an individual basis. The student should contact and inform Disability Services regarding the cancellation of staff note-taker/scribe services. The staff note-taker/scribe will wait 15 minutes following the scheduled class start time. The staff note-taker/scribe will not remain in the classroom when the student is absent. If the student fails to arrive by the second class, the staff note-taker/scribe will assume that the student will be absent for the remaining classes. The student will be expected to obtain missed notes in the same manner as other students.

C. Alternative Testing

- 1. Testing accommodations, based on disability documentation, may include extended time, reduced distraction environment, test scribe, test reader, computer use for written exams, enlarged print or use of a calculator.
- 2. The student is expected to make arrangements, at least two class days in advance, through the course instructor and Disability Services. Actual test accommodations may be provided through Disability Services or the Testing Center based on the specific arrangements made by the student and course instructor. The instructor will be notified if the student is absent at the scheduled time.

D. Accessible Materials

- 1. Students whose documentation supports an accommodation for printed material in an alternate format should contact Disability Services as soon as possible following registration. Availability of alternate format material may be limited so students are encouraged to make a request for textbooks or other class-related materials well in advance. In converting printed text into an alternate form, Disability Services will try to honor the student's preference. However, depending on the time of the request, the availability of materials, the volume of materials, and the expected time for return, adjustments may be necessary. Such adjustment may include the student using appropriate assistive technology (CCTV or scan/reader computer software) available on campus.
- 2. Requests for accessible materials will be processed in the order in which they are received. E. Interpreters
 - Interpretation and transliteration services will be arranged for qualifying deaf and hard-of-hearing students for scheduled classes, labs, scheduled student activities, and appointments. Every attempt will be made to honor a student's communication

- preference; however, other arrangements may be made depending on the time of advanced notice and availability of interpreters.
- 2. Students must request services in advance to assure that services can be arranged. Due to the national and local shortage of sign language interpreters, students are asked to provide a three-week advance notice for scheduled classes and a one-week notice for scheduled activities or appointments.
- Students who request interpreter services and plan to be absent or find that services are not needed must cancel arrangements immediately through Disability Services.
- 4. In the event of an unreported absence, the interpreter will wait 15 minutes following the scheduled class start time. The interpreter will not remain in the classroom when the student is absent. If the student fails to arrive by the second class, the interpreter will assume that the student will be absent for the remaining classes. The student will be expected to obtain materials in the same manner as other students.
- 5. If a student has three unreported absences in a given class, interpreter services may be terminated until the student meets with the Coordinator for Disability Services. The student will be notified in writing.
- Students should report any concern or problem involving an interpreter to the Coordinator of Disability Services.

F. Adaptive Equipment

- Various adaptive equipment or software for on-campus use can be made available
 to qualified students as a part of a specific classroom accommodation plan.
 However, any prescriptive or personal devices, including those for home use, are
 the responsibility of the student.
- 2. As a part of the accommodation plan, the qualified student will be able to sign out equipment, such as modified calculators or assistive listening devices, from the Learning Resource Center (LRC) on a daily basis. Other equipment, such as software or modified keyboards, will be available in the assigned classroom or LRC.
- 3. Every attempt will be made to provide appropriate training to enable the student to effectively utilize specific equipment or software. Such training will require active student participation, advance notice, and additional time on campus.

G. Reduced Course Load

- 1. Students who have documented disabilities may be entitled to a reduced course load and extended time to complete a specific program while maintaining full-time student status as long as doing so does not fundamentally alter the academic program, specific coursework, or a satisfactory progress provision. Eligibility for this accommodation will be determined on an individual basis by RCCC Disability Services with the approval of the Vice President of Student Services.
- 2. Students who are granted a reduced course load accommodation will be considered as full-time students for the requested semester. Continuing accommodations are not automatic so a new request for a reduced course load must be made each semester. Reduced course (credit) load will result in an adjustment to federal and state financial assistance.
- 3. A copy of the Reduced Course Load Accommodation Policy will be maintained in the student's academic record and will be included, as appropriate, requested or required, with any enrollment verification for the requested semester.

H. Personal Services

1. Personal Attendants

- a. Students are responsible for providing for their own personal health and hygiene needs along with their mobility needs within the classroom and around campus.
- b. Due to regulations and space limitations, personal attendants generally may not attend class with the registered student unless the accommodation is supported

by disability documentation as a health/safety issue and is included in the student's accommodation plan.

2. Attendance

- a. Disability Services does not have a role in determining course attendance policies. Students are expected to attend scheduled classes regardless of their disability. Students may request that instructors be informed as to the legitimacy of disability-related absences, but such notification will not excuse or alter the course attendance policy.
- b. Students anticipating absences should notify the course instructor in advance. Students are also responsible for all missed assignments and material.

3. Tutoring Services

- a. Tutorial services are scheduled in specific content areas campus-wide through academic programs as appropriate. Qualified students are encouraged to request accommodations in order to utilize those services.
- b. Students are responsible for individual tutoring or individual instruction outside of the scheduled activities offered through academic programs.

4. Parking

- a. Accessible parking is available in accordance with state and federal regulations. Students are required to follow all appropriate regulations and to have a North Carolina-issued permit visible when parked in an accessible or handicapped space.
- b. Accessible parking is available on a first-come, first-served basis.
- c. Any student wishing to address accessible parking issues should contact Disability Services.

V. Grievance Process

- A. Students who experience a problem and/or feel unfairly treated should attempt to resolve the problem informally with the Coordinator of Disability Services.
- B. Concerns regarding a specific accommodation will be resolved with the involvement of the student and the appropriate instructor, Program Head, Academic Dean, Academic Vice President, and Vice President of Student Services.
- C. If a concern cannot be resolved to the student's satisfaction, the student should utilize the Student Grievance process as outlined in the RCCC College Catalog/Student Handbook.

VI. Program Evaluation and Development

- A. In consultation with faculty and staff, the RCCC Counseling Staff will be responsible for evaluating services at RCCC for students with disabilities and recommending changes in policies, procedures and services as appropriate.
- B. The RCCC Counseling Staff will provide guidance and support to both faculty and staff in providing services for students with disabilities.
- C. The RCCC Counseling Staff will provide in-service training and information to RCCC faculty and staff as appropriate. Professional consultants in the area of services for students with disabilities may be utilized in specific cases and in staff development efforts.

International Admissions

The college is authorized under Federal law to enroll non-immigrant international students. Non-immigrant students will be accepted to begin classes in the Fall Semester only. Each applicant must complete the following admissions requirements:

- A. A completed application, received no later than June 15.
- B. Transcripts from all high schools and post-secondary institutions the student has attended.
- C. A statement of financial support from the student's sponsor, and a statement from sponsor's bank that there are sufficient funds to support the student. If there is no sponsor, an official document which shows the student has on deposit sufficient funds to support his/her tenure as a student (approximately \$15,000/year).
- D. A minimum score of 500 on the Test of English as a Foreign Language (TOEFL) or a minimum score of 173 on the computerized version.
- E. Present evidence of medical insurance coverage prior to registration.

Admission of High School Students (Dual Enrollment)

Some college programs are available for dual enrollment of high school students. For additional information, contact the Student Services Office.

The Cost

Tuition and registration fees are set by the North Carolina State Board of Community Colleges and the General Assembly and are subject to change. *Tuition and fees are payable at registration.*

Tuition

Because the state helps pay the tuition of North Carolina residents out of tax dollars, tuition for North Carolina residents is \$39.50 per credit hour, up to and including 16 credit hours. There will be a maximum charge of \$632.00 per semester. Tuition for non-resident students is charged at the rate of \$219.50 per credit hour with a maximum charge of \$3,512.00 per semester. The college accepts MasterCard and VISA credit cards for registration payment.

A resident student is generally defined as one whose legal residence has been in North Carolina for at least 12 months before enrollment or re-enrollment in the college.

A resident student who is 65 years or older is exempt from paying tuition.

The college operates on the semester system, and all students are expected to register during the dates listed in the *Academic Calendar* in the front of this catalog.

The rates are subject to change by action of the General Assembly.

Technology Fee

Students at Rowan-Cabarrus Community College pay a technology fee for each of the fall and spring semesters, and summer term. Technology fees cover the cost of instructional supplies, materials, computers and other technology support. Technology fees are charged on a pro-rata basis depending on the number of credit hours for which the student is enrolled as follows.

12 or more credit hours	\$16.00 per semester
7-11 credit hours	\$10.00 per semester
1-6 credit hours	\$7.00 per semester

Student Activity Fee

Students at Rowan-Cabarrus Community College pay an activity fee for each of the fall and spring semesters. Student activity fees are charged on a pro-rata basis depending on the number of credit hours for which the student is enrolled, as follows:

12 or more credit hours	\$16.00 per semester
7-11 credit hours	\$10.00 per semester
1-6 credit hours	\$7.00 per semester

Students pay a \$6.00 activity fee for summer term, regardless of the number of credit hours for which the student is enrolled.

This activity fee is used to support the college's Student Activities program, provide accident insurance and transcripts for curriculum students.

Accident and Liability Insurance

Accident insurance, covering hours in school, is available for \$2.55 per semester. **This insurance is required of all students and is included in the student activity fee.** Allied Health, Early Childhood Education, and Cosmetology students are required to purchase student professional liability insurance which is available for approximately \$13.00 per year.

Refunds

Tuition, as well as the refund policy, are set by the North Carolina State Board of Community Colleges and the General Assembly and are subject to change. The following is the tuition refund policy:

- A 100% refund will be granted if the student officially withdraws prior to the first day
 of the semester or prior to the day a class begins.
- Once the semester or class begins, a 75% refund will be issued if the student officially withdraws from the class(es) prior to or on the official 10 percent of the semester.
- For classes beginning at times other than the first week of the academic semester, a 100% refund will be granted if the student officially withdraws from the class prior to the first class meeting. A 75% refund will be granted if the student officially withdraws from the class prior to or on the 10 percent point of the class.

Official withdrawal involves completing the proper withdrawal form through the Student Services Office prior to or on the 10 percent date. Students must request a refund in writing prior to or on the 10 percent date of the semester.

For specific dates, see the *Academic Calendar* in the front of this catalog. Students are provided specific information regarding refunds at the time of registration.

Textbooks and Supplies

The cost of textbooks and supplies varies with the program of study. These items may be purchased from the Bookstore. The Bookstore accepts Master Card and VISA credit cards for payment of textbooks and other merchandise.

Financial Aid

General

Many students seek some form of financial aid to help meet their college expenses. Financial aid programs are available in the form of scholarships, grants, and work study programs. Financial Aid in Student Services can provide you with specific information.

You can qualify for financial aid if you (1) are accepted for admission as a student; and (2) you complete the Free Application for Federal Student Aid (FAFSA) and it indicates that you qualify. RCCC's school code for the FAFSA is 005754 for all campuses.

The college serves as a referral agency for:

Veterans Benefits

Social Security

Vocational Rehabilitation

Department of Social Services

Employment in Part-Time Work

Employment Security Commission

The college serves as a disbursing or coordinating agency for:

Supplemental Educational Opportunity Grants (SEOG)

Pell Grants

North Carolina Community College Grant

North Carolina Student Incentive Grants

Scholarships

Barnes & Noble Bookstore Scholarship

Charles R. Benson Scholarship for Academic Excellence

Cabarrus Regional Chamber of Commerce Motorsports Scholarship

Cabarrus Rotary Club Scholarship

Cabarrus-Rowan Heating & Air Conditioning Contractor Association Scholarship

China Grove Civitan Memorial, Michael A. Johnson Scholarship

Concord Rotary Club Scholarship

Dai Nippon Scholarship

Lane C. Drye Memorial Scholarship

C.C. Erwin Memorial Scholarship

F & M Bank Merit Award

Food Lion Scholarship

Graham Spencer Endowed Scholarship

Evelyn Kenerly Germann and William Joseph Germann Memorial Scholarship

Susan E. Harrison Memorial Scholarship

Clyde H. Harriss Memorial Scholarship

Ralph W. Ketner Family Endowed Scholarship

Sam R. and Louise May Endowed Scholarship

Philip Morris USA Endowed Scholarships

National Starch Scholarship

Nurse Education Scholarship-Loan Program (NESLP)

Nurse Scholars Program (NSP)

Nadine Potts/Jo Franklin Excellence in Nursing Scholarship

RCCC Academic Program

RCCC Endowed Scholarship

Rowan County Voiture 115 Forty-Eight Nursing Scholarship

Rowan Regional Medical Center Auxiliary Scholarship

Salisbury Kiwanis Club Scholarship

Salisbury Lions Club - Clyde H. Harriss Memorial Scholarship

Salisbury Rotary Club Scholarship

Salisbury-Rowan Home Builders Association Scholarship

Salisbury-Rowan Home Builders Association Womens' Council Scholarship

Salisbury-Rowan Life Underwriters' Scholarship

The Salisbury Women's Club - Naomi E. Green Nursing Scholarship

The Margaret C. Woodson Foundation Scholarship

Most scholarship applications are available in the spring of each year for the following Fall Semester.

The Financial Aid Office can provide you with information on other types of aid which may be available.

In addition to scholarships and grants, many Rowan-Cabarrus Community College students are employed on a part-time basis in college laboratories, offices, the library, or as grounds and office maintenance personnel. These work study programs may also constitute a part of your financial aid package if you meet certain criteria.

Applications for financial aid are accepted throughout the year, and assistance will be given as funds are available.

For more information on financial aid and scholarships, contact the **Financial Aid** Office, (704)637-0760, Extension 274 or (704)788-3197, Extension 514.

U. S. Department of Veterans Affairs Benefits

Rowan-Cabarrus Community College programs are approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U.S. Department of Veterans Affairs (VA). Entitled veterans, eligible spouses, and dependent children who have applied, met all admission requirements, been fully accepted, and have registered for classes, may be CERTIFIED to the U.S. DVA Atlanta, Georgia office as enrolled and in pursuit of an approved program of education.

It is the responsibility of the veteran to request from the last high school and all colleges attended that an official transcript(s) be sent directly from the school to Rowan-Cabarrus Community College. Students cannot be certified to receive benefits until all transcripts have been received and evaluated.

Veterans receive educational benefits on the following basis:

- · Arts and Sciences Courses Credit Hours Per Week
- Occupational Courses Credit Hours Per Week
- Telecourses and Internet courses qualify for benefits only if approved by the RCCC Certifying Official.

Veterans can now be certified for the NA I class taught by the Continuing Education Department of RCCC.

Certification Requirements:

	Credit Hrs.	High School Contact Hrs
Full-Time	12 or more	18
Three-Quarter	9-11	13-17
Half-Time	6-8	9-12
Less Than Half-Time -Tuition costs and fees only.		

High School Training

An eligible veteran pursuing high school training may receive education assistance without a charge against his/her basic entitlement.

Supplementary Tutorial Assistance

Free tutoring is available to veterans enrolled on at least a half-time basis who require individual assistance because of unsatisfactory grades.

Grades and Progress Reports

Records of progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished to the students, veterans, and non-veterans alike at the end of each scheduled school term.



Academic Information & Policies

Academic Load - Students

A full-time student is one who is enrolled in 12 or more credit hours of course work per semester. Average full-time enrollment for most students will vary between 15 and 18 hours of credit. Students who wish to carry more than 21 credit hours must have prior approval from the Vice President of Student Services unless their curriculum requirements, as stated in the catalog, require more than 21 hours in a particular semester. Course schedules and course loads should be carefully planned through consultation with a counselor and approved by the student's faculty advisor. (Note: The NC General Assembly has set tuition and registration fees on a "per credit hour" basis with a maximum charge for 16 credit hours. Please see *Admissions* section of this catalog for further details.)

Administrative Office Hours

All college offices on both the North and South campuses are open Monday through Friday from 8 a.m. to 5 p.m. In addition, the Academic Programs Office on both campuses is open evenings, Monday through Thursday until 11 p.m.; the Occupational Extension and Student Services Office until 9 p.m. (Monday through Thursday).

Attendance Requirements

Students are expected to attend every class for which he/she is scheduled and to arrive on time. Instructors will keep an accurate record of class attendance. The student is responsible for contacting his/her instructor when unavoidable absences occur and for maintaining contact every few days during any necessary extended absence. Students are responsible for withdrawing from any class by completing the withdrawal form and obtaining the necessary signatures.

Instructional time missed is a serious deterrent to learning. A student is responsible for fulfilling the requirements of the course by attending all classes (including shops, labs, and clinics) and completing course assignments. Failure to maintain contact with the instructor for the equivalent of two weeks (1/8 of total instructional hours) either by attending classes, submitting assignments, and/or meeting with the instructor in person or by telephone, may result in a grade being issued for the course. In some cases, an exception may be granted. The student must contact the instructor if there are extenuating circumstances such as an accident, illness, or death in the family.

Some programs and courses at Rowan-Cabarrus Community College may have more stringent attendance requirements due to the nature of a course or program. These requirements are stated in the program description or course syllabus. Students will be informed in writing during the first class meeting of specific attendance requirements.

Class attendance is calculated from the first officially scheduled class meeting (includes the drop/add period) through the last scheduled meeting.

Class Schedules

Rowan-Cabarrus Community College schedules classes between 8 a.m. and 11 p.m., Monday through Thursday; and between 8 a.m. and 5 p.m. on Friday. Saturday classes may also be offered.

Credit courses are offered during the day and during the evening hours from 5:45 p.m. to 11 p.m. The purpose of offering credit courses both day and evening is to provide flexibility in scheduling and optimum availability of courses.

Non-credit Occupational Extension and Community Service courses, which are available for occupational, personal, and community enrichment, are also offered both day and evening. Complete schedule and course information are published by the college at the beginning of each semester and are available in the Student Services Office and on the college's web site at www.rowancabarrus.edu/.

RCCC Closing — Adverse Weather

Classes at Rowan-Cabarrus Community College will be conducted as scheduled unless otherwise announced.

When classes resume after cancellation, the class schedule for that day of the week will be followed. Exceptions to this may be made by prior arrangements with classes meeting off campus, such as Nursing classes.

If day classes are canceled, evening students must listen for news regarding evening classes. This decision will be announced after 3 p.m.

The Office of the President will inform the radio and television stations listed below at the earliest time possible. Once cancellation of classes is announced for a day, this will not be rescinded. However, cancellation may be announced at any time the conditions warrant. For example: Afternoon and evening classes may be canceled after morning sessions have been held.

The student must make the ultimate decision on whether or not he/she can travel safely.

Radio and television stations are very helpful in making frequent announcements concerning school closings. *Students are asked not to call the stations*.

Announcements concerning school closings are posted on our website (www.rowancabarrus.edu) and can be accessed by calling either campus phone number.

Radio and television stations that will announce RCCC closings are:

WSAT Salisbury 1280 AM	WLTC Gastonia 1370 AM
WSTP Salisbury 1490 AM	WLXN Lexington 1440 AM
WRNA China Grove 1140 AM	WWGL Lexington 94.1 FM
WRKV Kannapolis 1460 AM	WXII Winston-Salem Channel 12 TV
WPEG Concord 98 FM	WSGH Winston-Salem 1040 AM
WBAV Concord 101.9 FM	WSJX Winston-Salem 600 AM
WEGO Concord 1410 AM	WTOB Winston-Salem 1380 AM
WBTV Charlotte Channel 3 TV	WTQR Winston-Salem 104.1 FM
WCNC Charlotte Channel 6, 36 TV	WXRI Winston-Salem 91.3 FM/1040 AM
WSOC Charlotte Channel 9 TV	WMAG/WHSL . Greensboro 100.3 FM
WBT Charlotte 1110 AM	WHIP Mooresville 1350 AM
WKKT Charlotte 96.9 FM	WFMX Statesville 105.7 FM
WLNK Charlotte 107.9 FM	WIST Statesville 550 AM
WLYT Charlotte 102.9 FM	WSIC Statesville 1400 AM
WSOC Charlotte 930 AM/103.7 FM	WDSL Mocksville 1520 AM

Faculty Advisors

Each student enrolled in a program is assigned to a faculty advisor who assists the student in planning course schedules. The faculty advisor also keeps the student informed of academic progress and suggests improvements or schedule changes.

Registration

The college operates on the semester system. All students enrolled in programs are expected to register during the time scheduled on the *Academic Calendar* as listed in the front of this catalog.

Registration for Continuing Education classes (non-credit) is conducted on both campuses and at the class sites.

Schedule Changes

At the beginning of every semester, there is a two-day period during which students who are enrolled in credit courses can drop and add courses. Students wishing to make a change should do so through their program advisor.

Withdrawal Policy

Once a student has enrolled in class and has paid fees, that student remains a member of the class <u>unless he/she initiates</u> one of the following:

1. Student Withdrawal

- A. The student officially withdraws from the course.
- B. The student transfers to another section.
- C. Student failure to maintain contact with the instructor for the equivalent of two weeks (1/8 of the total instructional hours) either by attending classes, submitting assignments, and/or meeting with the instructor in person or by telephone will result in a grade being issued for the course. Exception: if absences are because of extenuating circumstances such as accident, illness, or death in the family, the student must contact the instructor who may submit a grade of "I" (Incomplete), "WP" or "WF" (Withdrawal Passing or Failing) or "F" (Failing).

2. Administrative Withdrawal

A. Administrative withdrawal may be implemented as a part of mediated resolution to violations of the college "Student Behavior Standards" resulting in appropriate documentation on the student's official transcript.

If a student withdraws from a class after the end of the drop/add period and before the 80% point in the class, he/she will receive a grade of "WP" or "WF." A grade of "WP" or "WF" will appear on the student's transcript, but will not be considered as hours attempted in the accumulated Grade-Point Average. If a student does not withdraw before the 80% point in the class, the student will receive a grade of "F" or the grade earned. Courses may be dropped at any time during the drop/add period of the class. *Courses dropped during this period will not appear on the student's record.*

ACADEMIC POLICIES AND PROCEDURES

Rowan-Cabarrus Community College reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedure when necessary.

Grading

Rowan-Cabarrus Community College operates on a grade-point system, and each student's academic standing is established by a "Grade-Point Average" (GPA) determined by numerical values assigned to each grade.

At the end of each semester, students will receive final grades based on the following scale, except for those students enrolled in Health Occupations programs and Developmental Studies courses.

For students enrolled in the Associate Degree Nursing and Practical Nursing programs, numerical grades below 77 (C) in all required courses are considered unsatisfactory attainment of course competencies. For students enrolled in the Radiography and Dental Assisting programs, numerical grades below 77 (C) in Radiography (RAD), Dental Assisting (DEN), and Biology (BIO) courses are considered unsatisfactory attainment of course competencies. *In these instances, students will not be allowed to continue in the program.*

For students enrolled in the Real Estate program, a minimum grade of 80% is considered passing. In Developmental Studies courses, a grade of 77 or above is required for satisfactory completion. Students earning numerical grades below 77 will receive the grade of "I*" (Incomplete) and must register again for the course. Developmental Studies courses are noncredit courses and are not included in the Grade-Point Average (GPA).

Letter Grade	Numerical Grade	Explanation	Quality Points for Credit
A	93-100	Excellent	4 quality points per semester hr.
В	85-92	Good	3 quality points per semester hr.
\mathbf{C}	77-84	Average	2 quality points per semester hr.
D	70-76	Below Average	1 quality point per semester hr.
F		Failing	0 quality points per semester hr. Student did not meet minimum course objectives. Course must be repeated.
I		Incomplete	O quality points per semester hr. Student did not meet course objectives due to unusual circumstances; requires written agreement between instructor and student. Work must be completed prior to the end of the following semester/term.
WP		Withdrew Passing	Officially withdrew on or before 80% of the class with a grade of "D" or better.
WF		Withdrew Failing	Officially withdrew on or before 80% of the class with a grade less than 70.
AU		Audit	Enrollment as a non-credit student. Changing registration status to Audit is not possible after the 10% point of a course.
CE		Credit by Exam	0 quality points per semester hr.
I *		Not Computed in GPA	0 quality points per semester hr. (Developmental Studies students receiving an "I*" must register again and complete the entire course.)

Grade of Incomplete (I)

Students who need extra time to complete the objectives of a course because of unusual circumstances such as extended sickness or hospitalization may receive a grade of "I" (Incomplete). This must be agreed upon in advance by the student and the instructor, with all work completed prior to the end of the following semester/term. The "I" is computed in the Grade-Point Average as "0" quality points. However, when a student completes the provisions necessary for the removal of an "I," the "I" will be removed from the student's record. The GPA will then be recomputed using the grade earned. If work missed is not completed by the deadline given, the grade of "I" will automatically be changed to a grade of "F." The student must register again for the course.

Grade-Point Average (GPA)

The GPA for one semester is obtained by the following method: The quality points for each course are found by multiplying the appropriate grade point value for the grade earned by the semester hour credits assigned to the course. The total grade points for all courses in the grading period are added. Dividing the total of the grade points by the total of the semester credit hours gives the grade-point average for the semester.

Example: Grade of "A" earned on a three-semester hour credit course equals 12 grade points.

Total Grade Points Earned
All Credit Course Hours Registered

12
3 = 4.0 GPA

Since Developmental Courses are non-credit courses, they are not included in the Grade-Point Average (GPA).

Cumulative Grade-Point Average

The cumulative GPA is determined by using the total grade points in two or more semesters divided by the total course credits attempted in two or more semesters.

Scholastic Honors

More information on the following academic honors lists may be obtained from the Student Services Office.

President's List - A full-time student achieving a grade-point average of 4.0 for the semester will be recognized on the President's List. To be eligible for the President's List, the student must be a full-time student enrolled in a minimum of 12 credit hours.

Dean's List - A full-time student obtaining a grade-point average of 3.5 or above for the semester will be recognized on the Dean's List. To be eligible for the Dean's List, the student must be a full-time student enrolled in a minimum of 12 credit hours.

Honors List - A student obtaining a grade-point average of 3.0 or above for the semester will be recognized on the Honors List. To be eligible for the Honors List, the student must be enrolled in a minimum of six credit hours.

Since Developmental Courses (designated on transcripts with an asterisk) are non-credit courses, they are not included in the total hours required for President's, Dean's, or Honors lists.

Course Residency Requirement

A minimum of 25% of the total number of credit hours required for graduation in a particular program must be taken at Rowan-Cabarrus Community College. No more than 75% of required credit hours can be accepted for transfer credit.

Course Substitution

A student may request credit for a course required in his/her program of study based on successful completion of a substitute course. Action upon such substitutions must be initiated by the student's advisor who in turn forwards the request to the appropriate academic dean for approval. A maximum of five courses may be credited for any student through the course substitution method.

Course Repeat Rule

Students may repeat one time a course for which they received credit regardless of the grade received unless specified in the curriculum. Although both grades will appear on the student's record, only the higher grade will be counted toward the cumulative gradepoint average.

With approval, a veteran may repeat any course previously taken for which a final grade of "F" was received. This can be done only once. If a passing grade of "D" or better was received, the course cannot be repeated for V. A. benefits. Courses for which "W" was received may be repeated for Veteran's benefits, provided the veteran's cumulative GPA indicates overall satisfactory progress to date.

Auditing Courses

Students who wish to audit courses must register for those courses. If an audit is not declared at the time of registration, students must obtain approval from the instructor of the class and submit a Registration Change Form to Student Services for processing by the end of the 10% of the semester. Students auditing courses receive no credit but are encouraged to attend class, participate in discussions, and take examinations. Normal attendance policies will apply. Students withdrawing during the semester will be given a grade of "W." Fees for audits are the same as for regular enrollment.

Tests and Final Examinations

Tests and quizzes (oral and written), including comprehensive final exams, are given by the instructor in accordance with the approved course syllabus.

Transfer of Credits - College Coursework

Any incoming students may request a transfer of credits earned at another regionally accredited institution or in other programs within Rowan-Cabarrus Community College. Credits earned at a non-regionally accredited institution will be awarded on a case-by-case basis. RCCC has adopted a ten (10) year age limit on credits transferred into an Associate in Applied Science degree (for either major courses or elective course requirements). This policy will also apply to General Education course work in the areas of Mathematics and Natural Sciences. This policy also applies to credits earned at RCCC.

An official transcript mailed directly from the transferring institution to the Student Services Office of RCCC will be required. Courses submitted for transfer credit must be equivalent to offerings at RCCC. Exceptions to the transfer of credits may be made by the appropriate Program Head and the Academic Vice President. Only courses with grades of a "C" or higher will be accepted for transfer, provided the courses are applicable to the curriculum of interest. Quality points will not be transferred. No more than 75% of required credit hours can be accepted for transfer credit.

Credit may also be awarded for appropriate scores on subject areas of the College Level Examination Program (CLEP) or the Advanced Placement (AP) Program. Test results should be submitted to the Admissions Office.

Ordinarily, full credit will be transferred for similar courses if the number of credit hours in the two courses under comparison are the same.

Students receiving an Associate in Arts degree from RCCC will find those credits transferable to most colleges and universities. Students receiving an Associate in Applied Science degree will find their credits transferable to most private colleges in our area. Students should consult the Student Services Office to determine which senior institutions will accept credits from the program in which they are enrolled. A student may get general information about Fire Protection Technology programs from the Admissions Office and is responsible for seeking specifics and complete requirements from the school that awards the degree.

Transfer of Credits - Professional Certificates

An enrolling student may request that professional certificates with appropriate documentation be evaluated for full or partial course credit within his/her major. Additional criteria may be required along with the certificate to receive full course credit. For each area of certification, the appropriate program head will determine the RCCC course equivalencies and corresponding certification required for credit. The student should notify the program head of which course(s) the professional certification is to be applied by submitting the

original professional certificate for review. The student should submit this information during the admissions process; however, a professional certification can be submitted at any time during the student's enrollment at the college. The program head will complete the Credit by Professional Certification form along with a copy of the certification, and submit it to the appropriate academic dean for approval. Once approved by the dean, the form will be sent to Student Services Records Department for assignment of credit to the permanent record.

No more than 75% of required credit hours for a degree or diploma can be accepted for credit in this manner. Professional certifications should be current and program heads can provide information regarding time limits (i.e. within last five years) in order for credits to be awarded for a particular program of study.

RCCC Programs of Study accepting appropriate professional certificates: Air Conditioning, Heating and Refrigeration; Automotive Systems Technology; Computer Information Technology; Computer Programming; Construction Management; Electrical/ Electronics Technology; Machining Technology; Medical Office Administration; Networking Technology; Office Systems Technology; Web Technologies; Welding Technology.

Please check the RCCC website for updates and revisions to the technical programs of study accepting professional certifications for full or partial course credit.

Examples of professional certifications and related programs of study:

<u>Automotive Service Excellence (ASE) Program Certificates</u> - Automotive Systems Technology

<u>Certified Professional Secretary (CPS) Credentials</u> - Office Systems Technology or Medical Office Technology degree or diploma.

Credit by Examination

Students enrolling at the college who believe they are proficient in a subject due to CEU's, life experiences or professional certifications may request credit by examination. The examination may be written, oral, a performance test, or a combination of these.

To seek credit by examination, a student should obtain guidance from his/her faculty advisor, approval from the program head of the course in question, and must be registered for the course for which credit by examination is sought.

The examination for credit must be administered by the instructor during the first ten class days of the semester. Fees for credit by examination are the same as for regular enrollment. If the examination is completed satisfactorily with a grade of "C" or better, the instructor will then complete a "Credit By Examination" form and forward to the Director of Records for a grade of "CE" to be given to the student.

A student who is unsuccessful with the examination may not request a second attempt but may remain in the course through completion of the semester. The decision of the examining faculty is final.

Credits earned by examination will be entered on the student's permanent record, but quality points will not be awarded for such credit. Credits earned by examination may be used to satisfy graduation requirements but **can not** be used to satisfy the policy stating 25% of the credits required for graduation must be taken at RCCC. Hours earned by credit by examination may **not** be used to satisfy VA or Pell Grant requirements. Hours earned by Credit by Examination may **not** be transferable to other colleges. For further information, contact the program head of your study or the Student Services Office. Students receiving financial aid, scholarships or third party payment of tuition are responsible for checking with the Financial Aid Office before requesting Credit by Examination.

Advanced Placement for High School Courses

Students entering Rowan-Cabarrus Community College from Rowan-Salisbury Schools, Cabarrus County Schools, and Kannapolis City Schools may be awarded advanced placement credit as provided in agreements between these school systems and Rowan-Cabarrus Community College. Advanced placement may also be awarded to those students taking appropriate high school coursework and meeting guidelines established by the High School to College Agreement between the N.C. Department of Public Instruction and the N.C. Community College System.

Advanced placement credit based on high school achievement may be allowed to students enrolling in specified programs. Details concerning specific requirements are available from counselors at the high schools and at Rowan-Cabarrus Community College.

Huskins Bill Classes

RCCC offers Huskins Bill classes to qualified students at participating area high schools. Qualified students are defined as high school Juniors or Seniors or anyone who is 16 and over who have achieved a level of academic and social maturity necessary to perform successfully in college credit courses and who have also been recommended by their high school for enrollment. Upon successful completion of courses, this program allows students to earn college credits and high school credits while attending high school. High School credit will be based on credit hour equivalencies determined by the local school system. **Students enrolled in Huskins Bill classes are exempt from college tuition**. To participate in these courses which are established specifically for high school students, the student must be recommended by the high school, make appropriate scores on the college placement test, submit a high school transcript, and meet course prerequisites.

GRADUATION

Application for Degree, Diploma, or Certificate

In order for the Student Services Office to have all the degrees, diplomas, and certificates ready in time for graduation, students are asked to notify that office during the semester preceding their expected date of graduation. Special forms for this purpose are available from the Student Services Office.

Degree, Diploma, and Certificate Requirements

Students who successfully complete a two-year technical education program will earn the Associate in Applied Science degree. Students who complete the Arts and Sciences program will earn the Associate in Arts degree. The Diploma is awarded to students who satisfactorily complete a one-year vocational program. Students who satisfactorily complete programs of less than a year in length are awarded a Certificate.

A student is scholastically eligible for graduation when he/she has satisfied the specific requirements of the college and the program in which he/she is enrolled, completed a minimum of 25% of required hours in residence at RCCC, and has earned a program gradepoint average of at least 2.0.

A student may graduate under the catalog he/she initially enrolled under or the current catalog. A student not enrolled for 12 consecutive months (or more) will re-enter under the current catalog.

Graduation Events

Graduation exercises to award degrees, diplomas, and certificates are held at the end of the Spring Semester. The specific date of graduation is listed in the *Academic Calendar*. Graduation rate information for Rowan-Cabarrus Community College is available on the college website (www.rowancabarrus.edu) and in the office of Student Services.

Graduation Honors

Students who earn a grade-point average of 3.0 through 3.49 out of a possible 4.0 in completing their course of study will graduate "With Honors." Those students who earn a 3.5 and higher out of a possible 4.0 will graduate "With High Honors." Those students who earn a 4.0 will graduate with "Highest Honors."

Outstanding Student Awards

These awards are made to the graduates who have distinguished themselves by being most outstanding in terms of scholastic achievement, performance, and maturity of purpose during their program of instruction at Rowan-Cabarrus Community College. One student may be recognized for each program.

W. A. Swing Memorial Award

The W. A. Swing Memorial Award is presented to recognize the graduating student in Radiography who has demonstrated professionalism, dedication, the desire to succeed, and superior performance to the limit of his/her capabilities.

Student Records

The Student Services Office keeps complete student records. Each student, however, is responsible for making certain that all of the requirements for graduation have been met. For that reason, students are encouraged to check their records periodically, especially prior to registration for their last semester.

Transcript Request Policy

Students and former students needing copies of their academic transcript must request them from the Student Services Office. The request **must** be submitted in **written form** with the name and address of the institution or individual who is to receive the transcript. The form **must** bear the original signature in pen or ink by the student. **Faxed requests will be honored only if the transcript is forwarded directly to the college or university. Phone or email requests are not acceptable**. Costs of transcripts are covered in the student activity fee, so there will be no charge at the time of the request.

Transcript requests must be made 48 hours prior to the date needed. Transcripts are available, if possible, after 2:00 pm each day.

Confidentiality of Student Records

To All Students and Parents of Students Currently Attending Rowan-Cabarrus Community College:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that governs the maintenance of student records. Under the law, students enrolled in post-secondary institutions have the right to inspect records kept by the college about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the student is limited and generally requires prior consent by the student. Rowan-

Cabarrus Community College adopted a written policy governing the rights of parents and students under the Family Educational Rights and Privacy Act. Copies of this policy may be found in the offices of the President and the Vice President of Student Services at Rowan-Cabarrus Community College.

Directory information to include student's name, address, telephone listing, date and place of birth, field of study, dates of attendance, and degrees and awards received may be released by the school without consent of the student. Any student who objects to the release of directory information must notify the Vice President of Student Services in writing. This written objection must be filed within five days after the student's enrollment begins.

STANDARDS GOVERNING STUDENT ENROLLMENT

General

Students are both members of the external community, which includes Rowan-Cabarrus Community College, as well as members of the internal academic community of the college itself. As citizens of the external community, students are subject to all civil laws, the enforcement of which is the responsibility of civil authorities. As members of the academic community, students are subject to Rowan-Cabarrus Community College regulations and obligations. College students, as adults, are expected to exercise mature and responsible self-discipline, to behave with courtesy and integrity, and to maintain appropriate academic standards as well as appropriate conduct standards. Failure to maintain required standards can lead to conditional enrollment or curtailment of enrollment. These standards and enrollment constraints are described in the following paragraphs:

Academic Standards

Students must maintain satisfactory academic standards. Academic evaluation of student performance occurs at the end of each semester. This evaluation may be neither arbitrary nor capricious and must be consistent with previously announced criteria. Minimum satisfactory academic performance is defined as maintaining a cumulative Grade-Point Average (GPA) of at least 2.0 (a grade of "C").

Advising Students Who Experience Academic Difficulty

Instructors are responsible for keeping students informed regularly about their progress in individual courses, with specific responsibility to expedite the reporting of student performance at each measurement point (chapter tests, mid-terms, finals, etc.). Instructors and advisors are responsible for assisting students who are experiencing academic difficulty. Advice to help students improve performance may include, but is not limited to, completing developmental education courses or subcomponents of developmental programs, carrying a reduced course load, special tutoring, or repeating selected courses. Semester grade reports are sent to all students. The faculty advisor and student should arrange a conference with a Student Services counselor whenever the nature of a student's academic difficulty is beyond the scope of the instructor or faculty advisor's ability to assist. Failure to maintain satisfactory academic standards will result in academic probation and can result in academic suspension.

Academic Probation

A student who fails to maintain satisfactory academic standards at the end of any term will automatically be placed on academic probation for the next term. A student placed on academic probation will not be allowed to register and/or begin class until the student has (a) attended an Academic Probation Workshop or (b) met with a Student Services counselor. Either of these establishes corrective conditions to help the student achieve satisfactory performance while continuing probationary enrollment. The hold on registration/class attendance would then be lifted and documentation of the corrective actions placed in the student's file. A student on academic probation who fails to achieve satisfactory academic standards by the end of the academic probationary term is subject to academic suspension and will not be allowed to register for the next term without the permission of the Vice President of Student Services or his or her designee.

Academic Suspension

At the end of each semester, the counseling staff at the direction of the Director of Counseling, will review the cases of all students on academic probation who failed to achieve satisfactory academic standards. Unless they are able to document individual cases of extenuating or mitigating circumstances that, in their professional judgement, justify extending academic probation for another semester, a recommendation for academic suspension may be made to the Vice President of Student Services.

However, students suspended from one program may apply for admission to another program where the likelihood of achieving satisfactory academic standards may be more promising. After one semester of academic suspension, a student may also apply for readmission to the program from which he or she has been academically suspended if the sequence of course offerings makes readmission possible.

Academic Appeals Committee

Appeals of academic suspension will be referred by the Vice President of Student Services to the Academic Appeals Committee no later than five days after receipt. The Appeals Committee will be comprised of the vice president, the student's advisor, a counselor, two students selected by the Student Government Association, and the program head of the program from which the student has been suspended. If the Academic Appeals Committee reverses suspension, the student will be afforded an opportunity to make up all work missed during the appeal process.

Student Behavior Standards/Sanctions, Warnings, Discipline Penalties, Dismissal

Behavior Standards

The college may discipline a student in the following situations:

- For conduct that damages or destroys or attempts to damage or destroy, college property or property of others on college or college-related premises.
- For conduct which constitutes a danger to the personal safety of other members of the college community, including guests or licensees of the college. Intentionally causing

- or attempting to cause injury is included within the meaning of this provision.
- For conduct that obstructs or seriously impairs or attempts to obstruct or seriously impair college-sponsored or college-authorized activities on the college campus or other location where a college-sponsored activity is carried on.
- 4. For abusive or threatening behavior to any member of the college community, including guests or licensees of the college.
- 5. For unauthorized possession or attempted possession of college property or property of a member of the college community.
- 6. For acts which violate board or college rules and regulations.
- 7. For making a knowingly false statement, either orally or in writing, to any employee or agent of the board of the college with regard to a college-related matter.
- 8. For forging, altering, or otherwise misusing any college document or record.
- 9. For knowingly possessing, using, transmitting, selling, or being under the influence of any controlled substance or illegal drug (1) on the college campus or (2) off the college campus at a college-sponsored activity, function, or event. An individual's use or possession of a drug authorized by a medical prescription for that individual from a registered physician shall not be a violation of this provision. A student shall not knowingly possess, use, transit, or be under the influence of any alcoholic beverage, or intoxicant on the college campus or any college-sponsored activity, function or event.
- 10. For academic dishonesty, which shall in general mean conduct which has as its intent or effect the false representation of a student's academic performance, including but not limited to (a) cheating on an examination; (b) collaborating with others in work to be presented; (c) plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed, or otherwise obtained) as one's own; (d) stealing or having unauthorized access to examination or course materials; (e) falsifying records, laboratory or other data; (f) submitting, if contrary to the rules of a course, work previously presented in another course; and (g) knowingly and intentionally assisting another student in any of the above including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.
- 11. For the unauthorized use of the name of the college or the names of members or organizations in the college community.
- 12. Other situations that violate college rules and/or local, state or federal statutes.
- 13. Sexual harassment of students or employees of the college. Sexual harassment may be defined as making unwanted or unwelcome requests for sexual favors, or other unwanted or unwelcome verbal or physical conduct of a sexual nature.

Any violation of standards that constitutes a civil offense will be referred to appropriate civil authorities.

Expulsion from Class

Discussion of all views relevant to the subject matter is necessary to the education process, but students have no right to impinge on the freedom of instructors to teach or the right of other students to learn. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may tell the student to leave the class and then must notify both the Academic Vice President and the Vice President of Student Services as soon as the class is over.

Violations and Sanctions

Violation of student behavior standards of Rowan-Cabarrus Community College policies or of North Carolina and federal laws while on campus or while off campus when participating in activities sponsored by Rowan-Cabarrus Community College, subjects violators to appropriate sanctions. Complaints or other indications that a student has violated behavior standards will be investigated by the Vice President of Student Services to determine whether the charges are significant or whether they may be dropped or informally resolved.

Prior to the vice president's imposition of discipline, a detailed report must be documented for the record, including the specific misconduct, the facts in the case, the supporting reasons for the vice president's decision, and a statement of the discipline to be imposed. If formal disposition is required, the following actions may be taken, depending on the seriousness of the misconduct.

Warning

The Vice President of Student Services may, in appropriate cases, counsel the student about the misconduct and warn the student that further instances of misconduct may result in discipline penalties or dismissal. This warning must be documented in writing with a copy given to the student and one placed in the student's record.

Discipline Penalties

In appropriate cases, the Vice President of Student Services may impose disciplinary penalties as a condition for continuing enrollment. The penalties may include, but are not limited to, a written reprimand; an obligation to make restitution or reimbursement; an obligation to perform up to 25 hours of uncompensated work for the college; or any combination of these penalties. The effectiveness of discipline penalties is dependent upon the student's willingness to accept the judgment of the vice president as well as the discipline penalties imposed by the vice president. Documentation must be signed by the vice president, as well as a statement of voluntary and willing acceptance, handwritten and signed by the student.

Procedure for Appeal of Vice President's Discipline

A student who disagrees with the Vice President of Student Services' judgment and does not wish to accept the vice president's discipline may appeal through the vice president to the president. A written appeal must be submitted to the vice president within ten working days of the date the student was informed of the vice president's discipline. The appeal must include the student's reasons for believing that an appeal is justified. The student must be informed of Due Process rights and must receive a copy of the form showing notification of Due Process. The vice president must forward the appeal to the president within five working days, along with the vice president's report of the facts in the case and the supporting reasons for the vice president's decision to discipline.

Procedure for Recommending Dismissal

If a violation of student behavior standards is too serious to be resolved by the Vice President of Student Services' discipline, the vice president must refer the matter to the President with a recommendation regarding dismissal. The vice president's recommendation must include documentation of all facts as well as the supporting reasons for the vice president's action. Before submitting such a recommendation to the President, the vice president must inform the student of his/her findings of fact and his/her recommended

action. The student must also be informed of Due Process rights and must receive a copy of the form showing notification of Due Process. The vice president must document this meeting with the student in a Memorandum of Record which must be forwarded with the vice president's recommendation for dismissal.

Procedure for Hearings

The hearings necessary for reviewing appeals of the Vice President of Student Services' discipline or reviewing the vice president's recommendation for dismissal may be conducted directly by the President. The President may choose to appoint a hearing committee to assist in the process. A hearing committee will consist of three full-time faculty or staff members as well as three full-time students who are not directly involved in the case. The President will appoint the members of the committee and may name one member as chairperson or may himself preside. A member of the staff in the Student Services Office shall serve as an exofficio, non-voting member of the committee.

The purpose of a hearing committee is to examine the findings of fact and the conclusions with reference to the charges to determine if, in the opinion of the committee, the evidence presented supports the disciplinary action recommended by the vice president.

Hearings will be conducted in confidential, closed sessions. Due Process procedures will be followed. Counsel may serve in an advisory capacity during a hearing. A hearing committee must report its findings and conclusion in writing to the President as soon as possible after the close of the hearing.

If the President has appointed a hearing committee over which he does not preside, he will carefully consider the findings and conclusion of the committee in reaching a decision regarding an appeal from the vice president's discipline or a decision regarding student dismissal.

Readmission

A student who has been dismissed from Rowan-Cabarrus Community College may apply for readmission after one year. Approval of a request for readmission will be contingent upon satisfactory evidence that the unacceptable behavior which caused dismissal has been corrected and is not likely to occur again.

Student Grievances

When a student concern is expressed regarding classroom management/conduct, instructional methods, teaching effectiveness, or evaluation, students are expected to first attempt to resolve their concerns with the faculty member. If resolution is unsuccessful, the student may contact the program head and dean, in that order, who will then work with the student and faculty member to assist in the resolution process.

Should the student be unable to achieve resolution of his/her concern through these informal means, a copy of the college's grievance procedure may be obtained through Student Services. Student Services representatives are available at all times to advise the student regarding the resolution of student concerns, within the framework of college procedures.

Safety and Security • North Campus

The Security Department consists of approximately 20 professionally trained members of the Rowan County Sheriff's Office who safeguard and serve our campus. Security is responsible for the flow of traffic on campus, building security, and enforcement of traffic and parking regulations. These officers are uniformed and have the authority to arrest.

Reporting Emergencies on Campus

Red emergency phones are located in each building throughout the campus to report any fire, medical, or security emergency, or you may dial "0" on any office phone to contact the switchboard. If unable to access an emergency or office phone, the switchboard is located in the front entrance of Building 300. Please report the type of emergency, the location, and your name so appropriate personnel may be notified. On most occasions, security personnel are located in the parking lot and are available for assistance.

CRIME STATISTICS	<u>2003</u>	<u>2004</u>	2005
Murder	0	0	0
Sex Offense	0	0	0
(forcible and nonforcible)			
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Motor Vehicle Theft	0	0	0

Security personnel are on campus to serve and protect employees and students. We urge you to report any suspicious persons or anything out of the ordinary in the buildings or parking lots to a security officer or the switchboard. Upon request, security personnel will escort you to your vehicle for added protection.

Safety and Security • South Campus

The Security Department consists of approximately 14 professionally trained members of the Kannapolis Police Department who safeguard and serve our campus. Security is responsible for the flow of traffic on campus, building security, and enforcement of traffic and parking regulations. These officers are uniformed and have the authority to arrest.

Reporting Emergencies on Campus

Red emergency phones are located in each building throughout the campus to report any fire, medical, or security emergency, or you may dial "500" on any office phone to contact the Academic Programs Office. If unable to access an emergency or office phone, the Academic Programs Office is located in Room 201 of Building 1000. Please report the type of emergency, the location, and your name so appropriate personnel may be notified. On most occasions, security personnel are located in the parking lot and are available for assistance.

CRIME STATISTICS	<u> 2003</u>	<u> 2004</u>	<u>2005</u>
Murder	0	0	0
Sex Offense	0	0	0
(forcible and nonforcible)			
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Motor Vehicle Theft	0	0	0

Security personnel are on campus to serve and protect employees and students. We urge you to report any suspicious persons or anything out of the ordinary in the buildings or parking lots to a security officer or dial 500 from any campus phone. Upon request, security personnel will escort you to your vehicle for added protection.



Student Life

Student activities beyond the classroom are supported through RCCC's Student Services Office. A Student Services Office can be found on both the North and South campuses. The office on the North Campus is located in Building 100. The South Campus office is located in Building 1000, Front Lobby. At these offices, you can find out more about the following services.

Counseling

Professional counseling services are provided to students, prospective students, and the entire college community in the areas of personal, academic, and career counseling. The staff is comprised of trained counselors who are qualified to help individuals assess and understand their personal issues, abilities, aptitudes, interests, and other characteristics. Counseling services are confidential and are focused to promote the growth and success of the individual.

The counseling program is an integral part of the teaching and learning process. Counseling services are provided through the comprehensive work of the Student Services Office and are available on both campuses day and evening.

The Discover program offers career-counseling services to students and citizens of the community. These services are offered in both individual and small group formats. State-of-the-art career development materials and programs are utilized to assist individuals in exploring career options, determining appropriate career choices, and then making short and long-range plans to achieve career goals.

Educational Placement

Rowan-Cabarrus Community College is committed to providing high-quality education to the citizens of Rowan and Cabarrus counties. Through a comprehensive assessment and placement program, the college assures that entering students have appropriate prerequisite levels of skill to be reasonably sure of success in further academic study. Results are used before registration to help the student plan a program of study.

Occupational Information

Information on occupations, educational programs, and job opportunities is available through the college to students and prospective students. The staff in the Student Services Office is available to assist anyone in finding and interpreting desired information.

Job Placement

A job placement service is available for Rowan-Cabarrus Community College students and alumni in the Student Services Office at both campuses. The Director of Job Placement and faculty keep in touch with area businesses and industries so that they will be aware of job opportunities in the various fields taught at the college.

The purpose of the job placement service is to help students establish contact with prospective employers and present qualifications for employment. Job-seeking skills, resumè writing, and interviewing skills are offered in an individual and small group setting. The responsibility for getting the job rests entirely with the individual. Companies and other organizations that wish to consider graduates of Rowan-Cabarrus Community College are

invited to call or write the Student Services Office. Interviews with prospective graduates are generally arranged on the campus during the Spring Semester and Summer Term. A representative from the Employment Security Commission is on campus weekly.

Student Participation in College Decision-Making

RCCC encourages and provides for student involvement in institutional governance and decision-making through the following means:

The Student Government Association (SGA) elects student representatives from each academic division to provide input and recommendations to the college. The SGA Constitution, approved by the college's Board of Trustees, details the purpose and responsibilities of the SGA. Administrative and supervisory responsibilities for the SGA reside with the Vice President of Student Services. The SGA's elected president serves as a non-voting member of the Board of Trustees.

Students contribute to college decision-making through interaction with faculty and staff and through participation in campus clubs and organizations.

Student involvement also occurs through membership on advisory committees and task forces such as Developmental Studies, Students with Disabilities, and Diversity.

Student Government Association

Explanation and Functions

There is more to life than books and classes at Rowan-Cabarrus Community College. What goes on outside the classroom is also very important. The school offers a wide variety of social and cultural opportunities which, as well as being enjoyable, expand the learning experience. Students are encouraged to plan their own activities and programs through the Student Government Association and may use any of the excellent facilities for assembly, theatre, club meetings, relaxation, and recreation.

All students at Rowan-Cabarrus Community College are members of the Student Government Association (SGA) and have the chance to participate in the organization and control of student activities. In addition, membership in the SGA gives students the opportunity to learn responsible citizenship and gain practical experience in the democratic process.

The constitution and activities of the SGA are subject to the approval of the administration of the college.

Clubs

All students are invited to join the departmental, service, and special interest clubs which are an important part of life at Rowan-Cabarrus Community College.

The following organizations are available:

- · Campus Crusade for Christ
- Criminal Justice Club
- International Students
- Licensed Practical Nursing (LPN)
- N.C. Student Nurses' Association
- Office Pro (CIAAP)
- Phi Theta Kappa (PTK)
- Rotaract Chapter of Rotary International
- VICA

Students who are interested in forming a new club should contact the Student Activities Director in Student Services concerning their particular interests.

Student Publications

RCCC respects the right of free and open discussion and encourages student involvement with publications created, developed, and funded through the SGA.

Student opinions in such publications do not necessarily reflect the position of the college. The student newsletter funded by the SGA is "The Achiever."

A faculty/staff advisor assists students in developing this publication in a manner consistent with responsible journalism, English composition, and the stated purposes of the college. The college has developed a policy and procedure for the development and review of student publications (Procedure No. 7.44).

Whenever the advisor of a student publication is unable to resolve issues regarding a student publication, the advisor will involve the Vice President of Student Services.

Intramural Sports

Intramural sports are organized as student groups desire through the Student Government Association.

School Colors and Mascot

Royal blue and white are the official school colors, and "The Warrior" is the name of the Rowan-Cabarrus Community College mascot.

OTHER SERVICES

Bookstore

Books and supplies you might need can be purchased at one of the college's bookstores. Each student is responsible for his/her own textbooks and supplies. Costs will vary according to curriculum. For purchases of textbooks, supplies, and other merchandise, the bookstores accept major credit cards. The bookstore on the North Campus is located in Building 500. The bookstore on the South Campus is located on the first floor of Building 1000.

Bulletin Boards

Bulletin boards are reserved for Student Services' information, the SGA, general student information, and articles to buy or sell. Some bulletin boards are designated for some divisions and departments.

Students are asked to check with the Student Services Office before posting any information.

Class Rings

To place an order for a Rowan-Cabarrus Community College class ring, a student must:

- Be enrolled in a one-year or two-year occupational education program for which Rowan-Cabarrus Community College awards a diploma or associate degree.
- Have satisfactorily completed a minimum of two semesters of the prescribed program.
- Be currently enrolled for all courses in the third semester of the program or have completed such courses.
- **4.** Show evidence of satisfactory academic standing. Students on probation are ineligible to place orders for school rings.

Class rings are purchased through the college's bookstore. GED graduates may order rings through the college's bookstore.

First Aid

First aid kits are located in each building on campus. Accidents which happen in class should be reported to the instructor. Otherwise, accidents should be reported to the Student Services Office.

Food Service

The college provides food service on both the North and South campuses. Vending machines are available in the student lounge at both campus locations.

Housing

Rowan-Cabarrus Community College does not provide dormitory facilities. Students who desire living accommodations should make arrangements in the local community. Assistance is available from the Student Services Office in locating living accommodations.

Insurance

Accident insurance is available to all students at a cost of \$2.55 per semester. **This** insurance is required of all students and included as part of the activity fee. Students taking Allied Health, Early Childhood Education, and Cosmetology are required to obtain student professional liability insurance at a cost of \$13.00 per year.

Lockers

Lockers are available on a first-come, first-serve basis at the North Campus and are located in Building 100. Requests for a locker should be made in the Business Office in Building 300. Lockers are assigned on a semester by semester basis and the student must renew the locker assignment each semester. Locks are removed from all non-renewed lockers at the beginning of each semester and all contents are disposed of.

Lost and Found

Lost and Found services are provided by the college. Any item found on the North Campus should be turned in to the receptionist located in Building 300. Items found on the South Campus should be turned in to the Student Services Office. These will be returned to the owner upon proper identification.

Parking

Students who want to park a vehicle on campus should get a free parking decal from the Business Office or obtain one when they register. Citations for illegal parking will be given by campus security officers.

Parking is allowed only in designated areas, not in fire lanes. Spaces have been set aside for handicapped persons and are to be used by the handicapped only.

Overnight parking on college property is discouraged and should occur only in cases of emergency or when it is necessary in the performance of college business. When overnight parking is required, the college Business Office must be notified so that security officers can be informed and so that the vehicle can be parked where it will not interfere with college activities. Vehicles parked on campus overnight without notification to proper college authorities may be towed at the owner's expense.

Student Centers

Located on the ground floor of Building 500, the Student Center is a spacious facility offering a beautiful view of the wooded area adjacent to the North Campus. In addition to the comfortable environment of the North Campus center, students also enjoy the use of an arcade, ping-pong tables, cafeteria, and a variety of vending machines.

The South Campus boasts a comfortable and accommodating Student Center as well. South Campus students enjoy the casual environment, handsome decor, and assortment of vending machines their center offers. The center also includes ping-pong tables, table games, and television.

Telephones

Public phones are located at convenient locations on both the North and South campuses. Please be considerate of your fellow students and limit your call to ten minutes.

Only in cases of emergency (such as sickness or family death) will messages be delivered to students.

Cell phones may be used in the public areas of the campus, but may not be used in classrooms, labs, tutoring centers or professional offices during meetings or appointments.

Health Services

Rowan-Cabarrus Community College provides both health education and services to meet the needs of students, faculty, staff, administrators, trustees, and visitors to our campus locations.

The location of the college is such that the campuses are easily accessible to medical attention and hospital care at Rowan Regional Medical Center, Pro-Med, Ro-Med, Tri-County Mental Health, Rowan County Public Health, and the VA Medical Center; and in Cabarrus County, at Northeast Medical Center, Urgent Care, Piedmont Area Mental Health Association, and Cabarrus County Public Health. Public ambulances are available to the Rowan and Cabarrus campus locations on a 24-hour schedule. First aid supplies are available to students in all laboratories, shops, classrooms, and offices. First aid supplies are available in the Student Services Offices and campus reception area at the Rowan and Cabarrus campuses. In the event of an accident or emergency, assistance can be obtained by contacting the Switchboard Operator (Ext. 225) or the Vice President of Student Services (Ext. 218 - North Campus, Ext. 510 - South Campus).

RCCC conducts various classes and seminars in the area of health and safety. Annual seminars are held on Bloodborne Pathogens, Hazardous Materials, AIDS Education, Fire Safety, and Drugs. The college has a policy and procedure concerning communicable diseases. This information is available in the office of the Vice President of Student Services.

Communicable Diseases

A communicable disease is an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal. Communicable diseases include, but are not limited to, acquired immune deficiency syndrome (AIDS), hepatitis, chicken pox, measles, meningitis, whooping cough, mononucleosis, mumps, and rubella.

Students and employees who know or believe they have been infected with a communicable disease have both a legal and ethical obligation to conduct themselves in a manner that will protect themselves and others. Individuals who contract a communicable disease are responsible for reporting this fact to appropriate RCCC officials. Students are to report this information to the Vice President of Student Services. All such information will be kept

confidential. Only persons with a "need to know" will be informed with the direct knowledge of the affected student.

Employees and students with a communicable disease will be allowed to engage in work or study as long as they are able to meet acceptable performance standards and medical evidence indicates that their condition is not a threat to other persons on campus.

A student may be prohibited from attending RCCC until an appropriate evaluation of the student's medical condition can be completed. The assessment of a student's condition with a communicable disease and the final determination of that student's ability to stay in school will be made by the Vice President of Student Services after consultation with, and recommendation from, local health authorities. If a student is found to have a communicable disease that poses a risk to others, the Vice President of Student Services will prohibit the attendance of the student until such time that a letter is presented by one or more physicians certifying that further attendance is no longer a risk to others. Information and brochures on AIDS and other communicable diseases can be obtained from the Student Services Office.

To help prevent the spread of communicable diseases, students are cautioned to avoid contact with body fluids of other persons. Disposable plastic gloves and bags are located in first aid kits in each building. These can be used to clean up any body fluid spills that may be encountered and for the administration of first aid. In addition, proper handwashing is recommended as a prime precaution against the spread of disease. For assistance or further information, contact the Student Services Office.

To Solve a Problem

If you need to	See the
Drop or Add a Course	Program Advisor
Send a Transcript	Director of Records (Student Services Office)
Obtain Financial Aid	Director of Financial Aid (Student Services Office)
Get Help with Personal/Academic	
Problems	Counselor (Student Services Office)
Apply for Graduation	Student Services Office
Withdraw from Course	Course Instructor - Complete Form
Change Curriculum	Student Services Office
Get a Job	Director of Job Placement (Student Services Office)
Organize a Student Activity	S.G.A. (Student Services Office)
Change Name and/or Address	
on Records	Student Services Office
Arrange a Schedule	Program Advisor
Check a Grade	
Make Up a Grade of Incomplete	
Request a New Course-Curriculum	Office of the Academic Vice President
Inquire About General Adult and	
Occupational Extension	Occupational Extension & Community Services Office
Pay Bills	Business Office
Locate Part-Time Instructor	Academic Programs Office

MATH RESOURCE CENTER

Learning Resource Centers

Learning Resource Centers (Library)

The Learning Resource Centers are an essential component of Rowan-Cabarrus Community College. The LRCs provide our patrons with library, audiovisual, Internet and instructional resources and services necessary to support the educational programs of the college. They also provide resources to meet the various needs, interests, and aptitudes of the students enrolled in lifelong learning.

RCCC has two full service LRCs, one on the North Campus and the Charles A. Cannon Library on the South Campus. Each LRC offers collections of books, magazines, newspapers, audiovisual materials, and equipment and access to electronic resources. North Carolina Libraries for Virtual Education (NC-LIVE) is also available with access to resources found in various databases, including information from newspapers, magazines, and professional journals. An Early Childhood Learning Laboratory special collection is also housed at each facility.

The LRCs are open to students, administration, faculty, and staff as well as individuals in the community. The hours are posted on campus and on our website at www.rowancabarrus.edu/lrc/.

Students are encouraged to use these areas for study, research, recreational reading, browsing, or relaxing between classes.

Both LRCs have access via Webcat to our online catalog and to other holdings through the Community College Libraries in North Carolina (CCLINC). These books may be requested (through interlibrary loan) by our students and faculty by placing a hold on the item to be borrowed. RCCC also provides a courier service to transfer materials daily between our two campuses.

Books from the general collection are initially checked out for a two-week period and may be renewed. Interlibrary loan books are checked out for a two-week period. In addition, faculty may place reference and AV material on reserve as needed. Books on the reserve shelves may be checked out with instructor approval. Videos used for telecourse instruction are placed on reserve and self-contained TV/VCRs are provided for viewing in the LRC. Audiovisual materials and equipment are made available for student use in the classroom upon request. A coin-operated plain paper black and white copier plus a color photocopier are available at each LRC for student and public use.

Students may check their accounts online via their library card and pin number. Fines are charged for all overdue material (excluding Sundays and holidays). These fines must be paid before additional books are checked out and before students will be allowed to register for the next semester. Overdue notices are sent by mail.

The LRC personnel assist in locating and using LRC resources. The LRC personnel also support faculty and students with daily operations of the Interactive Television/North Carolina Information Highway (ITV/NCIH) classrooms on each campus. The LRC personnel

also operate the Academic Testing Center (ATC) in the LRC during specified hours which provides an opportunity for students to make up exams missed during regular class hours, to take tests for Telecourse and Internet classes, and for other reasons as needed.

Patrons are encouraged to take advantage of these services.

Mission Statement

The mission of the Learning Resource Center (LRC) is to advance the learning and research skills of the students, faculty, staff, and administration of Rowan-Cabarrus Community College by providing library, audio-visual, and instructional resources necessary to support the programs of the college and lifelong learning.

To accomplish this purpose, the LRC personnel will strive to meet the following objectives:

- 1. To develop a comprehensive Learning Resource Center with an atmosphere conducive to learning through the use of technology.
- To develop and retain a dynamic trained staff to assist with the goals of active learning through technology by instructing and assisting patrons in the use of resources and services collected to support the programs of the college.
- To acquire, organize, and circulate LRC materials or provide access through cooperative relationships/consortia with a variety of study options, including the use of the Internet service to ensure it is used for college-related research and educational activities.
- 4. To conduct periodic evaluations of patrons to assure the needs of the college community are being met.
- To provide Academic Testing Center services for students of our college and other colleges through reciprocal arrangements and support day-to-day operations for the North Carolina Information Highway Interactive Television (NCIH/ITV) classrooms.

Learning Centers

Chemistry/Spanish Tutoring

Visit the following link for locations and hours for Chemistry and Spanish tutoring: www.rowancabarrus.edu/tutoring/.

Individualized Computer Learning Center

Students enrolled at Rowan-Cabarrus Community College are provided open access to Internet and non-Internet computers in the Individualized Computer Learning Center (ICLC), a staffed facility where students can work on Traditional and Distance Education course assignments. Students will be assigned a specific workstation based upon their application software needs. In addition, course-specific tutorials may be available. Enrolled students, staff, and faculty are required to bring floppy diskettes, flash or thumb drives to the ICLC to save their data and make backups. Students should label diskettes with student's course prefix, number, section number, instructor's name, and the student's name to identify diskettes that may be misplaced or lost. For a description of computer specifications (such as processor speed and memory) as well as operating systems and application software, and other general information, please refer to the "Computer Hardware and Software" section of the ICLC web page at www.rowancabarrus.edu/labs/.

Math Tutoring Center

The Math Tutoring Center (MTC) provides free individualized tutoring for students enrolled in all math and math-related courses. Each semester, a schedule of available tutoring hours will be given to instructors and Student Services, in addition to being posted around campus. Faculty members may refer students to the MTC or students can fill out a form in the MTC. Notification of that visit will be sent to the student's instructor. For locations refer to the Tutoring Services web page at www.rowancabarrus.edu/tutoring/math/.

Reading Center

The Rowan-Cabarrus Community College Reading Center (RC) is a free reading skill development lab designed to assist RCCC students with reading skill development and overcoming reading-related deficiencies. Individualized instruction as well as small group instruction is provided in the areas of phonics, vocabulary building, word attack skills, reference skills, and comprehension.

Computer-assisted instruction is also available in the Reading Center. All RCCC students enrolled in basic reading classes (RED 080) will be strongly encouraged to participate in skill development activities in the Reading Center (RC). Instructor referrals and student "walk-ins" are welcome. Reading Center operational hours will vary depending on the semester and student needs. For locations refer to the Tutoring Services web page at www.rowancabarrus.edu/tutoring/reading/.

Student Development Center

The Student Development Center (SDC) is a free (drop-in) comprehensive academic advisement, placement, and mentoring center that assists students in achieving their educational goal. The SDC is composed of carefully selected and highly trained faculty and staff whose efforts focus on the student's successful entry, continuous monitoring, and successful completion of the developmental process.

While the ultimate responsibility for exploring choices and making decisions about attainment of educational goals rests with the student, our advisors serve as facilitators of communication, coordinators of learning experiences through course and career planning, academic progress review, and an agent of referral to other campus and community agencies as needed. Instructor referrals and student walk-ins are welcome.

For location and hours of operation, please refer to the Tutoring Service web page at www.rowancabarrus.edu/tutoring/studev/.

Writing Center

The Writing Center (WC) is a free tutoring service provided to assist students with any course-related writing assignments including compositions, essays, proposals, research papers, reports, creative assignments, business correspondence, and resumes. The center also provides individualized instruction for problem areas in grammar, rhetorical modes, and research. Our goal is to assist students in becoming better writers.

In addition to the center, there is also a computer lab on each campus staffed by WC tutors who are experienced in all of the above as well as computer-based writing and researching needs.

Students may call or visit the WC to make a 30-minute appointment. Multiple appointments are encouraged as the WC is focused on assisting students throughout the writing process – from brainstorming to outlining to drafting to revision. Students may make as many appointments as necessary throughout the course of the semester, but are restricted to one per day.

Walk-ins may receive immediate assistance provided the WC tutor does not have a scheduled appointment. Notification of the visit will be provided to the student so that the student can forward the notification to his/her instructor. For semester hours and locations, please refer to the Tutoring Services web page at www.rowancabarrus.edu/tutoring/writing/.



Cooperative Education

Cooperative Education

Cooperative Education (Co-op) is a unique academic plan in which students blend classroom learning with practical work experience. This is accomplished through supervised work assignments outside the formal classroom environment.

Co-op is based on the theory that education does not confine itself to just the classroom and should include the vital input that students may gain from participation in the world of work. The program is designed to make a student's educational program more relevant and meaningful by integrating classroom study with planned and supervised practical experience in business, industry, government, and professional or service organizations. It is called "Cooperative Education" because educators and outside agencies work together to design a superior total educational program for students.

There are two co-op enrollment plans available to students and employers:

- 1. **Alternating Plan** The student alternates semesters of full-time work (40 hours per week) and full-time college enrollment.
- 2. **Parallel Plan** The student works part-time (10-30 hours a week) and attends school.

Eligibility

To be eligible to participate in the Cooperative Education program, students must meet the following minimum requirements:

- 1. Have completed one semester (12 credit hours) of college work with at least three credit hours in major field of study.
- 2. Have a minimum of 2.25 overall GPA and be in good academic standing (Nursing and Early Childhood require a 2.5 overall GPA).
- 3. Be recommended and approved for co-op participation by the Co-op faculty coordinator
- 4. A transfer student must complete 12 semester hours at RCCC before applying for the Co-op program.
- Demonstrate the ability to profit from the experience and meet the employer's requirements.
- 6. A student enrolled in the Co-op program must be registered for three hours of credit during the semester(s) he or she is participating. (*Exceptions are for Summer Term*).
- 7. All students must be willing to co-op a minimum of 160 clock hours.
- 8. If released from a prior Co-op position, eligibility to reapply will be determined by the Co-op Director with special permission from the system office.

A student who does not meet the eligibility criteria may be admitted to the program at the discretion of the Co-op Director and the Co-op faculty coordinator.

(Certain degree programs may specify additional requirements.)

The Cooperative Education program has an interrelated work experience and classroom content, carefully planned and supervised to produce quality educational results for each student involved. The institution assumes the responsibilities for finding assignments which are related to the student's professional objectives, thus providing experience that enhances knowledge acquired in the classroom.

Application Procedure

Interested students should obtain an application from the Office of Work-based Learning and Cooperative Education and make an appointment with the Co-op Director. Co-op applications must be approved by Co-op faculty coordinators.

Students who are currently employed may seek to have their present employment approved for Cooperative Education; however, such employment will be required to meet all Co-op criteria, and the student and employer must be willing to be governed by the Co-op policies and procedures. Cooperative Education credit will not be given for previous employment held prior to registration for the course.

Registration

Before attempting to register for a COE course (except COE 110), students should complete a Cooperative Education Approval Form, secure approval from the Co-op Director, and take the approval form to registration. Students who are approved and are placed in the Co-op program <u>must</u> register before going to their Co-op Work Assignment.

Academic Credit

Credit hours for Co-op work periods are determined by the number of hours worked per semester. For example, students working an average of 20 hours weekly (320 hours per semester) earn two hours of credit per semester. Grades given by the faculty coordinator will be based on the student's specific learning objectives, reports, and evaluations submitted by the student and the employer. The student's transcript indicates that practical work experience has been integrated into his/her academic program.

The Office of Work-based Learning and Cooperative Education also assists students in securing adult apprenticeships and internships. For more information on how to get involved in the Co-op program and other work-based learning opportunities, contact the **Office of Work-based Learning and Cooperative Education**, Building 300, Room 309 (North) or 2303 (South), (704) 637-0760, Ext. 725; or (704) 788-3197, Ext. 455; or E-mail: derrickc@rowancabarrus.edu/.

NOTE: Co-op options are listed under each participating program as outlined in the RCCC Catalog/Student Handbook.

Distance Education

Rowan-Cabarrus Community College offers several methods of Distance Education, providing students a wide range of choices and new approaches to learning. RCCC is proud to provide students a way to participate in learning in addition to the traditional classroom. Our goal is to provide students greater flexibility in scheduling classes and provide RCCC's faculty new and innovative approaches to teaching.

RCCC offers several programs via Distance Education by delivering academic courses that meet program requirements through Telecourse and/or Internet offerings. For a list of degree, diploma, and certificate programs available via distance, please refer to the college's Distance Education website at www.rowancabarrus.edu/distance/.

For more information about Distance Education courses, and for a list of Telecourse and Internet course offerings, students may refer to the information within this section or the Distance Education website. During registration periods, students may also refer to the Semester Schedule of Courses for information about Distance Education course offerings.

Internet Courses

Internet students study textbooks and complete and submit assignments online, following the Internet course outline. Guidance and instructional support are provided through regular course participation and email contact with instructors.

Internet classes have no scheduled sessions on campus although instructors reserve the right to require test-taking in the on-campus testing centers. Internet courses are designed to give students maximum flexibility; however, students are expected to meet course, assignment, and testing deadlines, which provide a framework to promote student progress, and to maintain active participation in the course. RCCC provides general as well as course-specific guidelines for computer hardware and software required for accessing and participating in Internet courses.

Students must meet specific academic and skill requirements prior to registering for an Internet course, in addition to course prerequisites listed in the course descriptions section of this catalog. Such criteria determine student preparedness and support student potential for success in an Internet course. Requirements include demonstrated reading, written communication, and technical skills.

As enrollment in Internet courses is limited, and specific testing or course prerequisites must be met to qualify for enrollment, students are encouraged to complete the registration process as early as possible. For more information about requirements for Internet courses, students may contact Student Services or refer to the college's Distance Education Handbook or the Distance Education website. During registration periods, students may also refer to the Semester Schedule of Courses for information and instructions.

A list of courses currently available in Internet format is available on page 63. Please note: Internet offerings may change during the academic year. Please refer to the Distance Education website, www.rowancabarrus.edu/distance/ for updates to course offerings.

Hybrid Courses

Hybrid courses combine online learning with face-to-face instruction. A large amount of the course content is delivered as an Internet course, but there are required on-campus meetings.

RCCC provides general as well as course-specific guidelines for computer hardware and software required for accessing and participating in the Internet portion of the courses. Students must meet specific academic and skill requirements prior to registering for a Hybrid course, in addition to course prerequisites listed in the Course Descriptions section of this catalog. Such criteria determine student preparedness and support student potential for success in a Hybrid course. Requirements include demonstrated reading, written communication, and technical skills.

As enrollment in Hybrid courses is limited, and specific testing or course prerequisites must be met to qualify for enrollment, students are encouraged to complete the registration process as early as possible. For more information about requirements for Hybrid courses, students may contact Student Services or refer to the college's Distance Education Handbook or the Distance Education website. During registration periods, students may also refer to the Semester Schedule of Courses for information and instructions.

Interactive Television (ITV) and North Carolina Information Highway (NCIH) Courses

RCCC has three electronic classrooms called Distance Learning Centers. They are located at our North Campus in Rowan County, our South Campus in Cabarrus County, and at our Cabarrus Business and Technology Center (CBTC) in Cabarrus County. Each classroom has video and audio equipment that allows students in one location to see and talk with an instructor in another location. For example, an instructor could teach a class from our North Campus facility, but students could attend the class at our South Campus facility. Through our Distance Learning Centers, RCCC also can offer classes to and from other community colleges, universities, public schools, and other institutions.

Telecourses

A telecourse is a complete and integrated instructional system that generally includes television programs, a textbook, and a variety of other instructional materials to be used by the student as the principle component of a college course. Students can take college credit courses by watching these lessons on television at home, completing assigned reading and study materials with guidance from the instructor, taking appropriate tests, and attending the required on-campus sessions. The courses and the credit hours are equivalent to those offered in traditional on-campus classes. A telecourse is equivalent to a traditionally taught college course in academic rigor and student requirements.

A list of courses currently available in Telecourse format is available on page 65. Please note: Telecourse offerings may change during the academic year. Please refer to the Distance Education website, www.rowancabarrus.edu/distance/ for updates to course offerings.

TeleWeb

These courses combine online learning with Telecourse instruction. In addition to content delivered via video broadcasts through the local PBS station, local TimeWarner Cable station, or cassette tapes (College-by-Cassette), TeleWeb courses include content delivered via the Internet. All TeleWeb courses are supplemented by required Saturday sessions.

RCCC provides general as well as course-specific guidelines for computer hardware and software required for accessing and participating in the Internet portion of the courses. Students must meet specific academic and skill requirements prior to registering for a TeleWeb course, in addition to course prerequisites listed in the Course Descriptions section of this catalog. Such criteria determine student preparedness and support student potential for success in a TeleWeb course. Requirements include demonstrated reading, written communication, and technical skills.

As enrollment in TeleWeb courses is limited, and specific testing or course prerequisites must be met to qualify for enrollment, students are encouraged to complete the registration process as early as possible. For more information about requirements for TeleWeb courses, students may contact Student Services or refer to the college's Distance Education Handbook or the Distance Education website. During registration periods, students may also refer to the Semester Schedule of Courses for information and instructions.

COURSES CURRENTLY OFFERED VIA INTERNET

Title		Credit Hours
ACC 120	Principles of Financial Accounting	4
ACC 121	Principles of Managerial Accounting	4
AST 111	Descriptive Astronomy	3
AST 151	General Astronomy I	3
AST 151A	General Astronomy I Lab	1
AST 152	General Astronomy II	3
AST 152A	General Astronomy II Lab	1
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 121	Business Mathematics	3
BUS 137	Principles of Management	3
BUS 153	Human Resource Management	3
BUS 225 Business Finance		3
BUS 230 Small Business Management		3
BUS 253 Leadership & Management Skills		3
BUS 260 Business Communication		3
CIS 110	Introduction to Computers	3
CJC 111	Introduction to Criminal Justice	3
CJC 112	Criminology	3
CJC 113	Juvenile Justice	3
CJC 121	Law Enforcement Operations	3
CJC 141 Corrections		3
CJC 214	Victimology	3
CTS 130	Spreadsheet	3
CTS 285	Systems Analysis & Design	3
DBA 110	Database Concepts & Applications	3

	Title	Credit Hours
ECO 151	Survey of Economics	3
ECO 151 ECO 251	Principles of Microeconomics	3
	Principles of Macroeconomics Principles of Macroeconomics	3
ECO 252		3
EDU 131 EDU 144	Child Dayslandard L	3
_	Child Development I	
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 221	Children with Exceptionalities	3
EDU 235	School-Age Development & Programs	2
EDU 259	Curriculum Planning	3
EDU 280	Language & Literacy Experiences	3
ENG 111	Expository Writing	3
ENG 112	Argument-Based Research	3
ENG 114	Professional Research & Reporting	3
ENG 126	Creative Writing II	3
ENG 262	World Literature II	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3
HIS 132	American History II	3
ISC 112	Introduction to Safety	2
ISC 121	Environmental Health & Safety	3
ISC 225	Facility Layout	4
MAT 161	College Algebra	3
MKT 120	Principles of Marketing	3
MKT 122	Visual Merchandising	3
MKT 123	Fundamentals of Selling	3
MKT 220	Advertising and Sales Promotion	3
MKT 225	Marketing Research	3
MSM 110	Introduction to Motorsports Management	3
MSM 112	Engine/Drivetrain Fundamentals	2
MSM 210	Motorsports Marketing	3
MSM 216	Organization Mobility	2
NET 110	Networking Concepts	3
OST 136	Word Processing	2
OST 137	Office Software Applications	2
OST 236	Advanced Word/Information Processing	3
PHY 110	Conceptual Physics	3
PSY 150	General Psychology	3
SEC 110	Security Concepts	3
SOC 210	Introduction to Sociology	3
SOC 220	Social Problems	3
WEB 110	Internet/Web Fundamentals	3
WEB 140	Web Development Tools	3
WEB 210	Web Design	3
11 ED 210	Web Design	5

 $See \ semester \ schedule \ for \ semester \ to \ be \ offered.$

COURSES CURRENTLY OFFERED VIA TELECOURSE

Telecourse Title		RCCC Title	Credit Hours
A T	A CC 120	D: : 1 CF: : 1 A	4
Accounting in Action - Financial	ACC 120	Principles of Financial Accou	_
Accounting in Action - Managerial		Principles of Managerial Acco	-
It's Strictly Business: Introduction	BUS 110	Introduction to Business	3
to the World of Business	DIIC 115	Desciones I and I	2
Business and the Law	BUS 115	Business Law I	3
By the Numbers: Practical	BUS 121	Business Mathematics	3
Applications of Business Mathe		Deinsiales of Management	2
Taking the Lead:	BUS 137	Principles of Management	3
The Management Revolution	DI 10 220	Constitution Management	2
Something Ventured: An	BUS 230	Small Business Management	3
Entrepreneurial Approach to			
Small Business Mgmt. Intro. to Business Communication:	DIIC 260	Business Communication	2
Tools for Leadership	BUS 200	Business Communication	3
Human Communications	COM 110	Introduction to Communicati	on 3
Economics U\$A	ECO 151	Survey of Economics	on 3 3
Introduction to Microeconomics:	ECO 151 ECO 251	•	3
	ECO 231	Principles of Microeconomics	3
Mastering the Global Economy Introduction to Macroeconomics:	ECO 252	Dringinles of Magragonomics	3
Mastering the Global Economy		Principles of Macroeconomics	3
A Writer's Exchange	ENG 111	Expecitory Writing	3
Advanced English Composition	ENG 111	Expository Writing Argument-Based Research	3
Literary Visions	ENG 112 ENG 131	Introduction to Literature	3
Living Literature	ENG 151 ENG 251	Western World Literature I	3
The Western Tradition I	HIS 121	Western Civilization I	3
The Western Tradition II	HIS 121	Western Civilization II	3
Shaping America	HIS 131	American History I	3
Unfinished Nation II	HIS 131	American History II	3
Concepts in Marketing	MKT 120	Principles of Marketing	3
The Sales Connection: Principles	MKT 120	Fundamentals of Selling	3
of Selling	WIK1 123	Tundamentals of Sennig	3
The Examined Life	PHI 210	History of Philosophy	3
Voices in Democracy	POL 120	American Government	3
Psychology: The Human Experience	PSY 150	General Psychology	3
Lifespan Telecourse	PSY 241	Developmental Psychology	3
The Way We Live	SOC 210	Introduction to Sociology	3

 $See \ semester \ schedule \ for \ semester \ to \ be \ offered.$



Programs of Study

RCCC offers various occupational programs leading to an Associate in Applied Science degree. Diplomas and certificates of completion are awarded for other occupational programs. An Arts and Sciences program also is offered, leading to the Associate in Arts degree.

A major component of all degree programs at Rowan-Cabarrus Community College is the General Education Goals that serve as a foundation to learning. These goals seek to provide a high quality educational experience for all degree students and will ensure that our graduates have the necessary fundamental knowledge, skills, and abilities to function effectively in their personal and professional lives.

General Education Goals

General Education at Rowan-Cabarruss Community College seeks to create the desire and provide the opportunity for students to live more informed and more reflective lives. To these ends, the General Education component of the curriculum at RCCC should enable students to:

Learn Actively; Think Critically; Communicate Effectively;

Participate Responsibly.

The following goals identify the essence of a general education and allow students to develop at a level appropriate to their degree. Although some of these competencies may be achieved primarily through successful completion of particular courses, students should have the opportunity to develop and use many of these skills throughout their programs.

Goal I: Communications

Students who successfully complete a degree program at RCCC should be able to:

- communicate clearly and coherently, in writing and orally, using standard English;
- read with understanding and listen perceptively at a level appropriate to their degree or occupational goals;
- use appropriate skills and technology to locate, evaluate and utilize information effectively; and
- learn appropriate interpersonal and group communication skills.

Goal II: Mathematics, Science, and Technology

Students who successfully complete a degree program at RCCC should possess the analytical abilities necessary to:

- apply mathematical concepts and skills to interpret, understand, and communicate quantitative data;
- understand the basic principles of the scientific method;
- · identify the impact of technology on the individual and the global environment; and
- apply technological skills.

Goal III: Problem Solving and Critical Thinking Skills

Students who successfully complete a degree program at RCCC should be able to:

- develop critical thinking skills that will allow them to analyze a variety of problems; and
- select or create possible solutions, assess the impact of the solutions, and make informed judgements.

Goal IV: Society and Culture

Students who successfully complete a degree at RCCC should be able to:

- develop an awareness of the humanities to broaden their understanding of cultures in a diverse world;
- · identify and enhance creativity;
- increase awareness of their own values, beliefs, and behaviors as well as those of others;
- · demonstrate team-building and team-working skills; and
- participate in active citizenship.

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Manicuring/Nail Technology (55400*)	210
Mechanical Drafting Technology (50340*)	210
Medical Office Administration (25310*)	213
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Networking Technologies (25340*)	219
Office Systems Technology (25360*)	222
Practical Nursing (45660*)	225
Radiography (45700*)	229
Real Estate (25400*)	233
Web Technologies (25290*)	234
Welding Technology (50420*)	237

^{*} Program code

Associate in Applied Science Degree Programs (A.A.S.)

These programs generally require two years of full-time study. Upon completion, an Associate in Applied Science degree is awarded. These programs are transferable to a number of four-year colleges and universities.

Diploma Programs (Dipl.)

These programs generally require 12 months of full-time study. Upon completion, a diploma in the area of specialization is awarded.

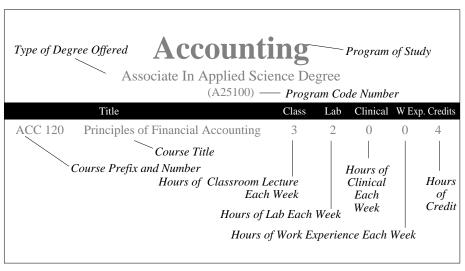
Certificate Programs (Cert.)

These programs vary in length, requiring from four to twelve months of full-time study. Upon completion, a certificate in the area of specialization is awarded.

Arts and Sciences Program (A.A.)

The Arts and Sciences program is designed for students who intend to transfer to a fouryear college or university. By enrolling in this program, students may complete course work equivalent to the first two years of study required for a bachelor's degree. The Associate in Arts degree (A.A.) is awarded upon completion of program requirements.

Use This Key to identify information found in the *Programs of Study* section:



Arts and Sciences Program

Associate in Arts (A.A.)

Rowan-Cabarrus Community College offers the Associate in Arts degree, emphasizing the liberal arts and intended for students desiring to transfer to a four-year college or university.

The degree program offers courses comparable to the freshman and sophomore levels at four-year colleges and universities. Students who want to transfer to senior institutions should work with their advisors in developing their courses of study. Advisors will help select the courses which will best meet the students' interests and the requirements of transfer institutions. Because course requirements vary among four-year colleges and universities, students should obtain current catalogs from the schools they plan to attend. The North Carolina Community College System and the N.C. University System have implemented a Comprehensive Articulation Agreement which will facilitate transfer. Courses included in the Comprehensive Articulation Agreement which will transfer to any of the 16 four-year institutions comprising the N.C. University System are designated in the Course Description section of this catalog. It is the intent of the Comprehensive Articulation Agreement to allow community college students to complete the degree requirements at the community college level and then transfer to the four-year college/university with junior status. Generally, students must pass a course with a grade of "C" or better and maintain at least a 2.0 GPA. Students planning to transfer should consult the appropriate senior college for transfer guidelines and specific major course requirements.

Requirements for the Associate in Arts Degree

The Associate in Arts degree is awarded for liberal arts study. The degree is awarded after successful completion of 64 credit hours. The course outline of study and the courses needed for the Associate in Arts degree are divided into two major categories: General Education Core Courses (44 credit hours) and Other Required and Additional Hours (20-21 credit hours). The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

For additional information regarding this program, contact Dean Meg Patchett at 704-637-0760 or 704-788-3197, Ext. 742, or send an email to patchettm@rowancabarrus.edu/.

Recommended Course Sequence

The following is a suggested program of study for students who have chosen to work toward an Associate in Arts degree:

Fall Semester - First Year

3 SHC in English Composition ENG 111

3 SHC in Humanities/Fine Arts SPA 111 or GER 111 3 SHC in Social/Behavioral Sciences HIS 121, 122, 131 or 132

4 SHC in Natural Sciences BIO 111 3 SHC in Mathematics MAT 161

Total Semester Hours Credit: 16

Spring Semester - First Year

3 SHC in English Composition ENG 112 or ENG 113 3 SHC in Humanities/Fine Arts SPA 112 or GER 112

3 SHC in Social/Behavioral Sciences PSY 150, SOC 210, or POL 120

4 SHC in Natural Sciences BIO 112

3 SHC in Mathematics/Computer Science MAT 151 or CIS 110

Total Semester Hours Credit: 16

Fall Semester - Second Year

3 SHC in Humanities/Fine Arts

3 SHC in Social/Behavioral Sciences 10 SHC in Electives

10 SHC in Electives

Total Semester Hours Credit: 16

Spring Semester - Second Year

3 SHC in Humanities/Fine Arts 3 SHC in Social/Behavioral Sciences 10-11 SHC in Electives

Total Semester Hours Credit: 16-17

- 6 SHC in English Composition
- 12 SHC in Humanities/Fine Arts (One course must be a literature course.)
- 12 SHC in Social/Behavioral Sciences (One course must be a history course.)
- 8 SHC in Natural Sciences
- 6 SHC in Mathematics (MAT 161 and CIS 110, CIS 115, or MAT 151)
- 20 SHC in Electives from any of the above General Education Areas or from Other Required Hours listed on page 77-78.
- 1 SHC (ACA 111, COE 110, COE 111) 65th hour may not transfer.

TOTAL SEMESTER HOURS CREDIT: 64-65

Associate in Arts

(A10100)

	,					
	Title	Class	Lab	Clinical	W Exp	. Credits
I. Genera	l Education (44 SHC)					
English Co	mposition (6 SHC)					
ENG 111	Expository Writing	3	0	0	0	3
	t one course from the following:					
ENG 112		3	0	0	0	3
ENG 113	Literature-Based Research	3	0	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	0	3
Humanities	s/Fine Arts: (12 SHC) Select for	our coui	ses fro	m at lea	st thre	e of
	ng discipline areas: music, art, foreig					
	, literature, philosophy, and religion.					
<u>literature c</u>	<u>ourse.</u>					
- 4.	(2.077.0) (2.1					
	ture (3 SHC) Select one course from the					
	nunication may not substitute for the lit	_			Ω	2
ENG 131 ENG 231	Introduction to Literature American Literature I	3 3	0	0	0	3
ENG 231 ENG 232	American Literature II	3	0	0	0	3
ENG 232 ENG 241	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3 3	0	0	0	3
ENG 251	Western World Literature I	3	0	0	0	3
ENG 262	World Literature II	3	Ö	0	ő	3
		_				_
Seleci	three courses (9 SHC) from at least t	two of th	ie follo	wing		
	line areas:	3	3	0		
Art						
ART 111	Art Appreciation	3	0	0	0	3
ART 116	Survey of American Art	3	0	0	0	3
Foreign Lan	าตาเลตอร					
FRE 111	Elementary French I	3	0	0	0	3
FRE 112	Elementary French II	3	ő	Ö	ő	3
GER 111	Elementary German I	3	Ö	Õ	0	3
GER 112	Elementary German II	3 3 3 3 3 3	0	0	0	3 3 3 3 3
SPA 111	Elementary Spanish I	3	0	0	0	3
SPA 112	Elementary Spanish II	3	0	0	0	3
SPA 211 SPA 212	Intermediate Spanish I Intermediate Spanish II	3	0	0	0	3 3
SFA 212	intermediate Spanish fi	3	U	U	U	3
Humanities						
ASL 111	Elementary ASL I	3	0	0	0	3
ASL 112	Elementary ASL II	3	0	0	0	3
HUM 110	Technology and Society	3	0	0	0	3
HUM 115	Critical Thinking	3	0	0	0	3
HUM 122	Southern Culture	3	0	0	0	3
HUM 130	Myth in Human Culture	3	0	0	0	3
HUM 160	Introduction to Film	2 2	2	0	0	3
HUM 161	Advanced Film Studies	2	2	0	0	3

	Title	Class	Lab	Clinical	W Exp	. Credits
HUM 211	Humanities I	3	0	0	0	3
HUM 212	Humanities II	3	0	0	0	3
Music						
MUS 110	Music Appreciation	3	0	0	0	3
MUS 113	American Music	3	0	0	0	3
MUS 213	Opera and Musical Theatre	3	0	0	0	3
Philosophy						
PHI 210	History of Philosophy	3	0	0	0	3
PHI 220	Western Philosophy I	3	0	0	0	3
PHI 221	Western Philosophy II	3	0	0	0	3
PHI 230	Introduction to Logic	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3
Religion						
REL 110	World Religions	3	0	0	0	3
REL 211	Introduction to Old Testament	3	0	0	0	3
REL 212	Introduction to New Testament	3	0	0	0	3
REL 221	Religion in America	3	0	0	0	3
	h/Communication (one of the followi		es ma	y be		
	tuted for 3 SHC in Humanities/Fine		0	0		•
COM110	Introduction to Communication	3	0	0	0	3
COM 120 COM 231	Interpersonal Communication	3	0	0	0	3
COM 231	Public Speaking	3	U	U	U	3
Social/Beha	avioral Sciences (12 SHC) Sel	lect four i	ourse	s from a	t least	
	e following discipline areas: anthropo					
	litical science, psychology, and sociol					be a
history coi		8,7				
	ect one course from the following):	2	0	0	0	2
HIS 111 HIS 112	World Civilizations I World Civilizations II	3	0	$0 \\ 0$	0	3 3 3 3
HIS 112	Western Civilization I	3	0	0	0	3
HIS 122	Western Civilization II	3	0	ő	0	3
HIS 131	American History I	3	ő	ő	ő	3
HIS 132	American History II	3	0	0	0	3
C41.		\ C	1 4 4	C 41		
	nts must select three courses (9 SHC) ving discipline areas:) jrom at	ieast i	wo oj th	ie	
Anthropolo	ov ov					
	General Anthropology	3	0	0	0	3
	orman i mumopology	Ü	Ü	Ü	Ü	
ECO 251	Dringinles of Migrogonomies	2	Λ	0	Λ	2
ECO 251 ECO 252	Principles of Microeconomics Principles of Macroeconomics	3	0	0	0	3 3
	Timespies of Macrocconomics	3	U	U	U	3
Geography	W. 115 : 16 . 1	2				
GEO 111	World Regional Geography	3	0	0	0	3
GEO 112	Cultural Geography	3	0	0	0	3
Political Sci						
POL 110	Introduction to Political Science	3	0	0	0	3
POL 120	American Government	3	0	0	0	3 3 3
POL 210 POL 220	Comparative Government International Relations	3	0	0	0	3 3
1 01 220	memanonai relations	5	U	J	J	5

	Title	Class	Lab	Clinical	W Exp	. Credits
Psychology						
PSY 150	General Psychology	3	0	0	0	3
PSY 237	Social Psychology	3	0	0	0	3
PSY 239	Psychology of Personality	3	0	0	0	3
PSY 241	Developmental Psychology	3	0	0	0	3
PSY 281	Abnormal Psychology	3	0	0	0	3
Sociology						
SOC 210	Introduction to Sociology	3	0	0	0	3
SOC 213	Sociology of the Family	3	0	0	0	3
SOC 220	Social Problems	3	0	0	0	3
SOC 225	Social Diversity	3	0	0	0	3
SOC 230	Race and Ethnic Relations	3	0	0	0	3
SOC 240	Social Psychology	3	0	0	0	3

Natural Sciences/Mathematics (14 SHC)

Natural Sciences (8 SHC) Select two courses (including accompanying laboratory work) (AST,BIO, CHM, or PHY) from the following biological and physical science disciplines:

science discip	nnes.						
AST 151	General Astronomy I	3	0	0	0	3	
AST 151A	General Astronomy I Lab	0	2	0	0	1	
AST 152	General Astronomy II	3	0	0	0	3	
AST 152A	General Astronomy II Lab	0	2	0	0	1	
BIO 111	General Biology I	3	3	0	0	4	
L BIO 112	General Biology II	3	3	0	0	4	
CHM 131	Introduction to Chemistry	3	0	0	0	3	
CHM 131A	Introduction to Chemistry Lab	0	3	0	0	1	
CHM 132	Organic and Biochemistry	3	3	0	0	4	
CHM 151	General Chemistry I	3	3	0	0	4	
L CHM 152	General Chemistry II	3	3	0	0	4	
PHY 151	College Physics I	3	2	0	0	4	
L PHY 152	College Physics II	3	2	0	0	4	
PHY 251	General Physics I	3	3	0	0	4	
L PHY 252	General Physics II	3	3	0	0	4	

Mathematics (6 SHC) Select at least one course in introductory mathematics. The other course may be selected from among other quantitative subjects, such as computer science and statistics.

Introductory Mathematics (Select one):

iii ouucioi	y iviaticiliatics (Select one).					
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 151	Statistics I	3	0	0	0	3
MAT 161	College Algebra	3	0	0	0	3
MAT 175	Precalculus	4	0	0	0	4
Select	one course from the following:					
CIS 110	Introduction to Computers	2	2	0	0	3
CIS 115	Intro. to Programming & Logic	2	2	0	0	3
MAT 151	Statistics I	3	0	0	0	3
MAT 263	Brief Calculus	3	0	0	0	3

Students should check with the university of their choice to make sure that they complete the appropriate math course.

Title Class Lab Clinical W Exp. Credits

II. Other Required Hours (20 SHC) A minimum of 20 SHC of college transfer general education, elective, and/or pre-major courses is required.

ACC 120	Principles of Financial Accounting	3	2	0	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	0	4
ART 121	Design I	0	6	0	0	3
ART 131	Drawing I	0	6	0	0	3
ART 240	Painting I	0	6	0	0	3
ART 241	Painting II	0	6	0	0	3
ART 244	Watercolor	0	6	0	0	3
ART 261	Photography I	0	6	0	0	3
ART 264	Digital Photography I	1	4	0	0	3
AST 111	Descriptive Astronomy	3	Ö	Ö	0	3
	Descriptive Astronomy Lab	0	2	ő	ő	1
AST 251	Observational Astronomy	1	3	0	0	2
BIO 110	Principles of Biology	3	3	0	0	4
BIO 140	Environmental Biology	3	0	0	0	3
	Environmental Biology Lab	0	3	0	0	1
BIO 140A		4	2	0	0	5
BIO 168	Basic Anatomy & Physiology	3	3	0	0	4
BIO 169	Anatomy and Physiology II	3	3	0	0	4
BIO 275	Anatomy and Physiology II Microbiology	3	3	0	0	4
BIO 280	Biotechnology	3 2	3	0	0	3
BUS 110	Introduction to Business	3	0	0	0	3
BUS 115	Business Law I	3	0	0	0	3
CJC 111	Introduction to Criminal Justice	3	0	0	0	3
		3				3 3 3 3 3
CJC 121	Law Enforcement Operations		0	0	0	3
CJC 141	Corrections	3	0	0	0	3
COM 140	Intercultural Communication	3	0	0	0	3
COM232	Election Rhetoric	2		0	0	3
COM233	Persuasive Speaking	3	0	0	0	3
COM251	Debate I	3	0	0	0	3
CSC 134	C++ Programming	2	3	0	0	3
ECO 151	Survey of Economics	3	0	0	0	3
ENG 125	Creative Writing I	3	0	0	0	3
ENG 126	Creative Writing II	3	0	0	0	3
ENG 132	Introduction to Drama	3	0	0	0	3
ENG 272	Southern Literature	3	0	0	0	3
ENG 273	African-American Literature	3	0	0	0	3
ENG 274	Literature by Women	3	0	0	0	3
HEA 110	Personal Health/Wellness	3	0	0	0	3
HIS 163	The World Since 1945	3	0	0	0	3
HIS 226	The Civil War	3	0	0	0	3
HIS 227	Native American History	3	0	0	0	3
HIS 236	North Carolina History	3	0	0	0	3
JOU 110	Introduction to Journalism	3	0	0	0	3
	Statistics I Lab	0	2	0	0	1
MAT 271	Calculus I	3	2	0	0	4
MAT 272	Calculus II	3	2	0	0	4
MAT 273	Calculus III	3	2	0	0	4
MUS 131	Chorus I	0	2	0	0	1
PED 111	Physical Fitness I	0	3	0	0	1
PED 111	Aerobics I	0	3	0	0	1
110 113	1101001001	3	3	J	3	1

	Tale	Class	l ab	Clinical	\A/ E.m	Cuadita
	Title	Class	Lab	Clinical	vv ⊨xp	. Creaks
PED 117	Weight Training I	0	3	0	0	1
PED 120	Walking for Fitness	0	3	0	0	1
PED 121	Walk, Jog, Run	0	3	0	0	1
PED 122	Yoga I	0	2	0	0	1
PED 128	Golf - Beginning	0	2	0	0	1
PED 142	Lifetime Sports	0	2	0	0	1
PED 217	Pilates I	0	2	0	0	1
PHY 110	Conceptual Physics	3	0	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	0	1
POL 130	State & Local Government	3	0	0	0	3
PSY 211	Psychology of Adjustment	3	0	0	0	3
PSY 231	Forensic Psychology	3	0	0	0	3
PSY 249	Psychology of Aging	3	0	0	0	3
SOC 234	Sociology of Gender	3	0	0	0	3
SOC 242	Sociology of Deviance	3	0	0	0	3
SOC 250	Sociology of Religion	3	0	0	0	3

In addition to the above, any courses not taken to satisfy the general education core requirement may be used to fulfill the other required hours' requirement of 20 SHC.

One semester hour of credit may be included in a 65-hour credit Associate in Arts program. The transfer of the 65th hour is not guaranteed. This 65th hour can be selected from the following courses:

ACA 111	College Student Success	1	0	0	0	1
COE 110	World of Work	1	0	0	0	1
COE 111	Co-op Work Experience I	0	0	0	10	1

III. TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64-65

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

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Definition Of Pre-Major Programs

The Department of Arts & Sciences, in conjunction with Business Technologies, Health and Public Services Technologies and the University of North Carolina System, offers several pre-major program curriculum areas that will assist students who desire to transfer to one of the public universities in North Carolina. The programs are designed to facilitate the transfer process, allowing students to take pre-major courses while they are attending Rowan-Cabarrus Community College that will transfer and serve as prerequisites for admission into several baccalaureate programs at the university level.

Pre-Major Associate in Arts Business Administration

(A1010B)

This program is designed for students who intend to pursue a Bachelor of Arts or Bachelor of Science degree in Accounting, Business Administration, Economics, Finance, or related fields of study. Students who complete this program will meet freshmen and sophomore requirements for all public universities in North Carolina which offer degrees in Business Administration. Individual institutions may have additional requirements for admission into their major departments, and graduates should expect to have a GPA of 2.5 or higher to meet admission requirements. Students should consult catalogs from the schools they plan to attend to determine additional requirements, if any.

This program is not designed to provide entry-level skills for entry into a business occupation. Students interested in obtaining an entry-level job in a business occupation upon graduation should pursue one of the A.A.S. degree programs within the Business Technologies area.

Application to a University:

Admission application deadlines vary. Students must meet the deadline for the university to which they plan to transfer. Upon completion of the Associate in Arts degree, students who meet the requirements outlined in the Pre-Business Administration program may apply for admission as juniors to the following public universities in North Carolina: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, or WSSU.

Admission to the Major:

Grade-point average requirements vary, and admission is competitive across the several programs in Business Administration.

	Title	Class	Lab	Clinical	W Exp	. Credits
I. Genera	al Education (44 SHC)					
English Co	omposition (6 SHC)					
ENG 111	Expository Writing	3	0	0	0	3
Selec	et one course from the following:					
ENG 112	Argument-Based Research	3	0	0	0	3
ENG 113	Literature-Based Research	3	0	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	0	3

Humanities/Fine Arts (12 SHC) Select four courses from at least three of the following discipline areas: music, art, foreign languages, interdisciplinary humanities, literature, philosophy, and religion. <u>At least one course must be a literature course.</u>

	Title	Class	Lab	Clinical	W Exp.	Credits
Liter	ature (3 SHC) Select one course fr	om the follo	wing (Speech	/	
Comi	munication may not substitute for t	he literature	e requ	irement) <i>:</i>	
ENG 131	Introduction to Literature	3	0	0	0	3
ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
ENG 241	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3
ENG 251	Western World Literature I	3	0	0	0	3
ENG 262	World Literature II	3	0	0	0	3
Salaa	t three courses (9 SHC) from at lea	est two of the	e follo	wina		
	oline areas:	isi iwo oj ini	jouo	wing		
Art	nine areas.					
ART 111	Art Appreciation	3	0	0	0	3
ART 111 ART 116	Survey of American Art	3	0	0	0	3
	•	3	U	Ü	O	3
Foreign La	nguages	_		_	_	_
FRE 111	Elementary French I	3	0	0	0	3
FRE 112	Elementary French II	3	0	0	0	3
GER 111	Elementary German I	3	0	0	0	3
GER 112	Elementary German II	3 3 3	0	0	0	3 3 3
SPA 111	Elementary Spanish I	3	0	0	0	3
SPA 112 SPA 211	Elementary Spanish II	3	$0 \\ 0$	0	0	3
SPA 211 SPA 212	Intermediate Spanish I Intermediate Spanish II	3	0	0	0	3
	•	3	U	U	U	3
Humanities						
ASL 111	Elementary ASL I	3	0	0	0	3
ASL 112	Elementary ASL II	3	0	0	0	3
HUM 110	Technology and Society	3	0	0	0	3
HUM 115	Critical Thinking	3	0	0	0	3
HUM 122	Southern Culture	3	0	0	0	3 3 3
HUM 130	Myth in Human Culture	3	0	0	0	3
HUM 160	Introduction to Film	2	2	0	0	3
HUM 161	Advanced Film Studies	2 3	2	0	0	3
HUM 211 HUM 212	Humanities I	3	0	0	0	3
HUM 212	Humanities II	3	U	0	0	3
Music						
MUS 110	Music Appreciation	3	0	0	0	3
MUS 113	American Music	3	0	0	0	3
MUS 213	Opera and Musical Theatre	3	0	0	0	3
Philosophy						
PHI 210	History of Philosophy	3	0	0	0	3
PHI 220	Western Philosophy I	3	0	0	0	3
PHI 221	Western Philosophy II	3	0	0	Ō	3
PHI 230	Introduction to Logic	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3
Religion REL 110	World Paligions	2	0	0	0	3
REL 110 REL 211	World Religions Introduction to Old Testament	3	0	0	0	3
REL 211 REL 212	Introduction to New Testament	3	0	0	0	3
REL 212	Religion in America	3	0	0	0	3
NUL 221	rengion in minerica	3	0	J	J	J

		Title	Class	Lab	Clinical	W Eyp	Credite		
	C					vv ⊏xμ.	Cicuits		
		h/Communication (one of the followi tuted for 3 SHC in Humanities/Fine 1		es ma	y be				
COM		Introduction to Communication	3	0	0	0	3		
COM	120	Interpersonal Communication	3	0	0	0	3		
COM	231	Public Speaking	3	0	0	0	3		
		vioral Sciences (12 SHC) Selding discipline areas: anthropology, ed							
politic	cal scie	ence, psychology, and sociology. <u>At le</u> s							
<u>course</u>	<u>e.</u>								
History	(Sele	ct one course from the following):							
HIS		World Civilizations I	3	0	0	0	3		
HIS	112	World Civilizations II	3	0	0	0	3		
HIS		Western Civilization I	3	0	0	0	3		
HIS		Western Civilization II	3	0	0	0	3		
HIS		American History I	3	0	0	0	3		
HIS	132	American History II	3	0	0	0	3		
Economics (The following course is required):									
ECO		Principles of Microeconomics	3	0	0	0	3		
Students must select two courses (6 SHC) from the following discipline areas:									
	(POL	120, PSY 150, and SOC 210 are reco			J	•			
Anthro									
ANT	210	General Anthropology	3	0	0	0	3		
Geogra	phy								
GEO	111	World Regional Geography	3	0	0	0	3		
GEO	112	Cultural Geography	3	0	0	0	3		
Politica	ıl Scie	ence							
POL	110	Introduction to Political Science	3	0	0	0	3		
POL	120	American Government	3	0	0	0	3		
POL		Comparative Government	3	0	0	0	3		
POL	220	International Relations	3	0	0	0	3		
Psychol	logy								
PSY		General Psychology	3	0	0	0	3		
PSY		Social Psychology	3	0	0	0	3		
PSY		Psychology of Personality	3	0	0	0	3		
PSY		Developmental Psychology	3	0	0	0	3		
PSY	281	Abnormal Psychology	3	0	0	0	3		
Sociolo	gy								
SOC	210	Introduction to Sociology	3	0	0	0	3		
SOC	213	Sociology of the Family	3	0	0	0	3		
SOC		Social Problems	3	0	0	0	3		
SOC		Social Diversity	3	0	0	0	3		
SOC		Race and Ethnic Relations	3	0	0	0	3		
SOC	240	Social Psychology	3	0	0	0	3		

	Title	Class	Lab	Clinical	W Exp.	Credits		
Natural Sci	iences/Mathematics (14 SHC)							
	iences (8 SHC) Select two courses (in SIO, CHM, or PHY) from the following biology.							
r AST 151	General Astronomy I	9gicai ai 3	ш pnysi 0	cai scier 0	ice aisci 0	punes: 3		
	General Astronomy I Lab	0	2	0	0	1		
AST 1517	General Astronomy II	3	$\tilde{0}$	ő	ő	3		
L _{AST 152A}	General Astronomy II Lab	0	2	0	0	1		
[BIO 111		3	3	0	0	4		
BIO 112	General Biology II	3	3	0	0	4		
CHM 131	Introduction to Chemistry	3	0	0	0	3		
	Introduction to Chemistry Lab	0	3	0	0	1		
L CHM 132	Organic and Biochemistry	3	3	0	0	4		
[CHM151	General Chemistry I	3	3	0	0	4		
L CHM 152	General Chemistry II	3	3	0	0	4		
PHY 151 PHY 152	College Physics I	3	2 2	0	0	4 4		
L PHY 132	College Physics II	3	2	0	0	4		
Mathematics (6 SHC) Select at least one course in introductory mathematics.								
	y Mathematics (Select one):							
MAT 161	College Algebra	3	0	0	0	3		
MAT 175	Precalculus	4	0	0	0	4		
	f the following courses is required:							
MAT 263	Brief Calculus	3	0	0	0	3		
MAT 271	Calculus I	3	.2.	0	. 0	4		
	nts should check with the university			e to ma	ke			
sure t	hat they complete the appropriate ma	atn cou	rse.					
II Odban	D	47 .						
	Required Hours (20 SHC							
	r general education, elective, and/or pr	е-тајо	r cours	es is red	quired.			
	ollowing courses are required:	2	2	0	0	4		
ACC 120 ACC 121	Principles of Financial Accounting	3	2 2	$0 \\ 0$	0	4 4		
CIS 110	Principles of Managerial Accounting Introduction to Computers	2	$\frac{2}{2}$	0	$0 \\ 0$	3		
ECO 252	Principles of Macroeconomics	3	0	0	0	3		
MAT 151	Statistics I	3	0	0	0	3		
	3 SHC hours from the following course	_	Ü	Ü	Ü	Ü		
ART 121	Design I	0	6	0	0	3		
ART 131	Drawing I	0	6	0	0	3		
ART 240	Painting I	0	6	0	0	3		
ART 244	Watercolor	0	6	0	0	3		
ART 261	Photography I	0	6	0	0	3		
ART 264	Digital Photography I	1	4	0	0	3		
AST 111	Descriptive Astronomy	3	0	0	0	3		
AST 111A	Descriptive Astronomy Lab	0	2	0	0	1		
AST 251	Observational Astronomy	1	3	0	0	2		
BIO 140	Environmental Biology	3	0	0	0	3		
BIO 140A	Environmental Biology Lab	0	3	0	0	1		
BIO 280	Biotechnology	2	3	0	0	3		
BUS 110	Introduction to Business	3	0	0	0	3		
BUS 115	Business Law I	3	0	0	0	3		
CJC 111	Introduction to Criminal Justice	3	0	0	0	3		
CJC 121	Law Enforcement Operations	3	0	0	0	3		
CJC 141	Corrections	3	0	0	0	3		

	Title	Class	Lab	Clinical		
COM 140	Intercultural Communication	3	0	0	0	3
COM232	Election Rhetoric	3	0	0	0	3
COM233	Persuasive Speaking	3	0	0	0	3
COM251	Debate I	3	0	0	0	3
CSC 134	C++ Programming	2	3	0	0	3
ENG 125	Creative Writing I	3	0	0	0	3
ENG 126	Creative Writing II	3	0	0	0	3
ENG 132	Introduction to Drama	3	0	0	0	3
ENG 272	Southern Literature	3	0	0	0	3
ENG 273	African-American Literature	3	0	0	0	3
ENG 274	Literature by Women	3	0	0	0	3
HEA 110	Personal Health/Wellness	3	0	0	0	3
HIS 163	The World Since 1945	3	0	0	0	3
HIS 226	The Civil War	3	0	0	0	3
	Native American History	3	0	0	0	3
HIS 236	North Carolina History	3	0	0	0	3
JOU 110	Introduction to Journalism	3	0	0	0	3
MAT 151A	Statistics I Lab	0	2	0	0	1
MUS 131	Chorus I	0	2	0	0	1
PED 111	Physical Fitness I	0	3	0	0	1
PED 113	Aerobics I	0	3	0	0	1
PED 117	Weight Training I	0	3	0	0	1
PED 120	Walking for Fitness	Ō	3	Ö	Ō	1
PED 121	Walk, Jog, Run	0	3	0	0	1
PED 122	Yoga I	0	2	0	0	1
PED 128	Golf - Beginning	0	2 2 2	0	0	1
PED 142	Lifetime Sports	0	2	0	0	1
PED 217	Pilates I	0	2	0	0	1
PHY 110	Conceptual Physics	3	0	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	0	1
POL 130	State & Local Government	3	0	0	0	3
PSY 211	Psychology of Adjustment	3	0	0	0	3
PSY 231	Forensic Psychology	3	0	0	0	3
PSY 249	Psychology of Aging	3 3 3 3	0	0	0	3 3 3 3
SOC 234	Sociology of Gender	3	0	0	0	3
SOC 242	Sociology of Deviance	3	0	0	0	3
SOC 250	Sociology of Religion	3	0	0	0	3

In addition to the above, any courses not taken to satisfy the general education core requirement may be used to fulfill the other required hours' requirement of 20 SHC.

One semester hour of credit may be included in a 65-hour credit Associate in Arts program. The transfer of the 65th hour is not guaranteed. This 65th hour can be selected from the following courses:

ACA 111	College Student Success	1	0	0	0	1
COE 110	World of Work	1	0	0	0	1
COE 111	Co-op Work Experience I	0	0	0	10	1

III. TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64-65

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

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Pre-Major Associate in Arts Business Education & Marketing Education

(A1010C)

This program is designed for students who intend to major in Business Education and Marketing Education. Students who successfully complete this course of study and who meet the requirements for admission to the university are eligible to apply for admission to the major with junior standing.

Application to a University:

Admission application deadlines vary. Students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement will be eligible to be considered for admission as juniors to the universities offering the Baccalaureate degree:

Business Education: ASU, ECU, ECSU, FSU, NCA&T, NCSU, UNC-G, and WCU Marketing Education: ASU, ECU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-C, UNC-W, and WCU

Admission to the Major:

Grade-point average requirements vary and admission is competitive across the several programs in Business Education. Admission to teacher licensure programs requires satisfactory scores on PRAXIS I and II. For information and registration for PRAXIS, contact www.ets.org/praxis or a counselor in Student Services.

	Title	Class	Lab	Clinical	W Exp	. Credits
I. Genera	al Education (44 SHC)					
English Co	omposition (6 SHC)					
ENG 111	Expository Writing	3	0	0	0	3
Selec	et one course from the following:					
ENG 112	Argument-Based Research	3	0	0	0	3
ENG 113	Literature-Based Research	3	0	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	0	3

Humanities/Fine Arts (12 SHC) Select four courses from at least three of the following discipline areas: music, art, foreign languages, interdisciplinary humanities, literature, philosophy, and religion. <u>At least one course must be a literature course</u>.

Literature (3 SHC) Select one course from the following (Speech/Communication may not substitute for the literature requirement):

~~	ittilite action interference street street joi				<i>,</i> •	
ENG 131	Introduction to Literature	3	0	0	0	3
ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
ENG 241	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3
ENG 251	Western World Literature I	3	0	0	0	3
ENG 262	World Literature II	3	0	0	0	3

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	Title (0.5HG) f	Class			W Exp	. Credits
	Select three courses (9 SHC) from at leas	t two of th	e follo	wing		
	liscipline areas:					
Art		_	_	_	_	_
ART 1	T. T	3	0	0	0	3
ART 1	Survey of American Art	3	0	0	0	3
Foreign	n Languages					
FRE 1		3	0	0	0	3
FRE 1		3	0	0	0	3
GER 1		3	ő	ő	0	3
GER 1		3	ő	0	0	3
SPA 1		3	ő	ő	0	3
SPA 1		3	ő	ő	ő	3
SPA 2		3	Ö	ő	0	3
SPA 2		3	Ö	ő	0	3
	•	5	Ü	Ü	O	J
Humar						
ASL 1		3	0	0	0	3
ASL 1		3	0	0	0	3
HUM1		3	0	0	0	3
HUM1	115 Critical Thinking	3	0	0	0	3
HUM1	122 Southern Culture	3	0	0	0	3
HUM1	130 Myth in Human Culture	3	0	0	0	3
HUM1	160 Introduction to Film	2	2	0	0	3
HUM1	161 Advanced Film Studies	2	2	0	0	3
HUM2	211 Humanities I	3	0	0	0	3
HUM2	212 Humanities II	3	0	0	0	3
Music						
MUS 1	110 Music Appreciation	3	0	0	0	3
MUS 1		3	0	0	0	3
MUS 2	Opera and Musical Theatre	3	0	0	0	3
Dhilaga						
Philoso		2	0	0	0	2
PHI 2		3	0	0	0	3
PHI 2		3	0	0	0	3
PHI 2		3	0	0	0	3
PHI 2		3	0	0	0	3
PHI 2	240 Introduction to Ethics	3	0	0	0	3
Religio	n					
REL 1		3	0	0	0	3
REL 2	211 Introduction to Old Testament	3	ő	ő	ő	3
REL 2		3	ő	ő	0	3
REL 2		3	ő	ő	ő	3
NLL 2	221 Rongion in America	5	J	J	J	5
	Speech/Communication (one of the following t	wing cour	ses ma	y be		
S	substituted for 3 SHC in Humanities/Fir	ne Arts):				
COM	Introduction to Communication	3	0	0	0	3
COM	120 Interpersonal Communication	3	0	0	0	3
COM2		3	0	0	0	3
	• •					

Social/Behavioral Sciences (12 SHC) Select four courses from at least three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. At least one course must be a history course.

	Title	Class	Lab	Clinical	W Exp.	Credits
History (Sele	ect one course from the following):					
HIS 111	World Civilizations I	3	0	0	0	3
HIS 112	World Civilizations II	3 3	0	0	0	3
HIS 121	Western Civilization I	3	0	0	0	3
HIS 122	Western Civilization II	3	0	0	0	3 3 3 3
HIS 131 HIS 132	American History I American History II	3	0	$0 \\ 0$	$0 \\ 0$	3 3
	·	3	Ü	O	Ü	3
	the following course is required):	2		0	0	2
ECO 251	Principles of Microeconomics	3	0	0	0	3
Stude	nts must select two courses (6 SHC) f	rom at le	ast tw	o of the		
	ring discipline areas: (PSY 150 and S	OC 210 d	ire rec	ommen	ded.)	
Anthropolog		_		_	_	_
ANT 210	General Anthropology	3	0	0	0	3
Geography						
GEO 111	World Regional Geography	3	0	0	0	3
GEO 112	Cultural Geography	3	0	0	0	3
Political Sci	anca					
POL 110	Introduction to Political Science	3	0	0	0	3
POL 120	American Government	3 3	ŏ	ŏ	ŏ	3 3 3
POL 210	Comparative Government	3	0	0	0	3
POL 220	International Relations	3	0	0	0	3
Psychology						
PSY 150	General Psychology	3	0	0	0	3
PSY 237	Social Psychology	3	0	0	0	3
PSY 239	Psychology of Personality	3	0	0	0	3
PSY 241	Developmental Psychology	3	0	0	0	3
PSY 281	Abnormal Psychology	3	U	0	0	3
Sociology		_		_	_	_
SOC 210	Introduction to Sociology	3	0	0	0	3
SOC 213 SOC 220	Sociology of the Family Social Problems	3	0	0	0	3
SOC 225	Social Diversity	3	0	0	0	3
SOC 230	Race and Ethnic Relations	3	0	0	0	3
SOC 240	Social Psychology	3	0	0	0	3
Notural Ca	iences/Mathematics (14 SHC	'				
	`	_				
	iences (8 SHC) Select two courses					
r AST 151	O, CHM, or PHY) from the following biole General Astronomy I	ogicai and 3	i pnysic 0	ai scienc 0	e aiscip 0	3
	General Astronomy I Lab	0	2	0	0	1
AST 152	General Astronomy II	3	$\bar{0}$	Ö	Ö	3
	General Astronomy II Lab	0	2	0	0	1
Γ BIO 111	General Biology I	3	3	0	0	4
[BIO 112	General Biology II	3	3	0	0	4
CHM131	Introduction to Chemistry	3	0	0	0	3
CHM131A	•	0	3	0	0	1 4
L CHM132 CHM151	Organic and Biochemistry General Chemistry I	3 3	3	$0 \\ 0$	$0 \\ 0$	4
CHM151	General Chemistry II	3	3	0	0	4
[PHY 151	College Physics I	3	2	ő	ő	4
PHY 152	College Physics II	3	2	0	0	4

		Title	Class	Lab	Clinical	W Exp	. Credit
Mather	mati	cs (6-7 SHC) Select at least one co	urse in i	introdi	ıctory m	athem	atics.
Introdu	ucto	ry Mathematics (Select one):					
MAT 1		College Algebra	3	0	0	0	3
MAT 1	175	Precalculus	4	0	0	0	4
2	The fo	ollowing course is required:					
CIS 1	110	Introduction to Computers	2	2	0	0	3
5	Stude	nts should check with the university	of their	choic	e to mal	кe	
sure	that	they complete the appropriate math	course.				
II. Otl	her	Required Hours (19-20)	A minim	um of .	20 SHC	of coll	ege
		ul education, elective, and/or pre-major				,	O
		ollowing three courses are required:			1		
ACC 1		Principles of Financial Accounting	3	2	0	0	4
ECO 2	252	Principles of Macroeconomics	3	0	0	0	3
CIS 1	115	Intro. to Programming & Logic	2	2	0	0	3
	Select	10 SHC hours from the following cou	ırses (th	ree of	the first	t	
		ourses are recommended):	•	Ü	Ü		
ACC 1		Principles of Managerial Accounting	3	2	0	0	4
BUS 1	110	Introduction to Business	3	0	0	0	3
BUS 1	115	Business Law I	3	0	0	0	3
MAT 1	151	Statistics	3	0	0	0	3
MUS 1	_	Chorus I	0	2	0	0	1
PED 1		Physical Fitness I	0	3	0	0	1
PED 1	113	Aerobics I	0	3	0	0	1
PED 1	117	Weight Training I	0	3	0	0	1
PED 1	120	Walking for Fitness	0	3	0	0	1
PED 1		Walk, Jog, Run	0	3	0	0	1
PED 1		Yoga I	0	2 2	0	0	1
PED 1		Golf - Beginning	0	2	0	0	1
PED 1		Lifetime Sports	0	2	0	0	1
PED 2	217	Pilates I	0	2	0	0	1

In addition to the above, any courses not taken to satisfy the general education core requirement may be used to fulfill the other required hours' requirement of 20 SHC.

One semester hour of credit may be included in a 65-hour credit Associate in Arts program. The transfer of the 65th hour is not guaranteed. This 65th hour can be selected from the following courses:

ACA 111	College Student Success	1	0	0	0	1
COE 110	World of Work	1	0	0	0	1
COE 111	Co-op Work Experience I	0	0	0	10	1

III. TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64-65

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

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Pre-Major Associate in Arts Criminal Justice

(A1010D)

This program is designed for students who intend to major in Criminal Justice. Students who successfully complete this course of study and who meet the requirements for admission to the university are eligible to apply for admission to the major with junior standing.

Application to a University:

Admission application deadlines vary. Students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Criminal Justice will be eligible to be considered for admission as juniors to the universities offering the Baccalaureate degree: ASU, ECU, ECSU, FSU, NCCU, NCSU, UNC-C, UNC-P, UNC-W, and WCU.

Admission to the Major:

Grade-point average requirements vary and admission is competitive across the several programs in Criminal Justice.

	Title	Class	Lab	Clinical	W Exp.	Credits
I. Genera	l Education (44 SHC)					
English Co	omposition (6 SHC)					
ENG 111	Expository Writing	3	0	0	0	3
Selec	t one course from the following:					
ENG 112	Argument-Based Research	3	0	0	0	3
ENG 113	Literature-Based Research	3	0	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	0	3
Humanitie	s/Fine Arts (12 SHC) Select four	r courses	s from	at least i	hree o	f the
	iscipline areas: music, art, foreign lang					,
	literature, philosophy, and religion. A					
literature c		i recisi oi	ie com	ise musi	oc u	
	uture (3 SHC) Select one course from a	the follo	wing (Sneech/		
	nunication may not substitute for the l					
ENG 131		3	0	0	0	3
ENG 231	American Literature I	3	ŏ	Ŏ	ŏ	3
ENG 232	American Literature II	3	0	0	0	3
ENG 241	British Literature I British Literature II	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3
ENG 251	Western World Literature I	3	0	0	0	3
ENG 262	World Literature II	3	0	0	0	3
Selec	t three courses (9 SHC) from at least t	wo of th	e follo	wing		
	line areas:	3	3	0		
Art						
ART 111	Art Appreciation	3	0	0	0	3
ART 116	Survey of American Art	3	0	0	0	3
Foreign Lai	ายาเลยร					
	Elementary French I	3	0	0	0	3
FRE 112	Elementary French II	3 3 3	ŏ	ŏ	ŏ	3
GER 111		3	Ö	Ŏ	Ö	3 3
GER 112	Elementary German II	3	0	Ö	0	3
	•					

			Title	Class	Lab	Clinical	W Exp.	. Credits
S	PA	111	Elementary Spanish I	3	0	0	0	3
S	PA	112	Elementary Spanish II	3	0	0	0	3
		211	Intermediate Spanish I	3	0	0	0	3
S	PA	212	Intermediate Spanish II	3	0	0	0	3
			1					
		nities 111	Elamontory ACL I	2	0	0	0	2
		112	Elementary ASL I Elementary ASL II	3 3 3 3 3 2 2 2 3	0	0	0	3 3 3 3 3 3 3 3 3 3 3
		112 [110	Technology and Society	3	0	0	0	3
		1115	Critical Thinking	3	0	0	0	3
		1122	Southern Culture	3	ő	ő	ő	3
		[130	Myth in Human Culture	3	ŏ	ő	ŏ	3
		I160	Introduction to Film	2	2	Õ	Ö	3
		[161	Advanced Film Studies	2	2	0	0	3
		[211	Humanities I	3	0	0	0	3
Н	IUM	[212	Humanities II	3	0	0	0	3
Mu	sic							
		110	Music Appreciation	3	0	0	0	3
		113	American Music	3	Ö	Ő	Ö	3
		213	Opera and Musical Theatre	3	Ŏ	Ŏ	Ŏ	3
		phy	ī	_				
		210	History of Philosophy	3	0	0	0	3
		220		3	0	0	0	3
		221	Western Philosophy I	3				3
			Western Philosophy II		0	0	0	3
		230	Introduction to Logic	3	0	0	0	3
		240	Introduction to Ethics	3	0	0	0	3
Reli								
		110	World Religions	3	0	0	0	3
		211	Introduction to Old Testament	3	0	0	0	3
		212	Introduction to New Testament	3	0	0	0	3
R	EL	221	Religion in America	3	0	0	0	3
			h/Communication (one of the following		ses ma	y be		
C	\(\frac{1}{2}\)		tuted for 3 SHC in Humanities/Fine A		0	0	0	2
		[110	Introduction to Communication	3 3	0	0	0	3
		120	Interpersonal Communication	3	0	0	0	3
C	OW	[231	Public Speaking	3	U	U	U	3
Soc	ial	/Beha	avioral Sciences (12 SHC) Foun	r course	es from	the foll	owing	
			reas are required. One history course is			Ü	Ü	
Hie	tor	v (Sala	not one course from the following).	-				
		y (Seie 111	ect one course from the following): World Civilizations I	3	0	0	0	2
	IIS	111	World Civilizations II	3	0	0	0	3 3
	IIS	121	Western Civilization I		0	ő	0	
	IIS	122	Western Civilization II	3 3 3	0	0	0	3 3 3
	IIS	131	American History I	3	ő	ő	ő	3
	IIS	132	American History II	3	ŏ	ŏ	ŏ	3
			ollowing courses (9 SHC) are required	! :				
P	OL	120	American Government	3	0	0	0	3
		150	General Psychology	3	0	0	0	3 3 3
S	OC	210	Introduction to Sociology	3	0	0	0	3

	Title	Class	Lab	Clinical	W Exp.	. Credits
Natural Sci	ences/Mathematics (14 SHC)					
	ences (8 SHC) Select two courses (i.		accom	panving	laborat	orv
work) (AST.B	IO, CHM, or PHY) from the following biole	ogical ar	id physi	cal scien	ice disci	inlines:
	General Astronomy I	3	0	0	0	3
	General Astronomy I Lab	0	2	Ö	Ō	1
	General Astronomy II	3	0	0	0	3
	General Astronomy II Lab	0	2	0	0	1
Γ BIO 111	General Biology I	3	3	0	0	4
BIO 112	General Biology II	3	3	0	0	4
CHM 131	Introduction to Chemistry	3	0	0	0	3
CHM131A	Introduction to Chemistry Lab	0	3	0	0	1
CHM 132	Organic and Biochemistry	3	3	0	0	4
CHM 151	General Chemistry I	3	3	0	0	4
CHM 152	General Chemistry II	3	3	0	0	4
PHY 151	College Physics I	3	2	0	0	4
L PHY 152	College Physics II	3	2	0	0	4
PHY 251	General Physics I	3	3	0	0	4
L PHY 252	General Physics II	3	3	0	0	4
Mathematic	$\operatorname{\mathbf{cs}}$ $(6\ \mathrm{SHC})$ Select at least one cours	e in int	roducto	ory mati	hematio	cs.
Introductor	y Mathematics (Select one):					
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 161	College Algebra	3	0	0	0	3
MAT 175	Precalculus	4	0	0	0	4
The fo	llowing course is required:					
MAT 151	Statistics I	3	0	0	0	3
Stude	nts should check with the university	of their	choice	to ma	ke	
sure t	hat they complete the appropriate m	ath cou	rse.			
II. Other	Required Hours (20 SHC	() A mi	nimum	of 20 S	HC of a	college
	l education, elective, and/or pre-major					
	g courses are required:					
CJC 111	Introduction to Criminal Justice	3	0	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	0	3
CJC 141	Corrections	3	0	0	0	3
Select	11 SHC from the following:					
	Principles of Financial Accounting	3	2	0	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	0	4
ART 121	Design I	0	6	0	0	3
ART 131	Drawing I	0	6	0	0	3
ART 240	Painting I	0	6	0	0	3
ART 241	Painting II	0	6	0	0	3
ART 244	Watercolor	0	6	0	0	3
ART 261	Photography I	0	6	0	0	3
ART 264	Digital Photography I	1	4	0	0	3
AST 111	Descriptive Astronomy	3	0	0	0	3
	Descriptive Astronomy Lab	0	2	0	0	1
AST 251	Observational Astronomy	1	3	0	0	2
BIO 110	Principles of Biology	3	3	0	0	4
BIO 140	Environmental Biology Lab	3	0 3	0	0	3 1
BIO 140A BIO 163	Environmental Biology Lab Basic Anatomy & Physiology	4	2	0	0	5
BIO 168	Anatomy and Physiology I	3	3	0	0	<i>3</i>
DIO 100	matomy and mysiology i	J	J	U	U	7

	Title	Class	Lab	Clinical	W Exp	. Credits
DIO 160	Anatomy and Dhysicless II	2	2	0	0	4
BIO 169 BIO 275	Anatomy and Physiology II	3	3	0	0	4 4
BIO 273 BIO 280	Microbiology Piotochnology	2	3	0	0	3
BUS 110	Biotechnology Introduction to Business	3	0	0	0	3
BUS 115	Business Law I	3	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
CIS 110	Introduction to Computers Introduction to Programming & Logic		2	0	0	3
COM 140	Intercultural Communication	3	0	0	0	3
COM232	Election Rhetoric	3	0	0	0	3
COM233	Persuasive Speaking	3	0	0	0	3
COM251	Debate I	3	ő	ő	Ő	3
CSC 134	C++ Programming	2	3	ő	0	3
ECO 151	Survey of Economics	3	0	ő	ő	3
ENG 125	Creative Writing I	3	ő	Õ	Ö	3
ENG 126	Creative Writing II	3	Ō	0	0	3
ENG 132	Introduction to Drama	3	Õ	Õ	Ō	3
ENG 272	Southern Literature	3	0	0	0	3
ENG 273	African-American Literature	3	0	0	0	3
ENG 274	Literature by Women	3	0	0	0	3
HEA 110	Personal Health/Wellness	3	0	0	0	3
HIS 163	The World Since 1945	3	0	0	0	3
HIS 226	The Civil War	3	0	0	0	3
HIS 227	Native American History	3	0	0	0	3
HIS 236	North Carolina History	3	0	0	0	3
JOU 110	Introduction to Journalism	3	0	0	0	3
MAT 151A	Statistics I Lab	0	2	0	0	1
MAT 271	Calculus I	3	2	0	0	4
MAT 272	Calculus II	3	2	0	0	4
MUS 131	Chorus I	0	2	0	0	1
PED 111	Physical Fitness I	0	3	0	0	1
PED 113	Aerobics I	0	3	0	0	1
PED 117	Weight Training I	0	3	0	0	1
PED 120	Walking for Fitness	0	3	0	0	1
PED 121	Walk, Jog, Run	0	3	0	0	1
PED 122	Yoga I	0	2	0	0	1
PED 128	Golf - Beginning	0	2	0	0	1
PED 142	Lifetime Sports	0	2	0	0	1
PED 217	Pilates I	0	2	0	0	1
POL 110	Introduction to Political Science	3	0	0	0	3
POL 130	State & Local Government	3	0	0	0	3
POL 210	Comparative Government	3	0	0	0	3
POL 220	International Relations	3	0	0	0	3
PSY 211	Psychology of Adjustment	3	0	0	0	3
PSY 231	Forensic Psychology	3	0	0	0	3
PSY 237	Social Psychology	3	0	0	0	3
PSY 239	Psychology of Personality	3	0	0	0	3
PSY 241	Developmental Psychology	3	0	0	0	3
PSY 249	Psychology of Aging	3	0	0	0	3
PSY 281 SOC 213	Abnormal Psychology	3	0	$0 \\ 0$	$0 \\ 0$	3
SOC 213 SOC 220	Sociology of the Family Social Problems	3	0	0	0	3 2
SOC 220 SOC 225		3	0	0	0	3 2
SOC 223 SOC 234	Social Diversity Sociology of Gender	3	0	0	0	3 3 3 3 3 3 3 3 3 3
SOC 234 SOC 240	Social Psychology	3	0	0	0	3
SOC 240	Social Esychology	J	U	U	U	J

	Title	Class	Lab	Clinical	W Exp	. Credits
SOC 242	Sociology of Deviance	3	0	0	0	3
SOC 250	Sociology of Religion	3	0	0	0	3

In addition to the above, any courses not taken to satisfy the general education core requirement may be used to fulfill the other required hours' requirement of 20 SHC.

One semester hour of credit may be included in a 65-hour credit Associate in Arts program. The transfer of the 65th hour is not guaranteed. This 65th hour can be selected from the following courses:

ACA 111	College Student Success	1	0	0	0	1
COE 110	World of Work	1	0	0	0	1
COE 111	Co-op Work Experience I	0	0	0	10	1

III. TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64-65

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

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Pre-Major Associate in Arts Elementary Education

(A1010R)

This program is designed for students who intend to major in Elementary Education. Students who successfully complete this course of study and who meet the requirements for admission to the university are eligible to apply for admission to the major with junior standing.

Application to a University:

Admission application deadlines vary. Students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Elementary Education will be eligible to be considered for admission as juniors to the universities offering the Baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, UNC-A, UNC-C, UNC-CH, UNC-G, UNC-P, UNC-W, WCU, and WSSU.

Admission to the Major:

Grade-point average requirements vary and admission is competitive across the several programs in Elementary Education. Minimum statewide requirements are:

- 1. Minimum 2.5 grade-point average on a 4.0 scale.
- Satisfactory passing scores as established by the State Board of Education on PRAXIS I – PPST-Reading; PPST-Writing; PPST-Math. For information and registration for PRAXIS, contact <u>www.ets.org/praxis</u> or a counselor in Student Services.

Receiving institutions may have additional requirements, pre-requisites, and/or proficiencies. Since these vary at receiving institutions, students should review the admission to teacher education requirements for the institution(s) they anticipate attending.

	Title	Class	Lab	Clinical	W Eve	Cradita
		Class	Lab	Cillical	W Exp	. Credits
I. Genera	al Education (44 SHC)					
0	omposition (6 SHC)	2	0	0	0	2
ENG 111 Selec	Expository Writing et one course from the following:	3	0	0	0	3
ENG 112	Argument-Based Research	3	0	0	0	3
ENG 113	Literature-Based Research	3	0	0	0	3
	es/Fine Arts (12 SHC) Select fou			the follo	owing	
	as. At least one course must be a litera			(G 1	,	
	ature (3 SHC) Select one course from					
ENG 131	munication may not substitute for the Introduction to Literature	meratur 3	e requ ()	iremeni ()	0	3
ENG 131 ENG 231	American Literature I	3	0	0	0	3
ENG 231 ENG 232	American Literature II	3	0	0	0	3
	following course is required to substitu	-	-	-	U	3
	anities/Fine Arts.	are joi 5		'J		
COM231	Public Speaking	3	0	0	0	3
	of the following courses is required:	Ü		Ü	Ü	
ART 111	Art Appreciation	3	0	0	0	3
MUS 110	Music Appreciation	3	0	0	0	3
One o	additional course from the following a	discipline	areas	is requ	ired:	
Art	, ,	-		-		
ART 116	Survey of American Art	3	0	0	0	3
Foreign La	กฐบลฐคร					
FRE 111	Elementary French I	3	0	0	0	3
FRE 112	Elementary French II	3	0	ő	ő	
GER 111	Elementary German I	3	0	0	0	3 3 3
GER 112	Elementary German II	3	0	0	0	3
SPA 111	Elementary Spanish I	3	0	0	0	3
SPA 112	Elementary Spanish II	3	0	0	0	3 3 3
SPA 211	Intermediate Spanish I	3	0	0	0	
SPA 212	Intermediate Spanish II	3	0	0	0	3
Humanities	i i					
ASL 111	Elementary ASL I	3	0	0	0	3
ASL 112	Elementary ASL II	3	0	0	0	3
HUM110	Technology and Society	3	0	0	0	3
HUM115	Critical Thinking	3	0	0	0	3
HUM122	Southern Culture	3	0	0	0	3
HUM130	Myth in Human Culture	3	0	0	0	3
HUM160	Introduction to Film	2	2	0	0	3
HUM161	Advanced Film Studies	2	2	0	0	3 3 3
HUM211	Humanities I	3	0	0	0	
HUM212	Humanities II	3	0	0	0	3
Literature	Up to 6 SHC from the following:					
ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
ENG 241	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3 3 3
ENG 251	Western World Literature I	3	0	0	0	
ENG 262	World Literature II	3	0	0	0	3

	Title	Class	Lab	Clinical	W Exp	. Credits
Music						
MUS 113	American Music	3	0	0	0	3
MUS 213		3	0	0	0	3
	•	3	U	U	U	3
Philosophy		_				_
PHI 210	1 1	3	0	0	0	3
PHI 220	r J	3	0	0	0	3
PHI 221	r	3	0	0	0	3
PHI 230	8	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3
Religion		_		_	_	_
REL 110	\mathcal{E}	3	0	0	0	3
REL 211		3	0	0	0	3 3
REL 212		3	0	0	0	
REL 221	Religion in America	3	0	0	0	3
Social/Be	havioral Sciences (12 SHC) F	our course	s from	the foll	owing	
	areas are required. One history cours				3	
	elect one course from the following):	•				
HIS 111		3	0	0	0	3
HIS 111		3	0	0	0	3
HIS 112		3	0	0	0	3
HIS 122		3	0	ő	0	3
	following course is required:		Ü	Ü	Ü	Ü
PSY 150		3	0	0	0	3
	oose one of the following courses:					
SOC 210		3	0	0	0	3
SOC 225	Social Diversity	3	0	0	0	3
One	e additional course from the following	discipline	areas	is requ	ired:	
Anthropol	logy					
ANT 210	General Anthropology	3	0	0	0	3
Economics	S					
ECO 251	Principles of Microeconomics	3	0	0	0	3
ECO 252		3	0	0	0	3
Geograph	v					
GEO 111	=	3	0	0	0	3
GEO 112		3	0	0	0	3
TT* 4						
History	A	2	0	0	0	2
HIS 131	, , , , , , , , , , , , , , , , , , ,	3	0	0	0	3
HIS 132	•	3	0	0	0	3
Political S						
POL 110		3	0	0	0	3
POL 120		3 3 3	0	0	0	3 3
POL 210			0	0	0	3
POL 220	International Relations	3	0	0	0	3
Psycholog	y					
PSY 237	Social Psychology	3	0	0	0	3
PSY 239	Psychology of Personality	3	0	0	0	3
PSY 241		3	0	0	0	3
PSY 281	Abnormal Psychology	3	0	0	0	3

	Title	Class	Lab	Clinical	W Exp	. Credits
Sociology						
SOC 210	Introduction to Sociology	3	0	0	0	3
SOC 213	Sociology of the Family	3 3 3 3 3	0	0	0	3 3 3 3 3
SOC 220	Social Problems	3	0	0	0	3
SOC 225	Social Diversity	3	0	0	0	3
SOC 230	Race and Ethnic Relations	3	0	0	0	3
SOC 240	Social Psychology	3	0	0	0	3
Natural Sc	iences/Mathematics (14 SH	C)				
Natural Sc	iences (8 SHC) One of the follow	wing cours	ses is 1	equired	:	
BIO 110	Principles of Biology	3	3	0	0	4
	OR					
BIO 111	General Biology I	3	3	0	0	4
Seleci	t one of the following courses:					
CHM131	Introduction to Chemistry AND	3	0	0	0	3
CHM 131 A	Introduction to Chemistry Lab	0	3	0	0	1
CHWITTH	OR	U	3	U	U	1
CHM151	General Chemistry I	3	3	0	0	4
	OR					
PHY 110	Conceptual Physics	3	0	0	0	3
	AND					
PHY 110A	Conceptual Physics Lab	0	2	0	0	1
	OR		_			
PHY 151	College Physics I	3	2	0	0	4
Mathemati	cs (6 SHC)					
Two a	of the following courses are required	l:				
CIS 110		2	2	0	0	3
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 161	College Algebra (or higher)	3	0	0	0	3
G4 1	4 1 11 1 1 141 41 4					

Students should check with the university of their choice to make sure that they complete the appropriate math course.

II. OTHER REQUIRED HOURS (20 SHC)

It is recommended that within the 20 semester hours of "Other Required Hours," pre-education students in Elementary Education select courses that will help meet a corollary studies area. These courses should be selected in conjunction with the requirements at each university, since available corollary studies may not be offered on each university campus. Corollary Studies are comprised of a minimum of 18 hours of community college or UNC campuses' coursework in a choice of four interdisciplinary areas: (1) diversity studies, (2) global issues, (3) the arts, or (4) math, science and technology. Satisfying the UNC Board of Governors' requirement for an academic concentration, corollary studies are appropriate for expanding and deepening the preservice elementary teacher's knowledge, appreciation and skills in the areas appropriate to the elementary school classroom and curriculum. The following recommended courses in these corollary studies may be taken as general education or as "Other Required Hours."

Title Class Lab Clinical W Exp. Credits

Recommended Courses for Corollary Studies Areas:

Diversity Studies:

A minimum 18-hour multidisciplinary area of corollary studies that increases the preservice teacher's knowledge of, respect for, and skills in working with students, families, and communities of diverse abilities, languages, races, and cultural backgrounds. Select courses from a minimum of two and a maximum of three different fields (prefixes) as listed below:

Anthropolo						
ANT 210	General Anthropology	3	0	0	0	3
Communic	ation:					
COM 120	Interpersonal Communications	3	0	0	0	3
COM 140	Intercultural Communication	3	0	0	0	3
English:						
ENG 262	World Literature II	3	0	0	0	3
ENG 273	African-American Literature	3	0	0	0	3
Geography	•					
GEO 112	Cultural Geography	3	0	0	0	3
History:	2 1 3					
HIS 226	The Civil War	3	0	0	0	3
HIS 227	Native American History	3	0	0	0	3
		3	Ü	Ü	Ü	
Humanities		2	0	0	0	2
HUM122	Southern Culture	3	0	0	0	3
Psychology						
PSY 211	Psychology of Adjustment	3	0	0	0	3
PSY 237	Social Psychology	3	0	0	0	3
PSY 241	Developmental Psychology	3	0	0	0	3
PSY 281	Abnormal Psychology	3	0	0	0	3
Religion:						
REL 110	World Religions	3	0	0	0	3
REL 221	Religion in America	3	0	0	0	3
Sociology:						
SOC 213	Sociology of the Family	3	0	0	0	3
SOC 220	Social Problems	3	0	0	0	3
SOC 225	Social Diversity	3	0	0	0	3 3 3
SOC 230	Race and Ethnic Relations	3	0	0	0	3
SOC 234	Sociology of Gender	3	0	0	0	3
SOC 240	Social Psychology	3	0	0	0	3
SOC 242	Sociology of Deviance	3	0	0	0	3
Languages	:					
SPA 211	Intermediate Spanish I	3	0	0	0	3
SPA 212	Intermediate Spanish II	3	0	0	0	3

Universities may add diversity choices to this list with courses they have available and deem appropriate.

Title Class Lab Clinical W Exp. Credits

Global Issues:

A minimum 18-hour multidisciplinary Global Issues area of corollary studies that encompasses courses with a common theme of providing insight into the human condition in the world. The corollary studies area of Global Issues will increase the pre-service teacher's knowledge and understanding of the world in which we live and contemporary issues affecting the world. Courses addressing a particular region in the world or courses about a particular historical period were not included. The perception of a global issue is subjective and courses included in this area may change over time. Select courses from a minimum of two and a maximum of three different fields (prefixes) as listed below:

Economics	:					
ECO 252	Principles of Macroeconomics	3	0	0	0	3
Geography	7:					
GEO 111	World Regional Geography	3	0	0	0	3
GEO 112	Cultural Geography	3	0	0	0	3
Humanitie	s:					
HUM110	Technology and Society	3	0	0	0	3
HUM211	Humanities I	3	0	0	0	3
HUM212	Humanities II	3	0	0	0	3
Philosophy	7:					
	Introduction to Ethics	3	0	0	0	3
Political So	cience:					
POL 210	Comparative Government	3	0	0	0	3
POL 220	International Relations	3	0	0	0	3
Religion:						
REL 110	World Religions	3	0	0	0	3
Sociology:						
SOC 220	Social Problems	3	0	0	0	3

Universities may add global issues choices to this list with courses they have available and deem appropriate.

The Arts:

A mt.

A minimum 18-hour area of corollary studies in the Arts will increase the pre-service teacher's knowledge and appreciation of the visual and performing arts and their history. Pre-service teachers who select this area of corollary studies will be prepared to use the Arts to further children's understanding of the world, of diverse cultures, and of multiple ways of constructing knowledge and expressing themselves.

Students will choose a minimum of eighteen hours of coursework from the approved lists. Their selections must be drawn from a minimum of two and a maximum of three categories/disciplines (prefixes) across the following two lists. Students may choose up to six hours of coursework from List II. The remainder of coursework (12-18 hours) must be from List I.

List I. Non-applied Courses (12-18 hours should be chosen from this list)

Art:						
ART 111	Art Appreciation	3	0	0	0	3
ART 116	Survey of American Art	3	0	0	0	3

Music:

MUS 131 Chorus I

	Title	Class	Lab	Clinical	W Exp	. Credits
Music:						
MUS 110	Music Appreciation	3	0	0	0	3
	American Music	3	0	Ö	0	3
List II. Ap	oplied/Skilled/Ensemble Cou	rses (O	nly 6 ł	ours ma	ay be o	chosen)
ART 121	Design I	0	6	0	0	3
ART 131	Drawing I	0	6	0	0	3
ART 240	Painting I	0	6	0	0	3
ART 241	Painting II	0	6	0	0	3

Universities may add art, dance, drama/theatre and music choices to this list with courses they have available and deem appropriated.

Math, Science and Technology:

A minimum 18-hour multidisciplinary area of corollary studies that increases the preservice teacher's knowledge of, respect for, and skills in the areas of math, science and technology and their interconnectedness. Select courses from a minimum of two and a maximum of three different fields (prefixes) as listed below:

2

0

0

0

1

Technology	7:					
CIS 110	Introduction to Computers	3	0	0	0	3
CIS 115	Intro. to Programming and Logic	3	0	0	0	3 3 3
HUM110	Technology and Society	3	0	0	0	3
PHI 230	Introduction to Logic	3	0	0	0	3
	<u> </u>					
Mathemati	CS (math lab credit hours are not included	in 18 h	our conc	entratio	n, e.g. 1	151A):
MAT 140	Survey of Mathematics		0	0	0	3
MAT 151	Statistics I	3 3 3	0	0	0	3
MAT 161	College Algebra		0	0	0	3 4 3 4
MAT 175	Precalculus	4 3 3 3 3	0	0	0	4
MAT 263	Brief Calculus	3	0	0	0	3
MAT 271	Calculus I	3	2 2	0	0	4
MAT 272	Calculus II	3	2	0	0	4
MAT 273	Calculus III	3	2	0	0	4
Science:						
AST 111	Descriptive Astronomy	3	0	0	0	3
AST 151	General Astronomy I	3 3 3 3 3 3	0	0	0	3 3 4
AST 152	General Astronomy II	3	0	0	0	3
BIO 110	Principles of Biology	3	3	0	0	4
BIO 111	General Biology I	3	3	0	0	4
BIO 112	General Biology II	3	3	0	0	4
BIO 140	Environmental Biology		0	0	0	4 3 5 4 4
BIO 163	Basic Anatomy & Physiology	4	2	0	0	5
BIO 168	Anatomy and Physiology I	3	3 3 3	0	0	4
BIO 169	Anatomy and Physiology II	3	3	0	0	
BIO 275	Microbiology	3	3	0	0	4
BIO 280	Biotechnology	2	3	0	0	3
CHM 132	Organic and Biochemistry	4 3 3 2 3 3	3	0	0	4
CHM 152	General Chemistry II	3	3	0	0	4

	Title	Class	s Lab	Clinical	W Exp	. Credits
PHY 152	College Physics II	3	2	0	0	4
PHY 251	General Physics I	3	3	0	0	4
PHY 252	General Physics II	3	3	0	0	4

Universities may add math, science and technology choices to this list with courses they have available and deem appropriate.

Select 2	SHC from	the follow	ving:

MAT 151A	Statistics I Lab	0	2	0	0	1
MUS 131	Chorus I	0	2	0	0	1
PED 111	Physical Fitness I	0	3	0	0	1
PED 113	Aerobics I	0	3	0	0	1
PED 117	Weight Training I	0	3	0	0	1
PED 120	Walking for Fitness	0	3	0	0	1
PED 121	Walk, Jog, Run	0	3	0	0	1
PED 122	Yoga I	0	2	0	0	1
PED 128	Golf - Beginning	0	2	0	0	1
PED 142	Lifetime Sports	0	2	0	0	1
PED 217	Pilates I	0	2	0	0	1

One semester hour of credit may be included in a 65-hour credit Associate in Arts program. The transfer of the 65th hour is not guaranteed. This 65th hour can be selected from the following courses:

ACA 111	College Study Success	1	0	0	0	1
COE 110	World of Work	1	0	0	0	1
COE 111	Co-op Work Experience I	0	0	0	10	1

III. TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64-65

Students must meet the receiving university's foreign language and/or health and physical education requirements.

Receiving institutions may have additional requirements, prerequisites, and/or proficiencies. Since these vary at receiving institutions, students should review the admission to teacher education requirements for the institution(s) they anticipate attending.

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Pre-Major Associate in Arts History

(A1010H)

This program is designed for students who intend to major in History. Students who successfully complete this course of study and who meet the requirements for admission to the university are eligible to apply for admission to the major with junior standing.

Application to a University:

Admission application deadlines vary. Students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for History will be eligible to be considered for admission as juniors to the universities offering the Baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, and WSSU.

Admission to the Major:

Grade-point average requirements vary and admission is competitive across the several programs in History.

1 0		<u> </u>							
		Title	Class	Lab	Clinical	W Exp.	Credits		
I. Ge	nera	l Education (44 SHC)							
Englis	h Co	mposition (6 SHC)							
ENG		Expository Writing	3	0	0	0	3		
	Select one course from the following: (ENG 112 or ENG 113 is								
		nmended to satisfy the second compo							
ENG		Argument-Based Research	3	0	0	0	3		
ENG	113	Literature-Based Research	3	0	0	0	3		
ENG	114	Professional Research & Reporting	3	0	0	0	3		
follov huma	ving di inities, <u>ture co</u> Litera Comn	s/Fine Arts (12 SHC) Select four scipline areas: music, art, foreign lang literature, philosophy, and religion. At ourse. ture (3 SHC) Select one course from the function may not substitute for the land introduction to Literature	ruages, i <u>least or</u> t he follo	nterdi: <u>ie coui</u> wing (sciplinar rse must S peech /	ry <u>be a</u> ,	f the		
	231	American Literature I	3	0	Õ	0	3		
ENG	232	American Literature II	3	0	0	0	3		
ENG	241	British Literature I	3	0	0	0	3		
ENG	242	British Literature II	3	0	0	0	3		
ENG	251	Western World Literature I	3	0	0	0	3		
ENG	262	World Literature II	3	0	0	0	3		
Select three courses (9 SHC) from at least two of the following discipline areas: Art									
ART		Art Appreciation	3	0	0	0	3		
ART	116	Survey of American Art	3	0	0	0	3		

	Title	Class	Lab	Clinical	W Exp	Credits
Faraign I am		Olass	Lab	Ollilloai	VV LAP	Orealis
Foreign Lan	Elementary French I	3	0	0	0	3
FRE 111	Elementary French II	3	0	0	0	3
GER 111	Elementary German I	3	0	0	0	3
GER 111 GER 112	Elementary German II	2	0	0	0	3
	Elementary German II	3	0	0		3
SPA 111	Elementary Spanish I	3	-		0	3
SPA 112	Elementary Spanish II	3	0	0	0	3
SPA 211	Intermediate Spanish I	3	0	0	0	3
SPA 212	Intermediate Spanish II	3	0	0	0	3
Humanities						
ASL 111	Elementary ASL I	3	0	0	0	3
ASL 112	Elementary ASL II	3	0	0	0	3
HUM110	Technology and Society	3	0	0	0	3
HUM115	Critical Thinking	3	0	0	0	3
HUM122	Southern Culture	3	0	0	0	3
HUM130	Myth in Human Culture	3	0	0	0	3
HUM160	Introduction to Film	3	0	0	0	3
HUM161	Advanced Film Studies	2	2	0	0	3
HUM211	Humanities I	3	0	0	0	3
HUM212	Humanities II	3	0	0	0	3
Music		-				-
	Music Ammusistica	2	Λ	0	0	2
MUS 110	Music Appreciation	3	0	0	0	3
MUS 113 MUS 213	American Musical Theatra	3	0	$0 \\ 0$	0	3
MOS 213	Opera and Musical Theatre	3	U	U	U	3
Philosophy						
PHI 210	History of Philosophy	3	0	0	0	3
PHI 220	Western Philosophy I	3	0	0	0	3
PHI 221	Western Philosophy II	3	0	0	0	3
PHI 230	Introduction to Logic	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3
		_				
Religion REL 110	Would Delicions	2	0	0	0	2
	World Religions	3	0		0	3
REL 211	Introduction to Old Testament		0	0	0	
REL 212	Introduction to New Testament	3	0	0	0	3
REL 221	Religion in America	_	0	0	0	3
	h/Communication (one of the follow		es ma	y be		
	tuted for 3 SHC in Humanities/Fine					
COM110	Introduction to Communication	3	0	0	0	3
COM 120	Interpersonal Communication	3	0	0	0	3
COM231	Public Speaking	3	0	0	0	3
~						

Social/Behavioral Sciences (12 SHC) Select four courses from at least three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. At least one course must be a history course.

Histor	y (6	SHC) Select one of the following	ıg history seqi	iences	:		
HIS	111	World Civilizations I	3	0	0	0	3
HIS	112	World Civilizations II	3	0	0	0	3
Ol	R						
HIS	121	Western Civilization I	3	0	0	0	3
HIS	122	Western Civilization II	3	0	0	0	3

	Title	Class	Lab	Clinical	W Exp	. Credits
Stude	nts must select two courses (6 SHC)	from at le	ast tw	o of the		
follow	ring discipline areas:	,				
Anthropolog		_		_		_
ANT 210	General Anthropology	3	0	0	0	3
Economics						
ECO 251	Principles of Microeconomics	3	0	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3
Geography						
GEO 111	World Regional Geography	3	0	0	0	3
GEO 112	Cultural Geography	3	0	0	0	3
Political Sci	anca					
POL 110	Introduction to Political Science	3	0	0	0	3
POL 120	American Government	3	ő	ő	Ö	3
POL 210	Comparative Government	3	0	0	0	3 3 3
POL 220	International Relations	3	0	0	0	3
Psychology						
PSY 150	General Psychology	3	0	0	0	3
PSY 237	Social Psychology	3	0	0	0	3
PSY 239	Psychology of Personality	3	0	0	0	3
PSY 241	Developmental Psychology	3	0	0	0	3
PSY 281	Abnormal Psychology	3	0	0	0	3
Sociology						
SOC 210	Introduction to Sociology	3	0	0	0	3
SOC 213	Sociology of the Family	3	0	0	0	3
SOC 220 SOC 225	Social Problems Social Diversity	3	$0 \\ 0$	0	0 0	3 3 3
SOC 223 SOC 230	Race and Ethnic Relations	3	0	0	0	3
SOC 240	Social Psychology	3	0	0	0	3
	2					
Natural Sci	iences/Mathematics (14 SHC	C)				
Natural Sci	iences (8 SHC) Select two courses (including o	iccomn	anvina la	horato	rv.
	RIO, CHM, or PHY) from the following biol					
r AST 151	General Astronomy I	3	0	0	0	3
	General Astronomy I Lab	0	2	0	0	1
AST 152	General Astronomy II	3	0	0	0	3
- AST 152A	General Astronomy II Lab	0	2	0	0	1
BIO 111 BIO 112	General Biology I General Biology II	3	3	0	0	4 4
[CHM 131	Introduction to Chemistry	3	0	0	0	3
	Introduction to Chemistry Lab	0	3	0	0	1
CHM 132	Organic and Biochemistry	3	3	0	0	4
[CHM 151	General Chemistry I	3	3	0	0	4
L CHM 152	General Chemistry II	3	3	0	0	4
PHY 151	College Physics I	3	2	0	0	4
L PHY 152	College Physics II	3	2	0	0	4

	Title	Class	Lab	Clinical	W Exp	. Credits
Mathemat	ics (6 SHC) Select at least one co	urse in int	roduct	ory matl	nemati	cs. The
other unit r	nay be selected from among other qu	antitative	subjec	ts, such d	as .	
	cience and statistics.					
Introductor	y Mathematics (Select one):					
MAT 161	College Algebra	3	0	0	0	3
MAT 175	Precalculus	4	0	0	0	4
Selec	t one course from the following:					
CIS 110	Introduction to Computers	2	2	0	0	3
CIS 115	Intro. to Programming & Logic	2	2	0	0	3
MAT 151	Statistics I	3	0	0	0	3
MAT 263	Brief Calculus	3	0	0	0	3

Students should check with the university of their choice to make sure that they complete the appropriate math course.

II. Other Required Hours (20 SHC) A minimum of 20 SHC of college transfer general education, elective, and/or pre-major courses is required. ACA and COE coursework may NOT be used to satisfy the minimum requirement of 20 SHC. (HIS 131 and HIS 132 are recommended.)

(
ACC 120	Principles of Financial Accounting	3	2	0	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	0	4
ART 121	Design I	0	6	0	0	3
ART 131	Drawing I	0	6	0	0	3
ART 240	Painting I	0	6	0	0	3
ART 241	Painting II	0	6	0	0	3
ART 244	Watercolor	0	6	0	0	3
ART 261	Photography I	0	6	0	0	3
ART 264	Digital Photography I	1	4	0	0	3
AST 111	Descriptive Astronomy	3	0	0	Ö	3
	Descriptive Astronomy Lab	0	2	Ö	Ö	1
AST 251	Observational Astronomy	1	3	Ö	Ö	2
BIO 110	Principles of Biology	3	3	ő	0	4
BIO 140	Environmental Biology	3	0	ő	Ö	3
	Environmental Biology Lab	0	3	ŏ	ő	1
BIO 163	Basic Anatomy & Physiology	4		0	Ö	5
BIO 168	Anatomy and Physiology I	3	2 3 3 3	Ö	Õ	4
BIO 169	Anatomy and Physiology II	3	3	0	0	4
BIO 275	Microbiology	3	3	0	0	4
BIO 280	Biotechnology	3 3 2 3 3	3	0	0	3 3 3 3 3 3 3
BUS 110	Introduction to Business	3	0	0	0	3
BUS 115	Business Law I		0	0	0	3
CJC 111	Introduction to Criminal Justice	3	0	0	0	3
CJC 121	Law Enforcement Operations	3 3 3	0	0	0	3
CJC 141	Corrections	3	0	0	0	3
COM 140	Intercultural Communication	3	0	0	0	3
COM232	Election Rhetoric	3	0	0	0	3
COM233	Persuasive Speaking	3	0	0	0	3
COM251	Debate I	3 2 3	0	0	0	3
CSC 134	C++ Programming	2	3	0	0	3
ECO 151	Survey of Economics	3	0	0	0	3
ENG 125	Creative Writing I	3	0	0	0	3
ENG 126	Creative Writing II	3	0	0	0	3
ENG 132	Introduction to Drama	3 3 3	0	0	0	3
ENG 272	Southern Literature	3	0	0	0	3

	Title	Class	Lab	Clinical	W Exp	. Credits
ENG 273	African-American Literature	3	0	0	0	3
ENG 274	Literature by Women	3	0	0	0	3
HEA 110	Personal Health/Wellness	3	0	0	0	3
HIS 131	American History I	3	0	0	0	3
HIS 132	American History II	3	0	0	0	3
HIS 163	The World Since 1945	3	0	0	0	3
HIS 226	The Civil War	3	0	0	0	3
HIS 227	Native American History	3	0	0	0	3
HIS 236	North Carolina History	3	0	0	0	3
JOU 110	Introduction to Journalism	3	0	0	0	3
MAT 151A	Statistics I Lab	0	2	0	0	1
MAT 271	Calculus I	3	2	0	0	4
MAT 272	Calculus II	3	2 2 2 3	0	0	4
MAT 273	Calculus III	3	2	0	0	4
MUS 131	Chorus I	0	2	0	0	1
PED 111	Physical Fitness I	0	3	0	0	1
PED 113	Aerobics I	0	3	0	0	1
PED 117	Weight Training I	0	3	0	0	1
PED 120	Walking for Fitness	0	3	0	0	1
PED 121	Walk, Jog, Run	0	3	0	0	1
PED 122	Yoga I	0	2	0	0	1
PED 128	Golf - Beginning	0	2	0	0	1
PED 142	Lifetime Sports	0	2	0	0	1
PED 217	Pilates I	0	2	0	0	1
PHY 110	Conceptual Physics	3	0	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	0	1
POL 130	State & Local Government	3	0	0	0	3
PSY 211	Psychology of Adjustment	3	0	0	0	3
PSY 231	Forensic Psychology	3 3 3	0	0	0	3
PSY 249	Psychology of Aging	3	0	0	0	3
SOC 234	Sociology of Gender	3	0	0	0	3
SOC 242	Sociology of Deviance	3	0	0	0	3
SOC 250	Sociology of Religion	3	0	0	0	3

In addition to the above, any courses not taken to satisfy the general education core requirement may be used to fulfill the other required hours' requirement of 20 SHC.

One semester hour of credit may be included in a 65-hour credit Associate in Arts program. The transfer of the 65th hour is not guaranteed. This 65th hour can be selected from the following courses:

ACA 111	College Study Success	1	0	0	0	1
COE 110	World of Work	1	0	0	0	1
COE 111	Co-op Work Experience I	0	0	0	10	1

III. TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64-65

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

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Pre-Major Associate in Arts Middle Grades Education and Special Education

(A1010S)

This program is designed for students who intend to major in Middle Grades Education and Special Education. Students who successfully complete this course of study and who meet the requirements for admission to the university are eligible to apply for admission to the major with junior standing.

Application to a University:

Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Middle Grades Education and Special Education will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree.

Middle Grades Education: ASU, ECU, ECSU, FSU, NCCU, NCSU, UNC-A, UNC-CH, UNC-G, UNC-P, UNC-W, WCU, and WSSU.

Special Education: ASU, ECU, ECSU, NCA&T, UNC-C, UNC-CH, UNC-G, UNC-P, UNC-W, WCU, and WSSU.

Admission to the Major:

Grade-point average requirements vary and admission is competitive across the several programs in Middle Grades Education and Special Education. Minimum statewide requirements are:

- 1. Minimum 2.5 grade-point average on a 4.0 scale.
- Satisfactory passing scores as established by the State Board of Education on PRAXIS I – PPST-Reading; PPST-Writing; PPST-Math. For information and registration for PRAXIS, contact <u>www.ets.org/praxis</u> or a counselor in Student Services.

Receiving institutions may have additional requirements, prerequisites, and/or proficiencies. Since these vary at receiving institutions, students should review the admission to teacher education requirements for the institutions(s) they anticipate attending.

	Title	Class	Lab	Clinical	W Exp.	Credits
I. Genera	al Education (44 SHC)					
English Co	omposition (6 SHC)					
	Expository Writing	3	0	0	0	3
	t one course from the following:					
ENG 112	Argument-Based Research	3	0	0	0	3
ENG 113	Literature-Based Research	3	0	0	0	3
	s/Fine Arts (12 SHC) Select fou		-	the follo	wing	
	as. <u>At least one course must be a litera</u>					
	ature (3 SHC) Select one course from					
Comi	nunication may not substitute for the	literatur	e requ	irement)) :	
ENG 131	Introduction to Literature	3	0	0	0	3
ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3

	Title	Class	Lab	Clinical	W Exp.	Credits
The	ollowing course is required to substitu	uto for 3	SHC.			
	onowing course is required to substiti anities/Fine Arts.	uie joi 5	3110	ני		
COM 231	Public Speaking	3	0	0	0	3
	of the following courses is required:	3	U	U	U	3
ART 111	Art Appreciation	3	0	0	0	3
MUS 110	Music Appreciation	3	0	0	0	3
	idditional course from the following a		-	-	-	3
Art	idditional course from the following t	изстрине	ureus	is requi	ıı eu.	
ART 116	Survey of American Art	3	0	0	0	3
	•	5	Ü	Ü	Ü	J
Foreign Lai		2	0	0	0	2
FRE 111	Elementary French I	3	0	0	0	3
FRE 112	Elementary French II	3	0	0	0	3
GER 111	Elementary German I	3	0	0	0	3
GER 112	Elementary German II	3	0	0	0	3
SPA 111	Elementary Spanish I	3	0	0	0	3
SPA 112	Elementary Spanish II	3	0	0	0	3
SPA 211	Intermediate Spanish I	3	0	0	0	3
SPA 212	Intermediate Spanish II	3	0	0	0	3
Humanities						
ASL 111	Elementary ASL I	3	0	0	0	3
ASL 112	Elementary ASL II	3	0	0	0	3
HUM110	Technology and Society	3	0	0	0	3
HUM115	Critical Thinking	3	0	0	0	3
HUM122	Southern Culture	3 3 3	0	0	0	3
HUM130	Myth in Human Culture	3	0	0	0	3
HUM160	Introduction to Film	2 2	2	0	0	3
HUM161	Advanced Film Studies	2	2	0	0	3
HUM211	Humanities I	3	0	0	0	3
HUM212	Humanities II	3	0	0	0	3
Literature	Up to 6 SHC from the following:					
ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
ENG 241	British Literature I	3	ő	ő	ő	3
ENG 242	British Literature II	3	0	0	0	3
ENG 251	Western World Literature I	3	Õ	0	0	3
ENG 262	World Literature II	3	0	0	0	3
Music						
MUS 113	American Music	3	0	0	0	3
MUS 213	Opera and Musical Theatre	3	0	0	0	3
	Opera and Musical Theatre	3	U	U	U	3
Philosophy		_				_
PHI 210	History of Philosophy	3	0	0	0	3
PHI 220	Western Philosophy I	3	0	0	0	3
PHI 221	Western Philosophy II	3	0	0	0	3
PHI 230	Introduction to Logic	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3
Religion						
REL 110	World Religions	3	0	0	0	3
REL 211	Introduction to Old Testament	3	0	0	0	3
REL 212	Introduction to New Testament	3	0	0	0	3
REL 221	Religion in America	3	0	0	0	3

		Title	Class	Lab	Clinical	W Exp	. Credits		
Social	/Rah	avioral Sciences (12 SHC) Fo	ur aqursa	s from	the fall	owina			
		reas are required. One history course			ine jou	owing			
		•	is require	и.					
HIS		ect one course from the following): World Civilizations I	2	Λ	0	0	2		
HIS		World Civilizations II	3	0	0	0	3 3		
HIS			3	0	0	0	3		
HIS		Western Civilization I Western Civilization II	3	0	0	0	3		
1115		ollowing course is required:	3	U	U	U	3		
DÇV	150	General Psychology	3	0	0	0	3		
151		se one of the following courses:	3	U	U	U	3		
SOC	210	Introduction to Sociology	3	0	0	0	3		
SOC		Social Diversity	3	0	0	0	3		
ВОС			-	-	-	-	3		
Anthr	One additional course from the following discipline areas is required: Anthropology								
ANT		General Anthropology	3	0	0	0	3		
		General Anthropology	3	U	U	U	3		
Econo		Dain sinles of Misses services	2	0	0	0	2		
ECO		Principles of Microeconomics	3	0	0	0	3		
ECO		Principles of Macroeconomics	3	0	0	0	3		
Geogra									
GEO		World Regional Geography	3	0	0	0	3		
GEO	112	Cultural Geography	3	0	0	0	3		
Histor	T 7								
HIS		American History I	3	0	0	0	3		
HIS		American History II	3	0	0	0	3		
		•	3	U	U	U	3		
Politic			_		_	_	_		
POL		Introduction to Political Science	3 3	0	0	0	3		
POL		American Government	3	0	0	0	3 3 3		
POL		Comparative Government	3	0	0	0	3		
POL	220	International Relations	3	0	0	0	3		
Psycho	ology								
PSY	237	Social Psychology	3	0	0	0	3		
PSY	239	Psychology of Personality	3	0	0	0	3		
PSY	241	Developmental Psychology	3	0	0	0	3		
PSY	281	Abnormal Psychology	3	0	0	0	3		
Sociolo	ngv								
SOC		Introduction to Sociology	3	0	0	0	3		
SOC		Sociology of the Family	3 3 3	ŏ	ŏ	ŏ	3		
SOC	220	Social Problems	3	0	0	0	3 3 3		
SOC	225	Social Diversity	3	0	0	0	3		
SOC		Race and Ethnic Relations	3	0	0	0	3		
SOC		Social Psychology	3	0	0	0	3		
Notire	ol Ca		7						
		iences/Mathematics (14 SHC	•						
Natur	al Sci	iences (8 SHC) One of the follow	ing cours	ses is 1	equired	! :			
BIO	110	Principles of Biology OR	3	3	0	0	4		
BIO	111	General Biology I	3	3	0	0	4		

	Title	Class	Lab	Clinical	W Exp.	Credits
Select	one of the following courses:					
CHM 131	Introduction to Chemistry	3	0	0	0	3
	AND					
CHM131A	Introduction to Chemistry Lab OR	0	3	0	0	1
CHM 151	General Chemistry	3	3	0	0	4
CHWITT	OR	3	3	U	U	4
PHY 110	Conceptual Physics	3	0	0	0	3
	AND					
PHY 110A	Conceptual Physics Lab	0	2	0	0	1
	OR	_	_			
PHY 151	College Physics I	3	2	0	0	4
Mathemati	cs (6 SHC)					
	f the following courses are required:					
CIS 110	Introduction to Computers	2	2	0	0	3
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 161	College Algebra (or higher)	3	0	0	0	3
Stude	nts should check with the university	of their	choic	e to mal	ke sure)

Students should check with the university of their choice to make sure that they complete the appropriate math course.

II. Other Required Hours (20 SHC) A minimum of 20 SHC of college transfer general education, elective, and/or pre-major courses is required.

It is recommended that within the 20 semester hours of "Other Required Hours," pre-education students in Middle Grades Education and Special Education select courses that will help meet the mandated academic (second major) concentration. These courses should be selected in conjunction with the requirements at each university, since available academic (second major) concentrations and their specific requirements differ on each campus. In order to be consistent with NC licensure areas, Middle Grades Education students should select courses from up to two (2) of the following areas: Social Sciences, English, Mathematics, Sciences. (Note: UNC-Asheville students major in an academic area and the selected 20 hours should be in sync with their intended major/program.) Typically offered academic concentrations are biology, English, history, mathematics, and psychology. The following recommended courses in these concentrations may be taken as general education or as "Other Required Hours."

Recommended Courses for Typical Academic Concentrations

Biology: Up	to 12 SHC from the following:					
BIO 110	Principles of Biology OR	3	3	0	0	4
BIO 111	General Biology I AND	3	0	0	0	3
BIO 112	General Biology II	3	0	0	0	3
BIO 140	Environmental Biology AND	3	0	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	0	1
CHM 151	General Chemistry I	3	3	0	0	4
CHM 152	General Chemistry II	3	3	0	0	4
English: Up	to 6 SHC from the following:					
ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
ENG 241	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3

	Title	Class	Lab	Clinical	W Exp.	. Credits				
ENG 262	World Literature II	3	0	0	0	3				
ENG 272	Southern Literature	3	0	Õ	0					
ENG 273	African-American Literature	3	0	0	0	3				
ENG 274	Literature by Women	3	0	0	0	3				
History: 65	SHC from the following should be take	n as gen	eral ed	lucation.						
HIS 111	World Civilizations I AND	3	0	0	0	3				
HIS 112	World Civilizations II OR	3	0	0	0					
HIS 121	Western Civilization I AND	3	0	0	0	3 3 3				
HIS 122	Western Civilization II	3	0	0	0	3				
6 SHC from	6 SHC from the following should be taken as "other required hours:"									
HIS 131	American History I	3 1	0	0	0	3				
HIS 132	American History II	3	0	0	0	3				
Mathemati	cs: Up to 12 SCH from the following	:								
MAT 151	Statistics I	3	0	0	0	3				
MAT 151A	Statistics I Lab	0	2	0	0	1				
MAT 175	Precalculus	4	0	0	0	4				
MAT 271	Calculus I	3	2	0	0	4				
MAT 272	Calculus II	3	2	0	0	4				
Psychology	: Select from:									
PSY 237	Social Psychology	3	0	0	0	3				
PSY 241	Developmental Psychology	3	0	0	0	3				
PSY 281	Abnormal Psychology	3	0	0	0	3				
One semester h	our of credit may be included in a 65-	hour cre	dit As.	sociate i	n Arts					
program. The t	ransfer of the 65th hour is not guaran					lected				
from the follow	ring courses:									
ACA 111	College Student Success	1	0	0	0	1				
COE 110	World of Work	1	0	0	0	1				
COE 111	Co-op Work Experience I	0	0	0	10	1				

Receiving institutions may have additional requirements, prerequisites, and/or proficiencies. Since these vary at receiving institutions, students should review the admission to teacher education requirements for the institutions(s) they anticipate attending.

III. TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64-65

Students must meet the receiving university's foreign language and/or health and physical education requirements.

Receiving institutions may have additional requirements, prerequisites, and/or proficiencies. Since these vary at receiving institutions, students should review the admission to teacher education requirements for the institutions(s) they anticipate attending.

Pre-Major Associate in Arts Nursing

(A1010I)

This program is designed for students who intend to major in Nursing. Students who successfully complete this course of study and who meet the requirements for admission to the university are eligible to apply for admission to the major with junior standing.

Application to a University:

Admission application deadlines vary. Students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Nursing will be eligible to be considered for admission as juniors to the universities offering the Baccalaureate degree: ECU, NCA&T, NCCU, UNC-CH, UNC-C, UNC-G, UNC-W, WCU, and WSSU.

Admission to the Major:

GER 112

Elementary German II

Admission across the several programs in Nursing is competitive. Other professional admission requirements may be designated by individual programs. Grade-point average requirements vary, and admission is competitive across the several programs in Nursing.

requirements vary, and definission is competitive across the several programs in runsing.									
	Title	Class	Lab	Clinical	W Exp	. Credits			
I. Genera	al Education (44 SHC)								
English Co	omposition (6 SHC)								
ENG 111	Expository Writing	3	0	0	0	3			
	t one course from the following:								
ENG 112	Argument-Based Research	3	0	0	0	3			
ENG 113	Literature-Based Research	3	0	0	0	3			
ENG 114	Professional Research & Reporting	3	0	0	0	3			
Humanities/Fine Arts (12 SHC) Select four courses from at least three of the									
	liscipline areas: music, art, foreign lan					<i>J</i>			
humanities,	, literature, philosophy, and religion. A	t least or	<u> 1е сои</u>	<u>rse must</u>	be a				
<u>literature c</u>	ourse.								
	ature (3 SHC) Select one course from								
Comi	munication may not substitute for the	literatur	e requ	irement)) <i>:</i>				
ENG 131	Introduction to Literature	3	0	0	0	3			
ENG 231	American Literature I	3	0	0	0	3			
ENG 232	American Literature II	3	0	0	0	3			
ENG 241	British Literature I	3	0	0	0	3			
ENG 242	British Literature II	3	0	0	0	3			
ENG 251	Western World Literature I	3	0	0	0	3			
ENG 262	World Literature II	3	0	0	0	3			
Selec	t three courses (9 SHC) from at least t	two of th	e follo	wing					
discip	oline areas:								
Art									
ART 111	Art Appreciation	3	0	0	0	3			
ART 116	Survey of American Art	3	0	0	0	3			
Foreign La	nguages								
FRE 111		3	0	0	0	3			
FRE 112	Elementary French II	3	0	0	0	3			
GER 111	Elementary German I	3	0	0	0	3			
CED 110		2				2			

3

0

0

3

	Title	Class	Lab	Clinical	W Exp	. Credits
SPA 111	Elementary Spanish I	3	0	0	0	3
SPA 112	Elementary Spanish II	3	ŏ	Ö	Ö	3
SPA 211	Intermediate Spanish I	3	0	0	0	3
SPA 212	Intermediate Spanish II	3	0	0	0	3
Humanities	-					
ASL 111	Elementary ASL I	3	0	0	0	3
ASL 112	Elementary ASL II	3	ő	Ö	Ö	3
HUM110	Technology and Society	3	0	0	0	3
HUM115	Critical Thinking	3	0	0	0	
HUM122	Southern Culture	3	0	0	0	3 3
HUM130	Myth in Human Culture	3	0	0	0	3
HUM160	Introduction to Film	2	2	0	0	3
HUM161	Advanced Film Studies	2	2	0	0	3
HUM211	Humanities I	3	0	0	0	3
HUM212	Humanities II	3	0	0	0	3
Music						
MUS 110	Music Appreciation	3	0	0	0	3
MUS 113	American Music	3	0	0	0	3
MUS 213	Opera and Musical Theatre	3	0	0	0	3
Philosophy						
PHI 210	History of Philosophy	3	0	0	0	3
PHI 220	Western Philosophy I	3	0	0	0	3
PHI 221	Western Philosophy II	3	0	0	0	3
PHI 230	Introduction to Logic	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3
Religion						
REL 110	World Religions	3	0	0	0	3 3
REL 211	Introduction to Old Testament	3	0	0	0	3
REL 212	Introduction to New Testament	3	0	0	0	3
REL 221	Religion in America	. 3	0	0	0	3
	ch/Communication (one of the follow		ses ma	ay be		
	ituted for 3 SHC in Humanities/Fin		0	0	0	2
COM110	Introduction to Communication	3	0	0	0	3
COM 120	Interpersonal Communication	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3
Social/Rob	avioral Sciences (12 SHC) Fo		a fran	, the fell		
	reas are required. One history cours			i ine joii	owing	
		e is requi	reu.			
	ect one course from the following):	2	0	0	0	2
HIS 111	World Civilizations I	3	0	0	0	3
HIS 112 HIS 121	World Civilizations II Western Civilization I	3 3 3	0	0	$0 \\ 0$	3 3 3
HIS 121	Western Civilization II	3	0	0	0	3
HIS 131	American History I	3	0	ő	ő	3
HIS 132	American History II	3	ŏ	Ö	Ŏ	3
	following courses (9 SHC) are requir					
PSY 150	General Psychology	3	0	0	0	3
PSY 241	Developmental Psychology	3	0	0	0	3
SOC 210	Introduction to Sociology	3	0	0	ő	3

PED 142 PED 217

Pilates I

		Title	Class	Lab	Clinical	W Exp.	Credits		
Natura	al Sci	ences/Mathematics (14 SHC))						
Natura	al Sci	ences (8 SHC) The following cour	ses are	requir	ed:				
CHM	131	Introduction to Chemistry	3	0	0	0	3		
		Introduction to Chemistry Lab	0	3	0	0	1		
CHM OR	1	Organic and Biochemistry	3	3	0	0	4		
		General Chemistry I	3	3	0	0	4		
		General Chemistry II	3	3	0	0	4		
Mathe	Mathematics (6 SHC) Select at least one course in introductory mathematics.								
Introdu	uctory	Mathematics (Select one):							
		College Algebra	3	0	0	0	3		
MAT		Precalculus	4	0	0	0	4		
		llowing course is required:							
MAT		Statistics I	3	0	0	0	3		
		nts should check with the university			e to mak	re e			
	sure th	nat they complete the appropriate m	ath cou	rse.					
II. Ot	her l	Required Hours (20 SHC	1) A m	inimun	1 of 20 S	HC of			
		general education, elective, and/or pr							
O	-	llowing courses (18 SHC) are require	-		1				
BIO		Anatomy and Physiology I	3	3	0	0	4		
	169	Anatomy and Physiology II	3	3	ő	ő	4		
		Microbiology	3	3	ő	Ö	4		
PSY		Abnormal Psychology	3	0	ő	Ö	3		
SOC	213	Sociology of the Family	3	ő	ŏ	Ö	3		
~		2 SHC from the following:		_			-		
MAT		Statistics I Lab	0	2	0	0	1		
MUS		Chorus I	0	2	0	0	1		
PED	111	Physical Fitness I	0	3	0	0	1		
PED		Aerobics I	0	3	0	0	1		
PED		Weight Training I	0	3	0	0	1		
PED		Walking for Fitness	0	3	0	0	1		
PED		Walk, Jog, Run	0	3	0	0	1		
PED		Yoga I	0	2	0	0	1		
PED		Golf - Beginning	0	2 3 3 3 3 2 2 2	0	0	1		
PED	142	Lifetime Sports	0	2	0	0	1		

In addition to the above, any courses not taken to satisfy the general education core requirement may be used to fulfill the other required hours' requirement of 20 SHC.

One semester hour of credit may be included in a 65-hour credit Associate in Arts program. The transfer of the 65th hour is not guaranteed. This 65th hour can be selected from the following courses:

ACA 111	College Student Success	1	0	0	0	1
	World of Work	_		_	ő	
COE III	Co-op Work Experience I	0	0	0	10	1

III. TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64-65

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

Pre-Major Associate in Arts Political Science

(A1010K)

This program is designed for students who intend to major in Political Science. Students who successfully complete this course of study and who meet the requirements for admission to the university are eligible to apply for admission to the major with junior standing.

Application to a University:

Admission application deadlines vary. Students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Political Science will be eligible to be considered for admission as juniors to the universities offering the Baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, and WSSU.

Admission to the Major:

Grade-point average requirements vary, and admission is competitive across the several programs in Political Science.

	i itie	Class	Lab	Clinical	vv Exp.	. Creatts
I. GENE	RAL EDUCATION (44 S	SHC)				
English Co	omposition (6 SHC)					
ENG 111	Expository Writing	3	0	0	0	3
Selec	t one course from the following:					
ENG 112	Argument-Based Research	3	0	0	0	3
ENG 113	Literature-Based Research	3	0	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	0	3
following d	s/Fine Arts (12 SHC) Select fou iscipline areas: music, art, foreign lang literature, philosophy, and religion. <u>A</u> ourse.	guages, i	nterdi	sciplinar	у	of the
	uture (3 SHC) Select one course from	the follo	wing (Speech/	,	
	nunication may not substitute for the					
ENG 131	Introduction to Literature	3	0	0	0	3
ENG 231	American Literature I	3	0	0	0	3
	American Literature II	3 3 3 3	0	0	0	3 3 3 3
	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3
ENG 251	Western World Literature I		0	0	0	3
ENG 262	World Literature II	3	0	0	0	3
	t three courses (9 SHC) from at least t					
	pline areas: (One of the following cour				nended	1:
	& FRE 112; GER 111 & GER 112; or \$	SPA 111	& SPA	A 112).		
Art						
ART 111	Art Appreciation	3	0	0	0	3
ART 116	Survey of American Art	3	0	0	0	3

	T:01-	Olasa	1 -1-	Oliminal)	المائلة
	Title	Class	Lab	Clinical	. w ⊑xp	. Credits
Foreign Lai	nguages					
FRE 111	Elementary French I	3	0	0	0	3
FRE 112	Elementary French II	3	0	0	0	3
GER 111	Elementary German I		0	0	0	3
GER 112	Elementary German II	3	0	0	0	3
SPA 111	Elementary Spanish I	3 3 3	0	0	0	3
SPA 112	Elementary Spanish II		0	0	0	3 3 3 3 3 3
SPA 211	Intermediate Spanish I	3	0	0	0	3
SPA 212	Intermediate Spanish II	3	0	0	0	3
Humanities						
ASL 111	Elementary ASL I	3	0	0	0	3
ASL 112	Elementary ASL II	3	0	0	0	3
HUM 110	Technology and Society	3	0	0	0	3
HUM 115	Critical Thinking	3	0	0	0	3
HUM 122	Southern Culture		0	0	0	3
HUM 130	Myth in Human Culture	3 3 2	0	0	0	3
HUM 160	Introduction to Film	2	2	0	0	3
HUM 161	Advanced Film Studies	2	2	0	0	3
HUM 211	Humanities I	3	0	0	0	3
HUM 212	Humanities II	3	0	0	0	3 3 3 3 3 3 3
	Tumanues II	3	U	U	U	3
Music						
MUS 110	Music Appreciation	3	0	0	0	3 3
MUS 113	American Music	3	0	0	0	3
MUS 213	Opera and Musical Theatre	3	0	0	0	3
Philosophy						
PHI 210	History of Philosophy	3	0	0	0	3
PHI 220	Western Philosophy I	3	0	0	0	3
PHI 221	Western Philosophy II	3	0	0	0	3
PHI 230	Introduction to Logic	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	Ö	0	3
	indoduction to Edines	3	O	Ü	O	3
Religion		_		_	_	_
REL 110	World Religions	3	0	0	0	3
REL 211	Introduction to Old Testament	3	0	0	0	3
REL 212	Introduction to New Testament	3	0	0	0	3 3 3
REL 221	Religion in America	3	0	0	0	3
Speed	ch/Communication (one of the follow	ving cours	es is r	ecomme	nded	
	bstitute for 3 SHC of Humanities/Fir					
COM 110	Introduction to Communication	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3
	• •					
	avioral Sciences (12 SHC) Se					
	wing discipline areas: anthropology, e					əlitical
	ychology, and sociology. <u>At least one c</u>	<u>ourse must</u>	be a h	ustory co	urse.	
	ect one course from the following:)	_			6	_
HIS 111	World Civilizations I	3	0	0	0	3
HIS 112	World Civilizations II	3	0	0	0	3
HIS 121	Western Civilization I	3	0	0	0	3
HIS 122	Western Civilization II	3	0	0	0	3 3 3
HIS 131	American History I	3	0	0	0	
HIS 132	American History II	3	0	0	0	3

	Title	Class	Lab	Clinical	W Exp	. Credits_
Stude	nts must select three courses (9 SHC)					
	ving discipline areas (note recommend			ro oj u		
Anthropolog						
ANT 210	General Anthropology	3	0	0	0	3
Economics (One of the following is recommended)					
	Survey of Economics	3	0	0	0	3
	Principles of Microeconomics	3	0	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3
	(One of the following courses is recom					
	World Regional Geography	3	0	0	0	3
GEO 112	Cultural Geography	3	0	0	0	3
Political Sci						
POL 110	Introduction to Political Science	3	0	0	0	3
Psychology	(PSY 150 is recommended)					
PSY 150	General Psychology	3	0	0	0	3
PSY 237	Social Psychology	3	0	0	0	3
PSY 239	Psychology of Personality	3	0	0	0	3
PSY 241 PSY 281	Developmental Psychology Abnormal Psychology	3	0	0	0	3
Sociology (O	one of the following is recommended: S		_			
SOC 210 SOC 213	Introduction to Sociology	3	0	0	0	3
SOC 213		3	0	0	0	3 3
SOC 225		3	0	0	0	3
SOC 230	Race and Ethnic Relations	3	0	0	0	3
SOC 240	Social Psychology	3	0	0	0	3
Natural Sc	iences/Mathematics (14 SHC)					
	·				, ,	
	iences (8 SHC) Select two courses (i BIO, CHM, or PHY) from the following bi					atory
disciplines:	BIO, CIIM, OF I III) from the following bi	oiogica	и ана рп	iysicai s	cience	
AST 151	General Astronomy I	3	0	0	0	3
	General Astronomy I Lab	0	2	0	0	1
	General Astronomy II	3	0	0	0	3
BIO 111	General Astronomy II Lab General Biology I	0 3	2 3	$0 \\ 0$	0	1 4
BIO 112	General Biology II	3	3	0	0	4
[CHM 131	Introduction to Chemistry	3	0	0	0	3
	Introduction to Chemistry Lab	0	3	0	0	1
CHM 132	Organic and Biochemistry	3	3	0	0	4
[CHM 151 CHM 152	General Chemistry I General Chemistry II	3	3	$0 \\ 0$	0	4 4
PHY 151	College Physics I	3	2	0	0	4
L PHY 152	College Physics II	3 3 3	2	0	0	4
PHY 251	General Physics I		3	0	0	4
PHY 252	General Physics II	3	3	0	0	4

	Title	Class	Lab	Clinical	W Exp.	Credits	
Mathemati	cs (6 SHC) Select at least one cours	so in int	roducto	rv mati	homatio	es: the	
	may be selected from among other quan						
	d statistics.	· · · · · · · · · · · · · · · · · · ·	suojee	is, such	as con	ipiliei	
	y Mathematics (Select one:)						
MAT 140		3	0	0	0	3	
MAT 161		3	0	0	0	3	
MAT 175	Precalculus	4	0	0	0	4	
	t one course from the following (CIS 1	•	-	-	O	•	
CIS 110	Introduction to Computers	2	2	0	0	3	
CIS 115		2	2	0	0	3	
MAT 151	Statistics I	3	0	0	0	3	
MAT 263	Brief Calculus	3	0	0	0	3	
	ents should check with the university	_	-		-		
	hey complete the appropriate math c		CHOICE	to ma	KC Sui (-	
that t	ncy complete the appropriate math c	ourse.					
II. Other	Required Hours (20 SHC)	C) A m	inimum	of 20 S	SHC of		
college transfe	r general education, elective, and/or pr	ré-majo	r course	es is red	quireď.		
The f	ollowing course is required:						
	American Government	3	0	0	0	3	
Select	t 17 hours from the following courses.	The fol	lowing	course	s are		
recommended: POL 210 and POL 220. One of these courses are recommended							
	151, 251 or 252.		_				
ACC 120	Principles of Financial Accounting	3	2	0	0	4	
ACC 121	Principles of Managerial Accounting	3	2	0	0	4	
ART 121	Design I	0	6	0	0	3	
ART 131	Drawing I	0	6	0	0	3	
ART 240	Painting I	0	6	0	0	3	
ART 241	Painting II	0	6	0	0	3	
ART 244	Watercolor	0	6	0	0	3	
ART 261	Photography I	0	6	0	0	3	
ART 264	Digital Photography I	1	4	0	0	3	
AST 111	Descriptive Astronomy	3	0	0	0	3	
	Descriptive Astronomy Lab	0	2	0	0	1	
AST 251	Observational Astronomy	1	3	0	0	2	
BIO 110	Principles of Biology	3	3	0	0	4	
BIO 140	Environmental Biology	3	0	0	0	3	
	Environmental Biology Lab	0	3	0	0	1	
BIO 163	Basic Anatomy & Physiology	4	2	0	0	5	
BIO 280	Biotechnology	2	3	0	0	3	
BUS 110	Introduction to Business	3	0	0	0		
BUS 115	Business Law I	3	0	0	0	3	
CJC 111	Introduction to Criminal Justice	3	0	0	0	3 3	
CJC 121	Law Enforcement Operations	3	0	0	0	3	
CJC 141	Corrections	3	0	0	0	3	
COM 140	Intercultural Communication	3	0	0	0	3	
COM 232	Election Rhetoric	3	0	0	0	3	
COM 233	Persuasive Speaking	3	0	0	0	3	
COM 251	Debate I	3	0	0	0	3	
CSC 134	C++ Programming	2	3	0	0	3 3	
ENG 125	Creative Writing I	3	0	0	0	3	
ENG 126	Creative Writing II	3	0	0	0	3	
ENG 132	Introduction to Drama	3	0	0	0	3	

	Title	Class	Lab	Clinical	W Exp.	Credits
ENG 272	Southern Literature	3	0	0	0	3
ENG 272	African-American Literature	3	0	0	0	3
ENG 274	Literature by Women	3	ő	ő	0	3
HEA 110	Personal Health/Wellness	3	ŏ	Ŏ	Ŏ	3
HIS 163	The World Since 1945	3	0	0	0	3
HIS 226	The Civil War	3	0	0	0	3
HIS 227	Native American History	3	0	0	0	3
HIS 236	North Carolina History	3	0	0	0	3
JOU 110	Introduction to Journalism	3	0	0	0	3
MAT 151A	Statistics I Lab	0	2	0	0	1
MAT 271	Calculus I	3	2	0	0	4
MAT 272	Calculus II	3	2	0	0	4
MAT 273	Calculus III	3	2	0	0	4
MUS 131	Chorus I	0	2	0	0	1
PED 111	Physical Fitness I	0	3	0	0	1
PED 113	Aerobics I	0	3	0	0	1
PED 117	Weight Training I	0	3	0	0	1
PED 120	Walking for Fitness	0	3	0	0	1
PED 121	Walk, Jog, Run	0	3	0	0	1
PED 122	Yoga I	0	2	0	0	1
PED 128	Golf - Beginning	0	2	0	0	1
PED 142	Lifetime Sports	0	2	0	0	1
PED 217	Pilates I	0	2	0	0	1
POL 130	State & Local Government	3	0	0	0	3
POL 210	Comparative Government	3	0	0	0	3
POL 220	International Relations	3	0	0	0	3
PSY 211	Psychology of Adjustment	3	0	0	0	3
PSY 231	Forensic Psychology	3	0	0	0	3
PSY 249	Psychology of Aging	3	0	0	0	3
SOC 230	Race and Ethnic Relations	3	0	0	0	3
SOC 234	Sociology of Gender	3	0	0	0	3
SOC 242	Sociology of Deviance	3	0	0	0	3
SOC 250	Sociology of Religion	3	0	0	0	3

In addition to the above, any courses not taken to satisfy the general education core requirement may be used to fulfill the other required hours' requirement of 20 SHC.

One semester hour of credit may be included in a 65-hour credit Associate in Arts program. The transfer of the 65th hour is not guaranteed. This 65th hour can be selected from the following courses:

ACA 111	College Student Success	1	0	0	0	1
COE 110	World of Work	1	0	0	0	1
COE 111	Co-op Work Experience I	0	0	0	10	1

III. TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64-65

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

Pre-Major Associate in Arts Psychology

(A1010L)

This program is designed for students who intend to major in Psychology. Students who successfully complete this course of study and who meet the requirements for admission to the university are eligible to apply for admission to the major with junior standing.

Application to a University:

Admission application deadlines vary. Students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Psychology will be eligible to be considered for admission as juniors to the universities offering the Baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, and WSSU.

Admission to the Major:

Grade-point average requirements vary, and admission is competitive across the several programs in Psychology.

programs in r	sychology.					
	Title	Class	Lab	Clinical	W Exp.	Credits
I. Genera	l Education (44 SHC)					
English Co	omposition (6 SHC)					
ENG 111	Expository Writing	3	0	0	0	3
Selec	t one course from the following:					
ENG 112	Argument-Based Research	3	0	0	0	3
ENG 113	Literature-Based Research	3	0	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	0	3
Humanitie	s/Fine Arts (12 SHC) Select four	r course.	s from	at least	three o	f the
	discipline areas: music, art, foreign lar					
humanitie	s, literature, philosophy, and religion. <u>1</u>	At least o	one coi	<u>urse mus</u>	t be a	
<u>literature</u>	course.					
Litera	ature (3 SHC) Select one course from	the follo	wing (Speech/	•	
Comi	nunication may not substitute for the	literatur	e requ	irement)) <i>:</i>	
ENG 131	Introduction to Literature	3	0	0	0	3
ENG 231		3	0	0	0	3 3 3
	American Literature II	3	0	0	0	3
	British Literature I	3	0	0	0	3
	British Literature II	3	0	0	0	3
ENG 251	Western World Literature I	3	0	0	0	3
ENG 262	World Literature II	3	0	0	0	3
	t three courses (9 SHC) from at least t	wo of th	e follo	wing		
	oline areas:					
Art						
ART 111	Art Appreciation	3	0	0	0	3
ART 116	Survey of American Art	3	0	0	0	3
Foreign Lai	nguages					
FRE 111		3	0	0	0	3
FRE 112	Elementary French II	3	0	0	0	3
GER 111	Elementary German I	3	0	0	0	3

1						
	Title	Class	Lab	Clinical	W Exp	. Credits
GER 112	Elementary German II	3	0	0	0	3
SPA 111	Elementary Spanish I	3	0	0	0	3
SPA 112	Elementary Spanish II	3	0	0	0	3
SPA 211	Intermediate Spanish I	3	0	0	0	3 3 3
SPA 212	Intermediate Spanish II	3	0	0	0	3
Humanities						
ASL 111	Elementary ASL I	3	0	0	0	3
ASL 112	Elementary ASL II	3	Õ	ő	Ö	3
HUM 110	Technology and Society	3	Ö	Ö	0	3
HUM 115	Critical Thinking	3	0	0	0	3 3 3 3 3 3 3
HUM 122	Southern Culture	3 3 2 2 2 3	Ö	Ö	0	3
HUM 130	Myth in Human Culture	3	Ö	ő	ő	3
HUM 160	Introduction to Film	$\frac{3}{2}$	2	ő	ő	3
HUM 161	Advanced Film Studies	2	2	0	0	3
HUM 211	Humanities I	3	0	ő	ő	3
HUM 212	Humanities II	3	ŏ	ő	ŏ	3
Music						
MUS 110	Music Approximation	3	0	0	0	2
MUS 113	Music Appreciation American Music	3	0	0	0	3
MUS 213	Opera and Musical Theatre	3	0	0	0	3
	Opera and Musical Theatre	3	U	U	U	3
Philosophy						
PHI 210	History of Philosophy	3	0	0	0	3
PHI 220	Western Philosophy I	3	0	0	0	3
PHI 221	Western Philosophy II	3	0	0	0	3
PHI 230	Introduction to Logic	3	0	0	0	3 3 3 3
PHI 240	Introduction to Ethics	3	0	0	0	3
Religion						
REL 110	World Religions	3	0	0	0	3
REL 211	Introduction to Old Testament	3	0	0	0	3 3 3
REL 212	Introduction to New Testament	3	0	0	0	3
REL 221	Religion in America	3	0	0	0	3
Speed	h/Communication (one of the follow	ing cours	es ma	v <i>he</i>		
	ituted for 3 SHC of Humanities/Fine			,		
COM 110	Introduction to Communication	3	0	0	0	3
COM 120	Interpersonal Communication	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3
G 1/D . 1	(12 SHC) ~					

Social/Behavioral Sciences (12 SHC) Select four courses from at least three of the following discipline areas: anthropology, geography, history, political science, psychology, and sociology. At least one course must be a history course.

ect one course from the following):					
World Civilizations I	3	0	0	0	3
World Civilizations II	3	0	0	0	3
Western Civilization I	3	0	0	0	3
Western Civilization II	3	0	0	0	3
American History I	3	0	0	0	3
American History II	3	0	0	0	3
	World Civilizations II Western Civilization I Western Civilization II American History I	World Civilizations I 3 World Civilizations II 3 Western Civilization I 3 Western Civilization II 3 American History I 3	World Civilizations I 3 0 World Civilizations II 3 0 Western Civilization I 3 0 Western Civilization II 3 0 American History I 3 0	World Civilizations I 3 0 0 World Civilizations II 3 0 0 Western Civilization I 3 0 0 Western Civilization II 3 0 0 American History I 3 0 0	World Civilizations I 3 0 0 0 World Civilizations II 3 0 0 0 Western Civilization II 3 0 0 0 Western Civilization II 3 0 0 0 American History I 3 0 0 0

	Title	Class	Lab	Clinical	W Exp.	Credits
Reaui	red Psychology course:					
PSY 150	General Psychology	3	0	0	0	3
	nts must select two courses (6 SHC) j	from at le	east tw	o of the		
	ring discipline areas:					
Anthropolog		_				_
ANT 210	General Anthropology	3	0	0	0	3
Economics						
ECO 251	Principles of Microeconomics	3	0	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3
C 1	_					
Geography	Wald Davis and Casas and	2	0	Λ	0	2
GEO 111	World Regional Geography	3	0	0	0	3
GEO 112	Cultural Geography	3	0	0	0	3
Political Sci	ence					
POL 110	Introduction to Political Science	3	0	0	0	3
POL 120	American Government	3	0	0	0	3
POL 210	Comparative Government	3	0	0	0	3
POL 220	International Relations	3	0	0	0	3
Psychology						
PSY 237	Social Psychology	3	0	0	0	3
PSY 239	Psychology of Personality	3	0	0	0	3
PSY 241	Developmental Psychology	3	0	0	0	3
PSY 281	Abnormal Psychology	3	0	0	0	3
Sociology						
SOC 210	Introduction to Sociology	3	0	0	0	3
SOC 213	Sociology of the Family	3	0	0	0	3
SOC 220	Social Problems	3	0	0	0	3
SOC 225	Social Diversity	3	0	0	0	3
SOC 230	Race and Ethnic Relations	3	0	0	0	3
SOC 240	Social Psychology	3	0	0	0	3
Natural Sci	iences/Mathematics (14 SHC	C)				
	ences (8 SHC) Select from the follow	•	aniaal	and nh	ai a a l	
science dis		wing bibi	ogicai	апа рпу	sicai	
	one course from the following:					
BIO 110	Principles of Biology OR	3	3	0	0	4
BIO 111	General Biology I	3	3	0	0	4
Select	one course from the following:					
	(Labs must be taken as indicated)					
۲ AST 111	Descriptive Astronomy	3	0	0	0	3
	Descriptive Astronomy Lab	0	2	0	0	1
[AST 151	General Astronomy I	3	0	0	0	3
	General Richary II	0	2	0	0	1
BIO 112 CHM131	General Biology II Introduction to Chemistry	3	3	$0 \\ 0$	0	4
	Introduction to Chemistry Lab	0	3	0	0	3 1
CHM 151A	General Chemistry I	3	3	0	0	4
[PHY 110	Conceptual Physics	3	0	ő	0	3
	Conceptual Physics Lab	0	2	0	0	1

	Title	Class	Lab	Clinical	W Exp	. Credits
[PHY 151	College Physics I	3	2	0	0	4
PHY 251	General Physics I	3	3	0	0	4

Mathematics (6 SHC) Select at least one course in introductory mathematics. The other unit may be selected from among other quantitative subjects, such as computer science and statistics.

Introductory Mathematics (Select one):

MAT 161	College Algebra	3	0	0	0	3
MAT 175	Precalculus	4	0	0	0	4
Select one course from the following:						
CIS 110	Introduction to Computers	2	2	0	0	3
CIS 115	Intro. to Programming & Logic	2	2	0	0	3
MAT 151	Statistics I	3	0	0	0	3
MAT 263	Brief Calculus	3	0	0	0	3

Students should check with the university of their choice to make sure that they complete the appropriate math course.

II. Other Required Hours (20 SHC) A minimum of 20 SHC of college transfer general education, elective, and/or pre-major courses is required.

ACC 120	Principles of Financial Accounting	3	2	0	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	0	4
ART 121	Design I	0	6	0	0	3
ART 131	Drawing I	0	6	0	0	3
ART 240	Painting I	0	6	0	0	3
ART 241	Painting II	0	6	0	0	3
ART 244	Watercolor	0	6	0	0	3
ART 261	Photography I	0	6	0	0	3 3 3 3 3 3 3
ART 264	Digital Photography I	1	4	0	0	3
AST 152	General Astronomy II	3	0	0	0	3
AST 152A	General Astronomy II Lab	0	2	0	0	1
AST 251	Observational Astronomy	1	3	0	0	2
BIO 140	Environmental Biology	3	0	0	0	2 3
BIO 140A		0		0	0	1
BIO 163	Basic Anatomy & Physiology	4	3 2 3 3	0	0	5
BIO 168	Anatomy and Physiology I	3 3 2 3 3 3	3	0	0	4
BIO 169	Anatomy and Physiology II	3	3	0	0	4
BIO 280	Biotechnology	2	3	0	0	3
BUS 110	Introduction to Business	3	0	0	0	3
BUS 115	Business Law I	3	0	0	0	3
CHM 132	Organic and Biochemistry		3	0	0	4
CJC 111	Introduction to Criminal Justice	3	0	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	0	3
CJC 141	Corrections	3	0	0	0	3
COM 140	Intercultural Communication	3	0	0	0	3
COM 232	Election Rhetoric	3	0	0	0	4 3 3 4 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
COM 233	Persuasive Speaking	3	0	0	0	3
COM 251	Debate I	3 2 3 3 3	0	0	0	3
CSC 134	C++ Programming	2	3	0	0	3
ECO 151	Survey of Economics	3	0	0	0	3
ENG 125	Creative Writing I	3	0	0	0	3
ENG 126	Creative Writing II	3	0	0	0	3
ENG 132	Introduction to Drama	3	0	0	0	3

	T:0-	Olasa	1 -1-	Oliminal) A / E	Onadita
	Title	Class	Lab	Clinical	W Exp	. Credits
ENG 272	Southern Literature	3	0	0	0	3
ENG 273	African-American Literature	3	0	0	0	3
ENG 274	Literature by Women	3	0	0	0	3
HEA 110	Personal Health/Wellness	3	0	0	0	3
HIS 163	The World Since 1945	3	0	0	0	3
HIS 226	The Civil War	3	0	0	0	3
HIS 227	Native American History	3	0	0	0	3
HIS 236	North Carolina History	3	0	0	0	3
JOU 110	Introduction to Journalism	3	0	0	0	3
MAT 151A	Statistics I Lab	0	2	0	0	1
MAT 271	Calculus I	3	2	0	0	4
MAT 272	Calculus II	3	2	0	0	4
MAT 273	Calculus III	3	2 2	0	0	4
MUS 131	Chorus I	0	2	0	0	1
PED 111	Physical Fitness I	0	3	0	0	1
PED 113	Aerobics I	0	3	0	0	1
PED 117	Weight Training I	0	3	0	0	1
PED 120	Walking for Fitness	0	3	0	0	1
PED 121	Walk, Jog, Run	0	3	0	0	1
PED 122	Yoga I	0	2	0	0	1
PED 128	Golf - Beginning	0	2	0	0	1
PED 142	Lifetime Sports	0	2	0	0	1
PED 217	Pilates I	0	2	0	0	1
PHY 152	College Physics II	3	2	0	0	4
PHY 252	General Physics II	3	3	0	0	4
POL 130	State & Local Government	3	0	0	0	3
PSY 211	Psychology of Adjustment	3	0	0	0	3 3 3 3
PSY 231	Forensic Psychology	3	0	0	0	3
PSY 249	Psychology of Aging	3	0	0	0	3
SOC 230	Race and Ethnic Relations	3	0	0	0	3
SOC 234	Sociology of Gender	3	0	0	0	3
SOC 242	Sociology of Deviance	3	0	0	0	3
SOC 250	Sociology of Religion	3	0	0	0	3

In addition to the above, any courses not taken to satisfy the general education core requirement may be used to fulfill the other required hours' requirement of 20 SHC.

One semester hour of credit may be included in a 65-hour credit Associate in Arts program. The transfer of the 65th hour is not guaranteed. This 65th hour can be selected from the following courses:

ACA 111	College Student Success	1	0	0	0	1
COE 110	World of Work	1	0	0	0	1
COE 111	Co-op Work Experience I	0	0	0	10	1

III. TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64-65

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

Pre-Major Associate in Arts Social Science Secondary Education

(A1010M)

This program is designed for students who intend to major in Social Science Secondary Education. Students who successfully complete this course of study and who meet the requirements for admission to the university are eligible to apply for admission to the major with junior standing.

Application to a University:

Admission application deadlines vary. Students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Social Science Secondary Education will be eligible to be considered for admission as juniors to the universities offering the Baccalaureate degree: ASU, FSU, NCSU, UNC-CH, and WCU.

Admission to the Major:

Grade-point average requirements vary, and admission is competitive across the several programs in Social Science Secondary Education. Admission to teacher licensure programs requires satisfactory scores on PRAXIS I and II. For information and registration for PRAXIS, contact www.ets.org/praxis or a counselor in Student Services.

	Title	Class	Lab	Clinical	W Exp.	Credits			
I. General Education (44 SHC)									
English Co	omposition (6 SHC)								
ENG 111	Expository Writing	3	0	0	0	3			
Select one course from the following (ENG 112 OR ENG 113 is recommended):									
ENG 112	Argument-Based Research	3	0	0	0	3			
	Literature-Based Research	3	0	0	0	3			
ENG 114	Professional Research & Reporting	3	0	0	0	3			
following o literature, _L Liter o	Humanities/Fine Arts (12 SHC) Select four courses from at least three of the following discipline areas: music, art, foreign languages, interdisciplinary humanities, literature, philosophy, and religion. At least one course must be a literature course. Literature (3 SHC) Select one course from the following (Speech/								
ENG 131	nunication may not substitute for the Introduction to Literature	шегаш 3	e requ ()	()	0	3			
ENG 131 ENG 231	American Literature I	3	0	0	0	3			
	American Literature II	3	0	0	0	3			
	British Literature I	3	0	0	0	3			
	British Literature II	3	Ö	Õ	Õ	3 3 3			
	Western World Literature I	3	0	0	0	3			
ENG 262	World Literature II	3	0	0	0	3			
Selec	t three courses (9 SHC) from at least t	two of th	e follo	wing					
	oline areas:	J	<i>3</i>						
Art									
ART 111	Art Appreciation	3	0	0	0	3			
ART 116	Survey of American Art	3	0	0	0	3			

	Title	Class	Lab	Clinical	W Exp.	Credits
Foreign Lar	nguages					
FRE 111	Elementary French I	3	0	0	0	3
FRE 112	Elementary French II	3 3 3 3	0	0	0	3 3 3 3 3 3
GER 111	Elementary German I	3	0	0	0	3
GER 112	Elementary German II	3	0	0	0	3
SPA 111	Elementary Spanish I	3	0	0	0	3
SPA 112	Elementary Spanish II	3	0	0	0	3
SPA 211	Intermediate Spanish I	3	0	0	0	3
SPA 212	Intermediate Spanish II	3	0	0	0	3
Humanities						
ASL 111	Elementary ASL I	3	0	0	0	3
ASL 112	Elementary ASL II	3	0	0	0	3
HUM110	Technology and Society	3	0	0	0	3
HUM115	Critical Thinking	3	0	0	0	3
HUM122	Southern Culture	3	0	0	0	3
HUM130	Myth in Human Culture	3	0	0	0	3
HUM 160	Introduction to Film	2	2	0	0	3
HUM 161	Advanced Film Studies	2	2	0	0	3
HUM 211	Humanities I	3	0	0	0	3 3 3 3 3 3 3
HUM 212	Humanities II	3	0	0	0	3
Music						
MUS 110	Music Appreciation	3	0	0	0	3
MUS 113	American Music	3 3	ő	ő	ő	3 3 3
MUS 213	Opera and Musical Theatre	3	0	0	0	3
Philosophy	1					
PHI 210	History of Philosophy	3	0	0	0	3
PHI 220	History of Philosophy Western Philosophy I	3	0	0	0	3
PHI 221	Western Philosophy II	3	0	0	0	3
PHI 230	Introduction to Logic	3	0	0	0	3
PHI 240	Introduction to Edgic Introduction to Ethics	3	0	0	0	3 3 3 3
	introduction to Ethics	3	U	Ü	O	3
Religion		_			_	_
REL 110	World Religions	3	0	0	0	3
REL 211	Introduction to Old Testament	3	0	0	0	3
REL 212	Introduction to New Testament	3	0	0	0	3
REL 221	Religion in America	. 3	0	0	0	3
	ch/Communication (one of the follows		ses ma	ay be		
COM 110	ituted for 3 SHC in Humanities/Fine		Λ	0	0	2
	Introduction to Communication	3	$0 \\ 0$	0	0	3
COM 120	Interpersonal Communication	3	0	0	0	
COM 231	Public Speaking	3	U	U	U	3
Social/Reh	avioral Sciences (12 SHC)					
	ollowing courses are required (6 SHC	?):				
POL 120	American Government	3	0	0	0	3
SOC 210	Introduction to Sociology	3	0	Ö	Ö	3
200 210		5	0	Ü	,	٠
History Sele	ect one of the following course sequenc	es (6 SH	C). HI	S 111 ar	nd	
	e recommended:	•	,			
HIS 111	World Civilizations I	3	0	0	0	3

	Title	Class	Lab	Clinical	W Exp	. Credits
HIS 112 OR	World Civilizations II	3	0	0	0	3
	Western Civilization I	3	0	0	0	3
HIS 122	Western Civilization II	3	0	0	0	3

Natural Sciences/Mathematics (14 SHC)

Natural Sciences (8 SHC) Select two courses (including accompanying laboratory work) (AST,BIO, CHM, or PHY) from the following biological and physical science disciplines:

	(-) -) -	, , , , , , , , , , , , , , , , , , , ,		,			
ı	AST 151	General Astronomy I	3	0	0	0	3
١	AST 151A	General Astronomy I Lab	0	2	0	0	1
١	AST 152	General Astronomy II	3	0	0	0	3
ı	- AST 152A	General Astronomy II Lab	0	2	0	0	1
ı	BIO 111	General Biology I	3	3	0	0	4
	BIO 112	General Biology II	3	3	0	0	4
i		Introduction to Chemistry	3	0	0	0	3
		Introduction to Chemistry Lab	0	3	0	0	1
	CHM132	Organic and Biochemistry	3	3	0	0	4
ı	CHM151	General Chemistry I	3	3	0	0	4
١	CHM 152	General Chemistry II	3	3	0	0	4
i	PHY 151	College Physics I	3	2	0	0	4
I	PHY 152	College Physics II	3	2	0	0	4
ı	PHY 251	General Physics I	3	3	0	0	4
	PHY 252	General Physics II	3	3	0	0	4

Mathematics (6 SHC) Select at least one course in introductory mathematics.

The other unit may be selected from among other quantitative subjects, such as computer science and statistics.

Introductory Mathematics (Select one):

MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 161	College Algebra	3	0	0	0	3
MAT 175	Precalculus	4	0	0	0	4
Select one course from the following:						
CIS 110	Introduction to Computers	2	2	0	0	3
CIS 115	Intro. to Programming & Logic	2	2	0	0	3
MAT 151	Statistics I	3	0	0	0	3
MAT 263	Brief Calculus	3	0	0	0	3

Students should check with the university of their choice to make sure that they complete the appropriate math course.

II. Other Required Hours (20 SHC) A minimum of 20 SHC of college transfer general education, elective, and/or pre-major courses is required.

The following courses are required:

	ECO 151	Survey of Economics	3	0	0	0	3
	GEO111	World Regional Geography	3	0	0	0	3
	HIS 131	American History I	3	0	0	0	3
	HIS 132	American History II	3	0	0	0	3
Select 8 SHC from the following courses:							
	ACC 120	Principles of Financial Accounting	3	2	0	0	4
	ACC 121	Principles of Managerial Accounting	3	2	0	0	4
	ANT 210	General Anthropology	3	0	0	0	3
	ART 121	Design I	0	6	0	0	3
	ART 131	Drawing I	0	6	0	0	3
	ART 240	Painting I	0	6	0	0	3

	Title	Class	Lab	Clinical	W Exp	Credits
A D.T. 0.41						
ART 241	Painting II	0	6	0	0	3
ART 244	Watercolor	0	6	0	0	3
ART 261	Photography I	0	6	0	0	3
ART 264	Digital Photography I	1 3	4 0	0	0	3
AST 111	Descriptive Astronomy	0	2		0	
	Descriptive Astronomy Lab	1	3	0	0	1 2
AST 251	Observational Astronomy	3	3		0	4
BIO 110 BIO 140	Principles of Biology Environmental Biology	3	0	0	0	3
	Environmental Biology Lab	0	3	0	0	3 1
BIO 163	Basic Anatomy & Physiology	4	2	0	0	5
BIO 280	Biotechnology	2	3	0	0	3
BUS 110	Introduction to Business	3	0	ő	0	3
BUS 115	Business Law I	3	0	ő	Ö	3
CJC 111	Introduction to Criminal Justice	3	Ō	Ö	Õ	3
CJC 121	Law Enforcement Operations	3	0	0	0	3
CJC 141	Corrections	3	0	0	0	3
COM 140	Intercultural Communication	3	0	0	0	3
COM 232	Election Rhetoric	3	0	0	0	3
COM 233	Persuasive Speaking	3	0	0	0	3
COM 251	Debate I	3	0	0	0	3
CSC 134	C++ Programming	2	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	3
ECO 252	Principles of Macroeconomics		0	0	0	3
ENG 125	Creative Writing I	3	0	0	0	3
ENG 126	Creative Writing II	3	0	0	0	3
ENG 132	Introduction to Drama	3	0	0	0	3
ENG 272	Southern Literature	3	0	0	0	3
ENG 273 ENG 274	African-American Literature	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	0	$0 \\ 0$	$0 \\ 0$	3 3 3 3 3 3 3 3
GEO 112	Literature by Women Cultural Geography	3	0	0	0	3
HEA 110	Personal Health/Wellness	3	Ö	ő	0	3
HIS 163	The World Since 1945	3	Ŏ	Ö	Õ	3
HIS 226	The Civil War	3	0	0	0	3
HIS 227	Native American History	3	0	0	0	3
HIS 236	North Carolina History	3	0	0	0	3
JOU 110	Introduction to Journalism	3	0	0	0	3
	Statistics I Lab	0	2	0	0	1
MAT 271 MAT 272	Calculus I Calculus II	3	2	0	$0 \\ 0$	4 4
MUS 131	Chorus I	0	2 2 2 2 3	0	0	1
PED 111	Physical Fitness I	0	3	ő	0	1
PED 113	Aerobics I	0	3	Ō	Õ	1
PED 117	Weight Training I	0	3	0	0	1
PED 120	Walking for Fitness	0	3	0	0	1
PED 121	Walk, Jog, Run	0	3	0	0	1
PED 122	Yoga I	0	2 2	0	0	1
PED 128	Golf - Beginning	0	2	0	0	1
PED 142	Lifetime Sports	0	2	0	0	1
PED 217	Pilates I	0	2	0	0	1
POL 110	Introduction to Political Science	3	0	0	0	3
POL 130	State & Local Government	3	0	0	0	3
POL 210	Comparative Government International Relations	3	$0 \\ 0$	$0 \\ 0$	0	3
POL 220 PSY 150	General Psychology	3	0	0	$0 \\ 0$	3
PSY 211	Psychology of Adjustment	3	0	0	0	3
	.,	- C	~	~	~	-

	Title	Class	Lab	Clinical	W Exp	. Credits
PSY 231	Forensic Psychology	3	0	0	0	3
PSY 237	Social Psychology	3	ŏ	ŏ	ŏ	3
PSY 239	Psychology of Personality	3	0	0	0	3
PSY 241	Developmental Psychology	3	0	0	0	3
PSY 249	Psychology of Aging	3	0	0	0	3
PSY 281	Abnormal Psychology	3	0	0	0	3
SOC 213	Sociology of the Family	3	0	0	0	3
SOC 220	Social Problems	3	0	0	0	3
SOC 225	Social Diversity	3	0	0	0	3
SOC 230	Race and Ethnic Relations	3	0	0	0	3
SOC 234	Sociology of Gender	3	0	0	0	3
SOC 240	Social Psychology	3	0	0	0	3
SOC 242	Sociology of Deviance	3	0	0	0	3
SOC 250	Sociology of Religion	3	0	0	0	3

In addition to the above, any courses not taken to satisfy the general education core requirement may be used to fulfill the other required hours' requirement of 20 SHC.

One semester hour of credit may be included in a 65-hour credit Associate in Arts program. The transfer of the 65th hour is not guaranteed. This 65th hour can be selected from the following courses:

ACA 111	College Student Success	1	0	0	0	1
COE 110	World of Work	1	0	0	0	1
COE 111	Co-op Work Experience I	0	0	0	10	1

III. TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64-65

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

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Pre-Major Associate in Arts Social Work

(A1010O)

This program is designed for students who intend to major in Social Work. Students who successfully complete this course of study and who meet the requirements for admission to the university are eligible to apply for admission to the major with junior standing.

Application to a University:

Admission application deadlines vary. Students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Social Work will be eligible to be considered for admission as juniors to the universities offering the Baccalaureate degree: ASU, ECU, NCA&T, NCCU, NCSU, UNC-C, UNC-G, UNC-P, UNC-W, and WCU.

Admission to the Major:

Grade-point average requirements vary, and admission is competitive across the several programs in Social Work.

						- W
	Title	Class	Lab	Clinical	W Exp	. Credits
I. Genera	l Education (44 SHC)					
	mposition (6 SHC)	2				2
ENG 111	Expository Writing	3	0	0	0	3
	one course from the following:	2		0	0	2
ENG 112	Argument-Based Research	3	0	0	0	3
ENG 113	Literature-Based Research	3	0	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	0	3
Humanities	s/Fine Arts (12 SHC) Select fou	r courses	from	at least	three o	of the
	iscipline areas: music, art, foreign lan					,
	literature, philosophy, and religion. A					
<u>literature co</u>						
	ture (3 SHC) Select one course from	the follo	wing (Speech	/	
	nunication may not substitute for the					
ENG 131	Introduction to Literature	3	0	0	0	3
ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
ENG 241	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3
ENG 251	Western World Literature I	3	0	0	0	3
ENG 262	World Literature II	3	0	0	0	3
Select	three courses (9 SHC) from at least t	two of the	e follo	wing		
	line areas:	Ü		Ü		
Art						
ART 111	Art Appreciation	3	0	0	0	3
ART 116	Survey of American Art	3	0	0	0	3
Foreign Lan	ominges					
FRE 111	Elementary French I	3	0	0	0	3
FRE 112	Elementary French II		0	0	0	
GER 111	Elementary German I	3 3 3 3	0	ő	0	3 3 3 3 3
GER 112	Elementary German II	3	0	ő	0	3
SPA 111	Elementary Spanish I	3	0	Ö	Õ	3
SPA 112	Elementary Spanish II	3	Õ	Ö	Õ	3
SPA 211	Intermediate Spanish I	3	0	0	0	3
SPA 212	Intermediate Spanish II	3	0	0	0	3
Humanities						
ASL 111	Elementary ASL I	3	0	0	0	3
ASL 112	Elementary ASL II	3	ő	ő	ő	3
HUM 110	Technology and Society	3 3 3	ő	Ö	ŏ	3 3 3
HUM 115	Critical Thinking	3	0	0	0	3
HUM 122	Southern Culture	3	0	0	0	3
HUM 130	Myth in Human Culture	3	0	0	0	3
HUM 160	Introduction to Film	2	2	0	0	3 3 3
HUM 161	Advanced Film Studies	2	2	0	0	3
HUM 211	Humanities I	3	0	0	0	3
HUM 212	Humanities II	3	0	0	0	3
Music						
MUS 110	Music Appreciation	3	0	0	0	3
MUS 113	American Music	3	0	0	0	3
MUS 213	Opera and Musical Theatre	3	0	0	0	3

	Title	Class	Lab	Clinical	W Exp	. Cred
hilosophy						
PHI 210	History of Philosophy	3	0	0	0	3
PHI 220	Western Philosophy I	3	0	Ő	0	3
PHI 221	Western Philosophy II	3	0	0	0	3
PHI 230	Introduction to Logic	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3
	introduction to Etines	3	U	U	U	3
Religion		_				_
REL 110	World Religions	3	0	0	0	3
REL 211	Introduction to Old Testament	3	0	0	0	3
REL 212	Introduction to New Testament	3	0	0	0	3
REL 221	Religion in America	3	0	0	0	3
	h/Communication (one of the follow		ses ma	ay be		
substi	tuted for 3 SHC in Humanities/Fin	e Arts):				
COM 110	Introduction to Communication	3	0	0	0	3
COM 120	Interpersonal Communication	3	0	0	0	3
COM231	Public Speaking	3	0	0	0	3
locial/Beha	avioral Sciences (12 SHC)					
Four	courses from the following disciplin	e areas a	re requ	ired. Oi	ne	
	y course is required:		-			
HIS 111	World Civilizations I	3	0	0	0	3
HIS 112	World Civilizations II	3	0	0	0	3
HIS 121	Western Civilization I	3	0	0	0	3
HIS 122	Western Civilization II	3	0	0	0	3
HIS 131	American History I	3	0	0	0	3
HIS 132	American History II	3	0	0	0	3
The fo	ollowing courses are required:					
POL 120	American Government	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
SOC 210	Introduction to Sociology	3	0	0	0	3
latural Sci	iences/Mathematics (14 SH	C)				
	ences (8 SHC) The following cour	ses are re	quirre	d:		
BIO 111	General Biology I	3	3	0	0	4
BIO 112	General Biology II	3	3	0	0	4
Iathemati	cs (6 SHC)					
	f the following courses is required.					
MAT 161	College Algebra	3	0	0	0	3
MAT 175	Precalculus	4	0	0	0	4
	one course from the following to sa	•	-	-	,	•
	ematics requirement:					
	Introduction to Computers	2	2	0	0	3
CIS 110	minoduction to Computers	_	~	U	U	5
CIS 110 MAT 151	Statistics I	3	0	0	0	3

	Title	Class	Lab	Clinical	W Exp	. Credits			
II. Other Required Hours (20 SHC) A minimum of 20 SHC of									
college transfe	r general education, elective, and/o	r pre-majoi	cour.	ses is req	juired.				
Select	Select from the following 12 recommended courses:								
ANT 210	General Anthropology	3	0	0	0	3			
ECO 151	Survey of Economics	3	0	0	0	3			
ECO 251	Principles of Microeconomics	3	0	0	0	3			
ECO 252	Principles of Macroeconomics	3	0	0	0	3			
HIS 112	World Civilizations II	3	0	0	0	3			
HIS 122	Western Civilization II	3	0	0	0	3			
HIS 132	American History II	3	0	0	0	3			
PSY 237	Social Psychology	3	0	0	0	3			
PSY 241	Developmental Psychology	3	0	0	0	3			
PSY 281	Abnormal Psychology	3	0	0	0	3			
SPA 111	Elementary Spanish I	3	0	0	0	3			
SPA 112	Elementary Spanish II	3	0	0	0	3			

In addition to the above, any courses not taken to satisfy the general education core requirement may be used to fulfill the other required hours' requirement of 20 SHC.

One semester hour of credit may be included in a 65-hour credit Associate in Arts program. The transfer of the 65th hour is not guaranteed. This 65th hour can be selected from the following courses:

ACA 111	College Student Success	1	0	0	0	1
COE 110	World of Work	1	0	0	0	1
COE 111	Co-op Work Experience I	0	0	0	10	1

III. TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM:

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

Pre-Major Associate in Arts Sociology

(A1010N)

This program is designed for students who intend to major in Sociology. Students who successfully complete this course of study and who meet the requirements for admission to the university are eligible to apply for admission to the major with junior standing.

Application to a University:

Admission application deadlines vary. Students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the Associate in Arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Sociology will be eligible to be considered for admission as juniors to the universities offering the Baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH,UNC-C, UNC-G, UNC-P, UNC-W, WCU, and WSSU.

Admission to the Major:

ART 116

Survey of American Art

Grade-point average requirements vary, and admission is competitive across the several programs in Sociology.

	Title	Class	Lab	Clinical	W Exp	. Credits
I. Genera	al Education (44 SHC)					
English Co	omposition (6 SHC)					
ENG 111	Expository Writing	3	0	0	0	3
Selec	t one course from the following (ENC	G 112 is i	recom	mended)	:	
ENG 112	Argument-Based Research	3	0	0	0	3
ENG 113	Literature-Based Research	3	0	0	0	3 3 3
ENG 114	Professional Research & Reporting	3	0	0	0	3
humanities <u>literature c</u> Liter	liscipline areas: music, art, foreign lan, literature, philosophy, and religion. A course. ature (3 SHC) Select one course from munication may not substitute for the	t least or	ne cou	rse must (Speech/	<u>be a</u>	
ENG 131	Introduction to Literature	eraiar 3	e requ ()	0 ()	. 0	3
ENG 231	mirousetton to Entertaine	3	0	ő	0	3
ENG 232		3	0	0	0	3 3 3 3 3
ENG 241	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3
ENG 251	Western World Literature I	3	0	0	0	3
ENG 262	World Literature II	3	0	0	0	3
Selec	t three courses (9 SHC) from at least t	two of th	e follo	wing		
disci	oline areas:					
Art						
ART 111	Art Appreciation	3	0	0	0	3

	Title	Class	Lab	Clinical	W Exp.	Credits	
Foreign Languages							
FRE 111	Elementary French I	3	0	0	0	3	
FRE 111	Elementary French II	3	0	0	0	3	
GER 111	Elementary German I	3	0	0	0	3	
GER 111	Elementary German II	3	0	0	0	3	
SPA 111	Elementary Spanish I	3	0	ő	0	3	
SPA 112	Elementary Spanish II	3 3 3 3	ő	ő	0	3	
SPA 211	Intermediate Spanish I	3	ő	ő	0	3	
SPA 212	Intermediate Spanish II	3	ő	ő	0	3	
Humanities	mermediate spanish if	J	Ü	Ü	Ü	5	
ASL 111	Elamontory A CI I	3	0	0	0	3	
	Elementary ASL I	3				3	
ASL 112	Elementary ASL II	3	0	0	0	3	
HUM110	Technology and Society	3	0	0	0	3	
HUM115	Critical Thinking	3	0	0	0	3	
HUM122	Southern Culture	3	0	0	0	3	
HUM130	Myth in Human Culture	3	0	0	0	3	
HUM160	Introduction to Film	2	2	0	0	3	
HUM161	Advanced Film Studies	3 2 2 3	2	0	0	3	
HUM211	Humanities I	3	0	0	0	3	
HUM212	Humanities II	3	0	0	0	3	
Music							
MUS 110	Music Appreciation	3	0	0	0	3	
MUS 113	American Music	3	0	0	0	3	
MUS 213	Opera and Musical Theatre	3	0	0	0	3	
Philosophy	_						
PHI 210	History of Philosophy	3	0	0	0	3	
PHI 220	Western Philosophy I	3	0	0	0	3	
PHI 221	Western Philosophy II	3	0	0	0	3	
PHI 230	Introduction to Logic	3	0	0	0	3	
PHI 240	Introduction to Edgic Introduction to Ethics	3	0	0	0	3	
	introduction to Etines	3	U	U	U	3	
Religion							
REL 110	World Religions	3	0	0	0	3	
REL 211	Introduction to Old Testament	3	0	0	0	3	
REL 212	Introduction to New Testament	3	0	0	0	3	
REL 221	Religion in America	3	0	0	0	3	
	h/Communication (one of the following		ses ma	y be			
	ituted for 3 SHC in Humanities/Fine		0	0	0	2	
COM 110	Introduction to Communication	3	0	0	0	3	
COM 120	Interpersonal Communication	3	0	0	0	3	
COM 231	Public Speaking	3	0	0	0	3	
Social/Behavioral Sciences (12 SHC) Select four courses from at least three							

Social/Behavioral Sciences (12 SHC) Select four courses from at least three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. <u>At least one course must be a history course.</u>

History (Select one course from the following):							
HIS 1	11 World Civilizations I	3	0	0	0	3	
HIS 1	12 World Civilizations II	3	0	0	0	3	
HIS 12	21 Western Civilization I	3	0	0	0	3	
HIS 12	22 Western Civilization II	3	0	0	0	3	

	Titlo	Class	Lab	Clinical	W Evn	Crodito
	Title	Class	Lab	Clinical	w Exp	. Creaks
HIS 131	American History I	3	0	0	0	3
HIS 132	American History II	3	0	0	0	3
Sociology (T	he following course is required):					
SOC 210		3	0	0	0	3
	one of the following SOC courses:	Ü	Ü	Ü	Ü	Ü
SOC 213	Sociology of the Family	3	0	0	0	3
SOC 220	Social Problems	3	0	0	0	3
SOC 225		3	0	0	0	3
SOC 240	Social Psychology	3	0	0	0	3
	nts must select one course (3 SHC) f	rom the f	ollowi	ng:		
Anthropolog		2	0	0	0	2
ANT 210	General Anthropology	3	0	0	0	3
Economics						
ECO 251	Principles of Microeconomics	3	0	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3
Geography						
GEO 111	World Regional Geography	3	0	0	0	3
GEO 112	Cultural Geography	3	0	0	0	3
Dolitical Cai	0 1 .					
POL 110	Introduction to Political Science	3	0	0	0	3
POL 110	American Government	3	0	0	0	3
POL 210	Comparative Government	3	0	0	0	3
POL 220	International Relations	3	0	0	0	3
PSY 150	Canaral Payahalagy	3	0	0	0	2
PSY 237	General Psychology Social Psychology	3	0	0	0	3 3
PSY 239	Psychology of Personality	3	0	Ö	Ŏ	3
PSY 241	Developmental Psychology	3	0	0	0	3
PSY 281	Abnormal Psychology	3	0	0	0	3
Natural Sci	iences/Mathematics (14 SHC	7)				
	ences (8 SHC) Select two courses (in					
	HM, or PHY) from the following biologic		_	_		
AST 151	General Astronomy I General Astronomy I Lab	3	2	0	0	3 1
AST 15171	General Astronomy II	3	$\tilde{0}$	ő	ő	3
L AST 152A	General Astronomy II Lab	0	2	0	0	1
[BIO 111	General Biology I	3	3	0	0	4
L BIO 112	General Biology II	3	3	0	0	4
CHM131	Introduction to Chemistry	3	0	0	0	3
	Introduction to Chemistry Lab	0	3	0	0	1
CHM 132	Organic and Biochemistry	3	3	0	0	4 4
CHM 151 CHM 152	General Chemistry I General Chemistry II	3	3	0	0	4
[PHY 151	College Physics I	3	2	0	0	4
PHY 152	College Physics II	3	2	0	0	4
[PHY 251	General Physics I	3	3	Ö	Ö	4
PHY 252	General Physics II	3	3	0	0	4
	•					

	Title	Class	Lab	Clinical	W Exp	. Credits
Mathemat	Mathematics (6 SHC) Select at least one course in introductory mathematics:					
Introductor	y Mathematics (Select one):	:				
MAT 140	Survey of Mathematics	3	0	0	0	3
MAT 161	College Algebra	3	0	0	0	3
MAT 175	Precalculus	4	0	0	0	4
The f	ollowing mathematics course is	required:				
MAT 151	Statistics I	3	0	0	0	3
Students should check with the university of their choice to make sure						
that t	they complete the appropriate	math course.				

II. Other Required Hours (20 SHC) A minimum of 20 SHC of college transfer general education, elective, and/or pre-major courses is required.

ACC 120	Principles of Financial Accounting	3	2	0	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	0	4
ART 121	Design I	0	6	0	0	3
ART 131	Drawing I	0	6	0	0	3
ART 240	Painting I	0	6	0	0	3
ART 241	Painting II	0	6	0	0	3
ART 244	Watercolor	0	6	0	0	3
ART 261	Photography I	0	6	0	0	3
ART 264	Digital Photography I	1	4	0	0	3
AST 111	Descriptive Astronomy	3	0	0	0	3
AST 111A	Descriptive Astronomy Lab	0	2	0	0	1
AST 251	Observational Astronomy	1	3	0	0	2
BIO 110	Principles of Biology	3	3	0	0	4
BIO 140	Environmental Biology	3	0	0	0	3
BIO 140A		0		0	0	1
BIO 163	Basic Anatomy & Physiology	4	3 2 3	0	0	5
BIO 168	Anatomy and Physiology I	3	3	0	0	4
BIO 169	Anatomy and Physiology II	3	3	0	0	4
BIO 275	Microbiology	3	3	0	0	4
BUS 110	Introduction to Business	3	0	0	0	3
BUS 115	Business Law I	3	0	0	0	3
CJC 111	Introduction to Criminal Justice	3	0	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	0	3
CJC 141	Corrections	3	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
CIS 115	Intro. to Programming & Logic	2	2	0	0	3
COM 140	Intercultural Communication	3	0	0	0	3
COM 232	Election Rhetoric	3	0	0	0	3
COM 233	Persuasive Speaking	3	0	0	0	3
COM 251	Debate I	3	0	0	0	3 3 3 3
CSC 134	C++ Programming	2	3	0	0	3
ECO 151	Survey of Economics	3	0	0	0	3
ENG 125	Creative Writing I	3	0	0	0	3
ENG 126	Creative Writing II	3	0	0	0	3
ENG 132	Introduction to Drama	3	0	0	0	3
ENG 272	Southern Literature	3	0	0	0	3
ENG 273	African-American Literature	3	0	0	0	3
ENG 274	Literature by Women	3	0	0	0	3
HEA 110	Personal Health/Wellness	3	0	0	0	3
HIS 163	The World Since 1945	3	0	0	0	3

	Title	Class	Lab	Clinical	W Exp.	Credits
HIS 226	The Civil War	3	0	0	0	3
HIS 227	Native American History	3	0	0	0	3
HIS 236	North Carolina History	3	0	0	0	3
JOU 110	Introduction to Journalism	3	0	0	0	3
MAT 151A	Statistics I Lab	0	2	0	0	1
MAT 263	Brief Calculus	3	0	0	0	3
MAT 271	Calculus I	3	2	0	0	4
MAT 272	Calculus II	3 3 3	2	0	0	4
MAT 273	Calculus III		2	0	0	4
MUS 131	Chorus I	0	2	0	0	1
PED 111	Physical Fitness I	0	3	0	0	1
PED 113	Aerobics I	0	3	0	0	1
PED 117	Weight Training I	0	3 3 3	0	0	1
PED 120	Walking for Fitness	0	3	0	0	1
PED 121	Walk, Jog, Run	0		0	0	1
PED 122	Yoga I	0	2	0	0	1
PED 128	Golf - Beginning	0	2	0	0	1
PED 142	Lifetime Sports	0	2	0	0	1
PED 217	Pilates I	0	2	0	0	1
POL 130	State & Local Government	3	0	0	0	3
PSY 211	Psychology of Adjustment	3	0	0	0	3
PSY 231	Forensic Psychology	3 3 3	0	0	0	3 3 3
PSY 249	Psychology of Aging		0	0	0	
SOC 230	Race and Ethnic Relations	3	0	0	0	3
SOC 234	Sociology of Gender	3	0	0	0	3
SOC 242	Sociology of Deviance	3	0	0	0	3
SOC 250	Sociology of Religion	3	0	0	0	3

In addition to the above, any courses not taken to satisfy the general education core requirement may be used to fulfill the other required hours' requirement of 20 SHC.

One semester hour of credit may be included in a 65-hour credit Associate in Arts program. The transfer of the 65th hour is not guaranteed. This 65th hour can be selected from the following courses:

	~					
ACA 111	College Student Success	1	0	0	0	1
COE 110	World of Work	1	0	0	0	1
COE 111	Co-op Work Experience I	0	0	0	10	1

III. TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 64-65

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

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

College Transfer students who are undecided about a pre-major program should select the Associate in Arts major (A10100).

Approved Humanities/Fine Arts and Social/Behavioral Sciences Electives for Associate in Applied Science Programs

Н	UMANITIES/FINE A	RTS		SOCIAL/BEHAVIO SCIENCES		
(Both Programs), tion, Computer Pr Construction Man Justice, Early Chil Programs), Electri (Electrical Techno Fire Protection, In Information Syste- cal Drafting, Medi	agement, Criminal Idhood (Both ical/Electronics logy), Electronics, idustrial Engineering, ms Security, Mechani- ical Office Administra- Networking, Office	Associate I Nursing, A Systems, C ogy, Radio	utomotive osmetol-	All A.A.S Program	0	
ART 111 ART 116 *ASL 111 *ASL 112 ENG 131 ENG 231 ENG 232 ENG 241 ENG 242 ENG 251 ENG 262 *FRE 111 *FRE 112 *GER 111 *GER 112 HUM 110 **HUM 115 HUM 122 HUM 130 HUM 160 HUM 161 HUM 211	HUM 212 MUS 110 MUS 113 MUS 213 PHI 210 PHI 220 PHI 221 PHI 230 PHI 240 REL 110 REL 211 REL 212 REL 221 *SPA 111 *SPA 212	ART 111 ART 116 ART 131 ART 240 *ASL 111 *ASL 112 *FRE 111 *FRE 112 *GER 111 *GER 112 HUM 110 **HUM 115 HUM 122 HUM 130 HUM 161 HUM 211 HUM 211 HUM 212 MUS 110 MUS 113 MUS 213 PHI 210	PHI 220 PHI 221 PHI 230 PHI 240 REL 110 REL 211 REL 212 *SPA 111 *SPA 112 SPA 211 SPA 212	ANT 210 ECO 151 ECO 251 ECO 252 GEO 111 GEO 112 HIS 111 HIS 121 HIS 121 HIS 122 HIS 131 HIS 132 POL 110 POL 220 PSY 150 PSY 237 PSY 239 PSY 241 PSY 281 SOC 210	SOC 213 SOC 220 SOC 225 SOC 230 SOC 240	

^{*} This course does not meet the SACS humanities/fine arts requirement in AAS and diploma programs that require only one humanities/fine arts course.

^{**} This course may meet the SACS humanities requirement for AAS degree programs.

Un-Declared Program

Students Who Have Not Yet Chosen a Technical or Vocational Program

Choosing a career goal, a program of study, can be a difficult decision. It must be made with careful consideration and guidance. A student who wishes to enroll in classes but who has not yet chosen a program may begin in the General Occupational Technology program. The following suggestions are useful guidance in selecting first-term classes and activities for an undecided student. These suggestions should assist the student in reaching a program choice or career goal.

- 1. Seek career counseling through the Discover program in Student Services at either campus.
- 2. Take ACA 111-College Student Success or ACA 118-College Study Skills.
- Take appropriate courses in reading, English, math, or algebra as recommended by the COMPASS/ASSET Placement program.
- 4. Consider taking introductory courses in subject areas of interest. Be aware that individual courses may or may not count in a subsequently selected program of study.
- Consider attending one of the Allied Health program orientations if there is interest in healthrelated occupations. These orientations are offered on a regular basis, and the schedule can be obtained in the Student Services Office.

Accounting

Associate in Applied Science Degree (A25100)

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

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

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

For additional information regarding this program, contact Program Head Robin Turner at 704-637-0760 or 704-788-3197, Ext. 379 or send an email to <u>turnerr@rccc.edu/</u>.

The following is a suggested program of study for completing this program in four semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

		Title	Class	Lab	Clinical	W Evr	o. Credits
Einst V	(Olass	Lab	Offical	** _^	o. Oreans
First Y	,		2	2		0	4
• ACC	120	Principles of Financial Accounting	3	2	0	0	4
• ACC	131	Federal Income Taxes	2	2	0	0	3
• BUS	115	Business Law I	3	0	0	0	3
• CIS	110	Introduction to Computers	2	2	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
MAT	140	Survey of Mathematics OR	3	0	0	0	3
MAT	161	College Algebra OR	3	0	0	0	3
MAT	175	Precalculus	4	0	0	0	4
		Total	16-17	6	0	0	19-20
First Y	ear (Spring)					
ACC	121	Principles of Managerial Accounting	3	2	0	0	4
ACC	150	Accounting Software Applications	1	2	0	0	2
BUS	137	Principles of Management	3	0	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
		Humanities/Fine Arts Elective (p.136)	3	0	0	0	3
		Total	16	4	0	0	18
Second	Yea	r (Fall)					
ACC	220	Intermediate Accounting I	3	2	0	0	4
ACC	225	Cost Accounting	3	0	0	0	3
ACC	240	Government & Not-for-Profit Acct.	3	0	0	0	3
COM	110	Introduction to Communication	3	0	0	0	3
		OR					
COM	231	Public Speaking	3	0	0	0	3
• ECO	251	Principles of Microeconomics	3	0	0	0	3
		OR					
• ECO	252	Principles of Macroeconomics	3	0	0	0	3
		Major Elective*	3	0	0	0	3
		Total	18	2	0	0	19
Second	Yea	r (Spring)					
ACC	221	Intermediate Accounting II	3	2	0	0	4
ACC	250	Advanced Accounting	3	0	0	0	3
ACC	269	Auditing & Assurance Services	3	0	0	0	3
BUS	225	Business Finance	2	2	0	0	3
		Major Elective*	3	0	0	0	3
		Total	14	4	0	0	16

Total Semester Hours Credit (SHC) in Program:

72-73

[•] This is a Core course and cannot be substituted.

*Major Electives:

Select 6 semester hour credits from the following courses. This may include up to 3 SHC from COE course/combination of courses:

		Title	Class	Lab	Clinical	W Exp.	Credits
BUS	240	Business Ethics	3	0	0	0	3
BUS	260	Business Communication	3	0	0	0	3
BUS	280	REAL Small Business	4	0	0	0	4
CTS	130	Spreadsheet	2	2	0	0	3
INT	110	International Business	3	0	0	0	3
COE	110	World of Work	1	0	0	0	1
COE	111	Co-Op Work Experience I	0	0	0	10	1
COE	112	Co-Op Work Experience I	0	0	0	20	2
COE	113	Co-Op Work Experience I	0	0	0	30	3
COE	114	Co-Op Work Experience I	0	0	0	40	4
COE	121	Co-Op Work Experience II	0	0	0	10	1
COE	122	Co-Op Work Experience II	0	0	0	20	2
COE	123	Co-Op Work Experience II	0	0	0	30	3
COE	131	Co-Op Work Experience III	0	0	0	10	1
COE	132	Co-Op Work Experience III	0	0	0	20	2
COE	211	Co-Op Work Experience IV	0	0	0	10	1
COE	221	Co-Op Work Experience V	0	0	0	10	1
COE	231	Co-Op Work Experience VI	0	0	0	10	1

Accounting

Diploma Program (D25100)

Cour	ses	Credit Hours
• ACC 120	Principles of Financial Accounting	4
• ACC 121	Principles of Managerial Accounting	4
 ACC 131 	Federal Income Taxes	3
ACC 150	Accounting Software Applications	2
ACC 220	Intermediate Accounting I	4
ACC 225	Cost Accounting	3
• BUS 115	Business Law I	3
BUS 137	Principles of Management	3
CIS 110	Introduction to Computers	3
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
PSY 150	General Psychology	3
Total Semester 1	Hours Credit:	38

• This is a Core course and cannot be substituted.

Accounting

Certificate Programs (C25100)

Courses		Credit Hours	İ
75 1 · 175 1	C 1000 1 114		
Technical Track			
ACC 120	Principles of Financial Accounting	4	
ACC 121	Principles of Managerial Accounting	4	
ACC 131	Federal Income Taxes	3	
ACC 220	Intermediate Accounting I	4	
ACC 225	Cost Accounting	3	
Total Semester Hours Credit:		18	
Audit Track Cer	rtificate #2		
ACC 120	Principles of Financial Accounting	4	
ACC 121	Principles of Managerial Accounting	4	
ACC 220	Intermediate Accounting I	4	
ACC 225	Cost Accounting	3	
ACC 269	Auditing & Assurance Services	3	
Total Semester Hours Credit:		18	
Government Tra	nck Certificate #3		
ACC 120	Principles of Financial Accounting	4	
ACC 121	Principles of Managerial Accounting	4	
ACC 150	Accounting Software Applications	2	
ACC 220	Intermediate Accounting I	4	
ACC 240	Government & Not-for-Profit Accounting	3	
Total Semester Hours Credit:		17	

Air Conditioning, Heating & Refrigeration Technology

Diploma Program (D35100)

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the A.A.S. degree covers residential building codes, residential system sizing, and advanced comfort systems. An A.A.S. degree is currently in the planning stages for this program.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. A.A.S. degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

For additional information regarding this program, contact Program Head Joe Christie at 704-637-0760 or 704-788-3197, Ext. 487 or send an email to christiej@rccc.edu, or instructor Fred Loving at Ext. 486 or send an email to lovingf@rccc.edu, or instructor Jon Crockett at Ext. 489 or send an email to crocketti@rccc.edu.

The following is a suggested program of study for completing this program in three semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

		Title	Class	Lab	Clinical	W Exp.	Credits
Fall Ser	mest	er					
CIS	110	Introduction to Computers	2	2	0	0	3
AHR	110	Introduction to Refrigeration	2	6	0	0	5
AHR	111	HVACR Electricity	2	2	0	0	3
AHR	112	Heating Technology	2	4	0	0	4
MAT	115	Mathematical Models	2	2	0	0	3
		Total	10	16	0	0	18
Spring Semester							
• AHR	113	Comfort Cooling	2	4	0	0	4
AHR	115	Refrigeration Systems	1	3	0	0	2
AHR	130	HVAC Controls	2	2	0	0	3
AHR	180	HVACR Customer Relations	1	0	0	0	1
	OR						
COE	111	Co-op Work Experience I	0	0	0	10	1
AHR	210	Residential Building Code	1	2	0	0	2
* ENG	111	Expository Writing	3	0	0	0	3
		Total	9-10	11	0	0-10	15

Title		Class	Lab	Clinical	W Exp	. Credits	
Summer Term							
AHR	114	Heat Pump Technology	2	4	0	0	4
AHR	140	All Weather Systems	1	3	0	0	2
AHR	211	Residential System Design	2	2	0	0	3
AHR	235	Refrigeration Design	2	2	0	0	3
		Total	7	11	0	0	12

Total Semester Hours Credit (SHC) in Program:

45

This is a Core course and cannot be substituted.

Air Conditioning, Heating & Refrigeration Technology

Certificate Programs (C35100)

Courses		Credit Hours
Basic Certifica	ite	
AHR 110	Introduction to Refrigeration	5
AHR 111	HVACR Electricity	3
AHR 112	Heating Technology	4
CIS 110	Introduction to Computers	3
Total Semester Hours Credit:		15
Intermediate (Certificate	
AHR 113	Comfort Cooling	4
AHR 115	Refrigeration Systems	2 3
AHR 130		3
AHR 180	HVACR Customer Relations	1
AHR 210	Residential Building Code	2
Total Semester Hours Credit:		12
Advanced Cer	tificate	
AHR 114	Heat Pump Technology	4
AHR 140	All-Weather Systems	2
AHR 211	Residential System Design	3
AHR 235	Refrigeration Design	3
Total Semester Hours Credit:		12

A student may earn a Diploma in Air Conditioning, Heating & Refrigeration Technology by completing the above three certificates, plus completion of ENG 102 and ONE 3-credit hour college-level general education course selected in consultation with the AHR Advisor.

^{*}Students will be allowed to take ENG 102 Applied Communications II if they do not plan to pursue an A.A.S. degree.

Associate Degree Nursing - Integrated

Associate In Applied Science Degree (A45100)

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 lifespan in a variety of settings.

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

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



ADMISSION REQUIREMENTS:

Deadline date for applications and evidence of completion of admissions criteria (1-7) is <u>January 1</u> of the year to be admitted. <u>The college reserves the right to extend the deadline</u> <u>date if necessary to secure qualified applicants for program admission.</u>

In addition to the general requirements listed under the Admissions Procedures for Rowan-Cabarrus Community College, the applicant must complete the following:

1. All <u>new</u> students must submit an application to the desired nursing program. All applicants not accepted mush <u>reapply</u>. To be considered for the subsequent nursing class (<u>beginning August of each year</u>), all students must meet the following admission requirements <u>prior to January 1</u>. The college reserves the <u>right to extend the deadline date if necessary to secure qualified applicants for program admission.</u>

Students will be admitted based on a *competitive selection process*.

- 2. Sign and submit to the Rowan-Cabarrus Community College Admissions Office the "Statement of Understanding Regarding Acceptance for Clinical Training" form pertaining to submission of a required <u>criminal history report</u> and mandatory <u>drug screen</u> (form is provided during the Admission Seminar). Please realize a criminal background check will be required. A negative review may prevent students from participating in clinical practice (which means they can not complete program requirements).
- 3. Submit evidence of high school graduation and transcript of grades, as well as GED scores, and college transcripts, if applicable. In regards to transfer credit (or credits previously earned at RCCC), related courses within the nursing curriculum -- BIO, PSY, SOC -- must be within 5 years of January 1 of the admission year.
- 4. Present evidence of successful completion of units in biology, chemistry, and computer applications with a minimum grade of "C" on a high school or college transcript or satisfy these units of credit at RCCC: BIO 106*, CHM 090*, and CIS 110 or an appropriate score on the Technical Proficiency Exam (TPE). *Units of credit must be within 5 years of January 1 of the admission year.
- 5. Be academically prepared to enroll in the required English course (ENG 111) and show proficiency in the mathematics area (Algebra I). All applicants for admission into the nursing programs can satisfy this requirement by meeting one criterion from each of the following areas. NOTE: Placement test scores, remedial course work, and demonstrated proficiency in mathematics (Algebra I) must be acquired within the last 5 years of January 1 of the admission year.

Writing

- Standard score of 42 or higher on the ASSET Writing
- Standard score of 71 or higher on the COMPASS Writing
- Satisfactory completion of ENG 090
- Satisfactory completion (grade of C or higher) of at least one college-level (associate degree or higher) course in English composition
- SAT Writing score of 500 or ACT Writing score of 21 (completed within 5 years of January 1 of the admission year)

Reading

- Standard score of 42 or higher on the ASSET Reading Skills
 - or
- Standard score of 77 or higher on the COMPASS Reading Skills or
- Satisfactory completion (grade C or higher) of a college-level (associate degree or higher) course in English composition
- Satisfactory completion of RED 090

or

- SAT Reading score of 500 or ACT Reading score of 21 (completed within 5 years of January 1 of the admission year)

Math-Numerical Skills

- Standard score of 42 or higher on the ASSET Numerical Skills
- Standard score of 47 or higher on the COMPASS Pre-Algebra Skills or
- Satisfactory completion of MAT 060
- Satisfactory completion (grade C or higher) of at least one college-level (associate degree or higher) math course
- SAT Math score of 500 or ACT Math score of 21 (completed within 5 years of January 1 of the admission year)

Math-Elementary Algebra

- Standard score of 42 or higher on the ASSET Elementary Algebra
- Standard score of 38 or higher on the COMPASS Algebra Skills
- Satisfactory completion of MAT 070
- Satisfactory completion (grade C or higher) of at least one college-level (associate degree or higher) math course within the last 5 years
- SAT Math score of 500 or ACT Math score of 21 (completed within 5 years of January 1 of the admission year)

The applicant is limited to testing twice in a 12-month period (initial test and one re-test). Placement test requirements can be met by successfully completing the remedial courses recommended after COMPASS/ASSET testing. Students who have withdrawn from the nursing education program due to academic reasons may be required to re-test and meet minimum acceptable scores. Specific placement re-test requirements will be based on individual academic deficiencies (see ADN Competency Standards).

Applicants should check with the Admissions Office if they have any questions related to testing.

- 6. Provide evidence of successful completion of a current, non-restrictive North Carolina Nurse Aide I listing.
- 7. Attend one of three (3) admission seminar sessions offered by the nursing education faculty annually, in order to make informed decisions regarding their program selection. (FAILURE TO ATTEND WILL DELAY THE ADMISSION PROCESS.) All applicants must complete the program survey form. Applicants should direct all questions regarding the program requirements to their assigned nursing faculty advisors.
- 8. Students meeting admission requirements (1-7) on or before January 1 will be eligible for the Health Occupations Basic Entrance Test (HOBET). The college reserves the right to extend the deadline date if necessary to secure qualified applicants for **program admission.** Testing dates will be provided.
 - Testing fee must be paid in the Business Office prior to testing.
 - A photo I.D. is required for entrance into the test.
 - Study guides will be available for purchase in the RCCC Bookstore (North and South campuses).



Selection Criteria

Admission into the Nursing programs is *competitive*. The higher the applicant's HOBET scores, the greater the opportunity for selection. Scores at or above the national passing standard will be utilized to rank the applicant for selection into the Nursing program(s).

Applicants who do not acquire the national passing score during the initial testing period or who desire to improve upon their score will be eligible for one (1) re-test within the allotted admissions selection time period of that year.

The applicants' highest reading, math, and critical thinking scores will then be utilized and evaluated for program selection.

In the event that the applicants have identical HOBET scores, the HOBET critical thinking score will be used to further rank the applicant for the Nursing program selection.

Alternate List for the Nursing Program

Applicants not admitted will be ranked and placed on an alternate list and will be admitted in order, if space becomes available. Applicants on the alternate list for full admissions for one year will not be carried over to a waiting list the following year(s), but will have to <u>reapply</u> and will be ranked with applicants of the new year.

9. When items 1-8 have been met, the applicant's file is reviewed by the Admissions Committee and tentative program placement established. Full acceptance/admission into the Nursing program is not granted until the applicant completes the following:

- a. Criminal Background Report as required by clinical sites. RCCC Admissions Office will provide directives for securing the report and review.
- b. Completed physical examination forms (exam within the last six months) which provide evidence of satisfactory physical, emotional, and mental health. Preadmission drug screening is required. (See Evaluation of Physical and Emotional Health guidelines and Procedure Regarding Acceptance for Clinical Training for Health Programs.) Problematic areas will be handled on an individual basis by the Director of Nursing Education after consultation with clinical affiliates.
- c. Certification in basic life support, CPR. (Certification can be obtained through Continuing Education and must be maintained throughout the NUR course sequence.)



- d. All applicants' admissions data, including health form, CPR verification, and criminal background check, must be finalized in ten (10) business days prior to the first day of fall semester due to required diagnostic testing and reporting of results. Final approval for admission has to be granted by the Director of Nursing Education and the Assistant Director of Nursing Education/PN Program Head. Any student who withdraws from the Nursing course sequence for more than six months must re-submit health forms and a criminal history report prior to acceptance for re-entry into the Nursing courses. When problematic, physical, or mental health conditions exist, faculty may require timely medical reports from the student's physician confirming that the individual is physically and mentally competent to enter, or continue, in the Nursing program.
- 10. All Fall acceptances are required to either register for ACA 118 during the summer term or attend the Student Services' sponsored nursing workshop held on the July Allied Health registration date.
- 11. Students progressing to NUR 210 are required to attend the Student Services' sponsored nursing workshop to be held at the end of the Summer Term of NUR 130. The Director of Nursing Education will communicate the date and time to the students.
- 12. Admission requirements are subject to change. Program requirements will be finalized by <u>August 1</u> of each year for the subsequent year.
- 13. Admission decisions **are not** eligible for appeal.

LEGAL REQUIREMENT FOR NURSE LICENSURE

Students enrolled in the RCCC Nursing program(s) complete an application for licensure as a registered nurse or practical nurse by examination. The application for the examination in North Carolina contains a question as to whether or not the applicant has ever been convicted on a misdemeanor/felony excluding minor traffic violations. If the answer is "yes," the applicant is asked to provide an explanation. This question is asked because of the legal requirements for becoming registered as a nurse in North Carolina. Similar requirements exist in other states. Effective January 1, 2002, applications for initial licensure in North Carolina must have a federal criminal background check.

The <u>Nursing Practice Act</u>, Article 9, Chapter 90 of the General Statutes of North Carolina states that the North Carolina Board of Nursing may deny an application for licensure if the Board determines that the applicant:

- has given false information or has withheld material information from the Board in procuring or attempting to procure a license to practice nursing;
- has been convicted of or pleaded guilty or nolo contendere to any crime which indicates that the nurse is unfit or incompetent to practice nursing or that the nurse has deceived or defrauded the public;
- 3. has a mental or physical disability or used 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 or omissions regardless of whether actual injury to the patient is established;
- 6. engages in conduct that deceives, defrauds, or harms the public in the course of professional activities or services; or
- has willfully violated any provision of the Article or of regulations enacted by the Board.

If a student has any question about his/her eligibility to take the licensing examination, he/she may wish to confer with an attorney or the N.C. Board of Nursing. The RCCC Nursing faculty will provide <u>upon request</u> information regarding resources for further information relative to the legal requirements for licensure.

Rowan-Cabarrus Community College provides assistance to enable the applicant to meet program requirements.

NON-DISCRIMINATORY POLICY:

Rowan-Cabarrus Community College does not discriminate in its admissions policies and procedures on the basis of sex, race, color, national origin, age, religion, or handicap.

For additional information regarding this program, contact Director of Nursing Education Cathy Norris at 704-637-0760 or 704-788-3197, Ext. 323, or send an email to norrisc@rccc.edu/.

The following is a suggested program of study for completing this program in five semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

		Title	Class	Lab	Clinical	W Evo	. Credits
		Title	Class	Lau	Cillical	vv ⊏xh	. Credits
First Y	ear (Fall)					
* ACA	118	College Study Skills	1	2	0	0	2
BIO	168	Anatomy and Physiology I	3	3	0	0	4
• NUR	110	Nursing I	5	3	6	0	8
PSY	150	General Psychology	3	0	0	0	3
** COE	110	World of Work	1	0	0	0	1
		Total	12-13	8	6	0	17-18
First Y	ear (Spring)					
BIO	169	Anatomy and Physiology II	3	3	0	0	4
ENG	111	Expository Writing	3	0	0	0	3
• NUR	120	Nursing II	5	3	6	0	8
PSY	241	Developmental Psychology	3	0	0	0	3
** COE	110	World of Work	1	0	0	0	1
		Total	14-15	6	6	0	18-19
First Y	ear (Summer)					
• NUR	130	Nursing III	4	3	6	0	7
** COE	110	World of Work	1	0	0	0	1
COL	110	OR	1	Ü	Ü	Ü	1
** COE	111	Co-op Work Experience I	0	0	0	10	1
		Total	4-5	3	6	0-10	7-8
Second	Vea	r (Fall)					
COM		Public Speaking	3	0	0	0	3
COM	231	OR	3	O	O	U	3
COM	110	Introduction to Communication	3	0	0	0	3
• NUR	210	Nursing IV	5	3	12	0	10
SOC	210	Introduction to Sociology	3	0	0	0	3
** COE	110	World of Work	1	0	0	0	1
		OR					
** COE	111	Co-op Work Experience I	0	0	0	10	1
		Total	11-12	3	12	0-10	16-17

Title			Class	Lab	Clinical	W Ex	p. Credits
Second	Year	r (Spring)					
• NUR	220	Nursing V	4	3	15	0	10
** COE	110	World of Work	1	0	0	0	1
	Huma	mities/Fine Arts Elective (p.136)	3	0	0	0	3
		Total	7-8	3	15	0	13-14

Total Semester Hours Credit (SHC) in Program:

72

• This is a Core course and cannot be substituted.

Note: If COE 111 is selected, students should contact the Director of Cooperative Education regarding special cooperative education requirements for ADN students.

- * ACA 118 must be taken by ADN acceptances only, either in the summer prior to admission or corequisite with NUR 110. A special section of ACA 118 is designed for nursing students.
- ** Students who select COE 110 may take the course prior to admission or corequisite with a NUR course. Students who select COE 111 must take this course in Summer Term or Fall Semester of the second year and in accordance with approval by the Director of Nursing Education.

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

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Associate Degree Nursing

Completion Program for the Licensed Practical Nurse (A45100C)

Listed below are the guidelines and ADN curriculum NUR sequence for the LPN who is entering in advanced placement standing.



Fine LPN admitted to this program:

- will document current unrestricted licensure as an LPN in the state of North Carolina.
- will have met the current admissions criteria required of the Associate Degree Nursing program.
- will have successfully completed (77% competency level) ACA 118*, BIO 168, and PSY 150.
- will be certified in IV therapy and will provide evidence of current IV therapy administration (within the last 12 months). IV certification is available through RCCC (Continuing Education).
- 5. will have had six months of full-time work experience within the last 12 months in the role of an LPN. Verification of employment, role and responsibilities are required by the LPN's employer. Same year graduates of the RCCC Practical

Nursing program will be required to have three months of full-time work experience as an LPN.

Following satisfactory completion of NUR 189 and NUR 187, the ADN completion student will be integrated with the generic students in NUR 130, Summer Term, and follow through the reminder of the NUR course sequence.

For additional information regarding this program, contact Director of Nursing Education Cathy Norris at 704-637-0760 or 704-788-3197, Ext. 323, or send an email to norrisc@rccc.edu/.

		Title	Class	Lab	Clinical	W Exp.	Credits
First Y	ear ((Spring)					
BIO	169	Anatomy and Physiology II	3	3	0	0	4
ENG	111	Expository Writing	3	0	0	0	3
• NUR	187	Transition Practicum	0	0	6	0	2
• NUR	189	Nursing Transition	1	3	0	0	2
PSY	241	Developmental Psychology	3	0	0	0	3
		Total	10	6	6	0	14
First Y	ear (Summer)					
• NUR		Nursing III	4	3	6	0	7
		Total	4	3	6	0	7
First Y	ear (Fall)					
COM	110	Introduction to Communications OR	3	0	0	0	3
COM	231	Public Speaking	3	0	0	0	3
• NUR	210	Nursing IV	5	3	12	0	10
SOC	210	Introduction to Sociology	3	0	0	0	3
COE	110	World of Work	1	0	0	0	1
		Total	12	3	12	0	17
Second	Yea	r (Spring)					
• NUR	220	Nursing V	4	3	15	0	10
	Hum	anities/Fine Arts Elective (p.136)	3	0	0	0	3
		Total	7	3	15	0	13

[•] This is a Core course and cannot be substituted.

^{*}ACA 118 must be taken in the Fall Semester preceding admission in the Spring Semester. A section of ACA 118 is designed for nursing students.

Automotive Systems Technology

General Program

Associate in Applied Science Degree (A60160)

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

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

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

Students must furnish hand tools and protective clothing, as well as textbooks, and may obtain this list from the Automotive Systems Technology Program Head or Student Services.

For additional information regarding this program, contact Program Head Wade Vernon at 704-637-0760 or 704-788-3197, Ext. 707, or send an email to vernonm@rccc.edu/.

The following is a suggested program of study for completing this program in six semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

		Title	Class	Lab	Clinical	W Exp.	Credits
First Y	ear (Fall)					
AUT	111	Basic Automotive Technology	1	2	0	0	2
AUT	115	Engine Fundamentals	2	3	0	0	3
AUT	161	Electrical Systems	2	6	0	0	4
ENG	111	Expository Writing	3	0	0	0	3
MAT	115	Mathematical Models	2	2	0	0	3
		Total	10	13	0	0	15
First Y	ear (Spring)					
• AUT	141	Suspension & Steering Systems	2	4	0	0	4
• AUT	151	Brake Systems	2	2	0	0	3
AUT	152	Brake Systems Lab	0	2	0	0	1
AUT	181	Engine Performance-Electrical	2	3	0	0	3
AUT	182	Engine Performance-Electrical Lab	0	3	0	0	1
		Humanities/Fine Arts Elective (p.136)	3	0	0	0	3
		Total	9	14	0	0	15

	Title	Class	Lah	Clinical	W Exp. C	redits:
	THO	01400	Lab	Omnoar	W Exp. c	round
ear (Summer)					
116	Engine Repair	1	3	0	0	2
171	Heating & Air Conditioning	2	3	0	0	3
186	Automotive Computer Applications	1	2	0	0	2
110	021	2	2	0	0	3
110	Total	4-5	8	0	0	7-8
Year	r (Fall)					
162	Chassis Electrical & Electronics	2	2	0	0	3
163	Chassis Electrical & Electronics Lab	0	2	0	0	1
183	Engine Performance-Fuels	2	3	0	0	3
184	Engine Performance-Fuels Lab	0	3	0	0	1
137	Principles of Management	3	0	0	0	3
231	Public Speaking	3	0	0	0	3
	Total	10	10	0	0	14
Year	r (Spring)					
		1	2	0	0	2
		_		-	-	3
		_	-	-	-	1
			-	-	v	3
	1 2	-	-	-	-	1
			_	-	v	3
Боста	Total	9	10	0	0	13
Year	r (Summer)					
221	Automatic Transmission	2	6	0	0	4
113	Automotive Servicing	2	6	0	0	4
	OR				4.0	
114						<u>4</u> 8
	116 171 186 110 Year 162 163 183 184 137 231 Year 185 231 232 110 110A Social	171 Heating & Air Conditioning 186 Automotive Computer Applications OR 110 Introduction to Computers Total Year (Fall) 162 Chassis Electrical & Electronics 163 Chassis Electrical & Electronics Lab 183 Engine Performance-Fuels 184 Engine Performance-Fuels Lab 137 Principles of Management 231 Public Speaking Total Year (Spring) 185 Emission Controls 231 Manual Drive Trains/Axles 232 Manual Drive Trains/Axles Lab 110 Conceptual Physics 110A Conceptual Physics 110A Conceptual Physics Lab Social/Behavioral Sciences Elective (p.136) Total Year (Summer) 221 Automatic Transmission 113 Automotive Servicing OR	Tear (Summer) 116 Engine Repair 1 171 Heating & Air Conditioning 2 186 Automotive Computer Applications OR 1 110 Introduction to Computers 2 Total 4-5 Year (Fall) 2 162 Chassis Electrical & Electronics 2 163 Chassis Electrical & Electronics Lab 0 183 Engine Performance-Fuels 2 184 Engine Performance-Fuels Lab 0 137 Principles of Management 3 231 Public Speaking 3 Total 10 Year (Spring) 1 185 Emission Controls 1 231 Manual Drive Trains/Axles 2 232 Manual Drive Trains/Axles 2 232 Manual Physics 3 110 Conceptual Physics 3 110A Conceptual Physics Lab 0 Social/Behavioral Sciences Elective (p.136) 3	Sear (Summer)	Sear (Summer)	Sear (Summer)

Total Semester Hours Credit (SHC) in Program: 72-73

• This is a Core course and cannot be substituted.

Only students pursuing the A60160CO major in the Cooperative Apprenticeship Program found on (p. 154) may take the following COE coursework:

		Title	Class	Lab	Clinical	W Exp.	Credits
COE	112	Co-Op Work Experience I	0	0	0	20	2
COE	122	Co-Op Work Experience II	0	0	0	20	2
COE	132	Co-Op Work Experience III	0	0	0	20	2
COE	212	Co-Op Work Experience IV	0	0	0	20	2

Automotive Systems Technology

Diploma Program (D60160)

Cour	ses	Credit Hours
AUT 111	Basic Automotive Technology	2
AUT 115	Engine Fundamentals	3
• AUT 141	Suspension & Steering Systems	4
• AUT 151	Brake Systems	3
AUT 152	Brake Systems Lab	1
AUT 161	Electrical Systems	4
AUT 162	Chassis Electrical & Electronics	3
AUT 163	Chassis Electrical & Electronics Lab	1
AUT 171	Heating & Air Conditioning	3
AUT 181	Engine Performance-Electrical	3
AUT 182	Engine Performance-Electrical Lab	1
ENG 102	Applied Communications II	3
MAT 115	Mathematical Models	3
	Humanities/Fine Arts Elective	3
Total Semester	Hours Credit:	37

• This is a Core course and cannot be substituted.

Automotive Systems Technology

Certificate Programs (C60160)

Cours	ses	Credit Hours
Brakes Certific	eate	
AUT 151	Brake Systems	3
AUT 152	Brake Systems Lab	1
AUT 161	Electrical Systems	4
AUT 162	Chassis Electrical & Electronics	3
AUT 163	Chassis Electrical & Electronics Lab	1
Total Semester Ho	ours Credit:	12
Electrical & El	ectronics Certificate	
AUT 161	Electrical Systems	4
AUT 162	Chassis Electrical & Electronics	3
AUT 163	Chassis Electrical & Electronics Lab	1
AUT 181	Engine Performance-Electrical	3
AUT 182	Engine Performance-Electrical Lab	1
AUT 186	Automotive Computer Applications	2
	OR	
CIS 110	Introduction to Computers	3
Total Semester He	ours Credit:	14-15

Cours	ses	Credit Hours
Engine Perforn	nance Certificate	
AUT 115	Engine Fundamentals	3
AUT 161	Electrical Systems	4
AUT 181	Engine Performance-Electrical	3
AUT 182	Engine Performance-Electrical Lab	1
AUT 183	Engine Performance-Fuels	3
AUT 184	Engine Performance-Fuels Lab	1
AUT 185	Emission Controls	2
Total Semester Ho	ours Credit:	17
Suspension & S	Steering Certificate	
AUT 113	Automotive Servicing	4
	OR	·
COE 114	Co-op Work Experience I	4
AUT 141	Suspension & Steering Systems	4
AUT 161	Electrical Systems	4
AUT 162		3
AUT 163	Chassis Electrical & Electronics Lab	1
Total Semester Ho	ours Credit:	16
Engine Description	Contificato	
Engine Repair		2
AUT 115		3
AUT 116 AUT 161	Engine Repair	2 4
AUT 161 AUT 162	Electrical Systems Chassis Electrical & Electronics	3
AUT 162 AUT 163		1
Total Semester Ho		13
2 om Somood III		
Heating & Air	Conditioning Certificate	
AUT 113		4
	OR	
COE 114	Co-op Work Experience I	4
AUT 161	Electrical Systems	4
AUT 162	Chassis Electrical & Electronics	3
AUT 163	Chassis Electrical & Electronics Lab	1
AUT 171	Heating & Air Conditioning	3
Total Semester Ho	ours Credit:	15
Automatic Trai	nsmission Certificate	
AUT 161	Electrical Systems	4
AUT 162		3
AUT 163	Chassis Electrical & Electronics Lab	1
AUT 221	Automatic Transmission	4
Total Semester Ho	ours Credit:	12
Manual Drive	Train & Axles Certificate	
AUT 161	Electrical Systems	4
AUT 162	Chassis Electrical & Electronics	3
AUT 163	Chassis Electrical & Electronics Lab	1
AUT 231	Manual Drive Trains/Axles	3
AUT 232	Manual Drive Trains/Axles Lab	1
Total Semester Hour	rs Credit:	12

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Automotive Systems Technology

Cooperative Apprenticeship Program

(Nissan or other manufacturer sponsored student)
Associate in Applied Science Degree
(A60160CO)

The Cooperative Apprenticeship Program is an Automotive Systems Technology curriculum that prepares individuals for employment with a dealer or independent service facility as an Automotive Service Technician. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

This is a cooperative program in which the student will spend part of the semester in classroom training and part of the semester in a dealership learning activity. Training is oriented toward understanding and servicing automobiles. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE Exam and be ready for full-time employment in a dealership or independent service facility as a Technician and be awarded an Associate in Applied Science degree in Automotive Systems Technology.

Prospective students are expected to be sponsored by a dealership or independent service facility, furnish their own hand tools, textbooks, and must have a valid driver's license. A required tools list can be obtained from the Automotive Program Head or Student Services.

PROGRAM ENTRANCE REQUIREMENTS:

- Must have transportation
- COMPASS placement test scores: Writing Skills 71+; Reading 71+; Numerical Skills 47+; and Algebra 38+
- ASSET placement test scores: Writing Skills 42+; Reading 39+; Numerical Skills 42+; and Elementary Algebra 42+
- Sponsorship commitment from a dealership or independent service facility

For additional information regarding this program, contact Program Head Wade Vernon at 704-637-0760 or 704-788-3197, Ext. 707, or send an email to vernonm@rccc.edu/.

The following is a suggested program of study for completing this program in six semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

Title				Lab	Clinical	W Exp.	Credits
First Y	ear (Fall)					
AUT	115	Engine Fundamentals	2	3	0	0	3
AUT	161	Electrical Systems	2	6	0	0	4
ENG	111	Expository Writing	3	0	0	0	3
COE	112	Co-op Work Experience I	0	0	0	20	2
		Total	7	9	0	20	12

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		Title	Class	Lab	Clinical	W Exp.	Credits
First Y	ear (S	Spring)					
• AUT	141	Suspension & Steering Systems	2	4	0	0	4
• AUT	151	Brake Systems	2	2	0	0	3
PHY	110	Conceptual Physics	3	0	0	0	3
PHY	110A	Conceptual Physics Lab	0	3	0	0	1
MAT	115	Mathematical Models	2	2	0	0	3
COE	122	Co-op Work Experience II	0	0	0	20	2
		Total	9	11	0	20	16
First Y	ear (S	Summer)					
AUT	116	Engine Repair	1	3	0	0	2
AUT	171	Heating & Air Conditioning	2	3	0	0	3
	-,-	Total	3	6	0	0	5
Second	Year	r (Fall)					
• AUT	181	Engine Performance-Electrical	2	3	0	0	3
AUT	231	Manual Drive Trains/Axles	2	3	0	0	3
BUS	137	Principles of Management	3	0	0	0	3
COE	132	Co-op Work Experience III	0	0	0	20	2
		Humanities/Fine Arts Elective	3	0	0	0	3
		Total	10	6	0	20	14
Second	Year	r (Spring)					
• AUT	162	Chassis Electrical & Electronics	2	2	0	0	3
• AUT	183	Engine Performance-Fuels	2	3	0	0	3
COM	231	Public Speaking	3	0	0	0	3
COE	212	Co-op Work Experience IV	0	0	0	20	2
		Social/Behavioral Sciences Elective (p.136)	3	0	0	0	3
		Total	10	5	0	20	14
Second	Year	r (Summer)					
• AUT	185	Emission Controls	1	2	0	0	2
AUT	221	Automatic Transmission	2	6	0	0	4
		Total	3	8	0	0	6

Total Semester Hours Credit (SHC) in Program:

[•] This is a Core course and cannot be substituted.

Automotive Systems Technology

Cooperative Apprenticeship Program (C60160CO)

	Course	es	Credit Hours
Brakes Ce	rtific	ato	
DI akes Ce	151	Rraka Svetame	3
AUT	161	Brake Systems Electrical Systems Chassis Electrical & Electronics	4
AUT	162	Chassis Electrical & Electronics	3
COE	XXX	Co-op Work Experience Coursework	2
Total Seme	ster Ho	ours Credit:	12
Electrical	& Ele	ectronics Certificate	
AUT	161	Electrical Systems	4
AUT	162	Chassis Electrical & Electronics	3
AUT	181	Chassis Electrical & Electronics Engine Performance-Electrical Introduction to Computers	3
CIS	110	Introduction to Computers	3
COE	XXX	Co-op Work Experience Coursework	2
Total Seme	ster Ho	ours Credit:	15
Engino Po	rform	nance Certificate	
AUT	115	Engine Fundamentals	3
AUT	161	Engine Fundamentals Electrical Systems Engine Performance-Electrical Engine Performance-Fuels Emission Controls	4
AUT	181	Engine Performance-Flectrical	3
AUT	183	Engine Performance-Fuels	3
AUT	185	Emission Controls	2
COE	XXX	Co-op Work Experience Coursework	2
		ours Credit:	
Suspension	n & S	teering Certificate	
	141		4
AUT	161		4
AUT	162	Electrical Systems Chassis Electrical & Electronics	3
COE	XXX	Co-op Work Experience Coursework	2
		ours Credit:	13
Engine Re	pair (Certificate	
AUT	115	Engine Fundamentals Engine Repair Electrical Systems Chassis Electrical & Electronics	3
AUT	116	Engine Repair	2
AUT	161	Electrical Systems	4
AUT	162	Chassis Electrical & Electronics	3
		Co-Op Work Experience Coursework	2
Total Seme	ster Ho	ours Credit:	14
TT 40 0	4 • 4	G 1141	
		Conditioning Certificate	
AUT	161	Electrical Systems	4
AUT	162	Chassis Electrical & Electronics	3
	171	Heating & Air Conditioning	3
COE Total Sama		Co-op Work Experience Coursework	2

Course	es	Credit Hours
Automatic Tran	nsmission Certificate	
AUT 161	Electrical Systems	4
AUT 162	Chassis Electrical & Electronics	3
AUT 221	Automatic Trnasmission	4
COE XXX	Co-op Work Experience Coursework	2
Total Semester Ho	ours Credit:	13
Manual Drive T	Train & Axles Certificate	
AUT 161	Electrical Systems	4
AUT 162	Chassis Electrical & Electronics	3
AUT 231	Manual Drive Trains/Axles	3
COE XXX	Co-op Work Experience Coursework	2
Total Semester Hour	rs Credit:	12

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Basic Law Enforcement Training

Certificate Program (C55120)

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

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

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

CREDITS, HOURS, PREREQUISITES:

- A. 19 Semester Hour Credits
- B. Nine Lecture Hours; 30 Lab Hours Per Week; 624 Contact Hours
- C. Prerequisites: None Corequisites: None
- D. Admission Requirements

In addition to regular Rowan-Cabarrus Community College (RCCC) admission requirements, the following apply to the Basic Law Enforcement Training (BLET) program.

- 1. Each candidate must be sponsored or employed by a public law enforcement agency prior to enrollment and maintain that sponsorship/employment throughout the course.
- 2. Each candidate must meet minimum standards for employment as established by the N.C. Criminal Justice Education and Training Standards Commission and/or the N.C. Sheriff's Education and Training Standards Commission.

- 3. Each candidate must provide true and accurate information concerning his or her background. Any information provided by the candidate that is determined to be false or inaccurate will be grounds to deny entry into the BLET program or to invoke sanctions under RCCC Procedure 7.16, Student Behavior Standards/Sanctions.
- 4. Each candidate must provide BLET officials with a criminal records check from the "Clerk of Courts Office" in each county/state of residence since he/she was sixteen (16) years old or submit evidence that this information is on file with the sponsoring/employing agency.
- 5. Each candidate sponsored through the N.C. Criminal Justice Education and Training Standards Commission must be **20** years of age as of the initial (first) day of class or have prior written authorization from the Director of the Criminal Justice Standards Division, if less than 20 years of age. (Candidates sponsored by the Sheriff's Education and Training Standards Commission must be 21 years of age.)
- 6. Each candidate by the time of REGISTRATION must provide the BLET School Director current medical examination report forms F-1, F-2, F-2A, RCCC Exposure to Tear Gas, Mace, and Pepper Mace Release Form, and RCCC Medical Questionnaire/Release Form properly completed by a physician licensed to practice medicine in North Carolina. Satisfactory health documented by a physician is mandatory for acceptance into the program.
- 7. Each candidate must provide evidence if he or she has been convicted of any crimes, civilian or military.
- 8. Be a high school graduate or have passed the General Education Development test. (Correspondence diplomas not accepted.)
- 9. Possess a valid driver's license.
- 10. Be a citizen of the United States.

Note: Rowan-Cabarrus Community College has increased the hours in some topical areas of the Basic Law Enforcement Training course above the minimum required by the North Carolina Criminal Justice Training and Standards Commission.

For additional information regarding this program, contact Program Head Spencer Rummage at 704-637-0760, Ext 239 or 704-788-3197, Ext. 419, or send an email to rummages@rccc.edu/.

		Title	Class	Lab	Clinical	W Exp.	Credits
CJC	100	Basic Law Enforcement Training	9	30	0	0	19

Total Semester Hours Credit (SHC) in Program: 19

BLET Transfer Credit:

Students successfully completing Basic Law Enforcement Training at a school accredited by the N.C. Criminal Justice Training and Standards Commission will receive ten semester hours' credit toward their Associate in Applied Science degree in Criminal Justice Technology at Rowan-Cabarrus Community College. These students must have successfully completed Basic Law Enforcement Training since 1985. RCCC only ensures acceptance of these transfer credits in our Associate in Applied Science - Criminal Justice Technology degree program. These transfer credits may or may not be accepted by a four-year institution. Students are responsible for checking the degree requirements of the four-year institution to which they intend to transfer.



Business Administration

Associate In Applied Science Degree (A25120)

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

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

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

For additional information regarding this program, contact Program Head David Cox at 704-637-0760 or 704-788-3197, Ext. 809 or send an email to coxd@rccc.edu/.

The following is a suggested program of study for completing this program in four semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

		Title	Class	Lab	Clinical	W Exp	. Credits
First Y	ear (Fall)					
BUS	110	Introduction to Business	3	0	0	0	3
BUS	121	Business Mathematics	2	2	0	0	3
• CIS	110	Introduction to Computers	2	2	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
MAT	140	Survey of Mathematics	3	0	0	0	3
		OR					
MAT	161	College Algebra	3	0	0	0	3
		OR					
MAT	175	Precalculus	4	0	0	0	4
		Total	13-14	4	0	0	15-16
First Y	ear (Spring)					
• BUS	115	Business Law I	3	0	0	0	3
• ECO	151	Survey of Economics	3	0	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	0	3
		Humanities/Fine Arts Elective (p.136)	3	0	0	0	3
		1st Year Major Elective (100 Series)*	3	0	0	0	3
		Total	15	0	0	0	15

		Title	Class	Lab	Clinical	W Exp.	Credits
Second	Yea	r (Fall)					
• ACC	120	Principles of Financial Accounting	3	2	0	0	4
• BUS	137	Principles of Management	3	0	0	0	3
BUS	260	Business Communication	3	0	0	0	3
MKT	120	Principles of Marketing	3	0	0	0	3
		Social/Behavioral Science Elective (p.136	6) 3	0	0	0	3
		2 nd Year Major Elective (200 Series)*	3	0	0	0	3
		Total	18	2	0	0	19
Second	Yea	r (Spring)					
ACC	121	Principles of Managerial Accounting	3	2	0	0	4
BUS	225	Business Finance	2	2	0	0	3
CTS	130	Spreadsheet	2	2	0	0	3
		2 nd Year Major Elective (200 Series)*	7	0	0	0	7
		Total	14	6	0	0	17

Total Semester Hours Credit (SHC) in Program:

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*Major Electives:

Select 13 semester hour credits from the following courses. This may include up to 3 SHC from COE course/combination of courses:

		Title	Class	Lab	Clinical	W Exp.	Credits
BUS	153	Human Resource Management	3	0	0	0	3
BUS	217	Employment Law & Regulations	3	0	0	0	3
BUS	230	Small Business Management	3	0	0	0	3
BUS	240	Business Ethics	3	0	0	0	3
BUS	253	Leadership & Management Skills	3	0	0	0	3
BUS	280	REAL Small Business	4	0	0	0	4
INT	110	International Business	3	0	0	0	3
MKT	123	Fundamentals of Selling	3	0	0	0	3
MKT	220	Advertising and Sales Promotion	3	0	0	0	3
OST	136	Word Processing	1	2	0	0	2
COE	110	World of Work	1	0	0	0	1
COE	111	Co-op Work Experience I	0	0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	113	Co-op Work Experience I	0	0	0	30	3
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	131	Co-op Work Experience III	0	0	0	10	1

[•] This is a Core course and cannot be substituted.

Business Administration

Diploma Program (D25120)

Cour	ses	Credit Hours
ACC 120	Principles of Financial Accounting	4
ACC 121	Principles of Managerial Accounting	4
BUS 110	Introduction to Business	3
• BUS 115	Business Law I	3
BUS 121	Business Mathematics	3
• BUS 137	Principles of Management	3
BUS 260	Business Communication	3
CIS 110	Introduction to Computers	3
ECO 151	Survey of Economics	3
ENG 111	Expository Writing	3
 MKT 120 	Principles of Marketing	3
	Social/Behavioral Science Elective	3
Total Semester	38	

• This is a Core course and cannot be substituted.

Business Administration

Certificate Programs (C25120)

	(C23120)	
Cour	ses	Credit Hours
Business Accor	unting Certificate	
ACC 120		4
BUS 121		3
BUS 225	Business Finance	3
BUS 260	Business Communication	3
Total Semester I	Hours Credit:	13
Small Business	Management Certificate	
BUS 137	Principles of Management	3
BUS 153	Human Resource Management	3 3
BUS 230	Small Business Management	3
BUS 240	Business Ethics	3
BUS 253	Leadership & Management Skills	3
Total Semester I	Hours Credit:	15
Business Mana	gement Certificate	
BUS 115		3
BUS 137	Principles of Management	3
BUS 153	Human Resource Management	3
BUS 240	Business Ethics	3
BUS 253	Leadership & Management Skills	3
Total Semester I	Iours Credit:	15

Cour	\$ 2 \$	Credit Hours
General Busin	Orealt Flours	
BUS 110	Introduction to Business	3
BUS 121	Business Mathematics	3
BUS 137	Principles of Management	3
BUS 260	Business Communication	3
CIS 110	Introduction to Computers	3
Total Semester	Hours Credit:	15
Business Comp	outing Certificate	
BUS 110	Introduction to Business	3
BUS 260	Business Communication	3
CIS 110	Introduction to Computers	3
CTS 130	Spreadsheet	3
OST 136	Word Processing	2
Total Semester I	Hours Credit:	14

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Business Administration - Marketing and Retailing

Associate In Applied Science Degree (A2512F)

Marketing and Retailing is a concentration under the curriculum title of Business Administration. This curriculum is designed to provide students with fundamental skills in marketing and retailing.

Course work includes marketing, retailing, merchandising, selling, advertising, computer technology, and management.

Graduates should qualify for marketing positions within manufacturing, retailing, and service organizations.

For additional information regarding this program, contact Program Head Garland Fulp at 704-637-0760 or 704-788-3197, Ext. 376 or send an email to fulpg@rccc.edu/.

The following is a suggested program of study for completing this program in four semesters. Your program of study may be different, depending on your enrollment status (day, evening, full-time, or part-time).

The following is a suggested program of study for completing this program in four semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

		Title	Class	Lab	Clinical	W Exp. 0	Credits
			0.000		J.IIIIJGI	<u>_</u> xp. c	J. 5 a. 1.5
Finat V	00m (Eall)					
First Y	`		2	0	0	0	2
• BUS BUS	115 121	Business Law I Business Mathematics	3 2	0 2	0	0	3
• CIS	110	Introduction to Computers	2	2	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
• MKT	120	Principles of Marketing	3	0	0	0	3
VIXI	120	Major Elective*	0-3	0-2	0	0-30	3
		Total	13-16	4-6	0	0-30	18
		1000	10 10		Ü	0.00	10
First Y	ear (Spring)					
• ECO	151	Survey of Economics	3	0	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	0	3
• MKT	122	Visual Merchandising	3	0	0	0	3
MKT	123	Fundamentals of Selling	3	0	0	0	3
MAT	140	Survey of Mathematics	3	0	0	0	3
		OR					
MAT	161	College Algebra	3	0	0	0	3
		OR					
MAT	175	Precalculus	4	0	0	0	4
		Total	15-16	0	0	0 1	5-16
Second	Vea	r (Fall)					
• ACC	120	Principles of Financial Accounting	3	2	0	0	4
• BUS	137	Principles of Management	3	0	0	0	3
BUS	260	Business Communication	3	0	0	0	3
• MKT	220	Advertising & Sales Promotion	3	0	0	0	3
		Social/Behavioral Sciences Elective (p.1.		0	0	0	3
		Total	15	2	0	0	16
Second	Yea	r (Spring)					
• MKT	225	Marketing Research	3	0	0	0	3
• MKT	226	Retail Applications	3	0	0	0	3
		Humanities/Fine Arts Elective (p.136)	3	0	0	0	3
		Major Electives*	0-3	0-2	0	0-30	10
		Total	9-12	0-2	0	0-30	19

Total Semester Hours Credit (SHC) in Program: 68-69

• This is a Core course and cannot be substituted.

*Major Electives:

Select 13 semester hour credits from the following courses. This may include up to 3 SHC from COE course/combination of courses.

		Title	Class	Lab	Clinical	W Exp.	Credits
ACC	121	Principles of Managerial Accounting	3	2	0	0	4
BUS	110	Introduction to Business	3	0	0	0	3
BUS	230	Small Business Management	3	0	0	0	3
BUS	240	Business Ethics	3	0	0	0	3
BUS	253	Leadership and Management Skills	3	0	0	0	3
BUS	280	REAL Small Business	4	0	0	0	4
CTS	130	Spreadsheet	2	2	0	0	3
INT	110	International Business	3	0	0	0	3
MKT	125	Buying & Merchandising	3	0	0	0	3
MKT	221	Consumer Behavior	3	0	0	0	3
COE	110	World of Work	1	0	0	0	1
COE	111	Co-op Work Experience I	0	0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	113	Co-op Work Experience I	0	0	0	30	3
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	131	Co-op Work Experience III	0	0	0	10	1

Business Administration - Marketing & Retailing

Diploma Program (D2512F)

Cour	Courses		
ACC 120	Principles of Financial Accounting	4	
• BUS 115	Business Law I	3	
BUS 121	Business Mathematics	3	
• BUS 137	Principles of Management	3	
CIS 110	Introduction to Computers	3	
ECO 151	Survey of Economics	3	
ENG 111	Expository Writing	3	
• MKT 120	Principles of Marketing	3	
• MKT 122	Visual Merchandising	3	
• MKT 123	Fundamentals of Selling	3	
• MKT 220	Advertising & Sales Promotion	3	
• MKT 225	Marketing Research	3	
	Social/Behavioral Sciences Elective	3	

40

• This is a Core course and cannot be substituted.

Total Semester Hours Credit:

Business Administration - Marketing & Retailing

Certificate Programs (C2512F)

Cour	ses	Credit Hours
Marketing & S	ales Certificate	
MKT 120	Principles of Marketing	3
	Visual Merchandising	3
MKT 123	Fundamentals of Selling	3
MKT 220		3 3 3
MKT 225	Marketing Research	3
Total Semester H		15
Marketing Ma	nagement Certificate	
ACC 120	Principles of Financial Accounting	4
BUS 137	Principles of Management	3
BUS 253	Leadership and Management Skills	3 3
MKT 120	Principles of Marketing	3
Total Semester H		13
General Marke	eting Certificate	
CIS 110	Introduction to Computers	3
MKT 120	Principles of Marketing	3
	Visual Merchandising	3
MKT 123		3 3 3 3
MKT 220		3
Total Semester H		15

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Computer Information Technology (Formerly Information Systems)

Associate In Applied Science Degree (A25260)

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

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

For additional information regarding this program, contact Program Head Anne Curlee at 704-637-0760 or 704-788-3197, Ext. 364, or send an email to curleea@rccc.edu/.

The following is a suggested program of study for completing this program in five semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

		Title	Class	Lab	Clinical	W Exp.	Credits
First Y	ear (Fall)					
• CIS	110	Introduction to Computers	2	2	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
MAT	115	Mathematical Models	2	2	0	0	3
		OR					
MAT	161	College Algebra	3	0	0	0	3
		OR					
MAT	175	Precalculus	4	0	0	0	4
		Major Elective*	1-3	0-3	0	0-40	2-3
		Social/Behavioral Science Elective (p.136) 3	0	0	0	3
		· · · · · · · · · · · · · · · · · · ·	11-15	4-7	0	0-40	14-16
First Y	ear (Spring)					
• CIS	115	Introduction to Programming and Logic	2	3	0	0	3
CTS	120	Hardware/Software Support	2	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	0	3
	OR						
ENG	114	Professional Research & Reporting	3	0	0	0	3
• NET	110	Networking Concepts	2	2	0	0	3
NOS	110	Operating System Concepts	2	3	0	0	3
		Total	11	11	0	0	15

		Title	Class	Lab	Clinical	W Exp.	Credits
First Y	ear (Summer)					
• BUS	110	Introduction to Business	3	0	0	0	3
		Humanities/Fine Arts Elective (p.136)	3	0	0	0	3
		Total	6	0	0	0	6
Second	Yea	r (Fall)					
CTS	130	Spreadsheet	2	2	0	0	3
• CTS	285	Systems Analysis and Design	3	0	0	0	3
• DBA	110	Database Concepts	2	3	0	0	3
NOS	130	Windows Single User	2	2	0	0	3
• SEC	110	Security Concepts	3	0	0	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	0	3
		Total	14	9	0	0	18
Second	Yea	r (Spring)					
CTS	230	Advanced Spreadsheet	2	2	0	0	3
• CTS	289	System Support Project	1	4	0	0	3
DBA	115	Database Applications	2	2	0	0	3
NOS	230	Windows Administration I	2	2	0	0	3
		Major Elective*	1-3	0-3	0	0-40	2-3
		Total	8-10	10-13	0	0-40	14-15

Total Semester Hours Credit (SHC) in Program:

67-70

*Major Electives:

Select 4-6 semester hour credits from the following courses. This may include up to 4 SHC from COE course/combination of courses.

		Title	Class	Lab	Clinical	W Exp.	Credits
ACC	120	Principles of Financial Accounting	3	2	0	0	4
CIS	160	MM Resources Integration	2	2	0	0	3
CIS	162	MM Presentation Software	2	2	0	0	3
CIS	165	Desktop Publishing I	2	2	0	0	3
CSC	139	Visual BASIC Programming	2	3	0	0	3
COE	110	World of Work	1	0	0	0	1
COE	111	Co-op Work Experience I	0	0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	113	Co-op Work Experience I	0	0	0	30	3
COE	114	Co-op Work Experience I	0	0	0	40	4
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	123	Co-op Work Experience II	0	0	0	30	3
COE	131	Co-op Work Experience III	0	0	0	10	1
COE	211	Co-op Work Experience IV	0	0	0	10	1
NOS	120	Linux/UNIX Single User	2	2	0	0	3
OST	136	Word Processing	1	2	0	0	2
SPA	111	Elementary Spanish I	3	0	0	0	3
WEB	111	Introduction to Web Graphics	2	2	0	0	3

[•] This is a Core course and cannot be substituted.

Computer Information Technology (Formerly Information Systems)

Diploma Program (D25260)

	Cours	es	Credit Hours
CIS	110	Introduction to Computers	3
CIS	115	Introduction to Programming & Logic	
CTS	130	Spreadsheet	3
DBA	110	Database Concepts	3 3 3 3 3
DBA	115	Database Applications	3
ENG	111	Expository Writing	3
MAT	115	Mathematical Models	3
		OR	
MAT	161	College Algebra	3
		OR	
MAT	175	Precalculus	4
NOS	110	Operating System Concepts	3
WEB	110	Internet/Web Fundamentals	3 3 3
		Humanities/Fine Arts Elective (p.136)	3
Select 12 seme	ester ho	urs from the following:	
CIS	160	MM Resources Integration	3
CIS	162		3 3 3 3 3 3 3
CIS	165	Desktop Publishing I	3
CTS	120	Hardware/Software Support	3
CTS	230	Advanced Spreadsheet	3
CTS	285	Systems Analysis and Design	3
NET	110	Networking Concepts	3
NOS	130	Windows Single User	
OST	136	Word Processing	2
Total Sem	ester	Hours Credit	42-43

A diploma offered for this program must have a minimum of 12 SHC extracted from the Core courses of the A.A.S. degree.

Computer Information Technology (Formerly Information Systems)

Certificate Program (C25260)

	Cours	ses	Credit Hours
Operating S	System	ns Certificate	
CIS	110	Introduction to Computers	3
CTS	120	Hardware/Software Support	3
NOS	110	Operating System Concepts	3
NOS	130	Windows Single User	3
NOS	230	Windows Administration I	3
T-4-1 C	4	II C 124-	15
1 otal Sem	iester	Hours Credit:	15

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Computer Programming

Associate In Applied Science Degree (A25130)

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, computer operators, systems technicians, or database specialists.

For additional information regarding this program, contact Program Head Vernon Clodfelter at 704-637-0760 or 704-788-3197, Ext. 302/561, or send an email to clodfelterv@rccc.edu/.

The following is a suggested program of study for completing this program in five semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

		Title	Class	Lab	Clinical	W Exp	Credits
			-01000	Lab	- Ominout	Εχρ.	orouno.
First Y	ear (Fall)					
• CIS	110	Introduction to Computers	2	2	0	0	3
• CIS	115	Introduction to Programming and Logic		3	0	0	3
• CSC	135	COBOL Programming	2	3	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
		Social/Behavioral Science Elective (p.13)	6) 3	0	0	0	3
		Total	12	8	0	0	15
Finat V	oon (Carring)					
		Spring)	2	2	0	0	2
• CSC	235	Advanced COBOL Programming	2	3	0	0	3
CTS	120	Hardware/Software Support	2	3	0	0	3
ENG MAT	114 115	Professional Research & Reporting Mathematical Models	3	0	0	0	3
MAI	115	OR	3	U	U	U	3
MAT	161	College Algebra	3	0	0	0	3
MAI	101	OR	3	U	U	U	3
MAT	175	Precalculus	4	0	0	0	4
• NET	110	Networking Concepts	2	2	0	0	3
• NOS	110	Operating Systems Concepts	2	3	0	0	3
			14-15	11	0		18-19
First Y	ear (Summer)					
• BUS	110	Introduction to Business	3	0	0	0	3
		Humanities/Fine Arts Elective (p.136)	3	0	0	0	3
		Total	6	0	0	0	6
Second	Yea	r (Fall)					
• CSC	139	Visual BASIC Programming	2	3	0	0	3
• CSC	141	Visual C++ Programming	2	3	0	0	3
• CTS	285	Systems Analysis & Design	3	0	0	0	3
• DBA	110	Database Concepts	2	3	0	0	3
• SEC	110	Security Concepts	3	0	0	0	3
		Major Elective*	0-3	0-3	0	0-40	2-3
		Total	12-15	9-12	0	0-40	17-18
Cocom -	Vac	u (Caring)					
		r (Spring)	2	2	6	0	2
• CSC	239	Advanced Visual BASIC Programming		3	0	0	3
• CSC	241	Advanced Visual C++ Programming	2	3	0	0	3
• CSC	289	Programming Capstone Project	1	4	0	0	3
• NOS	130	Windows Single User	2	2	0	0	3
		Major Elective*	0-3	0-3	0	0-40	
		Total	7-10	12-15	U	U-4 0	14-15

Total Semester Hours Credit (SHC) in Program:

70-72

[•] This is a Core course and cannot be substituted.

*Major Electives:

Select 4-6 semester hour credits from the following courses. This may include up to 4 SHC from COE course/combination of courses.

		Title	Class	Lab	Clinical	W Exp.	Credits
ACC	120	Principles of Financial Accounting	3	2	0	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	0	4
BUS	121	Business Math	2	2	0	0	3
CSC	134	C++ Programming	2	3	0	0	3
CSC	138	RPG Programming	2	3	0	0	3
CSC	151	JAVA Programming	2	3	0	0	3
CSC	238	Advanced RPG Programming	2	3	0	0	3
CTS	130	Spreadsheet	2	2	0	0	3
OST	136	Word Processing	1	2	0	0	2
WEB	115	Web Markup and Scripting	2	2	0	0	3
COE	110	World of Work	1	0	0	0	1
COE	111	Co-op Work Experience I	0	0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	113	Co-op Work Experience I	0	0	0	30	3
COE	114	Co-op Work Experience I	0	0	0	40	4
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	123	Co-op Work Experience II	0	0	0	30	3
COE	131	Co-op Work Experience III	0	0	0	10	1
COE	211	Co-op Work Experience IV	0	0	0	10	1

Computer Programming

Diploma Program (D25130)

es	Credit Hours
Introduction to Computers	3
Introduction to Programming & Logic	3
Cobol Programming	3
Visual BASIC Programming	3
OR	
Visual C++ Programming	3
Advanced COBOL Programming	3 3 3
Advanced Visual BASIC Programming	3
OR	
Advanced Visual C++ Programming	3
Hardware/Software Support	3
Database Concepts	3 3 3
Expository Writing	3
Mathematical Models	3
OR	
College Algebra	3
OR	
Precalculus	4
Networking Concepts	3 3
Operating Systems Concepts	3
Humanities/Fine Arts Elective (p.136)	3
	Introduction to Programming & Logic Cobol Programming Visual BASIC Programming OR Visual C++ Programming Advanced COBOL Programming Advanced Visual BASIC Programming OR Advanced Visual C++ Programming Hardware/Software Support Database Concepts Expository Writing Mathematical Models OR College Algebra OR Precalculus Networking Concepts Operating Systems Concepts

Total Semester Hours Credit

39-40

A diploma offered for this program must have a minimum of 12 SHC extracted from the Core courses of the A.A.S. degree.

Computer Programming

Certificate Programs (C25130)

	Course	es	Credit Hours
		COBOL Language Certificate	
Fall Sem	ıester		
CIS CIS CSC	110 115 135	Introduction to Computers Introduction to Programming & Logic COBOL Programming	3 3 3
Spring S	emeste	er	
CSC NOS	235 110	Advanced COBOL Programming Operating Systems Concepts	3 3
Total Semest	er Hou	rs Credit:	15
		RPG Language Certificate	
Fall Sem	nester		
CIS CIS CSC	110 115 138	Introduction to Computers Introduction to Programming & Logic RPG Programming	3 3 3
Spring S	emeste	er	
CSC NOS	238 110	Advanced RPG Programming Operating Systems Concepts	3 3
Total Semest	er Hou	rs Credit:	15
	V	isual BASIC Language Certifica	nte
Fall Sem		isual Bristo Language Certified	iic
CIS CIS	110	Introduction to Programming & Logic	3 3 3
Spring S	emeste		
CSC NOS	239 110	Advanced Visual BASIC Programming Operating Systems Concepts	3 3
Total Semest	er Hou	rs Credit:	15
		Visual C Language Certificate	
Fall Sem	ıester		
CIS CIS CSC	110 115 141	Introduction to Computers Introduction to Programming & Logic Visual C++ Programming	3 3 3
Spring S	emeste	er	
CSC NOS	241 110	Advanced Visual C++ Programming Operating Systems Concepts	3 3
Total Semest	er Hou	rs Credit:	15

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Construction Management Technology

Associate In Applied Science Degree (A35190)

This curriculum is designed to prepare individuals for careers in the construction management field. Such positions may include project manager, superintendent, estimator, or foreman.

Course work includes safety, planning, scheduling, cost control, productivity, human relations, estimating, and building codes. Students will also gain proficiency in specific construction-related skills.

Graduates should qualify for entry-level positions in the field of construction management.

For additional information regarding this program, contact Program Head Franklin Merrell at 704-637-0760 or 704-788-3197, Ext. 325, or send an email to merrellf@rccc.edu/.

The following is a suggested program of study for completing this program in five semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

		Title	Class	Lab	Clinical	W Exp	. Credits
First Y	ear (Fall)					
• CIS	110	Introduction to Computers	2	2	0	0	3
• CMT	210	Profess. Construction Supervision	3	0	0	0	3
• CMT	212	Total Safety Performance	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
MAT	121	Algebra/Trigonometry I	2	2	0	0	3
		Total	13	4	0	0	15
First Y	ear (Spring)					
• ACC	120	Principles of Financial Accounting	3	2	0	0	4
• BPR	130	Blueprint Reading/Construction	1	2	0	0	2
• CST	241	Planning/Estimating I	2	2	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	0	3
2110		Technical Elective*	2-5	2-6	0	0	3-5
		Total	11-14	8-12	0	0	15-17
First Y	ear (Summer)					
		Humanities/Fine Arts Elective (p.136)	3	0	0	0	3
		Technical Elective*	1-3	2-5	0	0	2-3
		Total	4-6	2-5	0	0	5-6
Second	Yea	r (Fall)					
• CMT	214	Planning and Scheduling	3	0	0	0	3
• CMT	216	Cost and Productivity	3	0	0	0	3
• SPA	120	Spanish for the Workplace	3	0	0	0	3
COE	112	Co-op Work Experience I	0	0	0	20	2
		Social/Behavioral Science Elective (p.13	6) 3	0	0	0	3
		Technical Elective*	2-5	2-6	0	0	3-5
		Total	14-17	2-6	0	20	17-19

	Title			Lab	Clinical	W Exp.	. Credits
Second	Year	r (Spring)					
• CIV	230	Construction Estimating	2	3	0	0	3
• CMT	218	Human Relations Issues	3	0	0	0	3
COE	122	Co-op Work Experience II	0	0	0	20	2
		Technical Elective*	7-10	2-6	0	0	7-10
		Total	12-15	5-9	0	20	15-18

Total Semester Hours Credit (SHC) in Program:

67

• This is a Core course and cannot be substituted.

*Technical Electives:

Choose an area of specialization listed below and select 8 or 9 semester hours of credit from that area, plus 6 or 7 semester hours of credit from the other three areas of specialization. The total is to include 15 semester hours of credit. Students who anticipate transfer to a 4-year university may select more than 9 hours from the Civil Engineering Technology Option and should also take MAT 122.

		Title	Class	Lab	Clinical	W Exp	. Credits
Air Conditioning, Heating and Refrigeration:							
AHR	110	Introduction to Refrigeration	2	6	0	0	5
AHR	111	HVACR Electricity	2	2	0	0	3
AHR	112	Heating Technology	2	4	0	0	4
AHR	113	Comfort Cooling	2	4	0	0	4
AHR	130	HVAC Controls	2	2	0	0	3
Electric	cal:						
ELC	113	Basic Wiring I	2	6	0	0	4
ELC	117	Motors and Controls	2	6	0	0	4
ELC	118	National Electrical Code	1	2	0	0	2
ELC	125	Diagrams and Schematics	1	2	0	0	2
ELC	131	DC/AC Circuit Analysis	4	3	0	0	5
Weldin	ıg:						
WLD	112	Basic Welding Processes	1	3	0	0	2
WLD	115	SMAW (Stick) Plate	2	9	0	0	5
WLD	121	GMAW (MIG) FCAW/Plate	2	6	0	0	4
WLD	131	GTAW (TIG) Plate	2	6	0	0	4
WLD	141	Symbols & Specifications	2	2	0	0	3
Civil E	ngin	eering Technology:					
CIV	110	Statics/Strength of Materials	2	6	0	0	4
CIV	210	Engineering Materials	1	3	0	0	2
CIV	240	Project Management	2	3	0	0	3
SRV	110	Surveying I	2	6	0	0	4
EGR	115	Introduction to Technology	2	3	0	0	3
CSC	134	C++ Programming	2	3	0	0	3

Construction Management Technology

Diploma Program (D35190)

	Cours	es	Credit Hours
• ACC	120	Principles of Financial Accounting	4
• BPR	130	Blueprint Reading/Construction	2
• CIS	110	Introduction to Computers	3
• CIV	230	Construction Estimating	3
• CMT	210	Professional Construction Supervision	3
• CMT	212	Total Safety Performance	3
• CMT	214	Planning and Scheduling	3
• CMT	216	Cost and Productivity	3
• CMT	218	Human Relations Issues	3
• CST	241	Planning/Estimating I	3
ENG	102	Applied Communications II	3
		(or ENG 111 Expository Writing)	
MAT	121	Algebra/Trigonometry I	3
• SPA	120	Spanish for the Workplace	3
Total Semester Hours Credit:			39

[•] This is a Core course and cannot be substituted.

Construction Management Technology

Certificate Programs (C35190)

-							
	Course	es	Credit Hours				
Basic Cert	tificat	e					
BPR	130	Blueprint Reading/Construction	2				
CIS	110	Introduction to Computers	3 3 3				
CMT	210	Professional Construction Supervision	3				
CMT	212	Total Safety Performance	3				
SPA	120	Spanish for the Workplace	3				
Total Seme	ster Ho	ours Credit:	14				
Intermedi	ate C	ertificate					
CMT	214	Planning and Scheduling	3				
CMT	216	Costs and Productivity	3 3				
CMT	218	Human Relations Issues	3				
CST	241	Planning/Estimating I	3				
Total Semester Hours Credit:			12				
Project Su	pervi	sion Certificate					
CMT	210	Professional Construction Supervision	3				
CMT	212	Total Safety Performance	3				
CMT	214	Planning and Scheduling	3				
CMT	216	Costs and Productivity	3				
CMT	218	Human Relations Issues	3				
COE	112	Co-op Work Experience I	2				
Total Seme	ster Ho	ours Credit:	17				

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.



Associate in Applied Science Degree (A55140)

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.

Admission Requirements:

Applicants for the Cosmetology program must meet RCCC requirements in addition to the following:

- 1. Be a graduate from an accredited high school, have the equivalent (GED), be in the process of attaining a high school diploma with written permission from the high school principal, or be working toward a GED.
- 2. Submit a completed application for admission to the Admissions Office.
- 3. Request that an official high school transcript (or GED) and official transcripts from colleges attended, if applicable, be mailed directly to the Admissions Office at RCCC.
- 4. Take the COMPASS or ASSET placement test. Required scores are as follows:

COMPA:	SS	ASSET	ASSET			
Reading Skills	60	Reading Skills	36			

- 5. Agree to the program requirements by signing a statement of acknowledgment.
- 6. Sign the chemical products acknowledgment of understanding.
- 7. Understand that after meeting admission requirements, program entrance is based on space availability (first come, first serve) on the day of registration. If more than the number of students that can be accepted into the program come at the same time, they will be chosen by application dates obtained by Student Services.

For additional information regarding this program, contact Program Head Kathy Nash at 704-637-0760 or 704-788-3197, Ext. 526, or send an email to nashk@rccc.edu/.

The following is a suggested program of study for completing this program in five semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

Title				Class	Lab	Clinical	W Exp.	Credits
First Year (Fall)								
• COS	111	Cosmetology Concepts I		4	0	0	0	4
• COS	112	Salon I		0	24	0	0	8
ENG	111	Expository Writing		3	0	0	0	3
			Total	7	24	0	0	15

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		Title	Class	Lab	Clinical	W Exp	. Credits
First Year (Spring)							
• COS	113	Cosmetology Concepts II	4	0	0	0	4
• COS	114	Salon II	0	24	0	0	8
SOC	210	Introduction to Sociology	3	0	0	0	3
		Total	7	24	0	0	15
First Y	ear (Summer)					
• COS	115	Cosmetology Concepts III	4	0	0	0	4
• COS	116	Salon III	0	12	0	0	4
MAT	140	Survey of Mathematics	3	0	0	0	3
		OR					
BIO	140	Environmental Biology	3	0	0	0	3
		Total	7	12	0	0	11
Second	Yea	r (Fall)					
• COS	117	Cosmetology Concepts IV	2	0	0	0	2
• COS	118	Salon IV	0	21	0	0	7
BUS	280	REAL Small Business	4	0	0	0	4
		Total	6	21	0	0	13
Second	Yea	r (Spring)					
CIS	110	Introduction to Computers	2	2	0	0	3
COM		Public Speaking	3	0	0	0	3
COS	223	Contemporary Hair Coloring	1	3	0	0	2
COS	240	Contemporary Design	1	3	0	0	2
		Humanities/Fine Arts Elective (p.136)	3	0	0	0	3
		Total	10	8	0	0	13

Total Semester Hours Credit (SHC) in Program:

[•] This is a Core course and cannot be substituted.

Cosmetology

Diploma Program (D55140)

		Title		Class	Lab	Clinical	W Exp.	Credits
First Y	ear (Fall)						
• COS	111	Cosmetology Concepts I		4	0	0	0	4
• COS	112	Salon I		0	24	0	0	8
ENG	102	Applied Communications II		3	0	0	0	3
		Т	Cotal	7	24	0	0	15
First Y	ear ((Spring)						
• COS	113	Cosmetology Concepts II		4	0	0	0	4
• COS	114	Salon II		0	24	0	0	8
PSY	101	Applied Psychology		3	0	0	0	3
PSY	118	OR Interpersonal Psychology OR		3	0	0	0	3
SOC	100	Concept in Sociology		3	0	0	0	3
		T	otal	7	24	0	0	15
First Y	ear (Summer)						
• COS	115	Cosmetology Concepts III		4	0	0	0	4
• COS	116	Salon III		0	12	0	0	4
		Т	Cotal	4	12	0	0	8
Second	Yea	r (Fall)						
• COS	117	Cosmetology Concepts IV		2	0	0	0	2
• COS	118	Salon IV		0	21	0	0	7
		Г	otal	2	21	0	0	9

Total Semester Hours Credit (SHC) in Program:

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[•] This is a Core course and cannot be substituted.

Cosmetology Instructor

Certificate Program (C55160)

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business. Applicants to this program must have a current North Carolina Cosmetologist License and six months' experience as a licensed cosmetologist.

For additional information regarding this program, contact Program Head Kathy Nash at 704-637-0760 or 704-788-3197, Ext. 526, or send an email to nashk@rccc.edu/.

		Title		Class	Lab	Clinical	W Exp	. Credits
First So	emes	ter						
• COS	271	Instructor Concepts I		5	0	0	0	5
• COS	272	Instructor Practicum I		0	21	0	0	7
			Total	5	21	0	0	12
Second	Sen	nester						
• COS	273	Instructor Concepts II		5	0	0	0	5
• COS	274	Instructor Practicum II		0	21	0	0	7
			Total	5	21	0	0	12

Total Semester Hours Credit (SHC) in Program:

24

[•] This is a Core course and cannot be substituted.

Criminal Justice Technology

Associate In Applied Science Degree (A55180)

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.

For additional information regarding this program, contact Program Head Spencer Rummage at 704-637-0760, Ext. 239 or 704-788-3197, Ext. 419, or send an email to rummages@rccc.edu/.

The following is a suggested program of study for completing this program in four semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

enrollment st	atus (day, evening, full-time, or part-t	ime).				
	Title	Class	Lab	Clinical	W Exp.	Credits
First Year	(Fall)					
• CJC 111		3	0	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	0	3
• CJC** 131		3	0	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
	Total	15	0	0	0	15
First Year	(Spring)					
	_	2	2	0	0	2
CIS 110	1	2 3	2	0	0	3
• CJC 112		3	0	0	0	3 3 3
• CJC 113		3	0	0	0	3
ENG 112	8	3	0	0	0	3
SOC 210	23	3	0	0	0	3
	Major Elective*	3	0	0	0	3
	Total	17	2	0	0	18
Second Ye	ear (Fall)					
CJC 141	` ,	3	0	0	0	3
• CJC 212	2 Ethics & Community Relations		0	0	0	
• CJC** 231		3	0	0	0	3 3 3
MAT 140	Survey of Mathematics	3	0	0	0	3
	OR					
MAT 161	College Algebra	3	0	0	0	3
	OR C					
MAT 175	5 Precalculus	4	0	0	0	4
	Major Elective*	0-3	0	0	0-30	3
	Total	12-16	0	0	0-30	15-16

	Title	Class	Lab	Clinical	W Exp	. Credits
Second Yea	r (Spring)					
CJC 132	Court Procedure & Evidence	3	0	0	0	3
CJC 214	Victimology	3	0	0	0	3
• CJC** 221	Investigative Principles	3	2	0	0	4
COM 231	Public Speaking	3	0	0	0	3
	OR					
COM 110	Introduction to Communication	3	0	0	0	3
	Humanities/Fine Arts Elective (p.136)	3	0	0	0	3
	Total	15	2	0	0	16

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• This is a Core course and cannot be substituted.

**BLET Transfer Credit:

Students successfully completing Basic Law Enforcement Training at a school accredited by the N.C. Criminal Justice Training and Standards Commission will receive BLET transfer credit for these courses (10 semester hours). These students must have successfully completed Basic Law Enforcement Training since 1985. RCCC only ensures acceptance of these transfer credits in our Associate in Applied Science – Criminal Justice Technology Degree program. These transfer credits may or may not be accepted by a four-year institution to which they intend to transfer.

*Major Electives:

Select 6 semester hour credits from the following courses. This may include up to 3 SHC from COE course/combination of courses.

		Title	Class	Lab	Clinical	W Exp.	Credits
CJC	160	Terrorism: Underying Issues	3	0	0	0	3
CJC	222	Criminalistics	3	0	0	0	3
CJC	223	Organized Crime	3	0	0	0	3
CJC	225	Crisis Intervention	3	0	0	0	3
CJC	233	Correctional Law	3	0	0	0	3
CJC	241	Community-Based Corrections	3	0	0	0	3
POL	120	American Government	3	0	0	0	3
SOC	213	Sociology of the Family	3	0	0	0	3
SPA	111	Elementary Spanish I	3	0	0	0	3
SPA	112	Elementary Spanish II	3	0	0	0	3
COE	110	World of Work	1	0	0	0	1
COE	111	Co-op Work Experience I	0	0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	113	Co-op Work Experience I	0	0	0	30	3
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	131	Co-op Work Experience III	0	0	0	10	1

Criminal Justice Technology

Certificate Program (C55180)

Cour	ses	Credit Hours
CJC 111	Introduction to Criminal Justice	3
CJC 112	Criminology	3
CJC 121	Law Enforcement Operations	3
CJC 141	Corrections	3
SOC 210	Introduction to Sociology	3
Total Semester	15	

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Dental Assisting

Diploma Program (D45240)

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

Admission Requirements:

In addition to the general requirements listed under the Admission Procedures for RCCC, the applicant must complete the following:

- 1. Submit an "Application for Admission" form.
- 2. Submit evidence of high school graduation and transcript of grades or GED scores, whichever is applicable.
- 3. Have demonstrated proficiency in writing, reading, and basic numerical skills by COMPASS/ASSET testing or appropriate developmental or appropriate college courses. Placement test scores, remedial coursework, appropriate college coursework, must be acquired within five (5) years of the applicant's date of application for the Dental Assisting program.

Writing

- Standard score of 42 or higher on the ASSET Writing (or)
- Standard score of 71 or higher on the COMPASS Writing (or)
- Satisfactory completion of ENG 090 (or)
- Satisfactory completion (grade C or higher) of at least one college-level (associate degree or higher) course in English composition (or)
- SAT Writing score of 500 or ACT Writing score of 21 (completed within 5 years of the date of application)

Reading

- Standard score of 42 or higher on the ASSET Reading Skills (or)
- Standard score of 77 or higher on the COMPASS Reading Skills (or)
- Satisfactory completion (grade C or higher) of a college-level (associate degree or higher) course in English composition (or)
- Satisfactory completion of RED 090 (or)
- SAT Reading score of 500 or ACT Reading score of 21 (completed within 5 years of January 1 of the admission year)

Math-Numerical Skills

- Standard score of 42 or higher on the ASSET Numerical Skills (or)
- Standard score of 47 or higher on the COMPASS Pre-Algebra Skills (or)
- Satisfactory completion of MAT 060 (or)
- Satisfactory completion (grade C or higher) of at least one college-level (associate degree or higher) math course (or)
- SAT Math score of 500 or ACT Math score of 21 (completed within 5 years of the date of application)

The applicant is limited to testing twice in a 12-month period (initial test and one retest). Placement test requirements can be met by successfully completing the remedial courses recommended after COMPASS/ASSET testing. Applicants should check with the Admissions Office if they have any questions related to testing.

- Attend a Dental Assisting Admissions Seminar with the Dental Assisting faculty.
 The admissions seminar is used to convey information pertaining to goals and expectations of faculty members and students. (FAILURE TO ATTEND WILL DELAY YOUR ADMISSIONS PROCESS.)
- 5. Sign and submit the "Statement of Understanding Regarding Acceptance for Clinical Training" form pertaining to <u>submission of a required criminal history</u> report and mandatory drug screen at the Dental Assisting Admissions Seminar.
- 6. Begin Hepatitis B series, which is a required immunization for Dental Assisting students. This immunization is a series of three injections. Submit documentation when first two injections have been received. (A form for documentation can be received from the Dental Assisting Program Head.)
- 7. Submit proof of certification in CPR and Emergency Cardiac Care at the Health Care Provider level (this includes infant, child and adult CPR).
- 8. When items 1-7 have been met, the applicant's file is reviewed by the Admissions Committee and tentative program placement is established. Full acceptance/admission into the Dental Assisting Program is not granted until the applicant completes the following:

- a. Criminal Background Report: RCCC Admissions Office will provide you with directives for securing the report.
- b. Completed physical/dental examination forms (exam within last six months), which provide evidence of satisfactory physical, emotional, and mental health. Preadmission drug screening is required. The program head of Dental Assisting will handle problematic areas on an individual basis after consulting with clinical affiliates.
- 9. Admission requirements are subject to change.

Should an applicant not meet the prerequisites, RCCC provides courses to assist the applicant in meeting the admissions requirements. Upon completion of the requirements, the applicant will be considered for entry into the program if space in the program is available.

Pre-dental Hygiene:

Students wishing to enter a dental hygiene program at another community college in the state can complete the General Education core requirements at RCCC for transfer. The student MUST contact the hygiene program or programs to acquire a list of the General Education core requirements specific to that program. However, completion of these general education requirements does NOT assure acceptance into a dental hygiene program. It is the student's responsibility to apply to the program of his or her choice and to meet specific admission requirements of that college.

For additional information regarding this program, contact Program Head Linda Kamp at 704-637-0760 or 704-788-3197, Ext. 308, or send an email to kampl@rccc.edu/.

		Title		Class	Lab	Clinical	W Exp	. Credits
First Y	ear (Fall)						
• DEN	100	Basic Orofacial Anatomy		2	0	0	0	2
• DEN	101	Preclinical Procedures		4	6	0	0	7
• DEN	102	Dental Materials		3	4	0	0	5
• DEN	111	Infection/Hazard Control		2	0	0	0	2
ENG	102	Applied Communications	II	3	0	0	0	3
			Total	14	10	0	0	19
First Y	ear (Spring)						
• DEN	103	Dental Sciences		2	0	0	0	2
• DEN	104	Dental Health Education		2	2	0	0	3
• DEN	105	Practice Management		2	0	0	0	2
• DEN	106	Clinical Practice I		1	0	12	0	5
• DEN	112	Dental Radiography		2	3	0	0	3
			Total	9	5	12	0	15

		Title	Class	Lab	Clinical	W Exp	. Credits
First Y	ear (Summer)					
BIO	106	Intro to Anatomy/Physiology/Microbiolog	y 2	2	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	3
• DEN	107	Clinical Practice II	1	0	12	0	5
PSY	101	Applied Psychology	3	0	0	0	3
		OR					
PSY	118	Interpersonal Psychology	3	0	0	0	3
		OR					
SOC	100	Concepts in Sociology	3	0	0	0	3
		Total	8	4	12	0	14

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• This is a Core course and cannot be substituted.

Developmental Studies

Developmental Studies is the center piece of the open-door policy at RCCC. This highly structured program offers high school graduates who are not fully prepared for college-level courses an opportunity to improve their reading, writing, and math skills before they begin a curriculum program of study. Students may be required to take one or more developmental studies courses because their placement scores are not at the level of proficiency required for success in a given curriculum, or they may elect developmental courses if they feel themselves in need of a refresher course.

RCCC's Developmental Studies program offers four math courses covering content ranging from basic mathematics to intermediate algebra, three English courses that help students develop grammar and writing skills beginning at the sentence level and continuing through the development of essays, two reading courses that assist students in the development and application of college-level reading strategies, a basic chemistry course, and a basic computer course.

For additional information regarding this program, contact the Dean of Developmental Studies, Herbert Chambers at 704-637-0760 or 704-788-3197, Ext. 281, or send an email to chambersh@rccc.edu/.

	Title	Class	Lab	Clinical	W Exp.	Credits
CHM 090	Chamistry Canaants	4	0	0	0	4
CTS 080	Chemistry Concepts Computing Fundamentals	2	3	0	0	3
ENG 080	Writing Foundations	3	2	0	0	4
ENG 085	Reading & Writing Foundations	5	0	0	0	5
ENG 090	Composition Strategies	3	0	0	0	3
MAT 050	Basic Math Skills	3	2	0	0	4
MAT 060	Essential Mathematics	3	2	0	0	4
MAT 070	Introductory Algebra	3	2	0	0	4
MAT 080	Intermediate Algebra	3	2	0	0	4
RED 080	Introduction to College Reading	3	2	0	0	4
RED 090	Improved College Reading	3	2	0	0	4



Early Childhood Associate

General Program Associate In Applied Science Degree (A55220)

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

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and 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, and Head Start programs.

For additional information regarding this program, contact the Director of Early Childhood Education Sandra Novick at 704-637-0760 or 704-788-3197, Ext. 345, or send an email to novicks@rccc.edu/.

The following is a suggested program of study for completing this program in five semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

		(),									
		Title	Class	Lab	Clinical	W Exp.	. Credits				
First Y	ear (Fall)									
• EDU	119	Intro. to Early Childhood Education	4	0	0	0	4				
• EDU	144	Child Development I	3	0	0	0	3				
• EDU	151	Creative Activities	3	0	0	0	3				
• EDU	153	Health, Safety, & Nutrition	3	0	0	0	3				
ENG	111	Expository Writing	3	0	0	0	3				
		Total	16	0	0	0	16				
First Year (Spring)											
• EDU	131	Children, Family, & Community	3	0	0	0	3				
• EDU	145	Child Development II	3	0	0	0	3				
• EDU	146	Child Guidance	3	0	0	0	3				
• EDU	271	Educational Technology	2	2	0	0	3				
ENG	112	Argument-Based Research	3	0	0	0	3				
		OR									
ENG	113	Literature-Based Research	3	0	0	0	3				
		Total	14	2	0	0	15				
First Y	First Year (Summer)										
PSY	150	General Psychology	3	0	0	0	3				
		Major Elective*	1-3	0-2	0	0	3				
		Total	4-6	0-2	0	0	6				

Second Year (Fall)										
• COE	111PS	S Co-op Work Exp. I – EC (Preschool)	0	0	0	10	1			
		OR								
• COE	111SA	ACo-op Work Exp. I – EC (School-Age)	0	0	0	10	1			
EDU	126PS	S Early Childhood Seminar I (Preschool)	2	0	0	0	2			
OR										
EDU	126SA	AEarly Childhood Seminar I (School-Age)	2	0	0	0	2			
• EDU	221	Children with Exceptionalities	3	0	0	0	3			
EDU	251	Exploration Activities	3	0	0	0	3			
• EDU	280	Language & Literacy Experiences	3	0	0	0	3			
		Humanities/Fine Arts Elective (p.136)	3	0	0	0	3			
		Total	14	0	0	10	15			
Second	Year	r (Spring)								
COE	121PS	S Co-op Work Exp II – EC (Preschool)	0	0	0	10	1			
		OR								
COE	121SA	ACo-op Work Exp. II – EC (School-Age)	0	0	0	10	1			
COM	231	Public Speaking	3	0	0	0	3			
EDU	226PS	S Early Childhood Seminar II (Preschool)	2	0	0	0	2			
		OR								
EDU	226SA	AEarly Childhood Seminar II (School-Age) 2	0	0	0	2			
EDU	282	Early Childhood Literature	3	0	0	0	3			
		Major Elective*	1-3	0-2	0	0	3			
		Mathematics/Natural Sciences Elective**	* 3	0-3	0	0	3-4			
		Total	12-14	0-5	0	10	15-16			

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*Major Electives:

Select 6 semester hour credits from the following.

LD	237	mants, roddiers, & rwos	5	0	0	0	-5
ED	U 254	Music and Movement for Children	1	2	0	0	2
ED	U 259	Curriculum Planning	3	0	0	0	3
ED	U 261	Early Childhood Administration I	3	0	0	0	3
ED	U 262	Early Childhood Administration II	3	0	0	0	3
SO	C 210	Introduction to Sociology	3	0	0	0	3
SO	C 213	Sociology of the Family	3	0	0	0	3

[•] This is a Core course and cannot be substituted.

**Mathematics/Natural Sciences Electives:

Select 3-4 semester hour credits from the following.

		Title	Class	Lab	Clinical	W Exp	. Credits
AST	111	Descriptive Astronomy	3	0	0	0	3
AST	111A	Descriptive Astronomy Lab	0	2	0	0	1
		OR					
BIO	111	General Biology I	3	3	0	0	4
		OR					
BIO	140	Environmental Biology	3	0	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	0	1
		OR					
PHY	110	Conceptual Physics	3	0	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	0	1
		OR					
MAT	140	Survey of Mathematics	3	0	0	0	3

For students who choose a Natural Sciences elective, the requirement for meeting basic mathematical computation skills must be met. This can be accomplished by receiving an acceptable score on the basic math section of the placement test or successfully completing MAT 060.

Early Childhood Associate

Diploma Program (D55220)

Course	es	Credit Hours
• COE 111PS	Co-op Work Experience I - EC (Preschool)	1
or		
 COE 111SA 	Co-op Work Experience I - EC (School-Age	e) 1
• EDU 119	Intro. to Early Childhood Education	4
EDU 126PS	Early Childhood Seminar I (Preschool)	2
or		
EDU 126SA	Early Childhood Seminar I (School-Age)	2
• EDU 131	Children, Family & Community	3
• EDU 144	Child Development I	3
• EDU 145	Child Development II	3
• EDU 146	Child Guidance	3
• EDU 151	Creative Activities	3
• EDU 153	Health, Safety & Nutrition	3
• EDU 221	Children with Exceptionalities	3
EDU 271	Educational Technology	3
ENG 111	Expository Writing	3
PSY 150	General Psychology	3
Total Semeste	r Hours Credit:	37

[•] This is a Core course and cannot be substituted.



Early Childhood Associate

Certificate Programs (C55220)

Child Care Specialist Certificate

Cours	ses	Credit Hours
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
	Additional Early Childhood Course Work	6
Total Semest	er Hours Credit:	12

Requirements: Students must successfully complete the N. C. Early Childhood Credential (EDU 119 or EDU 111 and EDU 112) or present an equivalency letter from the N. C. Division of Child Development.

Early Childhood Administrator Advanced Certificate

Cour	ses	Credit Hours
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 259	Curriculum Planning	3
Total Semes	ter Hours Credit:	12

Requirements: Students must successfully complete the N. C. Early Childhood Administration Credential (EDU 261 and EDU 262) or present an equivalency letter from the N. C. Division of Child Development.

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.



Early Childhood Associate

Associate in Applied Science Degree Birth-Kindergarten UNC-Charlotte Transfer Program (A55220TR)

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

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and 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, and Head Start programs.

This program is designed for students who intend to transfer to the UNC-Charlotte Child and Family Development and the Birth-Kindergarten Teaching License Program. Students who successfully complete this course of study and who meet the requirements for admission to UNC-Charlotte are eligible to apply for admission to the major with junior standing.

Requirements are:

- A.A.S. in Early Childhood Associate (A55220TR)
- Cumulative GPA of 2.5 or higher
- Passing scores on all three Praxis I exams (Reading, Writing, Mathematics). For information and registration for PRAXIS, contact <u>www.etc.org/praxis</u> or a counselor in Student Services.
- Grade of C or higher on EDU 119 and EDU 221

For additional information regarding this program, contact the Director of Early Childhood Education Sandra Novick at 704-637-0760 or 704-788-3197, Ext. 345, or send an email to novicks@rccc.edu/.

The following is a suggested program of study for completing this program in five semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

Title			Class	Lab	Clinical	W Exp	. Credits
First Y	ear (Fall)					
• EDU	119	Introduction to Early Childhood Ed.	4	0	0	0	4
• EDU	144	Child Development I	3	0	0	0	3
• EDU	151	Creative Activities	3	0	0	0	3
• EDU	153	Health, Safety, & Nutrition	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
		Total	16	0	0	0	16

		Tale	Class	l ab	Clinical	\\/ \(\(\(\) \)	Oradita
		Title	Class	Lab	Clinical	W Exp.	Credits
First Y	ear (Spring)					
• EDU	131	Children, Family, & Community	3	0	0	0	3
• EDU	145	Child Development II	3	0	0	0	3
• EDU	146	Child Guidance	3	0	0	0	3
• EDU	271	Educational Technology	2	2	0	0	3
ENG	112	Argument-Based Research	3	0	0	0	3
		OR					
ENG	113	Literature-Based Research	3	0	0	0	3
		Total	14	2	0	0	15
Finat V	00m (C					
	`	Summer)	2	0	0	0	2
MAT	140	Survey of Mathematics	3	0	0	0	3
PSY	150	General Psychology	3	00	0	0	3
		Total	6	0	0	U	6
Second	Vear	r (Fall)					
• COE		S Co-op Work Exp. I – EC (Preschool)	0	0	0	10	1
· COL	1111 .	OR	U	U	U	10	1
• COE	111SA	ACo-op Work Exp. I – EC (School-Age)	0	0	0	10	1
EDU		Early Childhood Seminar I (Preschool)	2	0	0	0	2
		OR	_				_
EDU	126SA	AEarly Childhood Seminar I (School-Age)	2	0	0	0	2
• EDU		Children with Exceptionalities	3	0	0	0	3
EDU	251	Exploration Activities	3	0	0	0	3
• EDU	280	Language & Literacy Experiences	3	0	0	0	3
		Humanities/Fine Arts Elective (p.136)	3	0	0	0	3
		Total	14	0	0	10	15
Second	Voor	(Caring)					
		r (Spring)	2	0	0		2
COM		Public Speaking	3	0	0	0	3
EDU	234	Infants, Toddlers, & Twos	3	0	0	0	3
EDU	259	Curriculum Planning	3	0	0	0	3
EDU	282	Early Childhood Literature	3	0	0	0	3 4
BIO	111	General Biology I OR	3	3	0	0	4
BIO	140	Environmental Biology	3	0	0	0	3
		AND					
BIO	140A	Environmental Biology Lab	0	3	0	0	1
		Total	15	3	0	0	16

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This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

[•] This is a Core course and cannot be substituted.



Early Childhood Associate -Teacher Associate

Associate In Applied Science Degree (A5522B)

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

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and 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.

For additional information regarding this program, contact Director of Early Childhood Education Sandra Novick at 704-637-0760 or 704-788-3197, Ext. 345, or send an email to novicks@rccc.edu/.

The following is a suggested program of study for completing this program in five semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

		\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \					
		Title	Class	Lab	Clinical	W Exp.	Credits
First Y	ear (Fall)					
• EDU	118	Teacher Assoc. Principles & Practices	3	0	0	0	3
• EDU	144	Child Development I	3	0	0	0	3
• EDU	151	Creative Activities	3	0	0	0	3
• EDU	153	Health, Safety, and Nutrition	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
		Total	15	0	0	0	15
• EDU	131	Spring) Children, Family, & Community Child Davidserment H	3	0	0	0	3
• EDU • EDU	145 146	Child Development II Child Guidance	3	0	0	0	3
• EDU • EDU	186 271	Reading and Writing Methods Educational Technology	3 2	0 2	0	0	3 3
		Total	14	2	0	0	15
	`	Summer)	3	0	0	0	2
PSY	150	General Psychology	-	0	0	0	3
• EDU	119	Intro to Early Childhood Education	4	0	0	0	4
		Humanities/Fine Arts Elective (p.136)		0	<u>0</u>	0	3 10
		Total	10	U	U	U	10

		Title	Class	Lab	Clinical	W Exp.	Credits
Second	Year	r (Fall)					
• COE	111PS	S Co-op Work Exp. I – EC (Preschool)	0	0	0	10	1
		OR					
• COE	111SA	ACo-op Work Exp. I- EC (School-Age)	0	0	0	10	1
EDU	126PS	Early Childhood Seminar I (Preschool)	2	0	0	0	2
		OR					
EDU	126SA	A Early Childhood Seminar I (School-Age)	2	0	0	0	2
• EDU	221	Children with Exceptionalities	3	0	0	0	3
• EDU	235	School-Age Development & Programs	2	0	0	0	2
• EDU	280	Language & Literacy Experiences	3	0	0	0	3
ENG	112	Argument-Based Research	3	0	0	0	3
		OR					
ENG	113	Literature-Based Research	3	0	0	0	3
		Total	13	0	0	10	14
Second	Year	r (Spring)					
• COE		ACo-op Work Exp. II – EC (School-Age)	0	0	0	10	1
COM	231	Public Speaking	3	0	0	0	3
• EDU	275	Effective Teaching Training	2	0	0	0	2
EDU	282	Early Childhood Literature	3	0	0	0	3
• EDU	285	Internship Experiences (School-Age)	1	0	0	0	1
EDU	286	Early Childhood Issues	1	0	0	0	1
		Mathematics/Natural Sciences Elective*	: 3	0-3	0	0	3-4
		Total	13	0-3	0	10	14-15

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*Mathematics/Natural Sciences Electives:

Select 3-4 semester hour credits from the following.

		Title	Class	Lab	Clinical	W Exp.	Credits
BIO	111	General Biology OR	3	3	0	0	4
BIO	140	Environmental Biology	3	0		0	3
BIO	140A	Environmental Biology Lab	0	3	0	0	1
		OR					
MAT	140	Survey of Mathematics	3	0	0	0	3
		OR					
PHY	110	Conceptual Physics	3	0	0	0	3
PHY	110A	Conceptual Physics Lab	0	3	0	0	1

For students who choose a Natural Sciences elective, the requirement for meeting basic mathematical computation skills must be met. This can be accomplished by receiving an acceptable score on the basic math section of the placement test or successfully completing MAT 060.

[•] This is a Core course and cannot be substituted.

Early Childhood Associate-Teacher Associate

Certificate Program (C5522B)

Course	es	Credit Hours
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 235	School-Age Development & Programs	2
EDU 275	Effective Teaching Training	2
Total Semeste	r Hours Credit:	13

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Electrical/Electronics Technology

"Electrical Technology"

Associate In Applied Science Degree (A35220)

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

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

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

For additional information regarding this program, contact Program Head Tony Deyton at 704-637-0760 or 704-788-3197, Ext. 359, or send an email to deytont@rccc.edu/.

The following is a suggested program of study for completing this program in five semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

Title			Class	Lab	Clinical	W Exp	. Credits	
First Y	ear (Fall)						
• ELC	112	DC/AC Electricity		3	6	0	0	5
• ELC	113	Basic Wiring I		2	6	0	0	4
ELC	118	National Electrical Code		1	2	0	0	2
ELC	126	Electrical Computations		2	2	0	0	3
		_	Total	8	16	0	0	14

		Title	Class	Lab	Clinical	W Exp. 0	Credits			
First Y	First Year (Spring)									
• ELC	117	Motors & Controls	2	6	0	0	4			
ELC	125	Diagrams & Schematics	1	2	0	0	2			
ELC	127	Software for Technicians	1	2	0	0	2			
ENG	111	Expository Writing	3	0	0	0	3			
		Social/Behavioral Sciences Elective (p.136)) 3	0	0	0	3			
		Total	10	10	0	0	14			
First Y	ear (Summer)								
• ELC	115	Industrial Wiring	2	6	0	0	4			
ELC	119	NEC Calculations	1	2	0	0	2			
• ELC	128	Introduction to PLC	2	3	0	0	3			
		Total	5	11	0	0	9			
Second	Yea	r (Fall)								
ELC	228	PLC Applications	2	6	0	0	4			
• ELN	131	Electronic Devices	3	3	0	0	4			
ENG	114	Professional Research & Reporting	3	0	0	0	3			
MAT	121	Algebra/Trigonometry I	2	2	0	0	3			
		Major Elective*	0-2	0-3	0	0-30	2			
		Total	10-12	11-14	1 0	0-30	16			
Second	Yea	r (Spring)								
ELC	215	Electrical Maintenance	2	3	0	0	3			
• ELN	133	Digital Electronics	3	3	0	0	4			
MAT	122	Algebra/Trigonometry II	2	2	0	0	3			
		Humanities/Fine Arts Elective (p.136)	3	0	0	0	3			
		Major Elective*	0-2	0-3	0-3	0-30	2			
		Total	10-12	8-11	0-3	0-30	15			

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• This is a Core course and cannot be substituted.

*Major Electives:

Select 4 semester hour credits from the following courses. This may include up to 4 SHC from COE course/combination of courses.

		Title	Class	Lab	Clinical	W Exp.	Credits
DFT	151	CAD I	2	3	0	0	3
ELN	150	CAD for Electronics	1	3	0	0	2
ISC	112	Industrial Safety	2	0	0	0	2
COE	111	Co-op Work Experience I	0	0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	113	Co-op Work Experience I	0	0	0	30	3
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	131	Co-op Work Experience III	0	0	0	10	1

Electrical/Electronics Technology "Electrical Technology"

Diploma Program (D35220)

Cours	ses	Credit Hours
ENG 102	Applied Communications II	3
• ELC 112	DC/AC Electricity	5
• ELC 113	Basic Wiring I	4
ELC 115	Industrial Wiring	4
• ELC 117	Motors & Controls	4
ELC 118	National Electrical Code	2
ELC 119	NEC Calculations	2
ELC 125	Diagrams & Schematics	2
ELC 126	Electrical Computations	3
ELC 127	Software for Technicians	2
ELC 128	Introduction to PLC	3
PSY 101	Applied Psychology	3
Total Semeste	er Hours Credit:	37

• This is a Core course and cannot be substituted.

Certificate(s) in Electrical/Electronics Technology are available upon completion of 12-18 semester credit hours as designated for the Electrical/Electronics Technology curriculum program. Contact the Electrical/Electronics Technology Program Head for details.

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Electronics Engineering Technology

Associate In Applied Science Degree (A40200)

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Students who desire to pursue a BS degree in any engineering technology field are strongly recommended to: (a) Substitute MAT 175 for MAT 121; (b) Select SOC 210 and HUM 211 for the Social/Behavioral Sciences and Humanities/Fine Arts electives; and (c) Substitute PHY 151 and PHY 152 for PHY 131 and PHY 132.

For additional information regarding this program, contact Program Head Michele Chance at 704-637-0760 or 704-788-3197 Ext. 543 or send an email to chancem@rccc.edu/.

The following is a suggested program of study for completing this program in five semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

		Title	Class	Lab	Clinical	W Exp. (Credits	
First Y	ear (Fall)						
CIS	110	Introduction to Computers	2	2	0	0	3	
EGR	131	Introduction to Electronics Technology	1	2	0	0	2	
• ELC	131	DC/AC Circuit Analysis	4	3	0	0	5	
ENG	111	Expository Writing	3	0	0	0	3	
MAT	121	Algebra/Trigonometry I	2	2	0	0	3	
		Total	12	9	0	0	16	
First Year (Spring)								
• ELN	131	Electronic Devices	3	3	0	0	4	
ENG	114	Professional Research & Reporting	3	0	0	0	3	
• MAT		Algebra/Trigonometry II	2	2	0	0	3	
• PHY	131	Physics - Mechanics	3	2	0	0	4	
• 1111	131	Social/Behavioral Sciences Elective (p.136)	3	0	0	0	3	
		Total		7	0	0	17	
		2000		•	Ü	Ü		
First Y	ear (Summer)						
• ELN	132	Linear IC Applications	3	3	0	0	4	
ELN	229	Industrial Electronics	2	4	0	0	4	
		Humanities/Fine Arts Elective (p.136)	3	0	0	0	3	
		Total	8	7	0	0	11	
Second	Vea	r (Fall)						
• ELN	133	Digital Electronics	3	3	0	0	4	
ELN	150	CAD for Electronics	1	3	0	0	2	
ELN	234	Communication Systems	3	3	0	0	4	
PHY	132	Physics - Electricity & Magnetism	3	2	0	0	4	
1111	132	Major Elective*	0-2	0-3	0	0-30	3	
		Total	10-12	11-14		0-30	17	
Conor 1	V /0-	· (Coving)						
		r (Spring)	_		_	_		
CSC	134	C++ Programming	2	3	0	0	3	
EGR	285	Design Project	0	4	0	0	2	
ELN	135	Electronic Circuits	2	3	0	0	3	
• ELN	232	Introduction to Microprocessors	3	3	0	0	4	
		Major Elective*	0-2	0-3	0	0-30	3	
		Total	7-9	13-16	0	0-30	15	

Total Semester Hours Credit (SHC) in Program:

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[•] This is a Core course and cannot be substituted.

*Major Electives:

Select 6 semester hour credits from the following courses. This may include up to 3 SHC from COE course/combination of courses.

	Title	Class	Lab	Clinical	W Exp.	Credits
COE 11	1 Co-op Work Experience I	0	0	0	10	1
COE 112		0	0	0	20	2
COE 113	3 Co-op Work Experience I	0	0	0	30	3
COE 12	1 Co-op Work Experience II	0	0	0	10	1
COE 122	2 Co-op Work Experience II	0	0	0	20	2
COE 13	1 Co-op Work Experience III	0	0	0	10	1
ELC 128	8 Introduction to PLC	2	3	0	0	3
ELN 237	7 Local Area Networks	2	3	0	0	3

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Esthetics Instructor

Certificate Program (C55270)

The Esthetics Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of esthetics as required by the North Carolina State Board of Cosmetology.

Course work includes all phases of esthetics theory laboratory instruction.

Graduates should be prepared to take the North Carolina Cosmetology State Board Esthetics Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or esthetics school.

Applicants to this program must have a current North Carolina Esthetician or Cosmetologist license and six months' experience as a licensed esthetician or cosmetologist.

Evidence of high school completion or GED is recommended.

For additional information regarding this program, contact Program Head Kathy Nash at 704-637-0760 or 704-788-3197, Ext. 526, or send an email to nashk@rccc.edu/.

		Title	Class	Lab	Clinical	W Exp	. Credits
First S	emes	ter					
COS	253	Esthetics Instructor Concepts I	6	15	0	0	11
G 1							
Second	Sem	iester					
COS	254	Esthetics Instructor Concepts II	6	15	0	0	11

Esthetics Technology

Certificate Program (C55230)

The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care.

The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

Evidence of high school completion or GED is recommended.

For additional information regarding this program, contact Program Head Kathy Nash at 704-637-0760 or 704-788-3197, Ext. 526, or send an email to nashk@rccc.edu/.

		Title		Class	Lab	Clinical	W Exp	. Credits
First S	emes	ter						
• COS	119	Esthetics Concepts I		2	0	0	0	2
• COS	120	Esthetics Salon I		0	18	0	0	6
			Total	2	18	0	0	8
Second	Sen	nester						
• COS	125	Esthetics Concepts II		2	0	0	0	2
• COS	126	Esthetics Salon II		0	18	0	0	6
			Total	2	18	0	0	8

Total Semester Hours Credit (SHC) in Program:

• This is a Core course and cannot be substituted.

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Fire Protection Technology

Cooperative Transfer Program
Program Offered in Cooperation with Guilford Technical Community College
(A55240GT)

(Part-Time Evening North Campus Program)

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

Coursework includes classroom and laboratory exercises to introduce the student to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics, hazardous materials, arson investigation, fire protection safety, fire suppression management, law, and codes.

Graduates should qualify for employment or advancement in governmental agencies, industrial firms, insurance rating organizations, educational organizations, and municipal fire departments. Employed persons should have opportunities for skilled and supervisory-level positions within their current organizations.

RCCC has a transfer agreement for this program with Guilford Technical Community College (GTCC). In this cooperative approach, students are able to take general education courses at RCCC. Fire protection courses are taught in Salisbury; however, some specialty courses may be taught at GTCC.

The Associate in Applied Science Degree - Fire Protection Technology - will be awarded by GTCC.

For additional information regarding this program, contact RCCC Program Head Franklin Merrell at 704-637-0760 or 704-788-3197, Ext. 325, or send an email to merrellf@rccc.edu or call the GTCC Program Director at 336-334-4822, Ext. 2714.

Fire Protection Technology

Cooperative Transfer Program
Program Offered in Cooperation with Central Piedmont Community College
(A55240CP)

(Part-Time South Campus Program)

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

Coursework includes classroom and laboratory exercises to introduce the student to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics, hazardous materials, arson investigation, fire protection safety, fire suppression management, law, and codes.

Graduates should qualify for employment or advancement in governmental agencies, industrial firms, insurance rating organizations, educational organizations, and municipal fire departments. Employed persons should have opportunities for skilled and supervisory-level positions within their current organizations.

RCCC has a transfer agreement for this program with Central Piedmont Community College (CPCC). In this cooperative approach, students are able to take general education courses at RCCC. Fire protection courses are taught in Concord; however, some specialty courses may be taught at CPCC.

The Associate in Applied Science Degree - Fire Protection Technology - will be awarded by CPCC.

For additional information regarding this program, contact RCCC Program Head Franklin Merrell at 704-637-0760 or 704-788-3197, Ext. 325, or send an email to merrellf@rccc.edu or call the CPCC Program Chair at 704-330-4636, or program counselors at 704-330-4646.

General Occupational Technology

Associate in Applied Science Degree (A55280)

Diploma Program (D55280)

Certificate Program (C55280)

The General Occupational Technology (GOT) curriculum program is intended to meet the needs of individual students or groups of students who require programming other than that offered through the structure of the college's approved curricula. The curriculum provides individuals with the opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. For the student seeking an associate degree, a program of study will be selected from associate degree level courses offered by the college and MUST be approved by the appropriate program head, dean, and Director of the Occupational Technology program.

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

To enroll in this program, individuals must complete the following steps: fill out an application to RCCC, schedule to take the Placement Test, and make an appointment with the Director of General Occupational Technology (Brenda Moon), 704-637-0760 or 704-788-3197 ext. 363 or send an email to moonb@rccc.edu/.

Industrial Engineering Technology

Associate In Applied Science Degree (A40240)

The Industrial Engineering Technology curriculum prepares graduates to perform as technical leaders in manufacturing and service organizations. The curriculum incorporates the study and application of methods and techniques for developing, implementing, and improving integrated systems involving people, material, equipment, and information.

The course work emphasizes analytical and problem-solving techniques for process development and improvement. The curriculum includes systems analysis, quality and productivity improvement techniques, cost analysis, facilities planning, organizational management, effective communications, and computer usage as a problem-solving tool.

Graduates of the curriculum should qualify for positions in a wide range of manufacturing and service organizations. Employment opportunities include industrial engineering technology, quality assurance, supervision, team leadership, and facilities management. Certification is available through organizations such as ASQC, SME, and APICS.

For additional information regarding this program, contact Program Head Franklin Merrell at 704-637-0760 or 704-788-3197, Ext. 325, or send an email to merrellf@rccc.edu/.

The following is a suggested program of study for completing this program in five semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

• • • • • • • • • • • • • • • • • • • •	re secre	s (day), evening, rain time, or part time					
		Title	Class	Lab	Clinical	W Exp.	Credits
First Y	ear (Fall)					
• BUS	137	Principles of Management	3	0	0	0	3
• DFT	170	Engineering Graphics	2	2	0	0	3
EGR	125	Applications Software for Technology	1	2	0	0	2
ENG	111	Expository Writing	3	0	0	0	3
• ISC	112	Industrial Safety	2	0	0	0	2
** MAT	121	Algebra/Trigonometry I	2	2	0	0	3
		OR					
** MAT	161	College Algebra	3	0	0	0	3
		Total	13-14	6	0	0	16
First Y	ear (Spring)					
EGR	115	Introduction to Technology	2	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	0	3
• ISC	136	Productivity Analysis I	2	3	0	0	3
MAT	151	Statistics I	3	0	0	0	3
MAT	151A	Statistics I Lab	0	2	0	0	1
		Humanities/Fine Arts Elective (p.136)	3	0	0	0	3
		Total	13	8	0	0	16
First Y	ear (Summer)					
ISC	214	Job Analysis/Wages & Salary	2	3	0	0	3
		Social/Behavioral Science Elective (p.136)	5) 3	0	0	0	3
		Total	5	3	0	0	6

		Title	Class	Lab	Clinical	W Exp.	Credits
Second	Yea	r (Fall)					
ACC	120	Principles of Financial Accounting	3	2	0	0	4
CIV	240	Project Management	2	3	0	0	3
• ISC	132	Manufacturing Quality Control	2	3	0	0	3
• ISC	243	Productivity & Operational Mgmt. I	2	3	0	0	3
		Technical Elective*	0-3	0-4	0	0-30	3
		Total	9-12	11-15	0	0-30	16
Second	Yea	r (Spring)					
ECO	251	Principles of Microeconomics	3	0	0	0	3
• BPM	110	Bioprocess Practices	3	4	0	0	5
		OR					
 MEC 	242	Value/Supply Chain Management	3	0	0	0	3
		Technical Elective*	0-6	0-10	0	0-30	6
		Total	6-12	0-14	0	0-30	12-14

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*Technical Electives:

Select 9 semester hour credits from the following. This may include up to 3 SHC from COE course/combination of courses.

		Title	Class	Lab	Clinical	W Exp.	Credits
Biotech	nolo	gy Option					
BIO	111	General Biology I	3	3	0	0	4
BIO	280	Biotechnology	2	3	0	0	3
BTC	181	Basic Lab Techniques	3	3	0	0	4
BTC	281	Bioprocess Techniques	2	6	0	0	4
Manuf	actui	ring/Services Option					
BUS	217	Employment Law & Regulations	3	0	0	0	3
ISC	121	Environmental Health & Safety	3	0	0	0	3
ISC	225	Facility Layout	3	2	0	0	4
MEC	111	Machine Processes I	1	4	0	0	3
PHY	151	College Physics I	3	2	0	0	4
Logisti	cs/W	arehousing Option					
OMT	226	Facility Security	3	0	0	0	3
OMT	240	Customers & Products	3	0	0	0	3
OMT	241	Logistics	3	0	0	0	3
OMT	243	Support Functions	3	0	0	0	3
OMT	246	Strategic Management of Resources	2	0	0	0	2

[•] This is a Core course and cannot be substituted.

		Title	Class	Lab	Clinical	W Exp	. Credits
Constr	uctio	n Option					
CIV	230	Construction Estimating	2	3	0	0	3
CMT	210	Professional Construction Supervision	3	0	0	0	3
CMT	212	Total Safety Performance	3	0	0	0	3
CMT	218	Human Relations Issues	3	0	0	0	3
Three (3) COE	SHC n	nay be selected from the following COE Co-op Work Experience I	courses:	: 0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	113	Co-op Work Experience I	0	0	0	30	3
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	131	Co-op Work Experience III	0	0	0	10	1

^{**}MAT 175 or MAT 271 may be substituted for transfer credit. Students who wish to transfer to a 4-year school should select PHY 151 and MAT 161.

Industrial Engineering Technology

Certificate Programs (C40240)

	(C40240)	
Courses	Cr	edit Hours
Safety Certifi	cate	
ČMT212	Total Safety Performance	3
EGR 125	Applications Software for Technology	
ISC 112	Industrial Safety	2
ISC 121	Environmental Health & Safety	3
ISC 225	Facility Layout	4
Total Semester (Credit Hours:	14
Quality Certi	ficate	
CIV 240	Project Management	3
DFT 170	Engineering Graphics	3
EGR 125	Applications Software for Technology	
ISC 132	Manufacturing Quality Control	3
MEC242	Value/Supply Chain Management	3
Total Semester (Credit Hours:	14
Maintenance	Management Certificate	
BUS 137	Principles of Management	3
DFT 170	Engineering Graphics	3
ISC 112	Industrial Safety	2
ISC 225	Facility Layout	4
MEC111	Machine Processes I	3
Total Semester C	Credit Hours:	15
The following cog	nate courses may be taken to enhance the s	tudent's skills;
CIV 240	Project Management	3
ELC 112	DC/AC Electricity	5
MEC242	Value/Supply Chain Management	3

Credit Hours

Production Contr	ol Certificate	
ACC 120 Pr	rinciples of Financial Accounting	4
CIV 240 Pr	roject Management	3
ISC 136 Pr ISC 243 Pr	roductivity Analysis I	3
ISC 243 Pr	roduction & Operations Management I	3
Electives (Select one		
ECO 251 Pr	rinciples of Microeconomics	3
	pplications Software for Technology	2
MEC242 V	alue/Supply Chain Management	3
Total Semester Credit	Hours:	15-16
Manufacturing I	Certificate	
	ngineering Graphics	3
EGR 125 A	pplications Software for Technology	2
ISC 132 M	Ianufacturing Quality Control	3
MEC111 M	Iachine Processes I	3
MEC242 V	alue/Supply Chain Management	3
Total Semester Credit	Hours:	14
Management Cert	tificate	
	rinciples of Financial Accounting	4
	mployment Law and Regulations	3
CIV 240 Pr	roject Management	3
	pplications Software for Technology	2
	roductivity & Operations Management I	3
Electives (Select one		
	rinciples of Management	3
	roductivity Analysis I	3
ISC 214 Jo	ob Analysis/Wages & Salary	3
Total Semester Credit	Hours:	18
Industrial Engine	ering Technology Certificat	e
EGR 125 A	pplications Software for Technology	2
	ndustrial Safety	2
	Ianufacturing Quality Control	3
	roductivity Analysis I	3
	acility Layout	4
	falue/Supply Chain Management	3
Total Semester Credit	Hours:	17

Courses

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Information Systems Security

Associate in Applied Science Degree (A25270)

Information Systems Security covers a broad expanse of technology concepts. This curriculum provides individuals with the skills required to implement effective and comprehensive information security controls.

Course work includes networking technologies, operating systems administration, information policy, intrusion detection, security administration, and industry best practices to protect data communications.

Graduates should be prepared for employment as security administrators. Additionally, they will acquire the skills that allow them to pursue security certifications.

For additional information regarding this program, contact Program Head Ruth Parker at 704-637-0760 or 704-788-3197, Ext. 471, or send an email to parkerr@rccc.edu/.

The following is a suggested program of study for completing this program in five semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

		8, 5, 7, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,	- / -				
		Title	Class	Lab	Clinical	W Exp.	Credits
First Y	ear (Fall)					
• CIS	110	Introduction to Computers	2	2	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
 NET 	125	Networking Basics	1	4	0	0	3
 NET 	126	Routing Basics	1	4	0	0	3
NOS	110	Operating System Concepts	2	3	0	0	3
• SEC	110	Security Concepts	3	0	0	0	3
		Total	12	13	0	0	18
		Spring)	2	2	0	0	2
• CIS	115	Introduction to Programming & Logic	2	2	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	0	3
NET	225	Routing & Switching I	1	4	0	0	3
NET	226	Routing & Switching II	1	4	0	0	3
• SEC	150	Secure Communications	2	2	0	0	3
		Total	9	12	0	0	15
First Y	ear (Summer)					
• BUS	110	Introduction to Business	3	0	0	0	3
NET	175	Wireless Technology	2	2	0	0	3
• SEC	160	Secure Administration I	2	2	0	0	3
		Humanities/Fine Arts Elective (p.136)	3	0	0	0	3
		Total	10	4	0	0	12

		Title	Class	Lab	Clinical	W Exp.	. Credits
Second	Yea	r (Fall)					
MAT	115	Mathematical Models	2	2	0	0	3
		OR					
MAT	140	Survey of Mathematics	3	0	0	0	3
		OR					
MAT	161	College Algebra	3	0	0	0	3
 SEC 	210	Intrusion Detection	2	2	0	0	3
• SEC	220	Defense-in-Depth	2	2	0	0	3
NOS	130	Windows Single User	2	2	0	0	3
		Total	8-9	6-8	0	0	12
Second	Yea	r (Spring)					
• DBA	110	Database Concepts	2	3	0	0	3
NOS	120	Linux/UNIX Single User	2	2	0	0	3
• SEC	289	Security Capstone Project	1	4	0	0	3
		Social/Behavioral Science Elective (p.136)	3	0	0	0	3
		Total	8	9	0	0	12

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• This is a Core course and cannot be substituted.

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Machining Technology

Diploma Program (D50300)

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

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

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

For additional information regarding this program, contact Program Head Lanie Craven at 704-637-0760 or 704-788-3197, Ext. 354, or send an email to cravenl@rccc.edu/.

The following is a suggested program of study for completing this program in three semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

cinominei	it state	is (day, evening, rain time, or part th	ne).				
		Title	Class	Lab	Clinical	W Exp. 0	Credits
First Y	ear (Fall)					
MAC	111	Machining Technology I	2	12	0	0	6
BPR	111	Blueprint Reading	1	2	0	0	2
ENG	102	Applied Communications II	3	0	0	0	3
MAC	151	Machining Calculations	1	2	0	0	2
ISC	113	Industrial Specifications	1	0	0	0	1
		OR					
COE	111	Co-op Work Experience I	0	0	0	10	1
		Total	7-8	16	0	0-10	14
First Y	ear (
MAC	112	Machining Technology II	2	12	0	0	6
• BPR	121	Blueprint Reading: Mechanical	1	2	0	0	2
MAC	121	Introduction to CNC	2	0	0	0	2
MAC	122	CNC Turning	1	3	0	0	2
MAC	152	Advanced Machining Calculations	1	2	0	0	2
MEC	142	Physical Metallurgy	1	2	0	0	2
		Total	8	21	0	0	16
First Y	ear (Summer)					
MAC	113	Machining Technology III	2	12	0	0	6
MAC	124	CNC Milling	1	3	0	0	2
PHY	110	Conceptual Physics	3	0	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	0	1
		Total	6	17	0	0	12

Total Semester Hours Credit (SHC) in Program:

42

• This is a Core course and cannot be substituted.

Certificate(s) in Machining Technology are available upon completion of 12-18 semester credit hours as designated for the Machining Technology curriculum program. Contact the Machining Technology Program Head for details.

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Manicuring Instructor

Certificate Program (C55380)

The Manicuring Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of manicuring as required by the North Carolina State Board of Cosmetology.

Course work includes all phases of manicuring theory laboratory instruction.

Graduates should be prepared to take the North Carolina Cosmetology State Board Manicuring Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or manicuring school.

Evidence of high school completion or GED is recommended.

For additional information regarding this program, contact Program Head Kathy Nash at 704-637-0760 or 704-788-3197, Ext. 526, or send an email to nashk@rccc.edu/.

	Title				Clinical	W Exp	. Credits
• COS	251	Manicuring Instructor Concepts	8	0	0	0	8
• COS	252	Manicuring Instructor Practicum	0	15	0	0	5
		Total	8	15	0	0	13

Total Semester Hours Credit (SHC) in Program:

• This is a Core course and cannot be substituted.

Manicuring/Nail Technology

Certificate Program (C55400)

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

For additional information regarding this program, contact Program Head Kathy Nash at 704-637-0760 or 704-788-3197, Ext. 526, or send an email to nashk@rccc.edu/.

	Title	Class	Lab	Clinical	W Exp	. Credits
First 8 Wee	ks					
• COS 121	Manicure/Nail Technology I	4	6	0	0	6
Second 8 W	/ooks					
Second o W	CUAS					
• COS 222	Manicure/Nail Technology II	4	6	0	0	6
	Total	8	12	0	0	12

Total Semester Hours Credit (SHC) in Program:

12

Mechanical Drafting Technology

Associate in Applied Science Degree (A50340)

The Mechanical Drafting Technology curriculum prepares technicians to produce drawings of mechanical parts, components of mechanical systems, and mechanisms. CAD and the importance of technically correct drawings and designs based on current standards are emphasized.

Course work includes mechanical drafting, CAD, and proper drawing documentation. Concepts such as machine shop processes, basic materials, and physical sciences as they relate to the design process are also included. The use of proper dimensioning and tolerance techniques is stressed.

Graduates should qualify for employment in mechanical areas such as manufacturing, fabrication, research and development, and service industries.

Students who desire to pursue a BS degree in any engineering technology field are recommended to take MAT 271 (Calculus) and PHY 152 (College PhysicsII) in addition to their regular associate degree courses.

[•] This is a Core course and cannot be substituted.

For additional information regarding this program, contact Program Head George Barringer at 704-637-0760 or 704-788-3197, Ext. 353 or send an email to barringerg@rccc.edu/.

The following is a suggested program of study for completing this program in five semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

CITOTITICI	it statu	s (day, evening, run-time, or part-time	·).				
		Title	Class	Lab	Clinical	W Exp. 0	Credits
First Y	ear (Fall)					
CIS	110	Introduction to Computers	2	2	0	0	3
• DFT	111	Technical Drafting I	1	3	0	0	2
DFT		Technical Drafting I Lab	0	3	ő	0	1
• DFT	151	CAD I	2	3	ő	0	3
MAT	121	Algebra/Trigonometry I	2	2	0	0	3
• MEC	111	Machine Processes I	1	4	0	0	3
• WILC	111	Total	8	17	0	0	15
First Y	ear (Spring)					
DFT	112	Technical Drafting II	1	3	0	0	2
DFT	112A	Technical Drafting II Lab	0	3	0	0	1
DFT	121	Intro. to Geometric Dimen. & Tol.	1	2	0	0	2
 DFT 	152	CAD II	2	3	0	0	3
MAC	121	Introduction to CNC	2	0	0	0	2
MAC	122	CNC Turning	1	3	Ö	Ö	2
MAT	175	Precalculus	4	0	Ö	Ö	4
1,11	1,0	Total	11	14	0	0	16
	•	Summer)					
DDF	211	Design Process I	1	6	0	0	4
DFT	153	CAD III	2	3	0	0	3
PHY	151	College Physics I	3	2	0	0	4
		Total	6	11	0	0	11
Second	Van	r (Fall)					
		` '	2	2	0	0	2
CIS ENG	115 111	Intro. to Programming & Logic	2 3	3	0	0	3
	275	Expository Writing		2	-		3
MEC	213	Engineering Mechanisms	2		0	0	3
		Social/Behavioral Sciences Elective (p.136		0 2-3	0	0 0-20	3
		Major Elective*	1-3				
		Total	11-13	7-8	0	0-20	16
Second	Vesi	r (Spring)					
CSC	134		2	3	0	0	2
CSC	134	C++ Programming OR	2	3	U	U	3
CSC	139	Visual BASIC Programming	2	3	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	0	3
MEC	142	Physical Metallurgy	1	2	0	0	2
MEC	251	Statics	2	2	0	0	3
		Humanities/Fine Arts Elective (p.136)	3	0	0	0	3
		Total	11	7	0	0	14

Total Semester Hours Credit (SHC) in Program:

72

[•] This is a Core course and cannot be substituted.

*Major Electives

Select 4 semester hour credits from the following. This may include up to 2 SHC from COE course/combination of courses.

		Title	Class	Lab	Clinical	W Exp.	Credits
COE	111	Co-op Work Experience I	0	0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	121	Co-op Work Experience II	0	0	0	10	1
ISC	112	Industrial Safety	2	0	0	0	2
ISC	113	Industrial Specifications	1	0	0	0	1
ISC	132	Manufacturing Quality Control	2	3	0	0	3
ISC	225	Facility Layout	3	2	0	0	4
MAC	124	CNC Milling	1	3	0	0	2

Mechanical Drafting Technology

Diploma Program (D50340)

	(250540)						
		Course	s	Credit Hours			
	CIS	110	Introduction to Computers	3			
	DDF	211	Design Process I	4			
•	DFT	111	Technical Drafting I	2			
	DFT	111A	Technical Drafting I Lab	1			
•	DFT	112	Technical Drafting II	2			
	DFT	112A	Technical Drafting II Lab	1			
	DFT	121	Intro. to Geometric Dimensioning & Toler.	2			
•	DFT	151	CAD I	3			
•	DFT	152	CAD II	3			
	DFT	153	CAD III	3			
	ENG	111	Expository Writing	3			
	MAC	121	Introduction to CNC	2			
	MAC	122	CNC Turning	2			
	MAT	121	Algebra/Trigonometry I	3			
•	MEC	111	Machine Processes I	3			
Total	Seme	ester H	Iours Credit	37			

[•] This is a Core course and cannot be substituted.

Mechanical Drafting Technology

Certificate Program (C50340)

	(/								
	Courses		Credit Hours						
DFT	111	Technical Drafting I	2						
DFT	111A	Technical Drafting I Lab	1						
DFT	112	Technical Drafting II	2						
DFT	112A	Technical Drafting II Lab	1						
DFT	151	CAD I	3						
DFT	152	CAD II	3						
Total So	emester l	12							

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Medical Office Administration

Associate In Applied Science Degree (A25310)

This curriculum prepares individuals for employment in medical and other health care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare-related organizations.

For additional information regarding this program, contact Program Head Glenda Greene at 704-637-0760 or 704-788-3197, Ext. 348, or send an email to greeneg@rccc.edu/.

The following is a suggested program of study for completing this program in four semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

		Title	Class	Lab	Clinical	W Exp	p. Credits
First Y	ear (Fall)					
BUS	137	Principles of Management	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
OST	131	Keyboarding	1	2	0	0	2
OST	141	Medical Terminology I – Med. Office	3	0	0	0	3
OST	149	Medical Legal Issues	3	0	0	0	3
		Social/Behavioral Sciences Elective (p.13	6) 3	0	0	0	3
		Total	16	2	0	0	17
First Y	ear (Spring)					
ENG	114	Professional Research & Reporting	3	0	0	0	3
MAT	115	Mathematical Models	2	2	0	0	3
		OR					
BIO	163	Basic Anatomy & Physiology	4	2	0	0	5
		OR					
BIO	168	Anatomy & Physiology I	3	3	0	0	4
OST	134	Text Entry & Formatting	2	2	0	0	3
OST	142	Medical Terminology II - Med. Office	3	0	0	0	3
• OST	148	Medical Coding, Billing & Insurance	3	0	0	0	3
OST	164	Text Editing Applications	3	0	0	0	3
		Total	16-18	4-5	0	0	18-20

		Title	Class	Lab	Clinical	W Exp. 0	Credits
Second	Yea	r (Fall)					
ACC	120	Principles of Financial Accounting	3	2	0	0	4
• OST	136	Word Processing	1	2	0	0	2
• OST	137	Office Software Applications	1	2	0	0	2
OST	241	Medical Office Transcription I	1	2	0	0	2
OST	247	CPT Coding in the Medical Office	1	2	0	0	2
OST	286	Professional Development	3	0	0	0	3
		Total	10	10	0	0	15
		r (Spring)	3	0	0	0	3
COM	110	Introduction to Communications OR	3	U	U	U	3
COM	231	Public Speaking	3	0	0	0	3
OST	236	Advanced Word/Information Processing	g 2	2	0	0	3
OST	242	Medical Office Transcription II	1	2	0	0	2
• OST	243	Medical Office Simulation	2	2	0	0	3
		Humanities/Fine Arts Elective (p.136)	3	0	0	0	3
		Major Elective(s)*	0-3	0-3	0	0-30	3-4
		Total	11-14	6-9	0	0-30	17-18

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*Major Electives:

Select 3-4 semester hour credits from the following courses. This may include up to 3 SHC from COE course/combination of courses:

		Title	Class	Lab	Clinical	W Exp	. Credits
BIO	169	Anatomy and Physiology II	3	3	0	0	4
BUS	121	Business Mathematics	2	2	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	3
CIS	165	Desktop Publishing I	2	2	0	0	3
OST	122	Office Computations	1	2	0	0	2
OST	132	Keyboarding Skill Building	1	2	0	0	2
OST	135	Advanced Text Entry & Formatting	3	2	0	0	4
OST	184	Records Management	1	2	0	0	2
OST	244	Medical Document Production	1	2	0	0	2
OST	289	Office Systems Management	2	2	0	0	3
COE	110	World of Work	1	0	0	0	1
COE	111	Co-Op Work Experience I	0	0	0	10	1
COE	112	Co-Op Work Experience I	0	0	0	20	2
COE	113	Co-Op Work Experience I	0	0	0	30	3
COE	121	Co-Op Work Experience II	0	0	0	10	1
COE	122	Co-Op Work Experience II	0	0	0	20	2
COE	131	Co-Op Work Experience III	0	0	0	10	1

This program does not certify students to be Medical Transcriptionists but does give students medical transcribing skills to transcribe medical documents.

[•] This is a Core course and cannot be substituted.

Medical Office Administration

Diploma Program (D25310)

Cour	ses	Credit Hours
CIS 110	Introduction to Computers	3
ENG 111	Expository Writing	3
OST 131	Keyboarding	2
 OST 134 	Text Entry & Formatting	3
OST 136	Word Processing	2
• OST 137	Office Software Applications	2
 OST 141 	Medical Terminology I - Medical Office	3
• OST 142	Medical Terminology II- Medical Office	3
• OST 148	Medical Coding, Billing & Insurance	3
 OST 149 	Medical Legal Issues	3
OST 164	Text Editing Applications	3
OST 236	Advanced Word/Information Processing	3
	Major Elective from A.A.S. program	3
	Social/Behavioral Science Elective (p.136)	3
Total Semeste	er Hours Credit:	39

[•] This is a Core course and cannot be substituted.

Medical Office Administration

Certificate Program (C25310)

Cours	ses	Credit Hours
OST 131	Keyboarding	2
OST 134	Text Entry & Formatting	3
OST 141	Medical Terminology I - Medical Office	3
OST 142	Medical Terminology II - Medical Office	3
OST 149	Medical Legal Issues	3
Total Semeste	r Hours Credit:	14

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Motorsports Management Technology

Associate In Applied Science Degree (A60270)

The Motorsports Management Technology curriculum is designed to provide students with the knowledge and skills necessary to perform mid-management level functions in motorsports-related companies.

Course work includes instruction in general studies, motorsports, fundamentals, principles of management, computer applications, accounting, business mathematics, marketing, advertising and sales promotion, and human relations.

Graduates should qualify for employment/advancement in jobs related to management of motorsports teams/events/activities, as well as production and distribution of motorsports products and services.

Students who desire to pursue a BS degree in Manufacturing Systems, Motorsports, through North Carolina A&T State University, are strongly recommended to take MAT 161 for the Math/Natural Sciences elective and either (a) CHM 151 or (b) PHY 151 as an approved substitution for an elective.

For additional information regarding this program, contact Program Head Richmond Gage at 704-637-0760 or 704-788-3197, Ext. 570, or send an email to gager@rccc.edu/.

The following is a suggested program of study for completing this program in five semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

		Title	Class	Lab	Clinical	W Exp.	Credits
First Y	ear (Fall)					
• BUS	137	Principles of Management	3	0	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
• MSM	110	Intro. to Motorsports Management	3	0	0	0	3
• MSM	112	Engine/Drivetrain Fundamentals	1	2	0	0	2
		Humanities/Fine Arts Elective (p.136)	3	0	0	0	3
		Total	15	4	0	0	17
BUS CTS ENG • MSM	121 130 114	Spring) Business Mathematics Spreadsheet Professional Research & Reporting Organization Mobility Mathematics/Natural Science Elective*	2 2 3 2 2 -4	2 2 0 0 0-2	0 0 0 0	0 0 0 0	3 3 3 2 3-4
		Total	11-13	4-6	0	0	14-15
First Y	ear (Summer)	0.2	0.2	0	0.20	2
		Major Elective**	0-3	0-3	0	0-20	-
		Major Elective**	0-3	0-3	0	0-20	
		Total	0-6	0-6	0	0-20	6

		Title	Class	Lab	Clinical	W Exp. 0	Credits
Second	Year	r (Fall)					
BUS	280	REAL Small Business	4	0	0	0	4
• MSM	210	Motorsports Marketing	3	0	0	0	3
MSM	212	Chassis/Handling Fundamentals	2	2	0	0	3
		Social/Behavioral Sciences Elective (p.136	5) 3	0	0	0	3
		Major Elective**	0-3	0-3	0	0-20	3
		Total	12-15	2-5	0	0-20	16
Second	Year	r (Spring)					
ACC	120	Principles of Financial Accounting	3	2	0	0	4
BUS	253	Leadership & Management Skills	3	0	0	0	3
COM	231	Public Speaking	3	0	0	0	3
• MSM	214	Fabrication Fundamentals	1	2	0	0	2
• MSM	218	Safety/Environment	2	0	0	0	2
		Total	12	4	0	0	14

Total Semester Hours Credit (SHC) in Program:

67-68

*Mathematics/Natural Sciences Electives:

Select 3-4 semester hour credits from the following.

		Title	Class	Lab	Clinical	W Exp.	Credits
BIO	140	Environmental Biology	3	0	0	0	3
		OR					
PHY	110	Conceptual Physics	3	0	0	0	3
		OR					
MAT	140	Survey of Mathematics	3	0	0	0	3
		OR					
MAT	121	Algebra/Trigonometry I	2	2	0	0	3
		OR					
MAT	161	College Algebra	3	0	0	0	3
		OR					
MAT	175	Precalculus	4	0	0	0	4

For students who choose a Natural Sciences elective, the requirement for meeting basic mathematical computation skills must be met. This can be accomplished by receiving an acceptable score on the basic math section of the placement test or successfully completing MAT 060.

[•] This is a core course and cannot be substituted.

**Major Electives:

Select 9 semester hour credits from the following courses. This may include up to 2 SHC from COE course/combination of courses:

		Title	Class	Lab	Clinical	W Exp.	Credits
BUS	115	Business Law I	3	0	0	0	3
BUS	153	Human Resource Management	3	0	0	0	3
BUS	260	Business Communication	3	0	0	0	3
CHM	151	General Chemistry I	3	3	0	0	4
DFT	119	Basic CAD	1	2	0	0	2
MKT	220	Advertising and Sales Promotion	3	0	0	0	3
MSM	220	Advanced Chassis Analysis	1	2	0	0	2
MSM	285	Motorsports Capstone Project	1	3	0	0	2
PHY	151	College Physics I	3	2	0	0	4
WLD	112	Basic Welding Process	1	3	0	0	2
COE	110	World of Work	1	0	0	0	1
COE	111	Co-Op Work Experience I	0	0	0	10	1
COE	112	Co-Op Work Experience I	0	0	0	20	2
COE	121	Co-Op Work Experience II	0	0	0	10	1

Motorsports Management Technology

Certificate Program (C60270)

С	ourses	Credit Hours
MSM 11	0 Introduction to Motorsports Management	3
CIS 11	0 Introduction to Computers	3
Select eight (8) ho	ours from the following courses:	
MSM 11	2 Engine/Drivetrain Fundamentals	2
MSM 21	2 Chassis/Handling Fundamentals	3
MSM 21	4 Fabrication Fundamentals	2
MSM 21	6 Organizational Mobility	2
MSM 21	8 Safety/Environment	2
MSM 22	20 Advanced Chassis Analysis	2
WLD 11	2 Basic Welding Processes	2
Total Semester	Hours Credit:	14

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Networking Technology (Formerly Information Systems-Networking Administration & Support)

Associate in Applied Science Degree (A25340)

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

For additional information regarding this program, contact Program Head John Brand at 704-637-0760 or 704-788-3197, Ext. 470, or send email to <u>brandj@rccc.edu/</u>.

The following is a suggested program of study for completing this program in four semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

		Title	Class	Lab	Clinical	W Exp.	Credits
First Y	ear (Fall)					
• CIS	110	Introduction to Computers	2	2	0	0	3
• CIS	115	Intro. to Programming and Logic	2	2	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
NOS	110	Operating System Concepts	2	3	0	0	3
		Social/Behavioral Science Elective (p.136) 3	0	0	0	3
		Total	12	7	0	0	15
First Y	ear (Spring)					
• BUS	110	Introduction to Business	3	0	0	0	3
CTS	120	Hardware/Software Support	2	3	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	0	3
MAT	140	Survey of Mathematics	3	0	0	0	3
		OR					
MAT	161	College Algebra	3	0	0	0	3
		OR					
MAT	175	Precalculus	4	0	0	0	4
NOS	130	Windows Single User	2	2	0	0	3
		Major Elective *	0-3	0-4	0	0-40	3
		Total	13-17	5-9	0	0-40	18-19

		Title	Class	Lab	Clinical	W Exp. 0	Credits
Second	Yea	r (Fall)					
NET	125	Networking Basics	1	4	0	0	3
NET	126	Routing Basics	1	4	0	0	3
NOS	120	Linux/UNIX Single User	2	2	0	0	3
• SEC	110	Security Concepts	3	0	0	0	3
		Humanities Fine Arts Elective (p.136)	3	0	0	0	3
		Major Elective*	0-3	0-4	0	0-40	3
		Total	10-13	10-14	1 0	0-40	18
		r (Spring)					
• DBA	110	Database Concepts	2	2	0	0	3
NET	225	Routing & Switching I	1	4	0	0	3
NET	226	Routing & Switching II	1	4	0	0	3
NET	289	Networking Project	1	4	0	0	3
NOS	220	Linux/UNIX Administration I	2	2	0	0	3
		OR					
NOS	230	Windows Admininistration I	2	2	0	0	3
		Major Elective*	0-3	0-4	0	0-40	3
		Total	7-10	16-20	0	0-40	18

Total Semester Hours Credit (SHC) in Program:

69-70

• This is a Core course and cannot be substituted.

*Major Electives:

Select 9 semester hour credits from the following courses. This may include up to 4 SHC from COE course/combination of courses.

Title				Lab	Clinical	W Exp.	Credits
CTS	210	Computer Ethics	3	0	0	0	3
CTS	220	Advanced Hardware/Software Support	2	3	0	0	3
NET	175	Wireless Technology	2	2	0	0	3
NOS	220	Linux/UNIX Administration I	2	2	0	0	3
NOS	230	Windows Administration I	2	2	0	0	3
SEC	160	Secure Administration I	2	2	0	0	3
SEC	210	Intrusion Detection	2	2	0	0	3
COE	110	World of Work	1	0	0	0	1
COE	111	Co-op Work Experience I	0	0	0	10	1
COE	112	Co-op Work Experience I	0	0	0	20	2
COE	113	Co-op Work Experience I	0	0	0	30	3
COE	114	Co-op Work Experience I	0	0	0	40	4
COE	121	Co-op Work Experience II	0	0	0	10	1
COE	122	Co-op Work Experience II	0	0	0	20	2
COE	123	Co-op Work Experience II	0	0	0	30	3
COE	131	Co-op Work Experience III	0	0	0	10	1
COE	211	Co-op Work Experience IV	0	0	0	10	1

Networking Technology (Formerly Information Systems-Networking Administration & Support)

Diploma Program (D25340)

	Cours	es	Credit Hours
BUS	110	Introduction to Business	3
CIS	110	Introduction to Computers	3
CIS	115	Intro. to Programming and Logic	3
NOS	110	Operating System Concepts	3
DBA	110	Database Concepts	3
NOS	130	Windows Single User	3
NOS	230	Windows Admininistration I	3
NOS	120	Linux/UNIX Single User	3
NOS	220	Linux/UNIX Administration I	3
NET	289	Network Project	3
ENG	111	Expository Writing	3
NET	125	Networking Basics	3
MAT	140	Survey of Mathematics	3
		OR	
MAT	161	College Algebra	3
		OR	
MAT	175	Precalculus	4
		Social/Behavioral Science Elective (p.136)	3
Total Semeste	r Houi	rs Credit:	42-43

A diploma offered for this program must have a minimum of 12 SHC extracted from the core courses of the A.A.S. degree.

Networking Technology (Formerly Information Systems-Networking Administration & Support)

Certificate Programs (C25340)

	Cours	Credit Hours	
Networking	g – Li	nux Track Certificate	
CIS	110	Introduction to Computers	3
NOS	110	Operating System Concepts	3
NOS	120	Linux/UNIX Single User	3
NOS	220	Linux/UNIX Administration I	3
NET	125	Networking Basics	3
Total Seme	ster Ho	ours Credit:	15

	Cours	es	Credit Hours
Networking	g – Mi	icrosoft Track Certificate	
CIS	110	Introduction to Computers	3
NOS	110	Operating System Concepts	3
NOS	130	Windows Single User	3
NOS	230	Windows Administration I	3
NET	125	Networking Basics	3
Total Sem	ester H	lours Credit:	15
Networking	g – Cis	sco Track Certificate	
NET	125	Networking Basics	3
NET	126	Routing Basics	3
NET	225	Routing & Switching I	3
NET	226	Routing & Switching II	3
Total Sem	ester H	lours Credit:	12

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Office Systems Technology

Associate In Applied Science Degree (A25360)

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

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

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

For additional information regarding this program, contact Program Head Glenda Greene at 704-637-0760 or 704-788-3197, Ext. 348, or send an email to greeneg@rccc.edu/.

The following is a suggested program of study for completing this program in four semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

64-66

		Title	Class	Lab	Clinical	W Exp.	Credi
First Y	ear (Fall)					
ACC	120	Principles of Financial Accounting	3	2	0	0	4
BUS	137	Principles of Management	3	0	0	0	3
• CIS	110	Introduction to Computers	2	2	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
OST	131	Keyboarding	1	2	0	0	2
001	101	Humanities/Fine Arts Elective (p.136)_	3	0	0	0	3
		Total	15	6	0	0	18
First V	oor (Spring)					
			2	0	0	0	2
ENG	114	Professional Research & Reporting	3	0	0	0	3
OST	132	Keyboarding Speed Building	1	2	0	0	2
• OST	134	Text Entry & Formatting	2	2	0	0	3
• OST	164	Text Editing Applications	3	0	0	0	3
• OST	184	Records Management	1	2	0	0	2
		Social/Behavioral Sciences Elective (p.136	•	0	0	0	3
		Total	13	6	0	0	16
Second	Yea	r (Fall)					
OST	135	Advanced Text Entry & Formatting	3	2	0	0	4
• OST	136	Word Processing	1	2	0	0	2
• OST	137	Office Software Applications	1	2	0	0	2
OST	223	Machine Transcription I	1	2	0	0	2
OST	286	Professional Development	3	0	0	0	3
ODI	200	Major Elective*	0-3	0-2	0	0-30	
		Total	9-12	8-10		0-30	
Zacand	Voo	r (Spring)					
		r (Spring)	2	0	0	0	2
Second COM		r (Spring) Introduction to Communications OR	3	0	0	0	3
	110	Introduction to Communications	3	0	0	0	3
COM COM	110	Introduction to Communications OR					
COM COM	110231	Introduction to Communications OR Public Speaking	3	0	0	0	3
COM COM	110231	Introduction to Communications OR Public Speaking Mathematical Models OR	3	0	0	0	3
COM COM MAT	110 231 115	Introduction to Communications OR Public Speaking Mathematical Models	3 2	0 2	0	0	3
COM COM MAT BIO	110231115163	Introduction to Communications OR Public Speaking Mathematical Models OR Basic Anatomy & Physiology OR	3 2 4	0 2 2	0	0	3
COM COM MAT BIO BIO	110231115163168	Introduction to Communications OR Public Speaking Mathematical Models OR Basic Anatomy & Physiology OR Anatomy & Physiology I	3 2 4 3	0 2 2 3	0 0 0	0 0 0	3 3 5
COM COM MAT BIO BIO OST	110231115163168224	Introduction to Communications OR Public Speaking Mathematical Models OR Basic Anatomy & Physiology OR Anatomy & Physiology I Machine Transcription II	3 2 4 3 1	0 2 2 3 2	0 0 0 0	0 0 0 0	3 3 5 4 2
COM COM MAT BIO BIO	110231115163168	Introduction to Communications OR Public Speaking Mathematical Models OR Basic Anatomy & Physiology OR Anatomy & Physiology I	3 2 4 3 1	0 2 2 3	0 0 0	0 0 0	3 3 5

• This is a Core course and cannot be substituted.

Total Semester Hours Credit (SHC) in Program:

*Major Electives:

Select 3 semester hour credits from the following courses. This may include up to 3 SHC from COE course/combination of courses:

		Title	Class	Lab	Clinical	W Exp.	Credits
BUS	115	Business Law I	3	0	0	0	3
BUS	121	Business Mathematics	2	2	0	0	3
BUS	230	Small Business Management	3	0	0	0	3
CIS	165	Desktop Publishing I	2	2	0	0	3
OST	122	Office Computations	1	2	0	0	2
OST	141	Medical Terminology I - Medical Offic	e 3	0	0	0	3
OST	149	Medical Legal Issues	3	0	0	0	3
COE	110	World of Work	1	0	0	0	1
COE	111	Co-Op Work Experience I	0	0	0	10	1
COE	112	Co-Op Work Experience I	0	0	0	20	2
COE	113	Co-Op Work Experience I	0	0	0	30	3
COE	121	Co-Op Work Experience II	0	0	0	10	1
COE	122	Co-Op Work Experience II	0	0	0	20	2
COE	131	Co-Op Work Experience III	0	0	0	10	1

Office Systems Technology

Diploma Program (D25360)

Course	es	Credit Hours
BUS 137	Principles of Management	3
• CIS 110	Introduction to Computers	3
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
OST 131	Keyboarding	2
OST 132	Keyboarding Speed Building	2
• OST 134	Text Entry & Formatting	3
• OST 136	Word Processing	2
• OST 137	Office Software Applications	2
• OST 164	Text Editing Applications	3
• OST 184	Records Management	2
OST 236	Advanced Word/Information Processing	3
• OST 289	Office Systems Management	3
	Major Elective*	3
Total Semeste	r Hours Credit:	37

• This is a Core course and cannot be substituted.

Office Systems Technology

Certificate Program (C25360)

	Certificate Frogram (C255)	00)
Cour	Credit Hours	
OST 131	Keyboarding	2
OST 134	Text Entry & Formatting	3
OST 136	Word Processing	2
OST 137	Office Software Applications	2
OST 164	Text Editing Applications	3
OST 184	Records Management	2
Total Semeste	er Hours Credit:	14

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Practical Nursing

Diploma Program (D45660)

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long-term care/home health facilities, clinics, and physicians' offices.

ADMISSION REQUIREMENTS:

Deadline date for applications and evidence of completion of admissions criteria 1-7 is <u>January 1</u> of the year to be admitted. <u>The college reserves the right to extend the deadline date if necessary to secure qualified applicants for program admission.</u>

In addition to the general requirements listed under the Admissions Procedures for Rowan-Cabarrus Community College, the applicant must complete the following:

All <u>new</u> students must submit an application to the nursing program. All applicants not
accepted must <u>reapply</u>. To be considered for the subsequent nursing class (<u>beginning August of each year</u>), all students must meet the following admission requirements <u>prior to January 1</u>, The college reserves the right to extend the deadline date if necessary to secure qualified applicants for program admission.

Students will be admitted based on a *competitive selection process*.

- 2. Sign and submit to the Rowan-Cabarrus Community College Admissions Office the "Statement of Understanding Regarding Acceptance for Clinical Training" form pertaining to submission of a required <u>criminal history report</u> and mandatory <u>drug screen</u> (form is provided during Admissions Seminar). Please realize that a criminal background check will be required. A negative review may prevent students from participating in clinical practice (which means students cannot complete program requirements).
- 3. Submit evidence of high school graduation and transcript of grades, as well as GED scores, and college transcripts, if applicable. In regards to transfer credit (or credits previously earned at RCCC), related courses within the nursing curriculum -- BIO, PSY -- must be within 5 years of <u>January 1</u> of the admission year.
- 4. Present evidence of successful completion of units in biology, chemistry, and computer applications with a minimum grade of "C" on a high school or college transcript or satisfy these units of credit at RCCC: BIO 106*, CHM 090*, and CIS 110 or an appropriate score on the Technical Proficiency Exam (TPE). *Units of credit must be within 5 years of January 1 of the admission year.
- 5. Be academically prepared to enroll in the required English course (ENG 111) and show proficiency in the mathematics area (Algebra I). All applicants for admission into the nursing programs can satisfy this requirement by meeting one criterion from each of the following areas. NOTE: Placement test scores, remedial course work, and demonstrated proficiency in mathematics (Algebra I) must be acquired within the last 5 years of January 1 of the admission year.

^{*} Refer to pg. 144 for test score requirements.

The applicant is limited to testing twice in a twelve (12)-month period (initial test and one re-test). Placement test requirements can be met by successfully completing the remedial courses recommended after COMPASS/ASSET testing. Students who have withdrawn from the Nursing Education program due to academic reasons may be required to re-test and meet minimum acceptable scores. Specific placement re-test requirements will be based on individual academic deficiencies (See PN Competency Standards). Applicants should check with the Admissions Office if they have any questions related to testing.

- 6. Provide evidence of successful completion of a current, non-restrictive North Carolina Nurse Aide I listing.
- 7. Attend one of three (3) admission seminar sessions offered by the Nursing Education faculty annually, in order to make informed decisions regarding their program selection. (FAILURE TO ATTEND WILL DELAY THE ADMISSION PROCESS.) All applicants must complete the program survey form. Applicants should direct all questions regarding the program requirements to their assigned nursing faculty advisors.
- 8. Students meeting admission requirements 1-7 on or before January 1 will be eligible for the Health Occupations Basic Entrance Test (HOBET). The college reserves the right to extend the deadline date if necessary to secure qualified applicants for program admission. Testing dates will be provided.
 - Testing fee must be paid in the Business Office prior to testing.
 - A photo I.D. is required for entrance into the test.
 - Study guides will be available for purchase in the RCCC Bookstore (North and South campuses).



Selection Criteria

Admission into the Nursing programs is *competitive*. The higher the applicant's HOBET scores, the greater the opportunity for selection. Scores at or above the national passing standard will be utilized to rank the applicant for selection into the Nursing program(s).

Applicants who do not acquire the national passing score during the initial testing period or who desire to improve upon their score will be eligible for one (1) retest within the allotted admissions selection time period of that year.

The applicants' highest reading, math, and critical thinking scores will then be utilized and evaluated for program selection.

In the event that applicants have identical HOBET scores, the HOBET critical thinking score will be used to further rank the applicants for the Nursing program selection.

Alternate List for the Nursing Program

Applicants not admitted will be ranked and placed on an alternate list and will be admitted in order, if space becomes available. Applicants on the alternate list for full admissions for one year will <u>not</u> be carried over to a waiting list the following year(s), but will have to <u>reapply</u> and will be ranked with applicants of the new year.

9. When items 1-8 have been met, the applicant's file is reviewed by the Admissions Committee and tentative program placement established. Full acceptance/admission into the Nursing program is not granted until the applicant completes the following:



- a. Criminal Background Report as required by clinical sites: RCCC Admissions Office will provide directives for securing the report and review.
- b. Completed physical examination forms (exam within last 6 months) which provide evidence of satisfactory physical, emotional, and mental health. Preadmission drug screening is required. (See Evaluation of Physical and

Emotional Health Guidelines and Procedure Regarding Acceptance for Clinical Training for Health Programs.) Problematic areas will be handled on an individual basis by the Director of Nursing Education and the Assistant Director of Nursing Education/PN Program Head after consultation with clinical affiliates.

- c. Certification in basic life support, CPR. (Certification can be obtained through Continuing Education and must be maintained throughout the NUR course sequence.)
- d. All applicants' admission data including health form, CPR verification, and criminal background check, must be finalized in ten (10) business days prior to the first day of the fall semester due to required diagnostic testing and reporting results. Final approval for admission has to be granted by the Director of Nursing Education and the Assistant Director of Nursing Education/PN Program Head. Any student who withdraws from the Nursing course sequence for more than six months must re-submit health forms and a criminal history report prior to acceptance for re-entry into the Nursing courses. When problematic, physical, or mental health conditions exist, faculty may require timely medical reports from the student's physician confirming that the individual is physically and mentally competent to enter, or continue, in the Nursing program.
- 10. All Fall acceptances are required to attend the Student Services' sponsored nursing workshop held on the July Allied Health registration date.
- 11. Admission requirements are subject to change. Program requirements will be finalized by <u>August 1</u> of each year for the subsequent year.
- 12. Admission decisions are not eligible for appeal.

LEGAL REQUIREMENT FOR NURSE LICENSURE

Students enrolled in the RCCC Nursing program(s) complete an application for licensure as a registered nurse or practical nurse by examination. The application for the examination in North Carolina contains a question as to whether or not the applicant has ever been convicted on a misdemeanor/felony excluding minor traffic violations. If the answer is "yes," the applicant is asked to provide an explanation. This question is asked because of the legal requirements for becoming registered as a nurse in North Carolina. Similar requirements exist in other states. Effective January 1, 2002, applications for initial licensure in North Carolina must have a federal criminal background check.

The <u>Nursing Practice Act</u>, Article 9, Chapter 90 of the General Statutes of North Carolina states that the North Carolina Board of Nursing may deny an application for 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;
- has been convicted of or pleaded guilty or nolo contendere to any crime which indicates that the nurse is unfit or incompetent to practice nursing or that the nurse has deceived or defrauded the public;
- 3. has a mental or physical disability or used 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 or omissions regardless of whether actual injury to the patient is established;
- engages in conduct that deceives, defrauds, or harms the public in the course of professional activities or services; or
- has willfully violated any provision of the Article or of regulations enacted by the Board.

If a student has any question about his/her eligibility to take the licensing examination, he/ she may wish to confer with an attorney or the N.C. Board of Nursing. The RCCC Nursing

faculty will provide <u>upon request</u> information regarding resources for further information relative to the legal requirements for licensure.

Rowan-Cabarrus Community College provides assistance to enable the applicant to meet program requirements.

NON-DISCRIMINATORY POLICY:

Rowan-Cabarrus Community College does not discriminate in its admissions policies and procedures on the basis of sex, race, color, national origin, age, religion, or handicap.

For additional information regarding this program, contact Assistant Director of Nursing Education, Hope Yost at 704-637-0760 or 704-788-3197, Ext. 584, or send an email to yosth@rccc.edu/.

The following is a suggested program of study for completing this program in three semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

		Title		Class	Lab	Clinical	W Exp.	Credits
First Y	ear (Fall)						
** BIO	163	Basic Anatomy & Physic	logy	4	2	0	0	5
• NUR	101	Practical Nursing I		7	6	6	0	11
** PSY	110	Life Span Development		3	0	0	0	3
			Total	14	8	6	0	19
First Y ENG • NUR	ear (111 102	Spring) Expository Writing Practical Nursing II		3 8	0	0 12	0	3 12
			Total	11	0	12	0	15
	ear (Summer) Practical Nursing III		6	0	12	0	10
		Č	Total	6	0	12	0	10

Total Semester Hours Credit (SHC) in Program:

44

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

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

[•] This is a Core course and cannot be substituted.

^{**}Students planning to transfer to the ADN Completion program should take the following: BIO 168, BIO 169, PSY 150, PSY 241.

Radiography

Associate In Applied Science Degree (A45700)

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.

Admission Requirements:

Deadline date for applications and evidence of completion of admissions criteria 1-6 is <u>January 1</u> of the year to be admitted. <u>The college reserves the right to extend the deadline date if necessary to secure qualified applicants for program admission.</u>

In addition to the general requirements listed under the Admissions Procedures for Rowan-Cabarrus Community College, the applicant must complete the following:

- All new students must submit an application to the Radiography program. All applicants
 not accepted must reapply. To be considered for the subsequent radiography class
 (beginning August of each year), all students must meet the following admission
 requirements prior to January 1. The college reserves the right to extend the deadline
 date if necessary to secure qualified applicants for program admission.
 - Students will be admitted based on a *competitive selection process*.
- 2. Sign and submit to the Rowan-Cabarrus Community College Admissions Office the "Statement of Understanding Regarding Acceptance for Clinical Training" form pertaining to submission of a required <u>criminal history report</u> and mandatory <u>drug screen</u> (form is provided during the Admission Seminar).
- 3. Submit evidence of high school graduation and transcript of grades or GED scores, and college transcripts, if applicable. In regards to transfer credit or credits previously earned at RCCC, the BIO and MAT courses within the Radiography curriculum (BIO 168/BIO 169, MAT 140 or MAT 161) *must be within five (5)* years of January 1 of the admission year.
- 4. Present evidence of successful completion of units in chemistry* or physics*, algebra*, biology*, and computer applications with a minimum grade of "C" on a high school or college transcript or satisfy these units of credit at RCCC (MAT 070, any "BIO" course in the current RCCC catalog, CHM 090 or a PHY course, CIS 110 or an appropriate score on the Technical Proficiency Exam (TPE). *Units of credit must be within five (5) years of January 1 of the admission year.
- 5. Be academically prepared to show proficiency in English, Reading, Math (Numeric) and Elementary Algebra. All applicants for admission into the Radiography program can satisfy these requirements by meeting one criterion from each of the following areas listed below. NOTE: Proficiency is evidenced through appropriate testing or the appropriate college coursework (for example, courses are defined for RCCC as follows: ENG 090, ENG 111, RED 090, MAT 060, MAT 070/140/161). Placement test scores, remedial course work, and *demonstrated proficiency must be acquired within five* (5) *years of January 1 of the admission year.*

Writing

- a) Standard score of 42 or higher on the ASSET Writing (or)
- b) Standard score of 71 or higher on the COMPASS Writing (or)
- c) Satisfactory completion of ENG 090 (or)
- d) Satisfactory completion (grade C or higher) of at least one college-level (associate degree or higher) course in English composition
- e) SAT Writing score of 500 or ACT Writing score of 21 (Completed within 5 years of January 1 of the admission year)

Reading

- a) Standard score of 42 or higher on the ASSET Reading Skills (or)
- b) Standard score of 77 or higher on the COMPASS Reading Skills (or)
- c) Satisfactory completion (grade C or higher) of a college level (associate degree or higher) course in English composition (or)
- d) Satisfactory completion of RED 090 (or)
- e) SAT Reading score of 500 or ACT Reading score of 21 (Completed within 5 years of January 1 of the admission year)

Math-Numerical Skills

- a) Standard score of 42 or higher on the ASSET Numerical Skills (or)
- b) Standard score of 47 or higher on the COMPASS Pre-Algebra Skills (or)
- c) Satisfactory completion of MAT 060 (or)
- d) Satisfactory completion (grade C or higher) of at least one college-level (associate degree or higher) math course (or)
- e) SAT Math score of 500 or ACT Math score of 21 (Completed within 5 years of January 1 of the admission year)

Math-Elementary Algebra

- a) Standard score of 42 or higher on the ASSET Elementary Algebra (or)
- b) Standard score of 38 or higher on the COMPASS Algebra Skills (or)
- c) Satisfactory completion of MAT 070 (or)
- d) Satisfactory completion (grade C or higher) of at least one college-level (associate degree or higher) math course within the last 5 years (or)
- e) SAT Math score of 500 or ACT Math score of 21 (Completed within 5 years of January 1 of the admission year)

The applicant is limited to testing twice in a 12-month period (initial test and one retest). Placement test requirements can be met by successfully completing the remedial courses recommended after COMPASS/ASSET testing. Students who have withdrawn from the Radiography program due to academic reasons will be required to re-test and meet minimum acceptable scores. Specific placement re-test requirements will be based on individual academic deficiencies. Applicants should check with the Admissions Office if they have any questions related to testing.

- 6. Attend one of three (3) admission seminar sessions offered annually by the Radiography faculty. The admissions seminar is used to convey information pertaining to goals and expectations of the faculty member and student. (FAILURE TO ATTEND WILL DELAY YOUR ADMISSION PROCESS.) All applicants must complete the program survey form.
- 7. Students meeting admission requirements 1-6 on or before January 1 will be eligible for the Health Occupations Basic Entrance Test (HOBET). The college reserves the right to extend the deadline date if necessary to secure qualified applicants for program admission. Testing dates will be provided.

- Testing fee must be paid in the Business Office prior to testing.
- A photo I.D. is required for entrance into the test.
- Study guides will be available for purchase in the RCCC Bookstore (North and South campuses).



Selection Criteria

Admission into the Radiography program is *competitive*. The higher the applicant's HOBET scores, the greater the opportunity for selection. Scores at or above the national passing standard will be utilized to rank the applicant for selection into the Radiography program.

Applicants who do not acquire the national passing score during the initial testing period or who desire to improve upon their score will be eligible for one (1) re-test within the allotted admissions selection time period of that year.

The applicants' <u>highest</u> reading, math, and critical thinking scores will then be utilized and evaluated for program selection.

In the event that the applicants have identical HOBET scores, the HOBET critical thinking score will be used to further rank the applicant for the Radiography program selection.

Alternate List for the Radiography Program

Applicants not admitted will be ranked and placed on an alternate list and will be admitted in order, if space becomes available. Applicants on the alternate list for full admissions for one year will <u>not</u> be carried over to a waiting list the following year(s), but will have to <u>reapply</u> and will be ranked with applicants of the new year.

- 8. When items 1-7 have been met, the applicant's file is reviewed by the Admissions Committee and tentative program placement established. Full acceptance/admission into the Radiography program is not granted until the applicant submits:
 - a) Completed physical examination forms (exam within the last six months prior to entrance into RAD course sequence). Pre-admission drug screening is required. The Hepatitis B series is strongly encouraged. Additionally, where known problematic health conditions exist, faculty may require timely medical reports from the student's physician/psychiatrist/psychologist.
 - b) Current certification in CPR (Cardiopulmonary Resuscitation) at the Health Care Provider level (this includes infant, child and adult). Certification must be maintained throughout the RAD course sequence. *Certification can be obtained through Continuing Education, ext.* 288.
 - c) Criminal Background Report. RCCC Admissions Office will provide applicant with directives for securing the report.
- 9. Admission requirements are subject to change. Program requirements will be finalized by <u>August 1</u> of each year for the subsequent year.
- 10. Admission decisions **are not** eligible for appeal.

NON-DISCRIMINATION POLICY:

Rowan-Cabarrus Community College does not discriminate in its admissions policies and procedures on the basis of sex, race, color, national origin, age, religion, or handicap.

MISSION STATEMENT:

Offer an accredited five-semester, competency-based education in Radiography which will prepare all students to successfully serve both patients and employers in the college's regional community.

Values

The Radiography program at Rowan-Cabarrus Community College values:

- Compassion
- Professionalism
- Clinical Skill
- Service
- Knowledge

Goals

The Radiography program at Rowan-Cabarrus Community College has the following primal goals:

- 1. Students will be successful with certification exam.
- 2. Students will be competent in clinical practice.
- 3. Students will demonstrate compassion in patient interaction.
- 4. Students will demonstrate quality service to their employers and community.
- 5. Students are committed to lifelong learning.

For additional information regarding this program, contact Program Head Frankie Lyons at 704-637-0760 or 704-788-3197, Ext. 398, or send an email to lyonsf@rccc.edu/.

The following is a suggested program of study for completing this program in five semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

		Title	Class	Lab	Clinical	W Exp.	Credits
First Y	ear (Fall)					
BIO	168	Anatomy and Physiology I	3	3	0	0	4
• RAD	110	Radiography Intro. & Patient Care	2	3	0	0	3
• RAD	111	Radiographic Procedures I	3	3	0	0	4
• RAD	151	RAD Clinical Education I	0	0	6	0	2
MAT	140	Survey of Mathematics	3	0	0	0	3
		OR					
MAT	161	College Algebra	3	0	0	0	3
		Total	11	9	6	0	16
First Y	ear (Spring)					
BIO	169	Anatomy and Physiology II	3	3	0	0	4
ENG	111	Expository Writing	3	0	0	0	3
• RAD	112	Radiographic Procedures II	3	3	0	0	4
• RAD	121	Radiographic Imaging I	2	3	0	0	3
• RAD	161	RAD Clinical Education II	0	0	15	0	5
		Total	11	9	15	0	19
First Y	ear (Summer)					
• RAD		Radiographic Imaging II	1	3	0	0	2
• RAD	131	Radiographic Physics I	1	3	0	0	2
• RAD	171	RAD Clinical Education III	0	0	12	0	4
		Total	2	6	12	0	8
Second	Vea	r (Fall)					
PSY	150	General Psychology	3	0	0	0	3
• RAD	211	Radiographic Procedures III	2	3	0	0	3
• RAD	231	Radiographic Physics II	1	3	0	0	2
• RAD	251	RAD Clinical Education IV	0	0	21	0	7
· KAD	231	Total	6	6	21	0	15
		Total	v	U	41	U	15

Second	Year	(Sprin	\mathbf{g}
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		Total	9	6	21	0	18
		Humanities/Fine Arts Elective (p.136)_	3	0	0	0	3
• RAD	271	Radiography Capstone	0	3	0	0	1
• RAD	261	RAD Clinical Education V	0	0	21	0	7
• RAD	245	Radiographic Quality Management	1	3	0	0	2
• RAD	241	Radiobiology Protection	2	0	0	0	2
COM	231	Public Speaking	3	0	0	0	3

Total Semester Hours Credit (SHC) in Program:

76

• This is a Core course and cannot be substituted.

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Real Estate

Pending State Revisions Certificate Program (C25400)

The Real Estate curriculum provides the broker prelicensing education required by the North Carolina Real Estate Commission, prepares individuals to enter the profession, and offers additional education to meet professional development and postlicensing requirements.

The curriculum includes instruction on real estate law, brokerage, conveyance, finance, appraisal, and management, as well as instruction on marketing principles and computers.

Graduates of the prelicensing course will qualify for the North Carolina Real Estate License Examination.

Rowan-Cabarrus Community College is approved by the North Carolina Real Estate Commission as a real estate prelicensing and postlicensing education provider.

On April 1, 2006, the North Carolina Real Estate Commission will discontinue issuing salesperson licenses and accept applications for broker licenses only. Persons applying for a broker license on or after that date will be required to have completed the Prelicensing course and then pass the state license examination.

Each newly licensed broker will be classified as a "provisional broker." The provisional broker must, within three (3) years of initial licensure, complete an additional 90-hour post-licensing education program, consisting of (3) 30-hour courses in order to retain his or her broker license and terminate the "provisional" license status. Until they have completed the 90-hour postlicensing education program, these provisional brokers will have to be supervised by a broker-in-charge whenever they engage in real estate brokerage activities and cannot be designated as a broker-in-charge of a real estate office.

For complete information on all of the license law changes, please visit the North Carolina Real Estate Commission website at www.ncrec.state.nc.us/.

Admission Requirements and Special Notations:

RLS 112 (Real Estate) Broker Prelicensing course is the only prelicensing course which must be completed in order to apply to the North Carolina Real Estate Commission to take the state license examination. There is no prerequisite. Each newly licensed broker will be classified as a "provisional broker." The postlicensing education must be completed within three years of initial licensure in order to remove the "provisional" status and to retain the broker license.

The prerequisite for enrollment in a broker postlicensing course is a current real estate license. There are 80 class hours in RCCC's Broker Prelicensing course, 30 class hours in each postlicensing course, 32 class hours in the Real Estate Mathematics course, and 16 class/32 lab hours in the Introduction to Computers course. Most real estate students take ONLY the prelicensing course that is required to take the state licensing examination and then the postlicensing courses. Those who complete the Broker Prelicensing course and the additional courses of Real Estate Mathematics (RLS 113), Fundamentals of Marketing (MKT 120) and Introduction to Computers (CIS 110) earn an RCCC Real Estate certificate.

Individuals applying to the Real Estate Commission to take the state license examination must provide proof of appropriate broker prelicensing education by including a course completion certificate with their applications. RCCC provides the certificate for the Broker Prelicensing course. RCCC's passing grade for each real estate course is 80%. Students should also be aware that the Commission requires students to attend at least 80% of the scheduled hours of instruction.

The 80 class hours of the Broker Prelicensing course will be taught in an 8-week minimester (day and evening) with two five-hour classes per week or in a 16-week semester with one five-hour class per week. The broker postlicensing courses (Contracts & Closing, Special Topics and Broker Relationships & Responsibilities) each having 30 class hours will typically be taught in an accelerated 3-week format with two five-hour classes per week but may also be offered in additional accelerated 2-week and 4-week formats. The Broker Prelicensing course will be taught during the Fall and Spring Semesters (depending upon adequate enrollment and the availability of an instructor). The (3) 30-hour postlicensing courses will be offered through Continuing Education.

For addition information regarding this program, contact Program Head Lois Branning at 704-637-0760 or 704-788-3197, Ext 460, or send an email to branningl@rccc.edu/

		Title	Class	Lab	Clinical	W Exp.	Credits
• RLS	112	Real Estate Broker Prelicensing	5	0	0	0	5
		Real Estate Mathematics	2	0	0	0	2
CIS		Introduction to Computers	2	2	0	0	3
MKT	120	Fundamentals of Marketing	3	0	0	0	3
		Total	12	2	0	0	13

13

Total Semester Hours Credit (SHC) in Program:

• This is a Core course and cannot be substituted.

Web Technologies(Formerly Internet Technologies)

Associate in Applied Science Degree (A25290)

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of web applications, websites, web services, and related areas of distributed computing.

For additional information regarding this program, contact Program Head Dr. Scott Nason at 704-637-0760 or 704-788-3197, Ext. 462, or send an email to nasons@rccc.edu/

		Title	Class	Lab	Clinical	W Exp.	Credits
First Y	ear (Fall)					
• CIS	110	Introduction to Computers	2	2	0	0	3
• CIS	115	Introduction to Programming & Logic	2	3	0	0	3
• SEC	110	Security Concepts	3	0	0	0	3
• WEB	110	Internet/Web Fundamentals (1st 8 wks)	2	2	0	0	3
• WEB	115	Web Markup and Scripting (2 nd 8 wks)	2	2	0	0	3
		Total	11	9	0	0	15
First Y	ear (Spring)					
• DBA	110	Database Concepts	2	3	0	0	3
 NET 	110	Networking Concepts	2	2	0	0	3
 NOS 	110	Operating System Concepts	2	3	0	0	3
• WEB	120	Introduction to Internet Multimedia	2	2	0	0	3
• WEB	140	Web Development Tools	2	2	0	0	3
		Total	10	12	0	0	15
First Y	ear (Summer)					
• BUS	110	Introduction to Business	3	0	0	0	3
ENG	111	Expository Writing	3	0	0	0	3
MAT	115	Mathematical Models	2	2	0	0	3
		OR					
MAT	161	College Algebra	3	0	0	0	3
		Total	8-9	0-2	0	10	9

		Title	Class	Lab	Clinical	W Exp.	Credits
Second Y	Zea ı	r (Fall)					
ENG 1	14	Professional Research & Reporting	3	0	0	0	3
• WEB 2	10	Web Design	2	2	0	0	3
• WEB 2	30	Implementing Web Services	2	2	0	0	3
• WEB 2	50	Database Driven Websites	2	2	0	0	3
		Major Elective*	2	2	0	0	3
		Total	11	8	0	0	15
Second Y	Zea1	r (Spring)					
WEB 2	60	E-Commerce Infrastructure	2	2	0	0	3
WEB 2	89	Internet Technologies Project	1	4	0	0	3
		Humanities/Fine Arts Elective (p.136)	3	0	0	0	3
		Social/Behavioral Science Elective (p.136	5) 3	0	0	0	3
		Major Elective*	2	2	0	0	3
		Total	11	8	0	0	15

Total Semester Hours Credit (SHC) in Program:

69-70

*Major Electives:

Select 6-7 semester hour credits from the following courses.

NOS	120	Linux/UNIX Single User	2	2	0	0	3
NOS		Windows Single User	2	2	0	0	3
		Linux/UNIX Administration I	2	2	0	0	3
NOS	230	Windows Administration I	2	2	0	0	3
WEB	111	Introduction to Web Graphics	2	2	0	0	3
WEB	211	Advanced Web Graphics	2	2	0	0	3
COE	111	Co-op Work Experience I (Optional)	0	0	0	10	1

Web Technologies

Certificate Programs (C25290)

Courses			Credit Hours			
Internet Technologies Certificate						
CIS	110	Introduction to Computers	3			
WEB	110		3			
WEB	115	Web Markup and Scripting	3			
NET	110	Networking Concepts	3			
Total Semo	ester H	12				

[•] This is a Core course and cannot be substituted.

	Course	es es	Credit Hours			
Web Designer Certificate						
WEB	110	Internet/Web Fundamentals	3			
WEB	115	Web Markup and Scripting	3			
		Web Development Tools	3			
WEB		Web Design	3			
Total Sem	ester Ho	ours Credit	12			
Web Graph	nics C	ertificate				
WEB	110	Internet/Web Fundamentals	3			
WEB	111	Introduction to Web Graphics	3			
WEB	120	Introduction to Internet Multimedia	3			
WEB	211	Advanced Web Graphics	3			
Total Semester Hours Credit			12			
Website Designer Certificate						
WEB	110	Internet/Web Fundamentals	3			
WEB	111	Introduction to Web Graphics	3			
WEB	115	Web Markup and Scripting	3			
WEB	230	Implementing Web Services	3			
Total Sem	ester Ho	12				

This program offers various courses via distance education. See pages 61-65 for a listing of these courses.

Welding Technology

Diploma Program (D50420)

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

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

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

For additional information regarding this program, contact Program Head Robert Simpson at 704-637-0760 or 704-788-3197, Ext. 361, or send an email to simpson@rccc.edu/.

The following is a suggested program of study for completing this program in three semesters. Some students' programs of study may be different, depending on their enrollment status (day, evening, full-time, or part-time).

		Title	Class	Lab	Clinical	W Exp. 0	Credits	
First Y	ear ((Fall) Basic Certificate						
CIS	110	Introduction to Computers	2	2	0	0	3	
• WLD	110	Cutting Processes	1	3	0	0	2	
• WLD	121	GMAW (MIG) FCAW/Plate	2	6	0	0	4	
• WLD	131	GTAW (TIG) Plate	2	6	0	0	4	
• WLD	141	Symbols & Specifications	2	2	0	0	3	
		Total	9	19	0	0	16	
First Year (Spring) Intermediate Certificate								
	115	SMAW (Stick) Plate	2	9	0	0	5	
WLD	122	GMAW (MIG) Plate/Pipe	1	6	0	0	3	
WLD	132	GTAW (TIG) Plate/Pipe	1	6	0	0	3	
WLD	143	Welding Metallurgy	1	2	0	0	2	
		Total	5	23	0	0	13	
First V	oor ((Summer) Advanced Certi	ficata					
WLD				0	0	0	4	
	116	SMAW (Stick) Plate/Pipe	1	9	0	•	4	
WLD	261	Certification Practices	1	3	0	0	2	
COE	112	OR	0	0	0	20	2	
COE	112	Co-Op Work Experience I	0	0	0	20	2	
* ENG	102	Applied Communications II	3	0	0	0	3	
MAT	115	Mathematical Models	2	2	0	0	3	
		OR	_	_		_		
PHY	110	Conceptual Physics	3	0	0	0	3	
		Total	6-8	9-14	0	0-20	12	

Total Semester Hours Credit (SHC) in Program:

41

• This is a Core course and cannot be substituted.

For students not wishing to follow the program of study sequence listed above to earn a diploma, it is suggested that WLD 110 Cutting Processes be taken in the first semester. WLD 110 Cutting Processes will benefit students taking other welding classes.

Upon successful completion of the Basic, Intermediate, and Advanced Certificates, students may apply for a Diploma in Welding Technology.

Upon completion of any of the welding certificates or diploma, students with an average grade point of 3.0 or higher in the welding classes will be given the opportunity to take the welder qualification test (certification test) to applicable codes used in this program.

^{*}It is suggested that students take ENG 102 and the general education elective prior to Summer Term, if possible.

Welding Technology

Certificate Programs (C50420)

Cour	ses	Credit Hours				
Stick Welding Certificate						
WLD 110	2					
WLD 115		2 5 4 3				
WLD 116	,	4				
WLD 141		3				
WLD 143	Welding Metallurgy	2				
Total Semester Hou	16					
TIG Welding	Cartificata					
WLD 110		2				
WLD 110 WLD 131						
WLD 132		4 3 3 2				
WLD 141	Symbols and Specifications	3				
WLD 143	Welding Metallurgy	2				
Total Semester Hou	14					
MIG Welding	Certificate					
WLD 110	Cutting Processes	2				
WLD 121		4				
WLD 122	GMAW (MIG) Plate/Pipe	4 3 3				
WLD 141	~ J ~ F					
WLD 143	Welding Metallurgy	2				
Total Semester Hou	14					
High Performance Fabrication Certificate						
WLD 110	Cutting Processes	2				
WLD 121		4				
WLD 131	GTAW (TIG) Plate	4				
WLD 141	Symbols and Specifications	3				
Total Semester Ho	13					

CUSTOMIZED CERTIFICATES:

If the above certificates do not fit a student's needs, certificates are available upon completion of WLD 110 Cutting Processes, WLD 141 Symbols and Specifications, and selected other WLD prefix courses (excluding WLD 112). These certificates must contain 12-18 semester credit hours as designated for the Welding Technology curriculum program. Contact the Welding Technology program head for details.



Course Descriptions

The courses listed on the following pages constitute the content of the curriculum programs of the college and are listed in alphabetical and numerical order under discipline titles. Titles are listed in alphabetical order. Credit hours are awarded as follows:

- a. Credit of one semester hour is awarded for each 16 hours of "class work." Class work is lecture and other classroom instruction. Class work is under the supervision of an instructor.
- b. Credit of one semester hour is awarded for each 32 hours of "experiential laboratory work." Experiential laboratory work means instruction given to a student by an instructor to increase the student's knowledge and skills without immediate student application.
- c. Credit of one semester hour is awarded for each 48 hours of "faculty-directed laboratory work." Faculty-directed laboratory work involves structured and coordinated demonstration by an instructor with immediate student application.
- d. Credit of one semester hour is awarded for each 48 hours of "clinical practice." Clinical practice is a structured, faculty-directed learning experience in a health sciences program which develops job proficiency. Clinical practice requires significant preparation, coordination, and scheduling by the faculty and is under the supervision of an instructor or preceptor who is qualified for the particular program.
- e. Credit of one semester hour is awarded for each 160 hours of "work experience" such as cooperative education, practicums, and internships. Work experience involves the development of job skills by providing the student with employment that is directly related to, and coordinated with, the educational program. Student activity in work experience is planned and coordinated by a college representative, and the employer is responsible for the control and supervision of the student on the job.

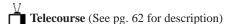
The contact hours for a course are the sum of the lecture hours and lab/clinical/work experience hours.

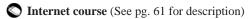
Provided for each course is the following information: course prefix and number, title, frequency courses are scheduled to be offered, the number of lecture hours and the number of laboratory hours each week, and the number of semester hours credit. The frequency courses are scheduled to be offered is indicated by symbols.

F	Fall		
S	Spring	First Line	Day
SU	Summer	Second Line	Evening
On Demand	On Demand		
TBA	To Be Announced		

The college reserves the right to cancel or reschedule any course due to student enrollment patterns.

Non-credit courses are numbered below 100.



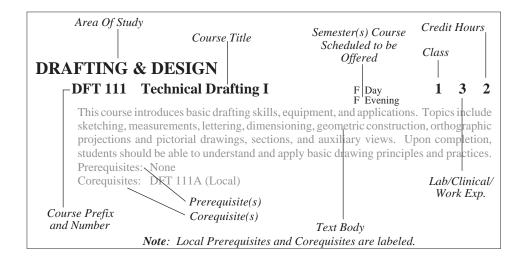




Writing Intensive course

Writing intensive courses are courses in which students write to learn. Writing assignments may range from the highly informal, such as journals, to the highly formal, such as research papers. Normally, a writing intensive course will contain a mixture of informal and formal writing assignments which will account for at least seventy percent of a student's overall evaluation in the course.

It is important to note that the catalog's designation of a course as "Writing Intensive" indicates only Rowan-Cabarrus Community College's internal curriculum designation of that course as writing intensive. Students intending to transfer credit to other colleges and universities should consult with those institutions to determine if the course in question will be accepted as writing intensive.



ACADEMIC-RELATED



ACA 111 College Student Success

F,S Day No Evening 1 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.

Prerequisites: None Corequisites: None

ACA 118 College Study Skills

F,S,SU Day F,S Evening 2 2

1

This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

Prerequisites: None Corequisites: None

ACCOUNTING

ACC 120 Principles of Financial Accounting F,S,SU Day F,S,SU Evening F,S,SU Evening

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

Prerequisites MAT 060 or appropriate placement test score (Local)

Corequisites: None

♦ ACC 121 Principles of Managerial Acct. F,S

F,S Day F,S Evening 3 2 4

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product costing systems. This course has been approved to satisfy the Comprehensive Articulation Agreement premajor and/or elective course requirement.

Prerequisites: ACC 120 Corequisites: None

ACC 131 Federal Income Taxes

F Day

2 2 3

F Evening

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use of technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete federal tax returns for individuals, partnerships, and corporations.

Prerequisites: None Corequisites: None

ACC 150 Accounting Software Applications S Day S Evening

1 2 2

1 4

This course introduces computer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting software package to solve accounting problems.

Prerequisites: ACC 115 or ACC 120

Corequisites: None

ACC 220 Intermediate Accounting I

F Day

2 4

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F Evening

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

Prerequisites: ACC 120 Corequisites: None

ACC 221 Intermediate Accounting II

S Day S Evening 2 4

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

Prerequisites: ACC 220 Corequisites: None

ACC 225 Cost Accounting

F Day S P Evening

3

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

Prerequisites: ACC 121 Corequisites: None

ACC 240 Government & Not-for-Profit Acct F Day F Evening 3 0 3

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

Prerequisites: ACC 121 Corequisites: None

ACC 250 Advanced Accounting

S Day 3 0 3

S Evening

This course is designed to analyze special accounting issues, which may include business combinations, partnerships, international accounting, estates, and trusts. Emphasis is placed on analyzing transactions and preparing working papers and financial statements. Upon completion, students should be able to solve a wide variety of problems by advanced application of accounting principles and procedures.

Prerequisites: ACC 220 Corequisites: None

ACC 269 Auditing & Assurance Services

S Day 3 0 3

S Evening

This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance services. Topics will include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.

Prerequisites: ACC 220 Corequisites: None

AIR CONDITIONING, HEATING, AND REFRIGERATION

AHR 110 Introduction to Refrigeration

F Day

6

On Demand Evening

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

Prerequisites: None Corequisites: None

AHR 111 HVACR Electricity

F Dav

2 3 2

On Demand Evening

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

Prerequisites: None Corequisites: None

AHR 112 Heating Technology

F Day

4

On Demand Evening

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems, and describe the major components of a heating system.

Prerequisites: None Corequisites: None

AHR 113 Comfort Cooling

S Day

4

On Demand Evening

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation. Prerequisites: AHR 110 (Local)

Corequisites: None

AHR 114 Heat Pump Technology

SU Day

On Demand Evening

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

Prerequisites: AHR 110 or AHR 113

Corequisites: None

AHR 115 Refrigeration Systems

1 S Day

On Demand Evening

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

Prerequisites: AHR 110 Corequisites: None

AHR 130 HVAC Controls

S Day

2 3

3 2

On Demand Evening

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

Prerequisites: AHR 111 or ELC 111

Corequisites: None

AHR 140 All-Weather Systems

2 1 3 SU Day On Demand Evening

This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures.

Prerequisites: AHR 112 or AHR 113

Corequisites: None

AHR 180 HVACR Customer Relations

1

On Demand Evening

S Day

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

Prerequisites: None Corequisites: None

AHR 210 Residential Building Code

S Day

2 1 2

On Demand Evening

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

Prerequisites: None Corequisites: None

AHR 211 Residential System Design

SU Day

3 2 2

On Demand Evening

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

Prerequisites: None Corequisites: None

AHR 235 Refrigeration Design

SU Day

2 3

On Demand Evening

This course covers the principles of commercial refrigeration system operation and design. Topics include walk-in coolers, walk-in freezers, system components, load calculations, equipment selection, defrost systems, refrigerant line sizing, and electric controls. Upon completion, students should be able to design, adjust, and perform routine service procedures on a commercial refrigeration system.

Prerequisites: AHR 110 Corequisites: None

ANTHROPOLOGY

ANT 210 General Anthropology

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TBA Day TBA Evening

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: None Corequisites: None

ART

ART 111 Art Appreciation

F,S,SU Day On Demand Evening 3

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms, including but not limited to, sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved

in humanities/fine arts. Prerequisites: None Corequisites: None

ART 116 Survey of American Art

On Demand Day 3 3 On Demand Evening

This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

to satisfy the Comprehensive Articulation Agreement general education core requirement

Prerequisites: None Corequisites: None

ART 121 Design I

On Demand Day 0 6 3
On Demand Evening

This course introduces the elements and principles of design as applied to twodimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: None Corequisites: None

ART 131 Drawing I

On Demand Day 0 6 3
On Demand Evening

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: None Corequisites: None

ART 240 Painting I

No Day TBA Evening 0 6 3

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: None Corequisites: None

ART 241 Painting II

On Demand Day 0 6 3
On Demand Evening

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: ART 240 Corequisites: None

ART 244 Watercolor

On Demand Day 0 6 3
On Demand Evening

This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Prerequisites: None Corequisites: None

ART 261 Photography I

On Demand Day 0 6 3
On Demand Evening

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: None Corequisites: None

ART 264 Digital Photography I

On Demand Day 1 4 3
On Demand Evening

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Prerequisites: None Corequisites: None

AMERICAN SIGN LANGUAGE

ASL 111 Elementary ASL I

TBA Day 3 0 3

This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts; however, this course does not meet the SACS humanities/fine arts requirement in AAS or diploma programs that require only one humanities/fine arts course.

Prerequisites: None Corequisites: None

ASL 112 Elementary ASL II

TBA Day 3 0 3

This course is a continuation of ASL 111, focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts; however, this course does not meet the SACS humanities/fine arts requirement in AAS or diploma programs that require only one humanities/fine arts course.

Prerequisites: ASL 111 Corequisites: None

ASTRONOMY

△ AST 111 Descriptive Astronomy

TBA Day 3 0 3
TBA Evening

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved to satisfy the Comprehensive Articulation

Agreement general education core requirement in natural sciences/mathematics. Prerequisites: None Corequisites: None

AST 111A Descriptive Astronomy Lab

TBA Day 0 2 1 TBA Evening

This course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: None Corequisites: AST 111

♠ AST 151 General Astronomy I

F Day 3 0 3

No Evening

No Day F Evening

This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: MAT 070 or appropriate placement test score (Local)

Corequisites: None

♦ AST 151A General Astronomy I Lab

0 2

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The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: None Corequisites: AST 151

△ AST 152 General Astronomy II

S Day 3 0 3 No Evening

This course is a continuation of AST 151 with primary emphasis beyond the solar system. Topics include the sun, stars, galaxies, and the larger universe, including cosmology. Upon completion, students should be able to demonstrate a working knowledge of astronomy. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: AST 151 Corequisites: None

S AST 152A General Astronomy II Lab No Day S Evening 0 2 1

The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: AST 151; and AST 151A (Local)

Corequisites: AST 152

AST 251 Observational Astronomy

On Demand Day 1 3 2
On Demand Evening

This course covers the operation of the telescope and related observatory equipment. Emphasis is placed on the use of the telescope and related observatory equipment, including techniques of data collection, measurements, and data analysis. Upon completion, students should be able to set up a telescope and use the coordinate system to locate objects, collect data, and make measurements with the telescope. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: AST 111 or AST 152; and AST 152A (Local)

Corequisites: None

AUTOMOTIVE

AUT 111 Basic Automotive Technolgy F Day TBA Evening 1 2 2

This course introduces basic concepts, terms, workplace safety, regulations, and service information relating to automotive technology. Emphasis is placed on developing familiarity with automotive components along with basic identification and proper use of various hand and power tools and shop equipment. Upon completion, students should be able to define and use terms associated with automobiles and identify and use basic tools and shop equipment.

Prerequisites: None Corequisites: None

AUT 113 Automotive Servicing

SU Day 2 6 4

TBA Evening

This course covers diagnostic procedures necessary to determine the nature and cause of auto service problems and the procedures used to repair/replace components. Emphasis is placed on troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and operate appropriate equipment.

Prerequisites: AUT 116, AUT 141, AUT 181, and AUT 185 (Local)

Corequisites: AUT 162, AUT 171, and AUT 183 (Local)

AUT 115 Engine Fundamentals

F Day 2 3 3 TBA Evening

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis/repair of automotive engines using appropriate tools, equipment, procedures, and service information.

Prerequisites: None Corequisites: None

AUT 116 Engine Repair

Su Day 1 3 2 TBA Evening

This course covers service/repair/rebuilding of block, head, and internal engine components. Topics include engine repair/reconditioning using service specifications. Upon completion, students should be able to rebuild/recondition an automobile engine to service specifications.

Prerequisites: AUT 115 (Local)

Corequisites: None

AUT 141 Suspension & Steering Systems

2 4 4

S Day TBA Evening

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair various steering and suspension components, check and adjust various alignment angles, and balance wheels.

Prerequisites: None Corequisites: None

AUT 151 Brake Systems

S Day TBA Evening 2 3

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

Prerequisites: None Corequisites: None

AUT 152 Brake Systems Lab

S Day TBA Evening 0 2 1

This course provides a laboratory setting to enhance brake system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 151. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 151.

AUT 161 Electrical Systems

F Day 2 6 4 TBA Evening

This course covers basic electrical theory and wiring diagrams, test equipment, and diagnosis/repair/replacement of batteries, starters, alternators, and basic electrical accessories. Topics include diagnosis and repair of battery, starting, charging, lighting, and basic accessory systems problems. Upon completion, students should be able to diagnose, test, and repair the basic electrical components of an automobile.

Prerequisites: None Corequisites: None

AUT 162 Chassis Electrical & Electronics F,S Day TBA Evening 2 2 3

This course covers electrical/electronic diagnosis/repair, including wiring diagrams, instrumentation, and electronic/computer-controlled devices and accessories. Topics include interpreting wiring diagrams and diagnosis and repair of chassis electrical and electronic systems. Upon completion, students should be able to read and interpret wiring diagrams and determine/perform needed repairs on chassis electrical and electronic systems.

Prerequisites: AUT 161 (Local)

Corequisites: None

AUT 163 Chassis Electrical & Elec. Lab F Day TBA Evening 0 2 1

This course provides a laboratory setting to enhance chassis electrical and electronic system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 162. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 162.

Prerequisites: None Corequisites: AUT 162

AUT 171 Heating & Air Conditioning SU Day TBA Evening 2 3 3

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/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 describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

Prerequisites: None Corequisites: None

AUT 181 Engine Performance-Electrical F,S Day TBA Evening 2 3 3

This course covers the principles, systems, and procedures required for diagnosing and restoring engine performance using electrical/electronics test equipment. Topics include procedures for diagnosis and repair of ignition, emission control, and related electronic systems. Upon completion, students should be able to describe operation of and diagnose/repair ignition/emission control systems using appropriate test equipment and service information.

Prerequisites: AUT 161 (Local)

AUT 182 Engine Performance-Electrical Lab S Day 0 3 1 TBA Evening

This course provides a laboratory setting to enhance the skills for diagnosing and restoring engine performance using electrical/electronics test equipment. Emphasis is placed on practical experiences that enhance the topics presented in AUT 181. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 181.

Prerequisites: AUT 161 (Local)

Corequisites: AUT 181

AUT 183 Engine Performance-Fuels

3 3 F,S Day TBA Evening

This course covers the principles of fuel delivery/management, exhaust/emission systems, and procedures for diagnosing and restoring engine performance using appropriate test equipment. Topics include procedures for diagnosis/repair of fuel delivery/management and exhaust/emission systems using appropriate service information. Upon completion, students should be able to describe, diagnose, and repair engine fuel delivery/management and emission control systems using appropriate service information and diagnostic equipment.

Prerequisites: AUT 161 (Local)

Corequisites: None

AUT 184 Engine Performance-Fuels Lab

3 0

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TBA Evening

F Day

This course provides a laboratory setting to enhance the skills for diagnosing and repairing fuel delivery/management and emission systems. Emphasis is placed on practical experiences that enhance the topics presented in AUT 183. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 183.

Prerequisites: AUT 161 (Local)

Corequisites: AUT 183

AUT 185 Emission Controls

1 2 S.SU Day TBA Evening

This course covers the design and function of emission control devices. Topics include chemistry of combustion as well as design characteristics and emission control devices which limit tailpipe, crankcase, and evaporative emissions. Upon completion, students should be able to troubleshoot, test, and service emission control systems.

Prerequisites: AUT 181 or AUT 183 (Local)

Corequisites: None

AUT 186 Automotive Computer Applications SU Day 1 2 2 TBA Evening

This course introduces computer operating systems, word processing, and electronic

automotive service information systems. Emphasis is placed on operation systems, word processing, and electronic automotive service information systems. Upon completion, students should be able to use an operating system to access information pertaining to automotive technology and perform word processing.

AUT 221 Automatic Transmissions

SU Day 2 6 4
TBA Evening

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 and diagnose and repair automatic drive trains.

Prerequisites: AUT 161 and AUT 231 (Local)

Corequisites: None

AUT 231 Manual Drive Trains/Axles

F,S Day
TBA Evening

This course covers the operation, diagnosis, and repair of manual transmissions/ transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair manual drive trains.

Prerequisites: AUT 111 or AUT 115 (Local)

Corequisites: None

AUT 232 Manual Drive Trains/Axles Lab S Day

0 3 1

3 3

TBA Evening

This course provides a laboratory setting to enhance the skills for diagnosing and repairing manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Emphasis is placed on practical experiences that enhance the topics presented in AUT 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 231.

Prerequisites: None Corequisites: AUT 231

BIOLOGY

BIO 106 Intro. to Anatomy/Physiology/Microbiology SU Day No Evening 2 2 3

This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. *This is a diploma-level course.*

Prerequisites: None Corequisites: None

BIO 110 Principles of Biology

TBA Day 3 3 4 No Evening

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.



F,S Day F Evening 3 3 4

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: RED 090 or appropriate placement test score (Local)

Corequisites: None

BIO 112 General Biology II

F,S Day S Evening 3 3 4

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: BIO 111 Corequisites: None

BIO 140 Environmental Biology

S Day No Evening 0 3

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This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and contemporary environmental issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: None Corequisites: None

BIO 140A Environmental Biology Lab

S Day No Evening 0 3 1

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and contemporary environmental issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: None Corequisites: BIO 140

E

BIO 163 Basic Anatomy & Physiology

F, S Day No Evening 4 2 5

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Prerequisites: RED 090 or appropriate placement test score (Local)

≡BIO 168 Anatomy and Physiology I

F,S Day F Evening 3 3 4

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, nervous systems, and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Prerequisites: RED 090 or appropriate placement test score (Local)

Corequisites: None

BIO 169 Anatomy and Physiology II

F, S,SU Day S Evening 3 4

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This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: BIO 168 with a grade of "C" or better

Corequisites: None

BIO 275 Microbiology

No Day S Evening 3 4

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This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of mircoorganisms. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: BIO 110 or BIO 112 or BIO 163 or BIO 165 or BIO 168

Corequisites: None

BIO 280 Biotechnology

TBA Day
TBA Evening

3 3

This course provides experience in selected laboratory procedures. Topics include proper laboratory techniques in biology and chemistry. Upon completion, students should be able to identify laboratory techniques and instrumentation in basic biotechnology. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: BIO 111 or CHM 151

BIOPROCESS MANUFACTURING TECHNOLOGY

BPM 110 Bioprocess Practices

TBA Day TBA Evening 4 5

This course provides a study of plant operations including various plant utility systems and detailed study of the varied plant environments in a bioprocessing facility. Emphasis is placed on quality mindset and principles of validation through applications of monitoring procedures. Upon completion, students should be able to demonstrate the rigors of industry regulation and its necessity.

Prerequisites: None Corequisites: None

BLUEPRINT READING

BPR 111 Blueprint Reading

F Day F Evening 2 2

1

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

Prerequisites: None Corequisites: None

BPR 121 Blueprint Reading: Mechanical

1 2 2

S Day S Evening

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

Prerequisites: BPR 111 or MAC 131

Corequisites: None

$BPR\ 130 \quad Blueprint\ Reading/Construction \quad {\tt S\ Day\ On\ Demand\ 1}$

2

S Evening On Demand

This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

Prerequisites: None Corequisites: None

BIOTECHNOLOGY

BTC 181 Basic Lab Techniques

TBA Day TBA Evening 3 4

This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols.

BTC 281 Bioprocess Techniques

TBA Day TBA Evening 2 6 4

This course covers processes used in the production of biomolecules. Emphasis is placed on the production, characterization, and purification of biological products using fermentation, centerfugation, filtration, electrophoresis, and other techniques used in industry. Upon completion, students should be able to produce biological products using the various methods of bioprocessing.

Prerequisites: BTC 181 Corequisites: None

BUSINESS

⊗ HBUS 110 **Introduction to Business**

F,S,SU Day F,S Evening 3 3

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: None Corequisites: None

BUS 115 **Business Law I**

F,S Day F,S Evening 0 3

3

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: None Corequisites: None

⊗ HBUS 121 **Business Mathematics**

F,S,SU Day F,S Evening 2 3

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

Prerequisites: MAT 060 or appropriate placement test score (Local)

Corequisites: None

BUS 137 ∃ **Principles of Management**

F,S Day F Evening

3 3

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

■ BUS 153 Human Resource Management S Day No Evening ■ No Eve

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

Prerequisites: None Corequisites: None

BUS 217 Employment Law and Regulations On Demand Day 3 0 3

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

Prerequisites: None Corequisites: None

ு BUS 225 Business Finance

S Day 2 2 3 S Evening

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

Prerequisites: ACC 120 Corequisites: None

⊗ [∨] BUS 230 Small Business Management

F,S Day
F Evening

3

3

This course introduces the challenges of entrepreneurship, including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

Prerequisites: None Corequisites: None

BUS 240 Business Ethics

F,S Day 3 S Evening

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

Prerequisites: None Corequisites: None

BUS 253 Leadership and Management Skills S Day S Evening S Evening S Day S Evening S Evening S Day S Day S Evening S Day Day S Day Day S Day Day S Day
This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

BUS 260 Business Communication

F,S Day F,S Evening 3 0 3

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

Prerequisites: ENG 111 Corequisites: None

BUS 280 REAL Small Business

F,S Day F,S Evening 4 0 4

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

Prerequisites: None Corequisites: None

CHEMISTRY



CHM 090 Chemistry Concepts

F,S,SU Day F,S Evening 0 4

This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gasses, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts and demonstrate basic laboratory skills necessary for success in college-level science courses.

Prerequisites: MAT 070 and RED 090 or appropriate placement test score (Local)

Corequisites: None



CHM 131 Introduction to Chemistry

TBA Day No Evening 3 0 3

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Prerequisites: MAT 080 and RED 090 or appropriate placement test scores (Local)

Corequisites: None

CHM 131A Introduction to Chemistry Lab

TBA Day No Evening 0 3 1

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experience that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 132 Organic and Biochemistry

On Demand Day 3 3 4 On Demand Evening

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: CHM 131 and CHM 131A or CHM 151

Corequisites: None

=CHM 151 General Chemistry I

F, S Day F Evening 3 4

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: High school chemistry or equivalent within the last five years and MAT

080 and RED 090 or acceptable placement test scores (Local)

Corequisites: MAT 161 (Local)

CHM 152 General Chemistry II

F, S Day S Evening

3 3 4

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: CHM 151 with a grade of "C" or better

Corequisites: None

INFORMATION SYSTEMS

CIS 110 Introduction to Computers

F,S,SU Day 2 2 3 F,S,SU Evening

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).

Prerequisites: CTS 080, or acceptable score on the TPE or computer placement test, or successful completion of any Internet or Hybrid course (Local)

CIS 115 Intro. to Programming & Logic F,S Day F,S Evening 2 3 3

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).

Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121,

MAT 161, MAT 171, or MAT 175

Corequisites: Non

CIS 160 MM Resources Integration

TBA Day
TBA Evening

2 3

2

This course introduces the peripherals and attendant software needed to create standalone or networked interactive multimedia applications. Emphasis is placed on using audio, video, graphic, and network resources; using peripheral-specific software; and understanding file formats. Upon completion, students should be able to utilize multimedia peripherals to create various sound and visual files to create a multimedia application.

Prerequisites: CIS 110 or CIS 111

Corequisites: None

CIS 162 MM Presentation Software

TBA Day

2 3

TBA Evening

This course is designed to integrate visual and audio resources using presentation software in a simple interactive multimedia project. Emphasis is placed upon design and audience considerations, general prototyping, and handling of media resources. Upon completion, students should be able to demonstrate an original interactive multimedia presentation implementing all of these resources in a professional manner.

Prerequisites: CIS 110 or CIS 111

Corequisites: None

CIS 165 Desktop Publishing I

TBA Day

2 3

2

TBA Evening

This course provides an introduction to desktop publishing software capabilities. Emphasis is placed on efficient use of a page layout software package to create, design, and print publications; hardware/software compatibility; and integration of specialized peripherals. Upon completion, students should be able to prepare publications given design specifications.

Prerequisites: None Corequisites: None

CIS 215 Hardware Installation/Maintenance On Demand Day 2 3 3

On Demand Evening

This course covers the basic hardware of a personal computer, including operations and interactions with software. Topics include component identification, the memory system, peripheral installation and configuration, preventive maintenance, and diagnostics and repair. Upon completion, students should be able to select appropriate computer equipment, upgrade and maintain existing equipment, and troubleshoot and repair non-functioning personal computers.

Prerequisites: CIS 110 or CIS 111 or CIS 115

CIVIL ENGINEERING TECHNOLOGY

CIV 110 Statics/Strength of Materials

On Demand Day 2 6 4

On Demand Evening

This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures.

Prerequisites: MAT 121 Corequisites: None

CIV 210 Engineering Materials

On Demand Day 1 3 2
On Demand Evening

This course covers the behavior and properties of Portland cement and asphaltic concretes and laboratory and field-testing. Topics include cementing agents and aggregates; water and admixtures; proportioning, production, placing, consolidation, and curing; and inspection methods. Upon completion, students should be able to proportion concrete mixes to attain predetermined strengths and other properties and perform standard control tests.

Prerequisites: None Corequisites: None

CIV 230 Construction Estimating

S On Demand Day 2 3 3

S On Demand Evening

This course covers quantity take-offs of labor, materials, and equipment and calculation of direct and overhead costs for a construction project. Topics include the interpretation of working drawings and specifications, types of contracts and estimates, building codes, bidding techniques and procedures, and estimating software. Upon completion, students should be able to prepare a detailed cost estimate and bid documents for a construction project.

an understanding of the roles of construction project participants, maintain construction

Prerequisites: ARC 111 or CIS 110 or CIS 111 or EGR 115

Corequisites: None

CIV 240 Project Management

F On Demand Day 2 3 3 F On Demand Evening

This course introduces construction planning and scheduling techniques and project management software. Topics include construction safety, operation analysis, construction scheduling, construction control systems, claims and dispute resolutions, project records, and documentation. Upon completion, students should be able to demonstrate

records, and prepare construction schedules.

Prerequisites: EGR 115 Corequisites: None

CRIMINAL JUSTICE

CJC 100 Basic Law Enforcement Training F,S Day

9 30 19

S,S Evening

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in topics and areas required for the state comprehensive certification examination. *This is a certificate-level course*.

Prerequisites: None Corequisites: None

CJC 111 Introduction to Criminal Justice F,S Day

3 0 3

F,S Evening

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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: None Corequisites: None

CJC 112 Criminology

F Day

0 3

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F Evening

S Day S Evening

F Day F Evening

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.

Prerequisites: None Corequisites: None

○ CJC 113 Juvenile Justice

3 0

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J

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.

Prerequisites: None Corequisites: None

♥ CJC 121 Law Enforcement Operations

3 0 3

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

CJC 131 Criminal Law

F Day S P Evening

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This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

Prerequisites: None Corequisites: None

CJC 132 Court Procedure & Evidence

S Day

S Evening
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful

arrest/search, proper judicial procedures, and the admissibility of evidence. Prerequisites: None

Corequisites: None CJC 141 Corrections

F Day 3 (F Evening

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: None Corequisites: None

CJC 160 Terrorism: Underlying Issues

On Demand Day 3 0 On Demand Evening

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scenes; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning consideration involving threat assessments. Upon completion, the student should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

Prerequisites: None Corequisites: None

CJC 212 Ethics & Community Relations F Day F Evening 3 0

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

Prerequisites: None

Corequisites: ENG 112 (Local)

CJC 214 Victimology

S Day S Evening 3 0 3

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

Prerequisites: None Corequisites: None

CJC 221 Investigative Principles

S Day S Evening 3 2 4

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and court-room presentation.

Prerequisites: None Corequisites: None

CJC 222 Criminalistics

On Demand Day $3 \quad 0 \quad 3$

On Demand Evening

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

Prerequisites: None Corequisites: None

CJC 223 Organized Crime

On Demand Day 3 On Demand Evening

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This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

Prerequisites: None Corequisites: None

CJC 225 Crisis Intervention

On Demand Day 3 0 On Demand Evening

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

CJC 231 Constitutional Law

S Day 3 S Evening

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The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

Prerequisites: None Corequisites: None

CJC 233 Correctional Law

On Demand Day 3 0 3 On Demand Evening

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

Prerequisites: None Corequisites: None

CJC 241 Community-Based Corrections

On Demand Day 3 On Demand Evening

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

Prerequisites: None Corequisites: None

CONSTRUCTION MANAGEMENT TECHNOLOGY

CMT 210 Prof. Construction Supervision

F On Demand Day 3
F On Demand Evening

This course introduces the student to the fundamentals of effective supervision emphasizing professionalism through knowledge and applied skills. Topics include safety, planning and scheduling, contract, problem-solving, communications, conflict resolution, recruitment, employment laws and regulations, leadership, motivation, teamwork, discipline, setting objectives, and training. Upon completion, the student should be able to demonstrate the basic skills necessary to be successful as a supervisor in the construction industry.

CMT 212 Total Safety Performance

F On Demand Day $3 \quad 0 \quad 3$

F On Demand Evening

This course covers the importance of managing safety and productivity equally by encouraging people to take individual responsibility for safety and health in the work-place. Topics include safety management, controlling construction hazards, communicating and enforcing policies, OSHA compliance, personal responsibility and accountability, safety planning, training, and personal protective equipment. Upon completion, students should be able to supervise safety at a construction job site and qualify for the OSHA Training Certification.

Prerequisites: None Corequisites: CMT 210

CMT 214 Planning and Scheduling

F On Demand Day $3 \quad 0 \quad 3$

F On Demand Evening

This course covers the need for the process of planning construction projects, as well as the mechanics and vocabulary of project scheduling. Topics include project preplanning, scheduling format, planning for production, short interval planning, schedule updating and revising, and computer-based planning and scheduling. Upon completion, the student should be able to understand the need for planning and scheduling, the language and logic of scheduling, and use of planning skills.

Prerequisites: CMT 210 and BPR 130

Corequisites: None

CMT 216 Costs and Productivity

F On Demand Day 3 0 3
F On Demand Evening

This course covers the relationships between time, work completed, work-hours spent, schedule duration, equipment hours, and materials used. Topics include production rates, productivity unit rates, work method improvements, and overall total project cost control. Upon completion, the student should be able to demonstrate an understanding of how costs may be controlled and productivity improved on a construction project.

Prerequisites: CMT 210 Corequisites: None

CMT 218 Human Relations Issues

S On Demand Day 3 0 3 S On Demand Evening

This course provides instruction on human relations issues as they relate to construction project supervision. Topics include relationships, human behavior, project staffing issues, teamwork, effective communication networks, laws and regulations, and identifying and responding to conflict, crisis, and discipline. Upon completion, the student will demonstrate an understanding of the importance of human relations in the success of a construction project.

Prerequisites: CMT 210 Corequisites: None

COOPERATIVE EDUCATION

COE 110 World of Work

F,S Day 1 0 1
No Evening

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

COE 111 Co-op Work Experience I

F,S,SU Day 0 10 1 F.S.SU Evening

This course provides work 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.

Prerequisites: Completion of 12 credit hours with at least a 2.25 cumulative GPA

Corequisites: None

COE 111PS Co-op Work Exp. I - Early Childhood F Day No Evening 0 10 1

This course provides work 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. This supervised practicum experience gives the student an opportunity to apply age-appropriate principles in preschool environments.

Prerequisites: Enrolled in D55220, A55220, A55220TR, or A5522B program;

successful completion of 12 semester hours' credit of early

childhood coursework and GPA of 2.5 required; permission from

EC advisor required (Local)

Corequisites: EDU 126PS (Local)

COE 111SA Co-op Work Exp. I - Early Childhood F Day O 10 1 (School-age)

This course provides work 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. This supervised practicum experience gives the student an opportunity to apply age-appropriate principles in school-age environments.

Prerequisites: Enrolled in D55220, A55220,, A55220TR, or A5522B program;

successful completion of 12 semester hours' credit of early childhood coursework and GPA of 2.5 required; permission from

EC advisor required (Local)

Corequisites: EDU 126SA (Local)

COE 112 Co-op Work Experience I

F,S,SU Day F,S,SU Evening 0 20 2

This course provides work 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.

Prerequisites: Completion of 12 credit hours with at least a 2.25 cumulative GPA

(exception for Automotive Systems Technology Cooperative

Apprenticeship program)

Corequisites: None

COE 113 Co-op Work Experience I

F,S,SU Day F,S,SU Evening 0 30 3

This course provides work 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.

Prerequisites: Completion of 12 credit hours with at least a 2.25 cumulative GPA

COE 114 Co-op Work Experience I

F,S,SU Day F,S,SU Evening 0 40 4

This course provides work 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.

Prerequisites: Completion of 12 credit hours with at least a 2.25 cumulative GPA

Corequisites: None

COE 121 Co-op Work Experience II

F,S,SU Day 0 10 1 F.S.SU Evening

This course provides work 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.

Prerequisites: COE 111 or COE 112 or COE 113 or COE 114 (Local)

Corequisites: None

COE 121PS Co-op Work Exp. II-Early Childhood S Day O 10 1 (Preschool)

This course provides work 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. This supervised practicum experience gives the student an opportunity to apply age-appropriate principles in preschool/special needs environments.

Prerequisites: GPA of at least 2.5; enrolled in D55220, A5522TR or A5522B program;

and successful completion of 12 semester hours' credit of Early

Childhood coursework; permission from EC advisor required (Local)

Corequisites: EDU 226PS (Local)

COE 121SA Co-op Work Exp. II-Early Childhood s Day (School-Age) No Evening 0 10 1

This course provides work 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. This supervised practicum experience gives the student an opportunity to apply age-appropriate principles in school-age/special needs environments.

Prerequisites: GPA of at least 2.5; enrolled in D55220, A5522TR or A5522B program;

and successful completion of 12 semester hours' credit of Early Childhood coursework; permission from EC advisor required (Local)

Corequisites: EDU 226SA for A55220 majors; EDU 285 and EDU 286 for

A5522B majors

COE 122 Co-op Work Experience II

F,S,SU Day F,S,SU Evening 0 20 2

This course provides work 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.

Prerequisites: COE 111 or COE 112 or COE 113 or COE 114 (exception for Automotive Systems Technology Cooperative Apprenticeship program) (Local)

Corequisites: None

COE 123 Co-op Work Experience II

F,S,SU Day F,S,SU Evening 0 30 3

This course provides work 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.

Prerequisites: COE 111 or COE 112 or COE 113 or COE 114 (Local)

Corequisites: None

COE 131 Co-op Work Experience III

F,S,SU Day 0 10 1 F.S.SU Evening

This course provides work 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.

Prerequisites: COE 121 or COE 122 or COE 123 (Local)

Corequisites: None

COE 132 Co-op Work Experience III

F,S,SU Day F,S,SU Evening 0 20 2

This course provides work 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.

Prerequisites: COE 121 or COE 122 or COE 123 (exception for Automotive Systems

Technology Cooperative Apprenticeship program) (Local)

Corequisites: None

COE 211 Co-op Work Experience IV

F,S,SU Day F,S,SU Evening 0 10 1

This course provides work 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.

Prerequisites: COE 131 or COE 132 (Local)

COE 212 Co-op Work Experience IV

F,S,SU Day 0 20 2 F,S,SU Evening

This course provides work 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.

Prerequisites: COE 131 or COE 132 (exception for Automotive Systems Technology

Cooperative Apprenticeship program) (Local)

Corequisites: None

COE 221 Co-op Work Experience V

F,S,SU Day F,S,SU Evening 0 10 1

This course provides work 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.

Prerequisites: COE 211 (Local)

Corequisites: None

COE 231 Co-op Work Experience VI

F,S,SU Day 0 10 1 F,S,SU Evening

This course provides work 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.

Prerequisites: COE 221 (Local)

Corequisites: None

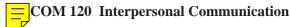
COMMUNICATION



COM 110 Introduction to Communication Telecourse Only 3 0 3

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).*

Prerequisites: ENG 090 or appropriate placement test score (Local)



On Demand Day 3 0 3
On Demand Evening

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).

Prerequisites: ENG 090 or appropriate placement test score (Local)

Corequisites: None

COM 140 Intercultural Communication

On Demand Day 3 0
On Demand Evening

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: ENG 090 or appropriate placement test score (Local)

Corequisites: None

COM 231 Public Speaking

F,S,SU Day F,S,SU Evening

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).

3

Prerequisites: ENG 090 or appropriate placement test score (Local)

Corequisites: None

COM 232 Election Rhetoric

On Demand Day 3 0 3
On Demand Evening

This course provides an overview of communication styles and topics characteristic of election campaigns. Topics include election speeches, techniques used in election campaigns, and election speech topics. Upon completion, students should be able to identify and analyze techniques and styles typically used in election campaigns. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: COM 231(Local)

COM 233 Persuasive Speaking

This course introduces theory and history of persuasive speaking, covering critical thinking skills in analyzing problems, assessing solutions, and communicating the information to an audience. Emphasis is placed on analysis, evidence, reasoning, and library and field research used to enhance persuasive public speaking skills. Upon completion, students should be able to apply the principles of persuasive speaking in a public setting. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: ENG 112 or ENG 113; and COM 231 (Local)

Corequisites: None

COM 251 Debate I

On Demand Day 3 0 3
On Demand Evening

This course introduces the principles of debate. Emphasis is placed on argument, refutation, research, and logic. Upon completion, students should be able to use research skills and logic in the presentation of ideas within the context of formal debate. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Prerequisites: COM 231 (Local)

Corequisites: None

COSMETOLOGY

COS 111 Cosmetology Concepts I F,S Day

F,S Day 4 0 4
TBA Evening

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

Prerequisites: None Corequisites: COS 112

COS 112 Salon I

F,S Day
TBA Evening

0 24 8

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

Prerequisites: None Corequisites: COS 111

COS 113 Cosmetology Concepts II

F,S Day 4 0 4

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

Prerequisites: COS 111 (Local)

Corequisites: COS 114

COS 114 Salon II

F,S Day 0 24 8 TBA Evening

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

Prerequisites: COS 112 (Local)

Corequisites: COS 113

COS 115 Cosmetology Concepts III

SU Day TBA Evening 4 0 4

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

Prerequisites: None Corequisites: COS 116

COS 116 Salon III

SU Day
TBA Evening

0 12 4

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

Prerequisites: None Corequisites: COS 115

COS 117 Cosmetology Concepts IV

F,S Day 2 0 2 TBA Evening

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

Prerequisites: COS 115 (Local)

Corequisites: COS 118

COS 118 Salon IV

F,S Day 0 21 7 TBA Evening

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

Prerequisites: COS 116 (Local)

Corequisites: COS 117

COS 119 Esthetics Concepts I

F Day 2 0 2

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

Prerequisites: None

Corequisites: COS 120 (Local)

COS 120 Esthetics Salon I

F Day

0 18 6

TBA Evening

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

Prerequisites: None

Corequisites: COS 119 (Local)

COS 121 Manicure/Nail Technology I

TBA Day TBA Evening

6

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

Prerequisites: None Corequisites: None

COS 125 Esthetics Concepts II

S Day

2

TBA Evening

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, make-up, and color analysis. Upon completion, students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

Prerequisites: COS 119 & COS 120 (Local)

Corequisites: COS 126 (Local)

COS 126 Esthetics Salon II

S Day

0 18 6

TBA Evening

This course provides experience in a simulated esthetics setting. Topics include machine facials, aroma therapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination for Estheticians.

Prerequisites: COS 119 & COS 120 (Local)

Corequisites: COS 125 (Local)

COS 222 Manicure/Nail Technology II

TBA Day TBA Evening

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

Prerequisites: COS 121 Corequisites: None

COS 223 Contemporary Hair Coloring

S Day
TBA Evening

2

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.

Prerequisites: COS 111 and COS 112

Corequisites: None

COS 240 Contemporary Design

S Day 1 3 2

On Demand Evening

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

Prerequisites: COS 111 and COS 112

Corequisites: None

COS 251 Manicuring Instructor Concepts On Demand Day 8 0 8 On Demand Evening

This course introduces manicuring instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervision techniques, and assess student classroom performance.

Prerequisites: Current North Carolina Manicurist or Cosmetologist License and six months' experience as a licensed cosmetologist or manicurist. (Local)

Corequisites: COS 252

COS 252 Manicuring Instructor Practicum On Demand Day 0 15 5 On Demand Evening

This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.

Prerequisites: Current North Carolina Manicurist or Cosmetologist License and six months' experience as a licensed cosmetologist or manicurist. (Local)

Corequisites: COS 251

COS 253 Esthetics Instructor Concepts I On Demand Day 6 15 11 On Demand Evening

This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, student assessment in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting.

Prerequisites: Current North Carolina Cosmetologist or Esthetician License and six months' experience as a licensed esthetician or cosmetologist. (Local)

COS 254 Esthetics Instructor Concepts II

On Demand Day 6 15 11 On Demand Evening

This course covers advanced esthetic instructional concepts and skills. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping and other related topics. Upon completion, students should be able to demonstrate competencies in the areas covered by the Esthetics Instructor Licensing Examination and meet program requirements.

Prerequisites: Current North Carolina Cosmetologist or Esthetician License and six

months' experience as a licensed esthetician or cosmetologist (Local)

Corequisites: None

COS 271 Instructor Concepts I

TBA Day 5 0 5

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

Prerequisites: Current North Carolina Cosmetologist License and six months' experience

as a licensed cosmetologist (Local)

Corequisites: COS 272

COS 272 Instructor Practicum I

TBA Day
TBA Evening

0 21 7

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

Prerequisites: Current North Carolina Cosmetologist License and six months' experience

as a licensed cosmetologist (Local)

Corequisites: COS 271

COS 273 Instructor Concepts II

TBA Day 5 0 5

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

Prerequisites: COS 271 and COS 272

Corequisites: COS 274

COS 274 Instructor Practicum II

TBA Day 0 21 7 TBA Evening

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. *This is a certificate-level course.*

Prerequisites: COS 271 and COS 272

Corequisites: COS 273

COMPUTER SCIENCE

CSC 134 C++ Programming

S Day S Evening

3 3

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Prerequisites: None

Corequisites: CIS 115 or ELN 133 (Local)

CSC 135 COBOL Programming

F Day 2 3 3 F Evening

This course introduces computer programming using the COBOL programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.

Prerequisites: None Corequisites: None

CSC 138 RPG Programming

On Demand Day 2 3 3 On Demand Evening

This course introduces computer programming using the RPG programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.

Prerequisites: None Corequisites: None

CSC 139 Visual BASIC Programming

F Day 2 3 3 F Evening

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level.

Prerequisites: None

Corequisites: CIS 115 or ELN 133 (Local)

CSC 141 Visual C++ Programming

F Day 2 3 3 F Evening

This course introduces computer programming using the Visual C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at a beginning level.

3

CSC 151 JAVA Programming

TBA Day
TBA Evening

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement

Prerequisites: None Corequisites: None

CSC 235 Advanced COBOL Programming S Day S Evening 2 3 3

This course is a continuation of CSC 135 using the COBOL programming language with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

Prerequisites: CSC 135 Corequisites: None

CSC 238 Advanced RPG Programming On Demand Day 2 On Demand Evening

This course is a continuation of CSC 138 using the RPG programming language with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

Prerequisites: CSC 138 Corequisites: None

CSC 239 Advanced Visual BASIC Programming S Day S Evening 2 3 3

This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

Prerequisites: CSC 139 Corequisites: None

CSC 241 Advanced Visual C++ Programming S Day S Evening S Evening

This course is a continuation of CSC 141 using the Visual C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

Prerequisites: CSC 141 Corequisites: None

CSC 289 Programming Capstone Project S Day

1 4 3

3

S Evening

This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.

Prerequisites: CTS 285 Corequisites: None

CONSTRUCTION

CST 241 Planning/Estimating I

S On Demand Day 2
S On Demand Evening

This course covers the procedures involved in planning and estimating a residential structure. Topics include labor and equipment with emphasis placed on quantity take-off of materials necessary to construct a residential structure. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs and plan the labor to construct a residential structure.

Prerequisites: BPR 130 or MAT 120, MAT 121, MAT 161, MAT 171 or MAT 175

Corequisites: None

COMPUTER INFORMATION TECHNOLOGY

CTS 080 Computing Fundamentals

On Demand Day 2 3 3
On Demand Evening

This course covers fundamental functions and operations of the computer. Topics include identification of components and basic computer operations including introduction to operating systems, the Internet, web browsers, and communication using World Wide Web. Upon completion, students should be able to operate computers, access files,

print documents and perform basic applications operations. Prerequisites: None Corequisites: None

CTS 120 Hardware/Software Support

S Day S Evening 2 3 3

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

Prerequisites: CIS 110 or CIS 111

3

CTS 130 Spreadsheet

F Day F Evening 2 2 3

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. Students will use the Excel software package in this course.

Prerequisites: CIS 110 or CIS 111 or OST 137

Corequisites: None

CTS 210 Computer Ethics

On Demand Day 3

On Demand Evening

This course introduces the student to current legal and ethical issues in the computer/ engineering field. Topics include moral reasoning, ethical standards, intellectual property, social issues, encryption, software piracy, constitutional issues, and public policy in related matters. Upon completion, students should be able to demonstrate an understanding of the moral and social responsibilities and public policy issues facing an industry.

Prerequisites: CIS 110 or CIS 111 or NET 110 or TNE 111

Corequisites: None

CTS 220 Adv.Hardware/Software Support On Demand Day 2 3 3 On Demand Evening

This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.

Prerequisites: CTS 120 Corequisites: None

CTS 230 Advanced Spreadsheet

S Day S Evening 2 3

This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets. Students will use the Excel software package in this course.

Prerequisites: CTS 130 Corequisites: None

○ CTS 285 Systems Analysis & Design

Internet Only

0 3

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

Prerequisites: CIS 115 Corequisites: None

CTS 289 System Support Project

S Day S Evening 1 4 3

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Prerequisites: CTS 285 Corequisites: None

DATABASE MANAGEMENT TECHNOLOGY

⊘ DBA 110 Database Concepts

F, S Day F, S Evening 3 3

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

Prerequisites: CIS 110 (Local)

Corequisites: None

DBA 115 Database Applications

S Day

2 3

2

S Evening

This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.

Prerequisites: DBA 110 Corequisites: None

DENTAL

DEN 100 Basic Orofacial Anatomy

F Day No Evening 0

This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. *This is a diploma-level course.*

Prerequisites: Enrollment in the Dental Assisting program

Corequisites: None

DEN 101 Preclinical Procedures

F Day No Evening 4 6 7

This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession; infection control techniques; instruments; related expanded functions; and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. *This is a diplomalevel course*.

Prerequisites: Enrollment in the Dental Assisting program

DEN 102 Dental Materials

F Day

3 5 No Evening

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. This is a diploma-level course.

Prerequisites: Enrollment in the Dental Assisting program

Corequisites: None

DEN 103 Dental Sciences

S Day No Evening 2

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. This is a diploma-level course.

Prerequisites: Enrollment in the Dental Assisting program

Corequisites: None

DEN 104 Dental Health Education

S Dav No Evening 3

2

2

This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. This is a diploma-level course.

Prerequisites: Enrollment in the Dental Assisting program

Corequisites: None

DEN 105 Practice Management

S Dav No Evening 2

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. This is a diploma-level course.

Prerequisites: Enrollment in the Dental Assisting program

Corequisites: None

DEN 106 Clinical Practice I

S Day No Evening 1 12 5

This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. This is a diploma-level course.

Prerequisites: DEN 101 Corequisites: None

DEN 107 Clinical Practice II

SU Day 1 12 5 No Evening

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. *This is a diploma-level course*.

Prerequisites: DEN 106 Corequisites: None

DEN 111 Infection/Hazard Control

F Day 2 0 2 No Evening

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws.

Prerequisites: Enrollment in the Dental Assisting program

Corequisites: None

DEN 112 Dental Radiography

S Day 2 3 3 No Evening

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.

Prerequisites: Enrollment in the Dental Assisting program

Corequisites: None

DESIGN DRAFTING

DDF 211 Design Process I

SU Day 1 6 4 On Demand Evening

This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.

Prerequisites: DFT 112 (Local)

Corequisites: None

DRAFTING

DFT 111 Technical Drafting I

F Day 1 3 2 F Evening

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorial drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

Prerequisites: None

Corequisites: DFT 111A (Local)

DFT 111A Technical Drafting I Lab

F Day F Evening 0 3 1

This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 111. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 111.

Prerequisites: None

Corequisites: DFT 111; and DFT 151 (Local)

DFT 112 Technical Drafting II

S Day S Evening 1 3 2

This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings.

Prerequisites: DFT 111

Corequisites: DFT 112A (Local)

DFT 112A Technical Drafting II Lab

0 3 1

S Day S Evening

This course provides a laboratory setting to enhance advanced drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 112. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 112.

Prerequisites: None Corequisites: DFT 112

DFT 119 Basic CAD

On Demand Day 1 2 2

On Demand Evening
This course introduces computer-aided drafting software for specific technologies to
non-drafting majors. Emphasis is placed on understanding the software command
structure and drafting standards for specific technical fields. Upon completion, students
should be able to create and plot basic drawings.

Prerequisites: CIS 110 or CIS 111 (Local)

Corequisites: None

DFT 121 Intro. to Geometric Dimen. & Tol.

S Day

2 2

1

On Demand Evening

On Demand Evening

This course introduces basic geometric dimensioning and tolerancing principles. Topics include symbols, annotation, theory, and applications. Upon completion, students should be able to interpret and apply basic geometric dimensioning and tolerancing principles to drawings.

Prerequisites: DFT 111 (Local)

Corequisites: None

DFT 151 CAD I

F Day

2 3 3

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

plot a CAD drawing. Prerequisites: None Corequisites: None

DFT 152 CAD II

3 S Day On Demand Evening

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

Prerequisites: None Corequisites: None

DFT 153 **CAD III**

3 3 SU Day

On Demand Evening

This course introduces advanced CAD applications. Emphasis is placed upon advanced applications of CAD skills. Upon completion, students should be able to use advanced CAD applications to generate and manage data.

Prerequisites: DFT 152 (Local)

Corequisites: None

DFT 170 Engineering Graphics

3 F On Demand Day 2

F On Demand Evening

This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Prerequisites: None Corequisites: None

ECONOMICS

► ECO 151 Survey of Economics

F, S Day F,S Evening 3

This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: None Corequisites: None

© ↓ ECO 251 Principles of Microeconomics

F Day F Evening

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: MAT 060 or acceptable placement test score (Local)

© ☐ ECO 252 Principles of Macroeconomics

S Day S Evening 3 0 3

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved to satisfy the Comprehensive Articulation

Prerequisites: MAT 060 or acceptable placement test score (Local)

Agreement general education core requirement in social/behavioral sciences.

Corequisites: None

EDUCATION

EDU 118 Teacher Assoc. Principles & Practices No Day F Evening 3 0

This course covers the teacher associate's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting professional role of the teacher associate, demonstrate positive communication, and discuss educational philosophy. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.

Prerequisites: RED 090 or appropriate placement test score

Corequisites: None

EDU 119 Intro. to Early Childhood Education F Day F,S,SU Evening 4 0 4

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum that are responsive to the needs of children and families. Upon completion, students should be able to design career plans and develop appropriate schedules, environments and activity plans while incorporating adaptations for children with exceptionalities.

Prerequisites: None Corequisites: None

EDU 126PS Early Childhood Seminar I F Day 2 0 2 (Preschool) Ro Evening

This course will introduce the students to the early childhood classroom setting and the roles that professionals play in that setting. Emphasis is placed on observation of children/teachers in the classroom, and the use of assessment tools to enhance planning and implementation of curricular experiences. Upon completion, students should be able to use various child assessment tools, determine developmental characteristics of children, and plan developmentally appropriate curricula for preschool children.

Prerequisites: EDU 119 or EDU 111 and EDU 112, or EDU 111 and EDU 113;

permission from EC advisor required

Corequisites: COE 111PS

EDU 126SA Early Childhood Seminar I (School Age) F Day No Evening

This course will introduce the students to the early childhood classroom setting and the roles that professionals play in that setting. Emphasis is placed on observation of children/teachers in the classroom, and the use of assessment tools to enhance planning and implementation of curricular experiences. Upon completion, students should be able to use various child assessment tools, determine developmental characteristics of children, and plan developmentally appropriate curricula for school-age children.

Prerequisites: EDU 119 or EDU 111 and EDU 112, or EDU 111 and EDU 113;

permission from EC advisor required

Corequisites: COE 111SA



EDU 131 Children, Family, and Community S Day S Evening 3 0 3

This course covers the development of partnerships between families, inclusive programs for children/schools that serve young children with and without disabilities, and the community. Emphasis is placed on requisite skills and benefits for successfully establishing, supporting, and maintaining respectful collaborative relationships between today's diverse families, centers/schools, and community resources. Upon completion, students should be able to describe appropriate relationships with parents/caretakers, center/school colleagues, and community agencies that enhance the educational experiences/well-being of all children.

Prerequisites: RED 090 or appropriate placement test score

Corequisites: None



EDU 144 Child Development I

F Day F Evening 3 0 3

2

This course covers the theories of child development, developmental sequences, and factors that influence children's development, from conception through pre-school for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and the multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

Prerequisites: RED 090 or appropriate placement test score

Corequisites: None



EDU 145 Child Development II

S Day S Evening 3 0 3

This course covers theories of child development, developmental sequences, and factors that influence children's development, from pre-school through middle childhood for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

Prerequisites: RED 090 or appropriate placement test score

◯ EDU 146 Child Guidance

S Day

3 3

S Evening

This course introduces practical principles and techniques for providing developmentally appropriate guidance for all children with and without disabilities, including those at risk. Emphasis is placed on encouraging self-esteem, cultural awareness, effective communication skills, direct/indirect techniques/strategies and observation to understand the underlying causes of behavior. Upon completion, students should be able to demonstrate appropriate interactions with children and families and promote conflict resolution, self-control, self-motivation, and self-esteem in children.

Prerequisites: None Corequisites: None

EDU 151 Creative Activities

F Day F Evening 3

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to create, manage, adapt and evaluate developmentally supportive learning materials, experiences and environments.

Prerequisites: None Corequisites: None

EDU 153 Health, Safety, and Nutrition

3 F Dav F Evening

3

This course focuses on promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, implement safe learning environments, and adhere to state regulations.

Prerequisites: None Corequisites: None

EDU 186 Reading and Writing Methods

No Day

3

South Campus Only

S Evening

This course covers concepts, resources, and methods for teaching reading and writing to school-age children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches, and instructional strategies. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate reading and writing experiences. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.

Prerequisites: RED 090 or appropriate placement test score

Corequisites: None



EDU 221 Children with Exceptionalities

F Day F Evening 3

This course, based on the foundation of typical development, introduces working with children with exceptionalities. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the learning environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, collaborate with families and professionals to plan, implement, and evaluate inclusion strategies.

Prerequisites: RED 090 or appropriate placement test score (Local) and EDU 144 and

EDU 145 or PSY 244 and PSY 245

EDU 226PS Early Childhood Seminar II S Day 2 0 2 (Preschool)

This course is designed to expand students' knowledge of the early childhood classroom and the roles professionals play in that setting. Emphasis is placed on creating child portfolios that enhance planning and implementation of curriculum for all children and the development of individual professional portfolios. Upon completion, students should be able to develop child portfolios and create individual professional development plans.

Prerequisites: COE 111PS or COE 111SA; EDU 144 or EDU 145; EDU 146;

permission from EC advisor required

Corequisites: COE 121PS

EDU 226SA Early Childhood Seminar II S Day 2 0 2 (School-Age) No Evening

This course is designed to expand students' knowledge of the early childhood classroom and the roles professionals play in that setting. Emphasis is placed on creating child portfolios that enhance planning and implementation of curriculum for all children and the development of individual professional portfolios. Upon completion, students should be able to develop child portfolios and create individual professional development plans.

Prerequisites: COE 111PS or COE 111SA; EDU 144 or EDU 145; EDU 146;

permission from EC advisor required

Corequisites: COE 121SA

EDU 234 Infants, Toddlers and Twos S Day S Evening 3 0 3

This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

Prerequisites: None Corequisites: None

EDU 235 School-Age Development & Programs F Day F Evening 2 0 2

This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

Prerequisites: None Corequisites: None

EDU 251 Exploration Activities

F Day S F Evening

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

Prerequisites: RED 090 or appropriate placement score (Local)

EDU 254 Music and Movement for Children TBA Day TBA Evening 1 2 2

This course covers the use of music and creative movement for children. Topics include a general survey of the basic elements of music and planning, designing, and implementing music and movement experiences for creative learning. Upon completion, students should be able to use voice and various musical instruments to provide musical and movement activities for children.

Prerequisites: None Corequisites: None



EDU 259 Curriculum Planning

TBA Day S Evening 3 0 3

This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

Prerequisites: RED 090 or appropriate placement test score (Local) and EDU 112 or

EDU 113 or EDU 119

Corequisites: None

EDU 261 Early Childhood Admin. I

No Day TBA Evening 0 3

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care License. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

Prerequisites: None Corequisites: None

EDU 262 Early Childhood Admin. II

No Day TBA Evening 3 0 3

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans, and develop personnel policies, including supervision and staff development plans.

Prerequisites: EDU 261 Corequisites: None



EDU 271 Educational Technology

S Day F,S Evening 2 3

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology-enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

Prerequisites: RED 090 and CTS 080 or appropriate placement test score (Local)

EDU 275 Effective Teaching Training

S Day No Evening 0 2

This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

Prerequisites: None Corequisites: None



EDU 280 Language & Literacy Experiences F Day F Evening 3 0 3

This course explores the continuum of children's communication development, including verbal and written language acquisition and other forms of communication. Topics include selection of literature and other media, the integration of literacy concepts throughout the classroom environment, inclusive practices and appropriate assessments. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate literacy experiences.

Prerequisites: RED 090 or appropriate placement test score (Local)

Corequisites: None



EDU 282 Early Childhood Literature

S Day S Evening 3 0 3

1

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

Prerequisites: RED 090 or appropriate placement test score (Local)

Corequisites: None

EDU 285 Internship Experiences-School Age S Day No Evening 1 0 1

This course provides an opportunity to discuss internship experiences with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in early childhood education. This course is a unique requirement in the Teacher Associate concentration in the Early Childhood Associate program.

Prerequisites: ENG 111

Corequisites: COE 121SA; and EDU 286 (Local)

EDU 286 Early Childhood Issues

S Day 1 No Evening

This course provides an opportunity to discuss the application of skills in a developmentally appropriate early childhood environment. Emphasis is placed on developing strategies for reaching competency goals and objectives and on planning and developing curriculum. Upon completion, students should be able to demonstrate competence in classroom management skills and in developing, implementing, and evaluating curriculum plans. Students will discuss and evaluate developmentally appropriate curriculum and environments for school-age programs.

Prerequisites: ENG 111

Corequisites: COE 121SA; and EDU 285 (Local)

ENGINEERING

EGR 115 Introduction to Technology

F On Demand Day $2 \quad 3 \quad 3$

F On Demand Evening

This course introduces the basic skills and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, calculator applications, professional ethics, safety practices, and other related topics. Upon completion, students should be able to demonstrate an understanding of the basic technologies, prepare drawings and sketches, and perform computations using a scientific calculator.

Prerequisites: None Corequisites: None

EGR 125 Applications Software for Tech. F,S On Demand Day 1 2 F,S On Demand Evening

This course introduces personal computer software and teaches students how to customize the software for technical applications. Emphasis is placed on the use of common office applications software such as spreadsheets, word processing, graphics, and Internet access. Upon completion, students should be able to demonstrate competency in using applications software to solve technical problems and communicate the results in text and graphical formats.

Prerequisites: None Corequisites: None

EGR 131 Introduction to Electronics Tech. No Day F Evening 1 2 2

This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.

Prerequisites: None Corequisites: None

EGR 285 Design Project

S Day No Evening 0 4 2

This course provides the opportunity to design and construct an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, construction, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate operational projects.

Prerequisites: ELN 131 and ELN 133 (Local)

Corequisites: None

ELECTRICITY

ELC 112 DC/AC Electricity

F Day
TBA Evening

3 6 5

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment, and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

Prerequisites: None

Corequisites: ELC 126 (Local)

ELC 113 Basic Wiring I

F Day
TBA Evening

2 6 4

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning and layout; 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 basic electrical installations.

Prerequisites: None

Corequisites: ELC 118 (Local)

ELC 115 Industrial Wiring

SU Day 2 6 4 TBA Evening

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.

Prerequisites: ELC 113 and ELC 117 (Local)

Corequisites: None

ELC 117 Motors and Controls

S Day 2 6 4 TBA Evening

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.

Prerequisites: ELC 111 or ELC 112 or ELC 131 (Local)

Corequisites: None

ELC 118 National Electrical Code

F Day 1 2 2 TBA Evening

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.

Prerequisites: None Corequisites: None

ELC 119 NEC Calculations

SU Day 1 2 2 TBA Evening

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.

Prerequisites: ELC 118 (Local)

Corequisites: None

ELC 125 Diagrams and Schematics

S Day 1 2 2 TBA Evening

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.

ELC 126 Electrical Computations

2 F Day

3 2 TBA Evening

This course introduces the fundamental applications of mathematics which are used by an electrical/electronics technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and usage of a scientific calculator. Upon completion, students should be able to solve simple electrical mathematical problems.

Prerequisites: None Corequisites: None

ELC 127 Software for Technicians

2 2 1 S Day TBA Evening

This course introduces computer software which can be used to solve electrical/ electronics problems. Topics include electrical/electronics calculations, applications, and controls. Upon completion, students should be able to utilize a personal computer

SU Day

for electrical/electronics- related applications.

Prerequisites: None Corequisites: None

ELC 128 Introduction to PLC

3 3

TBA Evening This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

Prerequisites: ELC 125 or ELC 117 (Local)

Corequisites: None

ELC 131 DC/AC Circuit Analysis

F Dav

5 S Evening (as required)

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 software, 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.

Prerequisites: None Corequisites: MAT 121

ELC 215 Electrical Maintenance

3 3 S Dav TBA Evening

This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

Prerequisites: ELC 117 Corequisites: None

ELC 228 PLC Applications

F Day 2 6 4 TBA Evening

This course continues the study of the programming and applications of programmable logic controllers. Emphasis is placed on advanced programming, networking, advanced I/O modules, reading and interpreting error codes, and troubleshooting. Upon completion, students should be able to program and troubleshoot programmable logic controllers.

Prerequisites: ELC 128 Corequisites: None

ELECTRONICS

ELN 131 Electronic Devices

S Day 3 4 F Evening (as required)

This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thermistors, and related components . Emphasis is placed on analysis, selection, biasing, and applications in power supplies; small signal amplifiers; and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

Prerequisites: None

Corequisites: ELC 112 or ELC 131 or ELC 140

ELN 132 Linear IC Applications

SU Day 3 3 4 No Evening

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

Prerequisites: ELN 131 or BMT 113

Corequisites: None

ELN 133 Digital Electronics

F Day 3 3 4 No Evening

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD, 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.

Prerequisites: None Corequisites: None

ELN 135 Electronic Circuits

S Day 2 3 3 No Evening

This course covers discrete component amplifiers, power supplies, wave-shaping, oscillators, and special purpose ICs. Topics include feedback, analog arithmetic circuits, current and voltage sources, amplifiers, timers, PLLs, filters, regulators, and other related circuits. Upon completion, students should be able to determine, by the configuration, the function of common analog circuits and troubleshoot circuits based on service information.

Prerequisites: ELN 131 Corequisites: None

ELN 150 CAD for Electronics

F Day 1 3

This course introduces computer-aided drafting (CAD) with an emphasis on applications in the electronics field. Topics include electronics industry standards (symbols, schematic diagrams, layouts); drawing electronic circuit diagrams; and specialized electronic drafting practices and components such as resistors, capacitors, and ICs. Upon completion, students should be able to prepare electronic drawings with CAD software.

Prerequisites: CIS 110 or CIS 111 or ELC 127

Corequisites: None

ELN 229 Industrial Electronics

S Day 2 4 4 No Evening

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices (filters, rectifiers, FET, SCR, Diac, Triac, Op-amps, etc). Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

Prerequisites: ELC 112 or ELC 131 or ELC 140

Corequisites: None

ELN 232 Introduction to Microprocessors S Day No Evening 3 3 4

This course introduces microprocessor architecture and microcomputer systems, including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

Prerequisites: ELN 133 Corequisites: None

ELN 234 Communication Systems

F Day 3 3 4 No Evening

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

Prerequisites: ELN 132 or ELN 140

Corequisites: None

ELN 237 Local Area Networks

F Day (as required) 2 3 3 No Evening

This course introduces the fundamentals of local area networks and their operation in business and computer environments. Topics include the characteristics of network topologies, system hardware (repeaters, bridges, routers, gateways), system configuration, and installation and administration of the LAN. Upon completion, students should be able to install, maintain, and manage a local area network.

Prerequisites: CIS 110 or CIS 111 or CET 111 or ELC 127

ENGLISH

ENG 080 Writing Foundations

TBA Day TBA Evening 3 2 4

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. *This course does not satisfy the developmental reading and writing prerequisite for ENG 1110 or ENG 111A*.

Prerequisites: ENG 070 or ENG 075 or appropriate placement test score

Corequisites: None

ENG 085 Reading & Writing Foundations F,S,SU Day F,S,SU Evening 5 0

This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs. This course integrates ENG 080 and RED 080. This course does not satisfy the developmental reading and writing prerequisites for ENG 111 or ENG 111A.

Prerequisites: ENG 070 and RED 070 or ENG 075 or appropriate placement test scores

Corequisites: None

ENG 090 Composition Strategies

F,S,SU Day F,S,SU Evening 0 3

5

This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. *This course satisfies the developmental writing requirement for ENG 111 and ENG 111A*.

Prerequisites: ENG 080 or ENG 085 or appropriate placement test score

Corequisites: None

ENG 102 Applied Communications II

On Demand Day 3
On Demand Evening

y 3 0 3

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports, and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. *This is a diploma-level course*.

Prerequisites: None Corequisites: None

F,S,SU Day F,S,SU Evening 0 3

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, and well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

Prerequisites: (a) ENG 090 and RED 090 or appropriate placement test score; or

(b) ENG 095 or appropriate placement test score; and (c) CIS 110, CTS 080, or acceptable score on the TPE or computer placement test (Local), or (d) successful completion of any Internet or Hybrid course (Local)

⊘ ¥ ENG 112 Argument-Based Research

F,S,SU Day 3 0 F,S,SU Evening

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented, argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

Prerequisites: ENG 111 Corequisites: None

ENG 113 Literature-Based Research

F,S Day 3 0 3 On Demand Evening

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot; characterization; theme; cultural context; etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

Prerequisites: ENG 111 Corequisites: None

ENG 114 Professional Research & Reporting F,S,SU Day F,S,SU Evening F,S
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. Students planning to transfer should take ENG 111 and ENG 112 or ENG 111 and ENG 113 and should check with the university of their choice to make sure that they complete the appropriate English course. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

Prerequisites: ENG 111 Corequisites: None

NENG 125 Creative Writing I

F, S Day 3 0 3
On Demand Evening

Internet On Demand

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: ENG 111 Corequisites: None

► Leng 126 Creative Writing II

F, S Day 3 0
On Demand Evening

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This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: ENG 125 Corequisites: None

ENG 131 Introduction to Literature Telecourse & Internet 3 0 3

This course introduces the principle genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Prerequisites: ENG 111

Corequisites: ENG 112 or ENG 113 or ENG 114

ENG 132 Introduction to Drama

F,S Day 3 0 3
On Demand Evening

This course provides intensive study of drama as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of drama. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of drama. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a prmajor and/or elective course require-

ment

Prerequisites: ENG 111

Corequisites: ENG 112 or ENG 113 or ENG 114

ENG 231 American Literature I

F Day 3 0 3 On Demand Evening

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

ENG 232 American Literature II

S Day 3 0 3 On Demand Evening

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Prerequisites: ENG 112 or ENG 113 or ENG 114

ENG 241 British Literature I

F Day 3 0 3 On Demand Evening

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

ENG 242 British Literature II

S Day 3 0 3

On Demand Evening

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

ENG 251 Western World Literature I Telecourse Only 3 0 3

This course provides a survey of selected European works from the Classical Period through the Renaissance. 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 selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

○ ENG 262 World Literature II

3 0 3

F Evening Internet On Demand

F Day or

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century 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 selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

ENG 272 Southern Literature

On Demand Day 3 0 3
On Demand Evening

This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Prerequisites: ENG 112 or ENG 113 or ENG 114

ENG 273 African-American Literature

F Day or F Evening

3 0 3

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

ENG 274 Literature by Women

On Demand Day 3 0 3
On Demand Evening

This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Prerequisites: ENG 112 or ENG 113 or ENG 114

Corequisites: None

FIRE PROTECTION

FIP 120 Introduction to Fire Protection No Day TBA Evening 3 0 3

This course provides an overview of the history, development, methods, systems, and regulations as they apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and other related topics. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

Prerequisites: None Corequisites: None

FIP 124 Fire Prevention & Public Education No Day TBA Evening

3 0 3

This course introduces fire prevention concepts as they relate to community and industrial operations. 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, meeting NFPA 1021.

Prerequisites: None Corequisites: None

FIP 128 Detection & Investigation

No Day 3 0 3 TBA Evening

This course covers procedures for determining the origin and cause of accidental and incendiary fires. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent, meeting NFPA 1021.

FIP 132 Building Construction

No Day 3 0 3

This course covers the principles and practices 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, meeting NFPA 1021.

Prerequisites: None Corequisites: None

FIP 136 Inspections & Codes

No Day 3 0 3

This course covers the fundamentals of fire and building codes and procedures to conduct an inspection. 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, meeting NFPA 1021.

Prerequisites: None Corequisites: None

FIP 140 Industrial Fire Protection

No Day 3 0 3 TBA Evening

This course covers fire protection systems in industrial facilities. Topics include applicable health and safety standards, insurance carrier regulations, other regulatory agencies, hazards of local industries, fire brigade operation, and loss prevention programs. Upon completion, students should be able to plan, organize, and evaluate an industrial facility's fire protection, which meets the elements of NFPA 1021 for Fire Officer I and II.

Prerequisites: None Corequisites: None

FIP 144 Sprinklers and Auto Alarms

No Day 2 2 3 TBA Evening

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This course introduces various types of automatic sprinklers, standpipes, and fire alarm systems. Topics include wet or dry systems, testing and maintenance, water supply requirements, fire detection and alarm systems, and other related topics. Upon completion, students should be able to demonstrate a working knowledge of various sprinkler and alarm systems and required inspection and maintenance.

Prerequisites: None Corequisites: None

FIP 148 Fixed & Portable Extinguishing Systems No Day TBA Evening 2 2

This course provides a study of various types of fixed and portable extinguishing systems, their operation, installation, and maintenance. Topics include applications, testing, and maintenance of Halon, carbon dioxide, dry chemical, and special extinguishing agents in fixed and portable systems. Upon completion, students should be able to identify various types of fixed and portable systems, including their proper application and maintenance.

FIP 152 Fire Protection Law

No Day TBA Evening 3 0 3

This course covers fire protection law. Topics include torts, 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.

Prerequisites: None Corequisites: None

FIP 160 Fire Protection / Electrical

No Day 2 0 2 TBA Evening

This course covers the methods and means of electrical installations and uses as related to fire. Topics include basic electrical theories, wiring methods, electrical components and circuitry, and an introduction to the National Electrical Code. Upon completion, students should be able to demonstrate a basic knowledge of electricity, including its uses, characteristics, and hazards.

Prerequisites: None Corequisites: None

FIP 160A Fire Protection / Electrical Lab

0 2

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No Day TBA Evening

This course provides practical applications to support FIP 160. Topics include switching devices, basic circuits, electrical distribution, and other related topics. Upon completion, students should be able to demonstrate knowledge of basic electrical equipment and hazards as related to fire protection.

Prerequisites: None Corequisites: FIP 160

FIP 164 OSHA Standards

No Day **3 0 3**

TBA Evening

This course covers public and private sector OSHA work site requirements. Emphasis is placed on accident prevention and reporting, personal safety, machine operation, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.

Prerequisites: None Corequisites: None

FIP 176 HazMat: Operations

No Day 4 0 4 TBA Evening

This course is designed to increase first responder awareness of the type, nature, physiological effects of, and defensive techniques for mitigation of HazMat incidents. Topics include recognition, identification, regulations and standards, zoning, resource usage, defensive operations, and other related topics. Upon completion, students should be able to recognize and identify the presence of hazardous materials and use proper defensive techniques for incident mitigation.

FIP 180 Wildland Fire Behavior

3 3 0 No Day TBA Evening

This course covers the principles of wildland fire behavior and meteorology. Emphasis is placed on fire calculations, fuels, and related weather effects. Upon completion, students should be able to demonstrate and apply fire behavior theories through written and performance evaluations.

Prerequisites: None Corequisites: None

FIP 220 Fire Fighting Strategies

3 3 No Day TBA Evening

This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector. 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/non-fire situations, meeting NFPA 1021.

Prerequisites: None Corequisites: None

3 3 **FIP 221** Advanced Fire Fighting Strategies No Day TBA Evening

This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced 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.

Prerequisites: FIP 220 Corequisites: None

FIP 224 **Instructional Methodology**

4 No Day TBA Evening

This course covers the knowledge, skills, and abilities needed to train others in fire service operations. Topics include planning, presenting, and evaluating lesson plans, learning styles, use of media, communication, and other related topics. Upon completion, students should be able to meet all requirements of NFPA 1041 and NFPA 1021.

Prerequisites: None Corequisites: None

5 **FIP 230** Chemistry of Hazardous Materials I No Day TBA Evening

This course covers the evaluation of hazardous materials. 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.

FIP 231 Chemistry of Hazardous Materials II No Day TBA Evening 4 2 5

This course covers hazardous materials characterization, properties, location, handling and response guidelines, hazard survey principles, and other related topics. Topics include radiation hazards, instruments, inspections, and detection of the presence of hazardous materials in industrial/commercial occupancies. Upon completion, students should be able to inspect chemical/radioactive sites and use on-site visits to gasoline and/or LPG storage facilities/chemical plants to develop a pre-plan.

Prerequisites: FIP 230 Corequisites: None

FIP 232 Hydraulics & Water Distribution No Day TBA Evening 2 2 3

This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices. 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.

Prerequisites: MAT 140 (Local) or MAT 115

Corequisites: None

FIP 236 Emergency Management

No Day TBA Evening 3 0 3

This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.

Prerequisites: None Corequisites: None

FIP 240 Fire Service Supervision

No Day 3 0 3 TBA Evening

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 the effective fire service supervisor, meeting elements of NFPA 1021.

Prerequisites: None Corequisites: None

FIP 244 Fire Protection Project

No Day 3 0 3

This course provides an opportunity to apply knowledge covered in previous courses to employment situations that the fire protection professional will encounter. Emphasis is placed on the development of comprehensive and professional practices. Upon completion, students should be able to demonstrate knowledge of the fire protection service through written and performance evaluations.

FIP 252 Apparatus Specification & Purchase No Day

TBA Evening

This course covers the specification and purchase of fire apparatus. Emphasis is placed on NFPA standards for apparatus, recommended types of fire apparatus, purchase and bidding procedures, and the importance of specifications. Upon completion, students should be able to make internal decisions, write specifications, and make recommendations for the purchase of major capital equipment.

Prerequisites: None Corequisites: None

FIP 256 Municipal Public Relations

No Day 3 0 3 TBA Evening

3

This course is a general survey of municipal public relations and their effect on the governmental process. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage the public relations functions of a fire service organization, which meet elements of NFPA 1021 for Fire Officer I and II.

Prerequisites: None Corequisites: None

FIP 264 Flame Properties & Materials Rating No Day TBA Evening 1 4 3

This course covers the role of interior finishes in fires, smoke obscuration and density, flame spread, pyrolysis, and other related topics. Emphasis is placed on testing equipment which includes Rack Impingement, Bench Furnace, and the two foot tunnel. Upon completion, students should be able to understand the operation of the testing equipment and compile a reference notebook.

Prerequisites: None Corequisites: None

FIP 276 Managing Fire Services

No Day TBA Evening

This course provides an overview of fire department operative services. 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, meeting NFPA 1021.

Prerequisites: None Corequisites: None

FRENCH

FRE 111 Elementary French I

TBA Day 3 0 3

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts; however, this course does not meet the SACS humanities/fine arts requirement in A.A.S. or diploma programs that require only one humanities/fine arts course.

FRE 112 Elementary French II

TBA Day
TBA Evening

3

This course is a continuation of FRE 111, focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts; however, this course does not meet the SACS humanities/fine arts requirement in A.A.S. or diploma programs that require only one humanities/fine arts course.

Prerequisites: FRE 111 Corequisites: None

GEOGRAPHY

GEO 111 World Regional Geography

TBA Day 3 0 3

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: None Corequisites: None

GEO 112 Cultural Geography

TBA Day 3 0 3

This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: None Corequisites: None

GERMAN

GER 111 Elementary German I

TBA Day 3 0 3

This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts; however, this course does not meet the SACS humanities/fine arts requirement in A.A.S. or diploma programs that require only one humanities/fine arts course.

GER 112 Elementary German II

TBA Day
TBA Evening

This course is a continuation of GER 111, focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts; however, this course does not meet the SACS humanities/fine arts requirement in A.A.S. or diploma programs that require only one humanities/fine arts course.

Prerequisites: GER 111 Corequisites: None

HEALTH

HEA 110 Personal Health/Wellness

On Demand Day 3 0 3
On Demand Evening

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Prerequisites: None Corequisites: None

HISTORY

HIS 111 World Civilizations I

On Demand Day 3 0 3
On Demand Evening

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations, and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: RED 090 or appropriate placement test score (Local)

Corequisites: None

HIS 112 World Civilizations II

On Demand Day 3 0 3
On Demand Evening

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences*.

Prerequisites: RED 090 or appropriate placement test score (Local)



Western Civilization I

F, SU Day

On Demand Evening

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sci-

Prerequisites: RED 090 or appropriate placement test score (Local)

Corequisites: None



Western Civilization II

S Day

On Demand Evening

3

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This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general

education core requirement in social/behavioral sciences. Prerequisites: RED 090 appropriate placement test score (Local)

Corequisites: None



American History I

F Day

3

On Demand Evening

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sci-

Prerequisites: RED 090 or appropriate placement test score (Local)

Corequisites: None



American History II

S Day

3

3

On Demand Evening

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: RED 090 or appropriate placement test score (Local)

Corequisites: None



HIS 163 The World Since 1945

On Demand Day 3

On Demand Evening

This course surveys world developments since the end of World War II. Topics include the Cold War, nationalism, colonialism, the Third World, the arms race, and global capitalism and regionalism. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the world since 1945. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: RED 090 or appropriate placement test score (Local)

3



TBA Day No Evening 3 3

This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: RED 090 or appropriate placement test score (Local)

Corequisites: None

HIS 227 Native American History

On Demand Day 3 On Demand Evening

This course surveys the history and cultures of Native Americans from pre-history to the present. Topics include Native American civilizations, relations with Europeans, and the continuing evolution of Native American cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments among Native Americans. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: None Corequisites: None

HIS 236 North Carolina History

SU Day 3

On Demand Evening

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: RED 090 or appropriate placement test score (Local)

Corequisites: None

HUMANITIES

HUM 110 Technology and Society

F, S Day On Demand Evening

3

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 115 Critical Thinking

On Demand Day 3 0 3
On Demand Evening

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching crosscultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved to satisfy the Comprehensive Articulation Agreement for general education core requirement in humanities/fine arts. This course may meet the SACS humanities requirement for AAS degree programs.

Prerequisites: ENG 095 or RED 090 and ENG 090

Corequisites: None

HUM 122 Southern Culture

On Demand Day 3 0 3
On Demand Evening

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Prerequisites: None Corequisites: None

HUM 130 Myth in Human Culture

On Demand Day 3 0 3 On Demand Evening

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Prerequisites: None Corequisites: None

HUM 160 Introduction to Film

F,S Day No Evening 2 2 3

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Prerequisites: None Corequisites: None

HUM 161 Advanced Film Studies

On Demand Day 2 2 3
On Demand Evening

This course provides an advanced study of film art and production, building on skills learned in HUM 160. Topics include film production techniques, film genres, examination of master directors' styles, and the relation of film to culture. Upon completion, students should be able to recognize and critically analyze advanced elements of film production. This course has been approved to satisfy the Comprehensive Articulation Agreement core requirement in humanities/fine arts.

Prerequisites: HUM 160 Corequisites: None

HUM 211 Humanities I

F,S,SU Day 3 0 3 On Demand Evening

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Prerequisites: ENG 111 Corequisites: None

HUM 212 Humanities II

S Day 3 0 3 On Demand Evening

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Prerequisites: ENG 111 Corequisites: None

INTERNATIONAL BUSINESS

INT 110 International Business

F,S Day 3 0 3 S Evening

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, multi-national corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.

Prerequisites: None Corequisites: None

INDUSTRIAL SCIENCE

◯ ISC 112 Industrial Safety

F Day 2 0 2 F Evening

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. A fundamental study of accident costs and causes, safety records, accident investigation, development of safeguards, job safety analysis, facility inspection, and safety communication will be covered.

ISC 113 Industrial Specifications

F Day 1 0 1 On Demand Evening

This course introduces industrial specifications. Emphasis is placed on using machinist reference materials. Upon completion, students should be able to use and interpret charts and data found in reference materials.

Prerequisites: None Corequisites: None

S ISC 121 Environmental Health & Safety

Internet Only On Demand 3 0

3

This course covers workplace environmental health and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.

Prerequisites: None Corequisites: None

ISC 132 Manufacturing Quality Control

F On Demand Day 2 F On Demand Evening

3

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

Prerequisites: None Corequisites: None

ISC 136 Productivity Analysis I

3 3

This course covers methods of measuring, analyzing, and improving productivity. Topics include methods analysis, standardized practices, process analysis, and human factors. Upon completion, students should be able to apply productivity improvement techniques.

Prerequisites: None Corequisites: None

ISC 214 Job Analysis/Wages & Salary

SU On Demand Day 2 3

SU On Demand Evening

F On Demand Day 2

This course covers job analysis and evaluation as a basis for determining equitable wages and salaries. Topics include selection and definition of job factors, relative values of factors, preparation of job specifications and descriptions, and determination of wage/salary structure. Upon completion, students should be able to prepare job specifications and descriptions, evaluate jobs by four commonly accepted methods, and calculate costs of wage curves.

◯ ISC 225 Facility Layout

S Internet Only 3 2 4 S On Demand

This course provides a practical study of facility planning with emphasis on a structured approach to solving layout problems. Emphasis is placed on investigating and designing an effective facility layout. Upon completion, students should be able to design a basic work area, indicating effective use of allowable resources.

Prerequisites: None Corequisites: None

ISC 243 Productivity & Operational Mgmt. I F On Demand Day 2 3 3 F On Demand Evening

This course introduces concepts used to analyze and solve productivity and operational problems. Topics include operations strategy, forecasting, resource allocation, and materials management. Upon completion, students should be able to recognize, analyze, and solve a variety of productivity and operational problems.

Prerequisites: None Corequisites: None

JOURNALISM

JOU 110 Introduction to Journalism

This course presents a study of journalistic news, features, and sports writing. Emphasis is placed on basic news writing techniques and on related legal and ethical issues. Upon completion, students should be able to gather, write, and edit news, features, and sports articles. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: ENG 111 (Local)

Corequisites: None

MACHINING

MAC 111 Machining Technology I F Day F Evening 2

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

Prerequisites: None Corequisites: None

MAC 112 Machining Technology II

S Day S Evening 2 12 6

12 6

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools, including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

Prerequisites: MAC 111 Corequisites: None

MAC 113 Machining Technology III

SU Day SU Evening 12 6

2

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

Prerequisites: MAC 112 Corequisites: None

MAC 121 Introduction to CNC

S Day S Evening $2 \quad 0 \quad 2$

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

Prerequisites: None

Corequisites: MAC 122 (Local0

MAC 122 CNC Turning

S Day S Evening 3 2

1

1

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

Prerequisites: None

Corequisites: MAC 121 (Local)

MAC 124 CNC Milling

SU Day SU Evening 3 2

This course introduces the manual programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

Prerequisites: MAC 122 (Local)

Corequisites: None

MAC 151 Machining Calculations

F Day F Evening 1 2 2

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

Prerequisites: None Corequisites: None

MAC 152 Advanced Machining Calculations s Day

1 2 2

S Evening

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

Prerequisites: MAC 151 (Local)

MATHEMATICS

MAT 050 Basic Math Skills

F,S,SU Day 3 2 F,S,SU Evening

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

Prerequisites: None Corequisites: None

MAT 060 Essential Mathematics

F,S,SU Day F,S,SU Evening 3 2 4

F,S,SU Day

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

Prerequisites: MAT 050 or appropriate placement test score

Corequisites: None

MAT 070 Introductory Algebra

3 2 4

F,S,SU Evening
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. A graphing calculator is required of all students enrolled in this course.

Prerequisites: MAT 060 or appropriate placement test score

Corequisites: RED 080 or ENG 085 or appropriate placement test score

MAT 080 Intermediate Algebra

F,S,SU Day F,S,SU Evening 3 2 4

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. A graphing calculator is required of all students enrolled in this course.

Prerequisites: MAT 070 or appropriate placement test score

Corequisites: RED 080 or ENG 085

MAT 115 Mathematical Models

On Demand Day 2 2 3
On Demand Evening

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, function notation, linear functions, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently. A graphing calculator is required of all students enrolled in this course.

Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121,

MAT 161, MAT 171, or MAT 175 or appropriate placement test score

MAT 121 Algebra/Trigonometry I

On Demand Day 2 2 3
On Demand Evening

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 simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results. A graphing calculator is required of all students enrolled in this course.

Prerequisites: MAT 070, MAT 080, MAT 090, or MAT 095 or appropriate placement

test score

Corequisites: None

MAT 122 Algebra/Trigonometry II

F,S Day 2 2 3 On Demand Evening

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results. A graphing calculator is required of all students enrolled in this course.

Prerequisites: MAT 121, MAT 171 or MAT 175

Corequisites: None

MAT 140 Survey of Mathematics

F,S,SU Day F,S,SU Evening 3 0 3

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. A graphing calculator is required of all students enrolled in this course. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics; however, it may not meet the math requirement for many majors. Students should check with the university of their choice to make sure that they complete the appropriate math course.

Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121,

MAT 161, MAT 171 or MAT 175 or appropriate placement test score

Corequisites: None

MAT 151 Statistics I

S,SU Day 3 0 3 S,SU Evening

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. A graphing calculator is required of all students enrolled in this course. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).

Prerequisites: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 140,

MAT 161, MAT 171 or MAT 175 or appropriate placement test score

Corequisites: MAT 151A (Local)

MAT 151A Statistics I Lab

S, SU Day 0 2 S, SU Evening

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 140,

MAT 161, MAT 171 or MAT 175 or appropriate placement test score

Corequisites: MAT 151

► MAT 161 College Algebra

F,S,SU Day 3 0 3 F,S,SU Evening

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. A graphing calculator is required of all students enrolled in this course. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts degree.

Prerequisites: MAT 080 or MAT 090 or MAT 095 or appropriate placement test score

Corequisites: None

MAT 175 Precalculus

S Day 4 0 4 On Demand Evening

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. A graphing calculator is required of all students enrolled in this course. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: MAT 080 or appropriate placement test score (Local)

Corequisites: None

MAT 263 Brief Calculus

This course introduces concepts of differentiation and integration and their applications to solving problems. The course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, 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. A graphing calculator is required for this course. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: MAT 161 or MAT 171 or MAT 175

MAT 271 Calculus I

TBA Day 3 2 4

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. A graphing calculator is required of all students enrolled in this course. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: MAT 172 or MAT 175

Corequisites: None

MAT 272 Calculus II

TBA Day 3 2 4
TBA Evening

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include 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 use integration and approximation techniques to solve application problems. A graphing calculator is required of all students enrolled in this course. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: MAT 271 Corequisites: None

MAT 273 Calculus III

On Demand Day 3 2 4 On Demand Evening

This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. A graphing calculator is required of all students enrolled in this course. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: MAT 272 Corequisites: None

MECHANICAL

MEC 111 Machine Processes I

F Day S Evening 1 4 3

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

MEC 142 Physical Metallurgy

2 1 S Day

S On Demand Evening

This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials.

Prerequisites: None Corequisites: None

MEC 242 Value/Supply Chain Management S On Demand Day 3 3

S On Demand Evening

This course covers the design and operation of supply/value chains in use by organizations. Topics include supply chain strategies and management, lean logistics, quality within the supply chain, resource planning and forecasting, and information technology use within value chains. Upon completion, students should be able to demonstrate an understanding of supply chain management and describe value chain processes.

Prerequisites: None Corequisites: None

MEC 251 Statics

2 S Day

2 3 On Demand Evening

This course covers the concepts and principles of statics. Topics include systems of forces and moments on structures in two- and three-dimensions in equilibrium. Upon completion, students should be able to analyze forces and moments on structures.

Prerequisites: None Corequisites: None

MEC 275 Engineering Mechanisms

F Day

3 2

2

On Demand Evening

This course covers plane motion and devices used to generate plane motion. Topics include analysis of displacement, velocity, acceleration, gears, cams, and other mechanical systems. Upon completion, students should be able to graphically and mathematically analyze a plane motion system.

Prerequisites: DFT 151 and PHY 131 or PHY 151

Corequisites: None

MARKETING AND RETAILING

F,S Day F,S Evening 3 3

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

Prerequisites: None Corequisites: None

MKT 122 Visual Merchandising

3 3

S Day S Evening

This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.

™ MKT 123 Fundamentals of Selling

F,S Day 3 0 3 F,S Evening

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

Prerequisites: None Corequisites: None

MKT 125 Buying and Merchandising

On Demand Day 3 0
TBA Evening

3

This course includes an analysis of the organization for buying-what, when and how to buy-and the principles of effective inventory and stock control. Topics include organization for buying, analysis of buyers' responsibilities, pricing, inventory control, planning, cost effectiveness, and vendor relationships. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

Prerequisites: None Corequisites: None

™ MKT 220 Advertising and Sales Promotion

F,S Day 3 0 3 F,S Evening

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

Prerequisites: None Corequisites: None

MKT 221 Consumer Behavior

S Day 3 0 3 S Evening

This course is designed to describe consumer behavior as applied to the exchange processes involved in acquiring, consuming, and disposing of goods and services. Topics include an analysis of basic and environmental determinants of consumer behavior with emphasis on the decision-making process. Upon completion, students should be able to analyze concepts related to the study of the individual consumer.

Prerequisites: None Corequisites: None

MKT 225 Marketing Research

S Day 3 0 3 S Evening

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.

Prerequisites: MKT 120 Corequisites: None

MKT 226 Retail Applications

S Day S Evening 3 0 3

This course is designed to develop occupational competence through participation in case studies, group work, and simulations. Emphasis is placed on all aspects of store ownership and operation, including securing financial backing and a sufficient market share. Upon completion, students should be able to demonstrate an understanding of concepts covered through application. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.

Prerequisites: None Corequisites: None

MOTORSPORTS MANAGEMENT

™SM 110 Intro. to Motorsports Mgmt.

F Day F Evening 3 0 3

This course provides a survey of the motorsports industry. Topics include history and scope of motorsports, sanctioning bodies, types and characteristics of vehicles, related businesses, job opportunities, and economics of the industry. Upon completion, students should be able to demonstrate a general knowledge of the motorsports industry and evaluate career choices and direction.

Prerequisites: None Corequisites: None

◯ MSM 112 Engine/Drivetrain Fundamentals

F Day F Evening 2 2

1

This course introduces the principles of internal combustion engines and drivetrains. Topics include types of engines used in motorsports, basic physics of engine operation, terminology related to engines/drivetrains, tools/equipment, and functions of components and accessories. Upon completion, students should be able to identify basic parts of engines/drivetrains, identify shop tools/equipment, and explain how power is generated, transmitted, and controlled.

Prerequisites: None Corequisites: None

™ MSM 210 Motorsports Marketing

F Day F Evening 3 0 3

This course introduces principles and problems of marketing goods and services especially related to the motorsports industry. Topics include promotion, placement, and pricing strategies for motorsports products and services; importance/significance of media on product image; and the human relations element in marketing. Upon completion, students should be able to develop a marketing and media plan for a motorsports product or service.

Prerequisites: None Corequisites: None

MSM 212 Chassis/Handling Fundamentals F Day

F Evening

2 2 3

This course introduces chassis design/handling features for super speedways, short tracks, and road courses. Topics include spring rates, caster/camber settings, aerodynamics, tire construction, tire pressure, stagger, corner and cross weights, chassis flex, steering geometry, and effects of track design on chassis handling and tire wear. Upon completion, students should be able to demonstrate a basic understanding of chassis design and the critical factors involved in chassis setups.

MSM 214 Fabrication Fundamentals

S Day S Evening 1 2 2

This course introduces the basic elements of race vehicle fabrication. Topics include chassis design (driver safety, "crush" zones, energy absorption, flex); selection of materials, material forming, and fundamentals of mig, tig, and arc welding. Upon completion, students should be able to demonstrate basic knowledge of fabrication and be able to perform elementary fabrication procedures.

Prerequisites: None Corequisites: None

△ MSM 216 Organization Mobility

S Day S Evening 2 0 2

This course covers the processes and procedures involved in moving complex operations from one location to another in a short time span. Topics include budgeting/coordination of transport/housing/subsistence of personnel; transport of vehicles/equipment or products (including adherence to DOT regulations); facility acquisition; and cost accounting. Upon completion, students should be able to plan and execute a mock both-way move of a complex operation.

Prerequisites: None Corequisites: None

MSM 218 Safety/Environment

S Day S Evening 0 2

This course covers safety and environment information related to motorsports management. Topics include local, state, and federal regulations as applied to workplace safety, handling/disposal of certain materials, safe transport of products/vehicles, and processing of required paperwork. Upon completion, students should be able to identify the source and describe general regulations pertaining to safety/environment related to motorsports.

Prerequisites: None Corequisites: None

MSM 220 Advanced Chassis Analysis

S Day S Evening 2 2

This course introduces students to the principles of static and dynamic chassis calculations. Topics include basic understanding of the building and testing of shocks, basic applications of dynamic weight transfer, and use of software programs for chassis setups. Upon completion, students should be able to explain the effect and/or reaction of certain suspension and chassis changes using advanced technology.

Prerequisites: MSM 212 Corequisites: None

MSM 285 Motorsports Capstone Project

On Demand Day 1
On Demand Evening

3 2

This course provides a capstone experience for the Motorsports Management Technology student. Topics inlcude planning, preparing, and developing a specific motorsports simulated project, including all aspects related to the management of the project. Upon completion, students should be able to document and defend a project, such as a new team startup, major event management, or major sales promotion.

Perequisites: MSM 110 and BUS 137

MUSIC

MUS 110 Music Appreciation

F,S Day F,S Evening 3 0 3

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Prerequisites: None Corequisites: None

MUS 113 American Music

On Demand Day 3 0 3
On Demand Evening

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Prerequisites: None Corequisites: None

MUS 131 Chorus I

On Demand Day 0 2 1
On Demand Evening

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing, leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: None Corequisites: None

MUS 213 Opera and Musical Theatre

On Demand Day 3 0 3
On Demand Evening

This course covers the origins and development of opera and musical theatre from the works of Claudio Monteverdi to the present. Emphasis is placed on how the structure and components of opera and musicals effect dramaturgy through listening examples and analysis. Upon completion, students should be able to demonstrate analytical and listening skills in understanding both opera and the musical. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

NETWORKING TECHNOLOGY

NET 110 Networking Concepts

S Day S Evening 2 2 3

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

Prerequisites: CIS 110 (Local)

Corequisites: None

NET 125 Networking Basics

F Day F Evening

3 1

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

Prerequisites: None Corequisites: None

NET 126 Routing Basics

F Day F Evening 3

1

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

Prerequisites: NET 125 Corequisites: None

NET 175 Wireless Technology

On Demand Day 2

3 On Demand Evening

This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark-up language (WML), link manager, service discovery protocol, transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.

Prerequisites: NET 110 or NET 125 or ELN 237 and NET 126 (Local)

Corequisites: None

NET 225 Routing & Switching I

S Day S Evening 4 3

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

Prerequisites: NET 126 Corequisites: None

3



NET 226 Advanced Routing & Switching II S Day

1 4 3

Evening

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, and PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

Prerequisites: NET 225 Corequisites: None

NET 289 Networking Project

S Day 1

S Evening

This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Prerequisites: None Corequisites: NET 226

NETWORKING OPERATING SYSTEM

NOS 110 Operating System Concepts

2 3 3

F,S Day F,S Evening

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, and maintenance, using a variety of operating systems.

Prerequisites: None Corequisites: None

NOS 120 Linux/UNIX Single User

S Day

2 3

S Evening

This course develops the necessary skills for students to develop both GUI and commandline skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for commandline requirements and desktop productivity roles.

Prerequisites: NOS 110 Corequisites: None

NOS 130 Windows Single User

F Day F Evening 2 2 3

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

Prerequisites: NOS 110 Corequisites: None

NOS 220 Linux/UNIX Administration I

S Day S Evening 2 2 3

This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.

Prerequisites: NOS 120 Corequisites: None

NOS 230 Windows Administration I

S Day S Evening 2 3

This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

Prerequisites: NOS 130 Corequisites: None

NURSING

NUR 101 Practical Nursing I

F Day No Evening 7 12 11

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. Clinical/laboratory experiences will focus on the development of basic skills, medication administration, and understanding the nursing process in the care of medical/surgical clients. *This is a diploma-level course.*

Prerequisites: Admission to the Practical Nursing program

Corequisites: BIO 163 and PSY 110 (Local)

NUR 102 Practical Nursing II

S Day No Evening 8 12 12

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. Clinical experiences will focus on discipline-specific roles in the care of medical and surgical clients. *This is a diploma-level course*.

Prerequisites: NUR 101, BIO 163, and PSY 110 (Local)

Corequisites: ENG 111 (Local)

NUR 103 Practical Nursing III

SU Day No Evening 6 12 10

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. Clinical experiences will focus on the core of medical-surgical and obstetrical clients and the role of the graduate in a variety of clinical settings. This is a diploma-level course.

Prerequisites: NUR 102 and ENG 111 (Local)

Corequisites: None

NUR 110 Nursing I

F Day No Evening

8

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations in health. Laboratory/clinical experiences will focus on utilization of the nursing process in caring for clients of various ages.

Prerequisites: Admission to the Associate Degree Nursing program

Corequisites: ACA 118, BIO 168 and PSY 150 (Local)

NUR 120 Nursing II

S Day No Evening

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to participate in the delivery of nursing care for individuals with common alterations in health. Laboratory/clinical experiences will focus on the care of medical and surgical clients.

Prerequisites: ACA 118, BIO 168 and PSY 150 (Local); NUR 110

Corequisites: BIO 169, PSY 241 and ENG 111 (Local)

NUR 130 Nursing III

SU Day No Evening 7

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on expanding the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to deliver nursing care to individuals with common alterations in health. Laboratory/clinical experiences will focus on the care of medical, surgical, and obstetrical clients.

Prerequisites: BIO 169, ENG 111 and PSY 241 (Local); NUR 120 (NUR 187 and NUR 189 are prerequisites for ADN Completion Students Only)

Corequisites: COE 110 or COE 111 or take with NUR 210 (Local)

NUR 187 Transition Practicum

S Day No Evening

2 0

This course provides a clinical practice component designed to assist the licensed practical nurse to transition to the role of the associate degree nurse. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate competency in the delivery of nursing care for individuals with common alterations in health. Clinical experiences are designed to support the theoretical and lab course outcomes in NUR 189.

Prerequisites: Completion of admission criteria to program

Corequisites: NUR 189 (Local)

NUR 189 Nursing Transition

S Day 1 3 2 No Evening

This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. Topics include the role of the registered nurse, nursing process, homeostasis, and validation of selected nursing skills and physical assessment. Upon completion, students should be able to articulate into the ADN program at the level of the generic student.

Prerequisites: Completion of admission criteria to program (ACA 118, BIO 168

and PSY 150) (Local)

Corequisites: BIO 169, PSY 241, ENG 111 and NUR 187 (Local)

NUR 210 Nursing IV

F Day 5 15 10 No Evening

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on using collaboration as a provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to modify nursing care for individuals with common alterations in health. Laboratory/clinical experiences will focus on the care of medical, surgical, and psychiatric clients.

Prerequisites: NUR 130

Corequisites: SOC 210 and COM 231 or COM 110, COE 110 or COE 111 (Local)

NUR 220 Nursing V

S Day No Evening 4 18 10

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on the nurse's role as an independent provider and manager of care for a group of individuals and member of a multidisciplinary team. Upon completion, students should be able to provide comprehensive nursing care to a group of individuals with common complex health alterations. Laboratory/clinical experiences include critical care, emergency, rehabilitation, geriatrics, community-based nursing, and a medical-surgical preceptorship experience.

Prerequisites: SOC 210, COM 231 or COM 110, and COE 110 or

COE 111 (Local); NUR 210 Corequisites: Humanities elective (Local)

OPERATIONS MANAGEMNT

OMT 226 Facility Security

TBA Day
TBA Evening

3

This course provides an in-depth review of management's role in maintaining a secure work environment. Topics include entrance procedures, theft of company-owned materials, parking lot security, security devices, disaster preparedness, and handling bomb scares. Upon completion, students should be able to identify the components of a secure work environment and be able to recommend corrective actions.

OMT 240 Customers and Products

TBA Day
TBA Evening

0 3

This course relates to the design, marketing, and service of a product from recognition of need to the end of its life cycle. Topics include marketing and sales, field service, product design and development, and their interrelationships. Upon completion, students should be able to demonstrate an understanding of customers and products and be prepared for the APICS CIRM examination.

Prerequisites: None Corequisites: None

OMT 241 Logistics

TBA Day
TBA Evening

3 0 3

2

2

This course presents the market-driven activities necessary to plan and procure materials, control manufacturing, and distribute products to customers throughout the supply chain. Topics include production and inventory control, procurement, distribution, and their interrelationships. Upon completion, students should be able to demonstrate an understanding of logistics and be prepared for the APICS CIRM examination.

Prerequisites: None Corequisites: None

OMT 243 Support Functions

TBA Day 3 0 3

TBA Evening
This course covers the broader activities an organization undertakes to assist its own internal departments. Topics include Total Quality Management, human resources

internal departments. Topics include Total Quality Management, human resources, finance and accounting, information systems, and their interrelationships. Upon completion, students should be able to demonstrate an understanding of support functions and be prepared for the APICS CIRM examination.

Prerequisites: None Corequisites: None

OMT 246 Strategic Management of Resources TBA Day 2 0

TBA Evening

This course includes the planning and design of production systems and the selection of appropriate technology. Emphasis is placed on investigation into computerized production technology and appropriate systems to implement the technology. Upon completion, students should be able to demonstrate an understanding of production systems and technology and be prepared for the APICS CPIM examination.

Prerequisites: None Corequisites: None

OFFICE SYSTEMS TECHNOLOGY

OST 122 Office Computations

SU Day 1 2
On Demand Evening

This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.

OST 131 Keyboarding

F,S,SU Day 1 2 2 F,S Evening (SU On Demand)

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. An acceptable speed is at least 30 wam with no more than five errors for Office Systems Technology and Medical Office Administration majors and 25 wam with no more than five errors for all other programs.

Prerequisites: None Corequisites: None

OST 132 Keyboard Skill Building

F,S Day 1 2 2 F,S Evening (SU On Demand)

This course provides accuracy- and speed-building drills. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

Prerequisites: OST 131 (Local)

Corequisites: None

OST 134 Text Entry & Formatting

F,S,SU Day 2 2 3 F,S Evening (SU On Demand)

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents and key timed writings at speeds commensurate with employability.

Prerequisites: OST 131 (Local)

Corequisites: None

OST 135 Adv. Text Entry & Formatting

3 2 4

F,S Evening (SU On Demand)
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should

F.S.SU Day

presentation.
Prerequisites: OST 134

Corequisites: None OST 136 Word Processing

F,S Day (SU On Demand) 1 2 F,S Evening (SU On Demand)

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. Students will use the most current Word software package in this course.

be able to make independent decisions regarding planning, style, and method of

Prerequisites: OST 131 or acceptable keyboarding test score (Local)

Corequisites: None

OST 137 Office Software Applications

F Day 1 2 2 F On Demand Evening

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment. Students will use the most current Microsoft Office software package in this course.

Prerequisites: OST 131 (Local)

3

OST 141 Medical Terminology I-Med. Office F Day 3 3 F On Demand Evening

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

Prerequisites: None Corequisites: None

Medical Terminology II-Med. Offices Day OST 142

S On Demand Evening

This course is a continuation of OST 141 and continues the study, using a languagestructure approach of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

Prerequisites: OST 141 (Local)

Corequisites: None

OST 148 Medical Coding, Billing, and Insurance S Day 3

On Demand Evening

This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy.

Prerequisites: OST 141 Corequisites: None

Medical Legal Issues OST 149

3 F Day On Demand Evening

This course introduces the complex legal, moral, and ethical issues involved in providing healthcare services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

Prerequisites: None Corequisites: None

OST 164 Text Editing Applications

S Dav

3 On Demand Evening

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 184 Records Management

1 2 S, Day

2

On Demand Evening

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

Prerequisites: None Corequisites: None

OST 223 Machine Transcription I

1 F,S,SU Day F,S Evening (SU On Demand)

This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.

Prerequisites: OST 134, OST 136, and OST 164

Corequisites: None

OST 224 Machine Transcription II

F,S,SU Day F,S Evening (SU On Demand)

This course provides advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents into mailable copy with minimal assistance.

F,S Day

Prerequisites: OST 223 Corequisites: None

OST 236 Adv. Word/Information Processing S Day

3

On Demand Evening This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents. Students will use the most current Word software package in this course.

Prerequisites: OST 135 or OST 136

Corequisites: None

OST 241 **Medical Office Transcription I**

2 On Demand Evening

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

Prerequisites: OST 164 (Local); MED 121 or OST 141

Corequisites: OST 136

OST 242 Medical Office Transcription II

2 F,S Day 1 On Demand Evening

This course continues building machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as continued proofreading/editing skills and vocabulary building. Upon completion, students should be able to perform competently in preparing accurate and usable transcripts of voice recordings in the covered specialties.

Prerequisites: OST 241 Corequisites: None

2

3

OST 243 Medical Office Simulation

2 3 S Day On Demand Evening

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

Prerequisites: OST 131, OST 142 (Local), and OST 148

Corequisites: None

OST 244 **Medical Document Production**

2 1 S Day

F, SU Demand Evening

This course provides production-level skill development in processing medical documents. Emphasis is placed on producing mailable documents through the use of medicalrelated materials. Upon completion, students should be able to perform competently in preparing accurate, correctly formatted, and usable documents.

Prerequisites: OST 134; and OST 142 and OST 241 (Local)

Corequisites: None

OST 247 CPT Coding in the Med. Office

2 2

On Demand Evening

S Day

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS rules for Medicare billing. Upon completion, students should be able to properly code procedures and services performed by physicians in ambulatory settings. Prerequisites: MED 122 or OST 142

Corequisites: None

OST 286 Professional Development

3 F Day

On Demand Evening

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

Prerequisites: OST 131 and OST 136 (Local)

Corequisites: None

OST 289 Office Systems Management

S Day

2 2 3

On Demand Evening

This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in the changing office environment.

Prerequisites: OST 164 and either OST 134 or OST 136

PHYSICAL EDUCATION

PED 111 Physical Fitness I

On Demand Day 0 3 1
On Demand Evening

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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: None Corequisites: None

PED 113 Aerobics I

On Demand Day 0 3 1
On Demand Evening

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility, and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: None Corequisites: None

PED 117 Weight Training I

On Demand Day 0 3 1
On Demand Evening

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: None Corequisites: None

PED 120 Walking for Fitness

On Demand Day 0 3 1
No Evening

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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: None Corequisites: None

PED 121 Walk, Jog, Run

On Demand Day 0 3 1
No Evening

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

PED 122 Yoga I

On Demand Day 0 2 1
On Demand Evening

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: None Corequisites: None

PED 128 Golf - Beginning

On Demand Day 0 2 1
No Evening

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: None Corequisites: None

PED 142 Lifetime Sports

On Demand Day 0 2 1
On Demand Evening

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: None Corequisites: None

PED 217 Pilates I

On Demand Day 0 2 1
On Demand Evening

This course provides an introduction to the pilates method of body conditioning exercise. Topics include instruction in beginning and intermediate pilates exercises using a mat or equipment, history of the pilates method, and relevant anatomy and physiology. Upon completion, students should be able to perform beginning and intermediate exercises, and possess an understanding of the benefits of conditioning the body's core muscles. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PHILOSOPHY

PHI 210 History of Philosophy

On Demand Day 3 0 3
On Demand Evening

This course introduces fundamental philosophical issues through a historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Prerequisites: ENG 111 Corequisites: None

PHI 220 Western Philosophy I

On Demand Day 3 0 3
On Demand Evening

This course covers Western intellectual and philosophic thought from the early Greeks through the medievalists. Emphasis is placed on such figures as the pre-Socratics, Plato, Aristotle, Epicurus, Epictetus, Augustine, Suarez, Anselm, and Aquinas. Upon completion, students should be able to trace the development of leading ideas regarding reality, knowledge, reason, and faith. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Prerequisites: ENG 111 Corequisites: None

PHI 221 Western Philosophy II

On Demand Day 3 0 3
On Demand Evening

This course covers Western intellectual and philosophic thought from post-medievalists through recent thinkers. Emphasis is placed on such figures as Descartes, Spinoza, Leibnitz, Locke, Berkeley, Hume, Kant, Hegel, Marx, Mill, and representatives of pragmatism, logical positivism, and existentialism. Upon completion, students should be able to trace the development of leading ideas concerning knowledge, reality, science, society, and the limits of reason. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Prerequisites: ENG 111 Corequisites: None

PHI 230 Introduction to Logic

On Demand Day 3 0 3
No Evening

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. This course has been approved to satisfy the Comprehensive Articulation general education core requirement in humanities/fine arts. This course may meet the SACS humanities requirement for AAS degree programs.

Prerequisites: MAT 070 or acceptable placement test score (Local) and ENG 111

PHI 240 Introduction to Ethics

On Demand Day 3 0 3 On Demand Evening

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Prerequisites: ENG 111 Corequisites: None

PHYSICS

PHY 110 Conceptual Physics

S Day 3 0 3 S Evening

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: None Corequisites: None

PHY 110A Conceptual Physics Lab

0 2 1

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved to satisfy the Comprehensive Articulation Agreement general

S Day S Evening

Prerequisites: None Corequisites: PHY 110

PHY 131 Physics-Mechanics

S Day 3 2 4 No Evening

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

Prerequisites: MAT 121, MAT 161, MAT 171, or MAT 175

education core requirement in natural sciences/mathematics.

Corequisites: None

PHY 132 Physics-Electricity & Magnetism F Day No Evening 3 2 4

This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problemsolving methods, graphical analysis, waves, electricity, magnetism, circuits, transformers, motors, and generators. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

Prerequisites: PHY 131 Corequisites: None

PHY 151 College Physics I

F,S, SU Day 3 2 4 No Evening

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: MAT 161 or MAT 171 or MAT 175

Corequisites: None

PHY 152 College Physics II

F,S Day No Evening 3 2 4

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: PHY 151 Corequisites: None

PHY 251 General Physics I

TBA Day 3 3 4 TBA Evening

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: MAT 271 Corequisites: MAT 272

PHY 252 General Physics II

TBA Day 3 3 4

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: MAT 272 and PHY 251

POLITICAL SCIENCE

POL 110 Introduction to Political Science TBA Day TBA Evening 3 0 3

This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: None Corequisites: None

POL 120 American Government

TBA Day TBA Evening 0 3

3

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights, and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: None Corequisites: None

POL 130 State & Local Government

On Demand Day 3 0 3
On Demand Evening

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: None Corequisites: None

POL 210 Comparative Government

TBA Day 3 0 3

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POL 220 International Relations

TBA Day
TBA Evening

3

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: None Corequisites: None

PSYCHOLOGY

PSY 101 Applied Psychology

TBA Day 3 0 3

This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living. *This course is intended for diploma programs*.

Prerequisites: None Corequisites: None

PSY 110 Life Span Development

F Day 3 0 3 TBA Evening

This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

Prerequisites: RED 090 or appropriate placement test score (Local)

Corequisites: None

PSY 118 Interpersonal Psychology

TBA Day
TBA Evening

3 0 3

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

Prerequisites: None Corequisites: None

PSY 150 General Psychology

F,S,SU Day 3 0 3 F,S Evening (SU On Demand)

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: RED 090 or appropriate placement test score (Local)

PSY 211 Psychology of Adjustment

TBA Day TBA Evening 3 0 3

This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: PSY 150 Corequisites: None

PSY 231 Forensic Psychology

TBA Day TBA Evening 3 0 3

This course introduces students to concepts which unite psychology and the legal system. Topics include defining competency, insanity, involuntary commitment as well as introducing forensic assessment techniques, such as interviewing process, specialized assessments, and collecting collateral information. Upon completion, students should be able to demonstrate knowledge in areas of forensic psychology: risk assessment, criminal competencies, insanity, psychopathology, and mentally disordered offenders. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: PSY 150 Corequisites: None

PSY 237 Social Psychology

TBA Day TBA Evening 0 3

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: PSY 150 or SOC 210

Corequisites: None

PSY 239 Psychology of Personality

TBA Day TBA Evening 3 0 3

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: PSY 150 Corequisites: None



PSY 241 Developmental Psychology

F,S Day TBA Evening 3 0 3

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: PSY 150 Corequisites: None

PSY 249 Psychology of Aging

TBA Day TBA Evening 3 0 3

3

This course covers the particular needs and behaviors of the maturing adult. Emphasis is placed on psychosocial processes; biological and intellectual aspects of aging; adjustments to retirement, dying, bereavement; and the stereotypes and misconceptions concerning the elderly. Upon completion, students should be able to show an understanding of the psychological factors related to the aging process. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Prerequisites: PSY 150 Corequisites: None

PSY 281 Abnormal Psychology

F, S Day 3 0

(SU On Demand) TBA Evening

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: PSY 150 Corequisites: None

RADIOGRAPHY

RAD 110 Radiography Intro. & Patient Care F Day No Evening

2 3 3

This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

Prerequisites: None

Corequisites: RAD 111 and RAD 151

RAD 111 Radiographic Procedures I

F Day No Evening 3 3 4

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas. Selected studies of the abdomen utilizing contrast media will be introduced.

Prerequisites: None

Corequisites: RAD 110 and RAD 151

RAD 112 Radiographic Procedures II

S Day No Evening 3 3 4

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

Prerequisites: RAD 110, RAD 111, and RAD 151

Corequisites: None

RAD 121 Radiographic Imaging I

S Day No Evening 3 3

This course covers factors of image quality and methods of exposure control. Topics include density, contrast, recorded detail, distortion, technique charts, manual and automatic exposure control, and tube rating charts. Upon completion, students should be able to demonstrate an understanding of exposure control and the effects of exposure factors on image quality.

Prerequisites: RAD 110, RAD 111, and RAD 151

Corequisites: None

RAD 122 Radiographic Imaging II

1 3 2

S Day No Evening

This course covers image receptor systems and processing principles. Topics include film, film storage, processing, intensifying screens, grids, and beam limitation. Upon completion, students should be able to demonstrate the principles of selection and usage of imaging accessories to produce quality images. This course will also introduce selected principles and components related to fluoroscopy, mobile radiography, and tomography.

Prerequisites: RAD 112, RAD 121, and RAD 161

Corequisites: RAD 131 and RAD 171

RAD 131 Radiographic Physics I

SU Day No Evening 1 3 2

This course introduces the fundamental principles of physics that underlie diagnostic X-ray production and radiography. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of radiographic equipment.

RAD 151 RAD Clinical Education I

F Day 0 6 2 No Evening

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

Prerequisites: None

Corequisites: RAD 110 and RAD 111

RAD 161 RAD Clinical Education II

S Day No Evening 0 15 5

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax, and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

Prerequisites: RAD 110, RAD 111, and RAD 151

Corequisites: RAD 112 and RAD 121

RAD 171 RAD Clinical Education III

SU Day 0 12 4 No Evening

This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

Prerequisites: RAD 112, RAD 121, and RAD 161

Corequisites: RAD 122 and RAD 131

RAD 211 Radiographic Procedures III

F Day 2 3 3 No Evening

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, pathology, and advanced imaging. Upon completion, students should be able to demonstrate competence in these areas.

Prerequisites: RAD 122

Corequisites: RAD 231, RAD 241 and RAD 251

RAD 231 Radiographic Physics II

F Day 1 3 2 No Evening

This course continues the study of physics that underlie diagnostic X-ray production and radiographic and fluoroscopic equipment. Topics include X-ray production, electromagnetic interactions with matter, X-ray devices, and equipment circuitry. Upon completion, students should be able to demonstrate an understanding of the application of physical concepts as related to image production.

Prerequisites: RAD 171 or RAD 131

Corequisites: None

RAD 241 Radiobiology Protection

F Day 2 0 2 No Evening

This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

Prerequisites: RAD 122, RAD 131, and RAD 171 Corequisites: RAD 211, RAD 231 and RAD 251

2 RAD 245 Radiographic Quality Management S Day 1 3 No Evening

This course provides an overview of imaging concepts and introduces methods of quality assurance. Topics include a systematic approach for image evaluation and analysis of imaging service and quality assurance. Upon completion, students should be able to establish and administer a quality assurance program and conduct a critical review of

Prerequisites: RAD 211, RAD 231, RAD 241 and RAD 251

Corequisites: RAD 261

RAD 251 RAD Clinical Education IV F Dav

21 7 No Evening

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

Prerequisites: RAD 122, RAD 131, and RAD 171 Corequisites: RAD 211, RAD 231 and RAD 241

RAD 261 RAD Clinical Education V

0 21 7

No Evening

S Day

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

Prerequisites: RAD 251 Corequisites: RAD 245

RAD 271 Radiography Capstone

1 S Day No Evening

This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.

Prerequisites: RAD 211, RAD 231, RAD 241, RAD 251

Corequisites: RAD 245, RAD 261

READING

RED 080 Introduction to College Reading F,S,SU Day F,S,SU Evening

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. This course does not satisfy the developmental reading prerequisite for ENG

Prerequisites: RED 070 or ENG 075 or appropriate placement test score

Improved College Reading RED 090

F,S,SU Day F,S Evening 3 2 4

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing the author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. This course satisfies the developmental reading prerequisite for ENG 111 or ENG 111A.

Prerequisites: RED 080 or ENG 085 or appropriate placement test score

Corequisites: None

RELIGION

REL 110 World Religions

On Demand Day 3

F Day

S Day S Evening

3 On Demand Evening

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Prerequisites: None Corequisites: None

Introduction to Old Testament REL 211

3 3

F Evening This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved

to satisfy the Comprehensive Articulation Agreement general education core requirement

in humanities/fine arts. Prerequisites: None Corequisites: None

Introduction to New Testament REL 212

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This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 221 Religion in America

On Demand Day 3 0 3 No Evening

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Prerequisites: None Corequisites: None

REAL ESTATE

RLS 112 Real Estate Broker Prelicense F,S Day F,S Evening 5 0 5

This course provides basic instruction in real estate principles and practices. Topics include law, finance, brokerage, closing, valuation, management, taxation, mathematics, construction, land use, property insurance, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate basic knowledge and skills necessary for real estate sales. Successful completion of this course will enable students to take the North Carolina Real Estate Commission's licensing examination.

Prerequisites: None Corequisites: None

RLS 113 Real Estate Mathematics

On Demand Day 2 0 2
On Demand Evening

This course provides basic instruction in business mathematics applicable to real estate situations. Topics include area computations, percentage of profit/loss, bookkeeping and accounting methods, appreciation and depreciation, financial calculations and interest yields, property valuation, insurance, taxes, and commissions. Upon completion, students should be able to demonstrate proficiency in applied real estate mathematics.

Prerequisites: None Corequisites: None

INFORMATION SYSTEMS SECURITY

SEC 110 Security Concepts

Internet Only 3 0 3

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SEC 150 Secure Communications

S Day S Evening 2 2 3

This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPSec. Upon completion, students should be able to implement secure data transmission technologies.

Prerequisites: SEC 110 and NET 110 or NET 125

Corequisites: None

SEC 160 Secure Administration I

SU Day SU Evening 2 2 3

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

Prerequisites: SEC 110 and NET 110 or NET 125

Corequisites: None

SEC 210 Intrusion Detection

F Day F Evening 2 3

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This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host based systems.

Prerequisites: SEC 160 Corequisites: None

SEC 220 Defense In-Depth

F Day F Evening 2 3

This course introduces students to the concepts of defense in-depth, a security industry best practice. Topics include firewalls, backup systems, redundant systems, disaster recovery, and incident handling. Upon completion, students should be able to plan effective information security defenses, backup systems, and disaster recovery procedures. This course is restricted to the Information Systems Security, the Information Systems Security/Operating Systems, and the Information Systems Security/Security Hardware curriculums.

Prerequisites: None Corequisites: SEC 160

SEC 289 Security Capstone Project

S Day S Evening 1 4 3

This course provides the student the opportunity to put into practice all the skills learned to this point. Emphasis is placed on security policy, process planning, procedure definition, business continuity, and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation. This course is restricted to the Information Systems Security, the Information Systems Security/Operating Systems, and the Information Systems Security/Security Hardware curriculums.

Prerequisites: SEC 220 Corequisites: None

SOCIOLOGY

SOC 100 Concepts in Sociology

TBA Day

3

TBA Evening

This course examines the basic concepts of sociology from the perspective of the individual as a member of society. Topics include an understanding of society, culture, collective behavior, community life, social institutions, social change, and the effect of social life on human behavior. Upon completion, students should be able to demonstrate knowledge of the impact of social interaction on institutions, groups, and individuals. This course is intended for certificate and diploma programs.

Prerequisites: None Corequisites: None



🛂 🚫 SOC 210 Introduction to Sociology

F,S,SU Day

3

3

3

TBA Evening

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: RED 090 or appropriate placement test score (Local)

Corequisites: None

SOC 213 Sociology of the Family

TBA Day TBA Evening

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: RED 090 or appropriate placement test score (Local)

Corequisites: None



SOC 220 Social Problems

TBA Day TBA Evening

3 3

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: RED 090 or appropriate placement test score (Local)

N SOC 225 Social Diversity

TBA Day TBA Evening 3 3 0

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: SOC 210 or Instructor Approval (Local)

Corequisites: None



SOC 230 Race and Ethnic Relations

TBA Day TBA Evening 3 3

This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: RED 090 or appropriate placement score (Local)

Corequisites: None



SOC 234 Sociology of Gender

TBA Day TBA Evening 3

3

This course examines contemporary roles in society with special emphasis on recent changes. Topics include sex role socialization, myths and stereotypes, gender issues related to family, work, and power. Upon completion, students should be able to analyze modern relationships between men and women. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: RED 090 or appropriate placement test score (Local)

Corequisites: None

№ SOC 240 Social Psychology

TBA Day TBA Evening 3 3

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Prerequisites: PSY 150 or SOC 210 or Instructor Approval (Local)

3

SOC 242 Sociology of Deviance

TBA Day
TBA Evening

This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: SOC 210 or Instructor Approval (Local)

Corequisites: None

SOC 250 Sociology of Religion

TBA Day
TBA Evening

This course examines religion from a sociological perspective as part and product of human society. Topics include the origins, development, and functions of belief systems; religious organizations; conversion; and interactions with politics, the economy, science, and the class system. Upon completion, students should be able to describe and analyze religious systems. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Prerequisites: SOC 210 or Instructor Approval (Local)

Corequisites: None

SPANISH

SPA 111 Elementary Spanish I

F,S Day (SU On Demand) 3 0 3 F Evening (S On Demand)

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts; however, this course does not meet the SACS humanities/fine arts requirement in A.A.S. or diploma programs that require only one humanities/fine arts course.

Prerequisites: None Corequisites: None

SPA 112 Elementary Spanish II

S Day 3 0 3

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts; however, this course does not meet the SACS humanities/fine arts requirement in A.A.S. or diploma programs that require only one humanities/fine arts course.

Prerequisites: SPA 111 Corequisites: None

SPA 120 Spanish for the Workplace

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

Prerequisites: None Corequisites: None

SPA 211 Intermediate Spanish I

F Day or Evening 3 0 3

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Prerequisites: SPA 112 Corequisites: None

SPA 212 Intermediate Spanish II

S Day or Evening 3 0 3

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Prerequisites: SPA 211 Corequisites: None

SURVEYING

SRV 110 Surveying I

On Demand Day 2 6 4
On Demand Evening

This course introduces the theory and practice of plane surveying. Topics include measuring distances and angles, differential and profile leveling, compass applications, topography, and mapping. Upon completion, students should be able to use/care for surveying instruments, demonstrate field note techniques, and apply the theory and practice of plane surveying.

Prerequisites: ARC 111 or EGR 115; and MAT 121 or MAT 161 or MAT 171 or

MAT 175

WEB TECHNOLOGIES

◯ WEB 110 Internet/Web Fundamentals

F,S Day TBA Evening 2 3

This course introduces basic markup language, various navigational tools and services of the Internet. Topics include creating web pages, using Internet protocols, search engines, file compression/decompression, FTP, E-mail, listservers, and other related topics. Upon completion, students should be able to deploy a website created with basic markup language, retrieve/decompress files, e-mail, FTP, and utilize other Internet tools.

Prerequisites: None

Corequisites: CIS 110 or CIS 111 (Local)

WEB 111 Introduction to Web Graphics

3 2

TBA Evening

F Day

This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners buttons, backgrounds, and other graphics for Web pages.

Prerequisites: None Corequisites: None

WEB 115 Web Markup and Scripting

TBA Day

3 2

TBA Evening

This course introduces client-side Internet programming using the current W3C-recommended presentation markup language and supporting elements. Topics include site management and development, markup elements, stylesheets, validation, accessibility, standards, browsers, and basic JavaScripting. Upon completion, students should be able to hand-code web pages with various media elements according to current markup standards and integrate them into websites.

Prerequisites: WEB 110 (Local)

Corequisites: None

WEB 120 Introduction to Internet Multimedia S Day

2 2 3

TBA Evening

This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/ video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.

Prerequisites: None Corequisites: None

◯ WEB 140 Web Development Tools

TBA Day TBA Evening 3

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

Prerequisites: WEB 115 (Local)

◯ WEB 210 Web Design

F Day

F Evening
This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion,

2 2 3

language elements, as well as a study of bad design techniques. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web pages.

Prerequisites: WEB 140 (Local)

Corequisites: None

WEB 211 Advanced Web Graphics

S Day S Evening 2 2 3

This course is the second of two courses covering web graphics. Topics include graphics acquisition using scanners and digital cameras, graphics optimization, use of masks, advanced special effects, GIF animation, and other related topics. Upon completion, students should be able to create graphics optimized for size, graphic file type, properly converted from digitized sources and create useful animated graphics.

Prerequisites: WEB 110 Corequisites: None

WEB 230 Implementing Web Services

2 2 3

F Day F Evening

This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards.

Prerequisites: NET 110 or NET 125

Corequisites: None

WEB 250 Database Driven Websites

F Day

2 2 3

F Evening

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database-driven web applications according to industry standards.

Prerequisites: DBA 110 and WEB 140

Corequisites: None

WEB 260 E-Commerce Infrastructure

S Day S Evening 2 2 3

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, documentation, and site administration. Upon completion, students should be able to set up a working e-commerce Internet web site.

Prerequisites: WEB 250 Corequisites: None

WEB 289 Internet Technologies Project

TBA Day TBA Evening

3 1 4

This course provides an opportunity to complete a significant Web technologies project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete an Internet project from the definition phase through implementation.

Prerequisites: WEB 230 and WEB 250

Corequisites: None

WELDING

WLD 110 Cutting Processes

F Day F Evening 1 2

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve, and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

Prerequisites: None Corequisites: None

WLD 112 Basic Welding Processes

SU Day

1 3 2

No Evening

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

Prerequisites: None Corequisites: None

WLD 115 **SMAW (Stick) Plate**

F (S On Demand) Day 2

F (S On Demand) Evening This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

Prerequisites: None Corequisites: None

SMAW (Stick) Plate/Pipe WLD 116

S (F On Demand) Day 1 S (F On Demand) Evening

4

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

Prerequisites: WLD 115 Corequisites: None

WLD 121 GMAW (MIG) FCAW/Plate F(S On Demand) Day 2 6 4 F(S On Demand) Evening

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

Prerequisites: None Corequisites: None

WLD 122 GMAW (MIG) Plate/Pipe S (F On Demand) Day 1 6 3 S (F On Demand) Evening

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process, and making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

Prerequisites: WLD 121 Corequisites: None

WLD 131 GTAW (TIG) Plate

S Day 2 6 4 S Evening

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

Prerequisites: None Corequisites: None

WLD 132 GTAW (TIG) Plate/Pipe

SU Day F Evening 1 6 3

This course is designed to enhance skills with the gas tungsten arc (TĬG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

Prerequisites: WLD 131 Corequisites: None

WLD 141 Symbols & Specifications

S Day 2 2 3 SU Evening

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

Prerequisites: None Corequisites: None

2 2

WLD 143 Welding Metallurgy

SU Day SU Evening

This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.

Prerequisites: None Corequisites: None

WLD 261 Certification Practices

SU Day 1 3 2

No Evening

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

Prerequisites: WLD 115, WLD 121, and WLD 131

Corequisites: None



Business and Industry Services

New and Expanding Industry Training

One of the basic objectives of Rowan-Cabarrus Community College is to stimulate the creation of more challenging and rewarding jobs for the citizens of our area by providing a customized training service to new and expanding industries.

In cooperation, the N.C. Community College System and RCCC will design and administer a program for training the production labor required by any new or expanding industry creating new or additional employment opportunities in North Carolina.

The purpose of this service is to help a new or expanding industry to meet its immediate production training needs and to encourage each industry to develop an internal long-range training program to satisfy its continuing replacement and retraining needs.

Company Eligibility

Companies are eligible for the New and Expanding Industry Training Program when they create 12 or more new jobs during a year in a North Carolina community, over and above their previous three-year maximum employment level, and they fall in one of the following industry categories:

- 1. manufacturing
- 2. technology-intensive (ex., software production, Internet services supporting areas outside North Carolina, bio-tech)
- 3. regional or national warehousing or distribution centers
- 4. regional or national customer service or data processing centers, or units of a central administrative office
- 5. air courier services

Companies, which downsize positions in one area of the state, and relocate those positions or operations to another area of North Carolina, are not eligible for the New and Expanding Industry Training Program.

Focused Industrial Training

Specialized courses, workshops, and seminars are available to employees through Focused Industrial Training (FIT). These programs help manufacturers train new and existing employees on processes, procedures, and technology.

Often developed jointly with industry, these courses may be customized in content and length according to need. Instructors may be secured by the college or employed by the contracting industry. The aim is to help employees become more productive and efficient by providing them with the skills to use the manufacturing tools available to them.

Focused Industrial Training offers flexible scheduling and may accommodate the needs of small groups of employees. Training may be held on campus or at the company site.

Contact the Customized Training and Development staff for more information on these and other programs or for an assessment of training needs.

Customized Training and Development

Through the Customized Training and Development Program, companies and organizations in Rowan and Cabarrus counties benefit from tailor-made programs that support their specific needs for a skilled and knowledgeable workforce. Because no two companies are the same, RCCC offers a customized approach to training programs. Individualized needs' assessments and consultations are used to design and implement targeted customized training for organizations who wish to upgrade workers' skills.

Ann Morris, Director, Customized Training and Development, New & Expanding Industry (704) 637-0760, ext. 444 or (704) 788-3197, ext. 444

Email address: morrisa@rowancabarrus.edu

Heidi Whitesell, Director, Customized Training and Development, Small Business Center (704) 637-0760, ext. 232/474 or (704) 788-3197, ext. 232/474

Email address: whitesellh@rowancabarrus.edu

Jan Corriher-Smith, Director, Customized Training and Development (704) 637-0760, ext. 771 or (704) 788-3197, ext. 771

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Linda Spencer, Director, Customized Training and Development

(704) 637-0760, ext. 479 or (704) 788-3197, ext. 479

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Small Business Center

The Small Business Center

Through the services provided by the Small Business Center, Rowan-Cabarrus Community College addresses the full spectrum of the needs of small business, which comprise 98% of the business population in the two counties. Small business owners may take advantage of free consultations on a wide range of topics of concern provided by the experienced staff of the Small Business Center.

The Small Business Center also works closely with state and local agencies in providing referrals or access to other sources of additional information. A comprehensive library of references, videos, and computer software packages is maintained for the use of clients as well. Workshops and seminars are organized and provided year round for small business owners on common areas of interest to the clients and community that the Small Business Center serves.

In addition, certified staff members teach a one-semester class in business planning, offered on both the North and South campuses, that leads prospective business owners and those planning expansion of their businesses through the process of writing a business plan. BUS 280 and NxLevel participants are encouraged to complete a formal business plan which forms the basis of an operating plan for their business and is required by most lending institutions for consideration for a small business loan.

Heidi Whitesell, Director, Small Business Center, Customized Training and Development (704) 637-0760, ext. 232/474 or (704) 788-3197, ext. 232/474

Email address: whitesellh@rowancabarrus.edu



Continuing Education Programs

Workforce Development Programs Community Development Programs

General Information

An important function of the college is to provide numerous courses for the continuing education of adults. The development of these courses is based upon the needs and interests of the professional, business, industry, and civic communities.

Continuing Education programs promote the concept of lifelong learning by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Courses and programs are offered that allow adults to achieve their full potential in our ever-changing world of knowledge, skill, and understanding. The diversity of these programs ranges from basic reading and writing skills, to vocational and technical upgrading, to specialty certification, to cultural and personal enrichment.

Class Locations

Classes are held on the Rowan-Cabarrus Community College campuses, as well as in surrounding communities and within particular businesses or industries throughout Rowan and Cabarrus counties.

Admission

Admission to Continuing Education classes is open to individuals 18 years of age or older. Individuals less than 18 years old who are high school graduates or whose high school class has graduated may also enroll in these courses. High school juniors and seniors, 16 years of age and older, may enroll with permission from high school officials. Individuals interested in attending any occupational extension or community services course may pre-register by visiting the college or attending the first class. Applicants are accepted on a "first come, first served" basis.

Class Schedule

Classes are normally scheduled on an on-going basis with new classes generally beginning each September, January, March, and June. Special seminars and industrial courses may be scheduled to begin at any time period appropriate to a company and Rowan-Cabarrus Community College.

Specific announcements of course offerings, registration dates, and places will be made through local news media and other appropriate means approximately three weeks prior to the beginning of the course. For current course information, please call (704) 637-0760, ext. 288 or (704) 788-3197, ext. 416. Course information is also accessible at the college's website at www.rowancabarrus.edu/.

Minimum Enrollment Required

Normally a course will be offered when a minimum number of persons enroll. The college reserves the right to cancel any course when an insufficient number of people register.

Class Hours

The majority of occupational extension and community service courses are offered one or two evenings per week for 6-12 weeks. Courses may meet for one to four hours per evening. Special extension, industrial, and seminar programs may be scheduled at the convenience of the participants and the college.

Fees

For all occupational extension and community services courses, there is a required registration fee. In compliance with North Carolina statutes, however, this fee may be waived for selected individuals.

Other costs in these classes may include textbooks and/or equipment and supplies. In a limited number of self-supporting classes and seminars, special fees may be charged. If you are a North Carolina resident, 65 years old or older, you are exempt from **most** registration and tuition fees. **Textbook and/or course supply fees may still be required.**

Registration fees are subject to change contingent upon action by the N.C. General Assembly.

Refunds are not issued after the 10% census date of the course.

Course Repeat Policy

A student may enroll in the same occupational class only **two times within five years**. After the second enrollment in any given course, the student may take the course at a pro-rata cost to the student determined by the State Board of Community Colleges.

Continuing Education Units (C.E.U.)

The Southern Association of Colleges and Schools, of which Rowan-Cabarrus Community College is an accredited member, has recommended that the Continuing Education Unit (C.E.U.) be used as the basic instrument of measurement for an individual's participation in non-credit classes, courses, and programs. The C.E.U. is a unit measure. One C.E.U. is defined as ten contact hours of participation in an organized continuing education (adult or extension) experience under responsible sponsorship, capable direction, and qualified instruction.

Continuing Education Units are offered for courses that are applicable to professional certification, license renewal, and many professional and occupational upgrading courses.

Workforce Development Programs

Customized Training and Development

The college provides resources to develop and coordinate customized training for local business, industry, and agencies. OSHA specialty courses, First Aid / CPR, Bloodborne Pathogens training, Fork Lift certification, computer applications, etc. are available on-site per request. Courses in supervisory skills, management, and leadership development may be custom designed to meet industry demands.

Occupational Extension

The college offers many vocational, technical, and business courses through Occupational Extension. The primary objectives of these courses are to:

(1) provide adults additional skills and/or knowledge applicable to their present occupation; (2) provide training for occupations in which skill and knowledge requirements are undergoing transition due to technological advances in equipment, materials, and machines; and (3) provide assistance to area business and industry in meeting their manpower needs through specialized courses.

Occupational upgrading courses are available in each of the following areas:

- Business and Management courses are available to a wide variety of business organizations and for those in administrative, management, sales, banking, insurance, and secretarial occupations.
- Emergency Medical Service classes for certification or upgrade are available for emergency and rescue personnel.
- **Firemanship Training** is offered in fire fighting techniques for members of municipal, volunteer, and industrial fire brigades.
- Teacher Renewal courses are available on campus and at off-campus sites for certification and professional development.
- Health Occupations programs have been established for persons seeking additional medical, allied health, and nursing knowledge and skills. All levels of courses from paraprofessional to professional are offered.
- Law Enforcement courses have been designed for upgrading both experienced and recently employed policemen and law enforcement officials.
- Management and Supervisory Development courses are offered to improve supervisory and management techniques for beginning and experienced personnel.
- Online Courses are available for persons interested in specific software training, small business
 applications, business administration, sales and marketing, accounting, and grant writing.
- Technical courses are available for upgrading the knowledge and skills of persons working in the numerous technical and paraprofessional occupations.
- Vocational Upgrading courses are designed for persons working in skilled and semi-skilled occupations.
- **Spanish** instruction for specific occupations is available utilizing Command Spanish curricula. Courses are custom designed for business, industry, and agency requests.

Additional information regarding occupational upgrading courses may be obtained by contacting the Continuing Education Office at the college (704) 637-0760 or (704) 788-3197, ext. 288, or 416.

Community Development Programs

Community Services

The Community Services program offers short-term courses for self-improvement, cultural enrichment, and academic achievement to individuals 18 years of age and older. The program is intended to meet the growing needs and interests of the community. The purpose is to give an individual a chance to pursue special interests and to fill his/her leisure time with worthwhile educational projects. Some of these include contemporary issues, ceramics, sign language, watercolors, pottery, flower arranging, and motorcycle safety.

Additional information regarding community services courses may be obtained by contacting the Continuing Education Office (704) 637-0760 or (704) 788-3197, ext. 288 or 416.

Stacey George, Director, Community Services (704) 637-0760 or (704) 788-3197, ext. 241

Human Resources Development Program (HRD)

The Human Resources Development Program provides short-term, pre-vocational training and counseling designed to help unemployed and underemployed adults successfully enter the work force or receive further training. Students who meet specific income and low employability guidelines may be exempt from registration fees.

Students may enroll for a period of instruction that averages six to ten weeks. The curriculum focuses on training which helps students learn how to find a job and gain skills necessary for obtaining employment. The program includes study in the following areas: entry-level Medical Terminology, Basic Computer Skills, and Job Development.

A number of HRD classes are scheduled cooperatively with Goodwill Industries.

For additional information about HRD classes, please contact:

Molly Cline, Director, HRD (704) 637-0760 or (704) 788-3197, ext. 296

Pre-College Studies

Adult Basic Education Program (ABE)

Adult Basic Education provides education for adults 18 years old or older. Emphasis is placed on reading, writing, spelling, and arithmetic. As students gain these skills, they expand their understanding of specific areas of occupational knowledge, consumer economics, health, government and law, and community resources.

Classes are held on campus and in the surrounding community. No registration fee is charged, and materials are provided by the college. The materials used are designed for adults, and the information gained has a practical application to everyday living. Upon completion of the Adult Basic Education Program, students are encouraged to enroll in GED completion classes.

For more information, call (704) 637-0760 or (704) 788-3197, ext. 835 or 324.

High School Equivalency Program (GED)

The High School Equivalency Program (GED) provides an opportunity for adults who have not completed their high school education to prepare for the General Education Development (GED) Test. This test enables an adult to demonstrate his/her general education competencies and be awarded a North Carolina Equivalency Diploma. The GED diploma is generally recognized and accepted as equivalent to a traditional high school diploma. Instruction is provided, at no cost to the student, in social studies, science, literature, mathematics, and writing skills.

To receive the GED diploma, a total standard score of 2250 on the GED test battery is required, with no single score below a 410.

It takes approximately eight hours to complete the entire GED test battery. A one-time testing fee of \$7.50 is required.

For more information, call (704) 637-0760 or (704) 788-3197, ext. 835 or 324.

English as a Second Language (ESL)

ESL classes are designed especially for adults whose native language is not English. Instruction is offered in listening, speaking, reading, and writing in English. Both openentry/open-exit classes and more traditionally structured classes are provided on campus, in the community, and in workplace settings.

For more information, call (704) 637-0760, ext. 527 or 242 or (704) 788-3197, ext. 527 or 835.

Compensatory Education (CED)

Compensatory Education is a community college program designed specifically for adults with mental retardation. The purpose of the program is to compensate adults with developmental disabilities for the lack of, or inadequate, education received earlier. The focus of the Compensatory Education Program is on helping the individual become as independent as possible through acquiring basic and life skills needed to function successfully in daily life.

Eligibility criteria: To be eligible to participate in the Compensatory Education Program, an individual must be 17 years old or older, and (a) diagnosed with mental retardation or (b) functioning on a level equivalent to mental retardation resulting from head injury or brain damage.

For more information, call (704) 637-0760, ext. 527 or 242 or (704) 788-3197, ext. 377.



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