

*Program
Opportunities
For the 90's*

ROBESON
COMMUNITY COLLEGE



*Together
We Create
Tomorrow*

Welcome

ADMISSIONS POLICY

Robeson Community College maintains an "Open Door" policy for all applicants that are high school graduates or hold a high school equivalency certificate (GED) which satisfies North Carolina standards. The college serves all students regardless of race, color, creed, sex, disability, or national origin. All applicants may be admitted to the different curricula based upon individual preparation and readiness. Some applicants may need to take a course or a series of courses to help them to prepare for their desired program of study. Robeson Community College reserves the right to selectively place students.

Application and information on the various educational programs offered at Robeson Community College may be obtained by contacting:

Office of Admissions
Robeson Community College
Post Office Box 1420
Lumberton, NC 28359
(910) 738-7101 Ext. 254

All Robeson Community College admission policies and procedures are updated on an annual basis by the Student Affairs Committee.

General Admission Requirements

1. High school graduate or the equivalent - Applicants with equivalency certificates must meet minimum requirements set by North Carolina. A high school certificate is not an acceptable substitute for the diploma.
2. Complete an RCC Admissions Application.
3. Transcripts of all previous education - Transfer credits from accredited institutions allowed when applicable. In cases where high school students have not completed their final course work, they shall have their school submit a transcript showing work through the first semester of their senior year as soon as possible after the semester has ended, and a supplementary transcript showing graduation at the close of school.
4. Complete entrance/placement assessment - The goal of the RCC entrance/placement assessment program is to assist admission representatives in matching the academic readiness of the applicant with the academic requirements of a curriculum.

The ACT ASSET is administered to entering students applying for admission into all curriculum programs. Applicants are assessed in reading, writing, and numerical skills (applicants with high school algebra also complete an algebra assessment). After submitting an admissions application to the Admissions Office, applicants should contact the Counseling and Career Center to schedule a testing date.

There is no charge for the ACT ASSET. **Note:** SAT scores may eliminate the necessity of completing the ACT ASSET. SAT scores may not be used in meeting entrance requirements for the Respiratory Care and Nursing Education Option (ADN) curriculums. For more information, contact the Director of Admissions.

5. Complete an interview with an admissions representative - The primary objective of the interview will be to focus on the educational goals of the applicant. The results from the ACT ASSET will be used in conjunction with the high school transcript to assist the applicant in selecting an appropriate program of study. Applicants not realizing acceptable scores in the ACT ASSET will be required to successfully complete course work designed to assist students in preparing for RCC curriculums. The Office of Admissions and/or academic counselor will work with the student in developing a sequence of courses to prepare the student for entry into the approved curriculum.

Accreditation

Robeson Community College is a tax-assisted, two-year public institution. It is accredited by the Southern Association of Colleges and Schools to award the Associate Degree in Applied Science and the Associate Degree in Arts. Most programs offered by the college have been approved for the enrollment of eligible veterans. RCC is also accredited by the North Carolina Board of Nursing, the North Carolina Board of Cosmetic Arts and Redken Laboratories in Conogo Park, California.

COLLEGE TRANSFER ASSOCIATE IN ARTS DEGREE

Curriculum Description

The College Transfer program is designed for those students who intend to transfer to a senior college or university for their baccalaureate degree. The freshman and sophomore level courses introduce the students to areas of study that develop breadth of outlook and contribute to the student's balanced development. This program will provide most of the core courses required at a senior institution, but the student should consult with the senior institution to determine specific requirements for that institution.

The curriculum includes courses in communications, humanities and fine arts, mathematics, science, social sciences, physical education, elective courses in liberal arts and other appropriate areas. These courses may also be taken by technical degree majors and non-degree seeking students as electives for academic enrichment.

College Transfer courses may be offered either day or evening or both, depending on the needs and demand of the students in the program, to allow all students to pursue their individual goals.

FIRST YEAR

FALL QUARTER

			CLASS	LAB	CREDIT
ENG	160	Composition	5	0	5
HIS	160	American History	5	0	5
MAT	160	Introduction to College Math	5	0	5
		OR			
MAT	165	College Algebra	<u>5</u>	<u>0</u>	<u>5</u>
			15	0	15

WINTER QUARTER

ENG	165	Composition	5	0	5
BIO	161	Biology I	5	2	6
—	—	Humanities Elective	<u>5</u>	<u>0</u>	<u>5</u>
			15	2	16

SPRING QUARTER

BIO	261	Biology II	5	2	6
		OR			
PHY	161	Physical Science	5	2	6
ART	160	Art Appreciation	5	0 ₁	5
—	—	Elective	5	0	5
—	—	Elective	<u>5</u>	<u>0</u>	<u>5</u>
			20	2	21

SECOND YEAR

FALL QUARTER

ECO	261	Principles of Economics (Macro)	5	0	5
—	—	Elective	5	0	5
—	—	Elective	<u>5</u>	<u>0</u>	<u>5</u>
			15	0	15

WINTER QUARTER

PSY	260	Introduction to Psychology	5	0	5
SOC	260	Fundamentals of Sociology	5	0	5
—	—	Elective	<u>5</u>	<u>0</u>	<u>5</u>
			15	0	15

SPRING QUARTER

ENG	260	Introduction to Literature	5	0	5
PED	160	Wellness and Fitness	2	0	2
—	—	Physical Education Elective	2	0	2
—	—	Elective	<u>5</u>	<u>0</u>	<u>5</u>
			14	0	14

Total Credit Hours

96

ELECTIVES CAN BE TAKEN FROM THE FOLLOWING LIST:

HUMANITIES:			CREDIT HOURS	QUARTER OFFERED
ART	260	Elements of Design	5	S
ENG	268	American Literature	5	S
ENG	270	English Literature	5	S
ENG	272	Creative Writing	5	S
HIS	165	American History	5	W
MUS	160	Music Appreciation	5	S
REL	260	Intro. to the Old Testament	5	F
REL	265	Intro. to the New Testament	5	F
SPH	265	Fundamentals of Speech	5	F,W,S,SS

MATHEMATICS:

MAT	165	College Algebra	5	F
MAT	270	Pre-Calculus	5	W
MAT	272	Calculus	5	S
MAT	168	College Trigonometry	5	S

NATURAL SCIENCES:

BIO	261	Biology II	6	S
PHY	161	Physical Science	6	S
BIO	209	Anatomy & Physiology I	5	F
BIO	210	Anatomy & Physiology II	5	W
BIO	215	Advanced Physiology	3	S
BIO	206	Microbiology	5	SS

PHYSICAL EDUCATION:

PED	162	Fitness Walking	2	S
PED	164	Archery	2	S
PED	166	Bowling	2	S
PED	168	VolleyBall	2	S
PED	170	Aerobic Dance	2	S
PED	172	Nutrition	2	S

SOCIAL SCIENCES:

ECO	266	Prin. of Economics (Micro)	5	W
POL	160	American Government	5	S
POL	165	State and Local Government	5	S
PSY	104	Human Growth & Development	5	S
SOC	265	Social Problems	5	S

BUSINESS ADMINISTRATION:

ACC	170	Accounting I	4	F
ACC	172	Accounting II	4	W
ACC	174	Accounting III	4	S
BUS	161	Introduction to Business	5	W
CAS	160	Microcomputer Applications	5	F

ACCOUNTING T-016

Degree Program

Curriculum Description

The purpose of the Accounting curriculum is to prepare the student to enter the accounting profession through study of accounting principles, with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the student for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the graduate will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

ACCOUNTING T-016

FIRST YEAR

FALL QUARTER			SHOP/			
			CLASS	LAB	CLIN.	CREDIT
CAS	160	Microcomputer Applications	4	2	0	5
OSC	100	Keyboarding I	2	0	3	3
ACC	170	Accounting I	3	2	0	4
BUS	109	Business Math	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			14	4	3	17

WINTER QUARTER

BUS	161	Introduction to Business	5	0	0	5
CAS	115	Word Processing I	3	2	0	4
ACC	172	Accounting II	3	2	0	4
MAT	160	Introduction to College Math	5	0	0	5
ENG	160	Composition I	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			21	4	0	23

SPRING QUARTER

ENG	103	Report Writing	3	0	0	3
BUS	117	Business Law	5	0	0	5
ACC	229	Taxes I	3	2	0	4
CAS	217	Spreadsheet	2	2	0	3
ACC	174	Accounting III	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			16	6	0	19

SUMMER QUARTER

BUS	236	Principles of Management	5	0	0	5
CAS	220	Advanced Spreadsheet	2	2	0	3
SPH	265	Fundamentals of Speech	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			12	2	0	13

SECOND YEAR**FALL QUARTER**

ACC	222	Intermediate Accounting I	3	2	0	4
ENG	260	Introduction to Literature	5	0	0	5
ACC	226	Cost Accounting	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
			12	2	0	13

WINTER QUARTER

ACC	230	Taxes II	3	0	0	3
BUS	127	Business Finance	5	0	0	5
CAS	230	Data Base Management Systems	2	2	0	3
ACC	223	Intermediate Accounting II	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			13	4	0	15

SPRING QUARTER

ECO	261	Principles of Economics (Macro)	5	0	0	5
ACC	235	Accounting - Current Issues	3	0	0	3
ACC	205	Computerized Accounting	1	2	0	2
ACC	224	Intermediate Accounting III	3	2	0	4
		FREE ELECTIVE				
		(MUST BE OUTSIDE MAJOR AREA)	-	-	-	5
			<u>12</u>	<u>4</u>	<u>0</u>	<u>19</u>

Total Credit Hours Required for Degree**119**

ADMINISTRATIVE OFFICE TECHNOLOGY T-030

Degree Program

Curriculum Description

This curriculum prepares students to perform secretarial and administrative support duties in a variety of offices including those office environments with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising and manufacturing; as well as, offices in local, state and federal government.

ADMINISTRATIVE OFFICE TECHNOLOGY T-030

FIRST YEAR

FALL QUARTER			SHOP/			
			CLASS	LAB	CLIN.	CREDIT
OSC	100	Keyboarding I	2	0	3	3
CAS	160	Microcomputer Applications	4	2	0	5
ACC	170	Accounting I	3	2	0	4
BUS	109	Business Math	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			14	4	3	17

WINTER QUARTER

OSC	101	Keyboarding II	2	0	3	3
BUS	161	Introduction to Business	5	0	0	5
ACC	172	Accounting II	3	2	0	4
MAT	160	Introduction to College Math	5	0	0	5
ENG	160	Composition I	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			20	4	3	22

SPRING QUARTER

ENG	201	Advanced Grammar	3	0	0	3
CAS	115	Word Processing I	3	2	0	4
BUS	117	Business Law	5	0	0	5
ACC	229	Taxes I	3	2	0	4
CAS	217	Spreadsheet	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			16	6	0	19

SECOND YEAR**FALL QUARTER**

CAS	117	Word Processing II	3	2	0	4
OSC	183	Terminology/Vocabulary	5	0	0	5
OSC	112	Records Management	3	0	0	3
ECO	261	Principles of Economics (Macro)	5	0	0	5
ENG	260	Introduction to Literature	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			21	2	0	22

WINTER QUARTER

CAS	119	Word Processing III	3	2	0	4
SPH	265	Fundamentals of Speech	5	0	0	5
ACC	205	Computerized Accounting	1	2	0	2
OSC	215	Machine Transcription I	3	2	0	4
CAS	230	Data Base Management Systems	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			14	8	0	18

SPRING QUARTER

BUS	125	Personal Finance	3	0	0	3
BUS	231	Professional Development	3	0	0	3
OSC	217	Machine Transcription II	3	2	0	4
OSC	214	Office Procedures	3	2	0	4
		FREE ELECTIVE				
		(MUST BE OUTSIDE MAJOR AREA)	-	-	-	5
			<u>12</u>	<u>4</u>	<u>0</u>	<u>19</u>

Total Credit Hours Required for Degree**117**

ASSOCIATE DEGREE NURSING T-059

Curriculum Description

The Associate Degree Nursing Curriculum is designed to prepare the graduate to assess, analyze, plan, implement and evaluate nursing care. The graduate is eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse.

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.

The Registered Nurse may be employed in a wide variety of health care settings such as hospitals, long term care facilities, clinics, physician's offices, industry and community health agencies.

ASSOCIATE DEGREE NURSING T-059

FIRST LEVEL

			SHOP/			
FALL QUARTER			CLASS	LAB	CLIN	CREDIT
NUR	120	Nursing I	5	8	0	9
BIO	209	Anatomy & Physiology I	4	2	0	5
PSY	104	Human Growth & Development	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			14	10	0	19

WINTER QUARTER

NUR	122	Nursing II	5	2	9	9
BIO	210	Anatomy & Physiology II	<u>4</u>	<u>2</u>	<u>0</u>	<u>5</u>
			9	4	9	14

SPRING QUARTER

NUR	124	Nursing III	5	2	12	10
BIO	206	Microbiology	<u>4</u>	<u>2</u>	<u>0</u>	<u>5</u>
			9	4	12	15

SUMMER QUARTER

NUR	126	Nursing IV	5	2	12	10
ENG	160	Composition I	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			10	2	12	15

SECOND LEVEL

*Admission Point for LPN

FALL QUARTER

NUR	220	Nursing V	5	0	9	8
SOC	260	Introduction to Sociology	5	0	0	5
PSY	260	Introduction to Psychology	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			15	0	9	18

****EXIT POINT FOR PRACTICAL NURSES (All successful students will be eligible to apply to take the NCLEX-PN for license as LPN)**

Total Credit Hours Required for Diploma (LPN) 81

WINTER QUARTER

NUR	222	Nursing VI	5	0	9	8
ENG	260	Introduction to Literature	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			10	0	9	13

SPRING QUARTER

NUR	224	Nursing VII	5	0	18	11
		FREE ELECTIVE (MUST BE OUTSIDE MAJOR AREA)	-	-	-	3
			<u>5</u>	<u>0</u>	<u>18</u>	<u>14</u>

Total Credit Hours Required for Degree 108

*Pre-Entrance Requirements:

*NUR	218	Nursing Transition Course	3	2	1	5
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(Clinical hours consist of 6 hours for 4 days = 24 hours of clinical)

BANKING AND FINANCE T-112

Degree Program

Curriculum Description

The purposes of the Banking and Finance curriculum are: to prepare students to enter the banking and finance industries, to provide an educational program for the banking employees working toward the American Institute of Banking certificate and to provide educational opportunities to upgrade or retrain individuals presently employed in the banking and/or finance industry.

These purposes are fulfilled through study in the following areas; banking and finance principles, theories and practices, teller operations, lending and collections procedures, financial analysis, marketing and public relations.

This curriculum will provide the training and necessary skills for a student to enter a variety of banking or finance positions in retail banks, commercial banks, government lending agencies, mortgage banks and credit companies.

BANKING AND FINANCE

T-112

FIRST YEAR

			SHOP/			
FALL QUARTER			CLASS	LAB	CLIN.	CREDIT
MAT	160	Introduction to College Mathematics	5	0	0	5
ENG	160	Composition I	5	0	0	5
BUS	160	Introduction to Business	5	0	0	5
OSC	100	Keyboarding I	<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>
			17	0	3	18

WINTER QUARTER

CAS	236	Multimedia/Presentation Graphics	2	2	0	3
BUS	109	Business Math	5	0	0	5
ACC	170	Accounting I	3	2	0	4
AIB	202	Principles of Bank Operations	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
			14	4	0	16

SPRING QUARTER

SPH	265	Fundamentals of Speech	5	0	0	5
ACC	172	Accounting II	3	2	0	4
BUS	117	Business Law	5	0	0	5
ECO	261	Principles of Economics (Macro)	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			18	2	0	19

SUMMER QUARTER

AIB	209	Installment Credit	4	0	0	4
CAS	160	Microcomputer Applications	4	2	0	5
		FREE ELECTIVE (MUST BE OUTSIDE MAJOR AREA)	-	-	-	5
			<u>8</u>	<u>2</u>	<u>0</u>	<u>14</u>

SECOND YEAR

FALL QUARTER

ENG	260	Introduction to Literature	5	0	0	5
SOC	215	Interpersonal Relationships and Communications	3	0	0	3
AIB	210	Money and Banking	4	0	0	4
BUS	127	Business Finance I	5	0	0	5
AIB	236	Marketing & Banking	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
			21	0	0	21

WINTER QUARTER

AIB	237	Home Mortgage Lending	4	0	0	4
AIB	233	Analysis of Financial Statements	4	0	0	4
PSY	206	Applied Psychology	3	0	0	3
AIB	205	Bank Management	4	0	0	4
AIB	231	Savings & Time Deposit	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
			19	0	0	19

SPRING QUARTER

AIB	203	Bank Investments	4	0	0	4
AIB	235	Loan and Discount	4	0	0	4
BUS	231	Professional Development	3	0	0	3
OSC	112	Records Management	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			14	0	0	14

Total Credit Hours Required for Degree

121

BUSINESS ADMINISTRATION T-018

Degree Program

Curriculum Description

The Business Administration curriculum is designed to prepare a student with the necessary skills for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world, organization and management.

The purpose of the curriculum is fulfilled through courses designed to develop competency in: (1) understanding the principles of organization and management in business operations, (2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the graduates will be prepared to function effectively in middle-management activities in business or industry.

BUSINESS ADMINISTRATION T-018

FIRST YEAR

FALL QUARTER			CLASS	LAB	SHOP/	
					CLIN.	CREDIT
CAS	160	Microcomputer Applications	4	2	0	5
OSC	100	Keyboarding I	2	0	3	3
ACC	170	Accounting I	3	2	0	4
BUS	109	Business Math	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			14	4	3	17

WINTER QUARTER

CAS	115	Word Processing I	3	2	0	4
BUS	161	Introduction to Business	5	0	0	5
ACC	172	Accounting II	3	2	0	4
MAT	160	Introduction to College Math	5	0	0	5
ENG	160	Composition I	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			21	4	0	23

SPRING QUARTER

ENG	103	Report Writing	3	0	0	3
BUS	117	Business Law	5	0	0	5
ACC	229	Taxes I	3	2	0	4
CAS	217	Spreadsheet	2	2	0	3
ACC	174	Accounting III	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			16	6	0	19

SUMMER QUARTER

BUS	236	Principles of Management	5	0	0	5
CAS	220	Advanced Spreadsheet	2	2	0	3
SPH	265	Fundamentals of Speech	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			12	2	0	13

SECOND YEAR

FALL QUARTER

BUS	238	Entrepreneurship	3	0	0	3
MKT	121	Marketing	5	0	0	5
ECO	261	Principles of Economics (Macro)	5	0	0	5
ENG	260	Introduction to Literature	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			18	0	0	18

WINTER QUARTER

CAS	120	Windows	1	2	0	2
BUS	127	Business Finance	5	0	0	5
CAS	230	Data Base Management Systems	2	2	0	3
ACC	205	Computerized Accounting	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			9	6	0	12

SPRING QUARTER

BUS	125	Personal Finance	3	0	0	3
CAS	236	Multimedia/Presentation Graphics	2	2	0	3
BUS	231	Professional Development	3	0	0	3
INS	247	Fundamentals of Risk & Insurance	3	0	0	3
		FREE ELECTIVE (MUST BE OUTSIDE MAJOR AREA)	<u>-</u>	<u>-</u>	<u>-</u>	<u>5</u>
			11	2	0	17

Total Credit Hours Required for Degree

119

BUSINESS COMPUTER PROGRAMMING T-022

Degree Program Curriculum Description

The primary objective of the Business Computer Programming curriculum is to prepare students to enter the employment field as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business applications, logic, flow charting, programming procedures and languages, and types, uses and operation of equipment.

For graduates of this curriculum, entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the graduate may enter jobs such as data processing manager, computer programmer manager, systems analyst and system manager.

BUSINESS COMPUTER PROGRAMMING T-022

FIRST YEAR

FALL QUARTER	CLASS	LAB	SHOP/ CLIN.	CREDIT	
BUS 161	Introduction to Business	5	0	0	5
CAS 160	Microcomputer Applications	4	2	0	5
OSC 100	Keyboarding I	2	0	3	3
BUS 109	Business Math	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		16	2	3	18

WINTER QUARTER

CAS 115	Word Processing I	3	2	0	4
CAS 120	Windows	1	2	0	2
BUS 125	Personal Finance	3	0	0	3
MAT 160	Introduction to College Math	5	0	0	5
ENG 160	Composition I	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		17	4	0	19

SPRING QUARTER

CAS 226	Operating Systems	1	2	0	2
ECO 261	Principles of Economics (Macro)	5	0	0	5
ENG 103	Report Writing	3	0	0	3
BUS 117	Business Law	5	0	0	5
CAS 217	Spreadsheet	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		16	4	0	18

SUMMER QUARTER

BUS	236	Principles of Management	5	0	0	5
CAS	220	Advanced Spreadsheet	2	2	0	3
SPH	265	Fundamentals of Speech	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			12	2	0	13

SECOND YEAR

FALL QUARTER

ACC	170	Accounting I	3	2	0	4
CAS	200	Desktop Publishing	2	2	0	3
ENG	260	Introduction to Literature	5	0	0	5
CSC	109	Introduction to Programming	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
			12	8	0	16

WINTER QUARTER

ACC	172	Accounting II	3	2	0	4
CSC	200	LAN Administration	3	2	0	4
CAS	230	Data Base Management Systems	2	2	0	3
CAS	234	Micro Communications	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			9	8	0	13

SPRING QUARTER

ACC	229	Taxes I	3	2	0	4
ACC	205	Computerized Accounting	1	2	0	2
CAS	236	Multimedia/Presentation Graphics	2	2	0	3
CAS	232	Advanced Data Base Management Systems	2	2	0	3
BUS	231	Professional Development	3	0	0	3
		FREE ELECTIVE (MUST BE OUTSIDE MAJOR AREA)	<u>-</u>	<u>-</u>	<u>-</u>	<u>5</u>
			11	8	0	20

Total Credit Hours Required for Degree

117

EARLY CHILDHOOD ASSOCIATE T-073

Diploma and Degree Programs

Curriculum Description

The Early Childhood Associate curriculum prepares students to work with programs and/or centers concerned with the care and development of infants and young children. Through study and application in such areas as child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents, graduates will be able to function effectively in various programs and/or centers dealing with preschool children.

Job opportunities for early childhood graduates are available in such areas as day care centers, nursery schools, kindergartens, child development centers, hospitals, rehabilitation clinics, evaluation clinics, camps and recreational centers.

EARLY CHILDHOOD ASSOCIATE T-073

FIRST YEAR

FALL QUARTER			CLASS	LAB	SHOP/	
					CLIN	CREDIT
EDU	100	Foundations of Early Childhood Education	3	2	0	4
EDU	101	Child Growth & Development (Infants to Five)	3	0	0	3
EDU	113	Early Childhood Experiences In Language Arts	3	0	6	5
EDU	107	Early Childhood Experiences In Microcomputers	2	3	0	3
			<hr/>	<hr/>	<hr/>	<hr/>
			11	5	6	15

WINTER QUARTER

EDU	105	First Aid & Safety for Young Children	3	0	0	3
EDU	114	Early Childhood Experiences In Music, Drama & Art	3	0	6	5
EDU	223	Developmental Language Arts	3	2	0	4
MAT	114	General Math I	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			14	2	6	17

SPRING QUARTER

EDU	110	Health & Nutrition for Young Children	3	2	0	4
PSY	115	The Exceptional Child	5	0	0	5
EDU	118	Human Development & Assessment	3	2	0	4
EDU	115	Motor Development in Early Childhood	3	0	6	5
			<u>14</u>	<u>4</u>	<u>6</u>	<u>18</u>

SUMMER QUARTER

EDU	116	Experiences in Math & Science for Young Children	3	0	6	5
EDU	125	Working with Parents	3	0	0	3
EDU	124	Communicating with Young Children	3	2	0	4
ENG	217	Children's Literature	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			14	2	6	17

Total Credit Hours Required for Diploma

67

SECOND YEAR

FALL QUARTER

PSY	260	Introduction to Psychology	5	0	0	5
EDU	202	Principles of Day Care Operations	3	2	0	4
ENG	160	Composition I	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			13	2	0	14

WINTER QUARTER

ENG	260	Introduction to Literature	5	0	0	5
SOC	260	Fundamentals of Sociology	5	0	0	5
EDU	121	Behavior Management	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			15	0	0	15

SPRING QUARTER

PSY	203	Child Psychology	5	0	0	5
SPH	265	Fundamentals of Speech	5	0	0	5
		FREE ELECTIVE (MUST BE OUTSIDE MAJOR AREA)	<u>-</u>	<u>-</u>	<u>-</u>	<u>5</u>
			10	0	0	15

Total Credit Hours Required for Degree

111

FOODSERVICE MANAGEMENT T-074

Certificate, Diploma and Degree Program

Curriculum Description

The Foodservice Management curriculum trains students at the supervisory or "middle management" level in foodservice with particular emphasis on institutional foodservice. Students completing the first year of this curriculum and desiring additional study in supervision and management may continue for the second year or exit after the fourth quarter with a diploma as Foodservice Specialist.

In addition to having a sound foundation in the science of food preparation and service, students will develop an understanding of the basic science and principles of quantity food preparation, an appreciation of accuracy and the use of standards in production, an increased knowledge of the space and equipment requirements for quantity food production and service operations of various types, and some ability to evaluate the effectiveness of the operation of a foodservice department. Also, students will understand pricing and cost controls, principles of nutrition as applied to institutional menu planning, safe methods of work performance and appreciation of sanitation and hygiene in a foodservice operation.

The career opportunities available to a graduate of the Foodservice management curriculum are dietetic assistant, food science supervisor, foodservice manager, dietary technician, unit manager and chef-manager. Employment opportunities are available in hospitals, nursing homes, child care centers, college and university foodservices, school foodservices, industrial cafeterias, private clubs, airline foodservices, food processing manufacturers, foodservice contract companies and commercial restaurants.

FOODSERVICE MANAGEMENT T-074

FIRST YEAR

FALL QUARTER			SHOP/			
			CLASS	LAB	CLIN	CREDIT
FSO	101	Introduction to Food Service	2	0	0	2
FSO	102	Food Prep I	3	2	0	4
FSO	104	Sanitation & Safety	3	0	0	3
OSC	100	Keyboarding I	2	0	3	3
ENG	160	Composition I	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			15	2	3	17

WINTER QUARTER

MAT	160	Intro. to College Math	5	0	0	5
SOC	215	Interpersonal Rel. and Comm.	3	0	0	3
FSO	112	Food Prep II	3	2	0	4
CAS	160	Microcomputer Applications	<u>4</u>	<u>2</u>	<u>0</u>	<u>5</u>
			15	4	0	17

SPRING QUARTER

SPH	265	Fundamentals of Speech	5	0	0	5
FSO	122	Food Prep. III	3	2	0	4
FSO	107	Baking I	3	4	0	5
FSO	106	Nutrition & Menu Planning	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
			15	6	0	18

SUMMER QUARTER

FSO	113	Dining Room Service	2	2	0	3
FSO	109	Food Production Management	3	0	0	3
FSO	108	Foodservice Personal Management	3	0	0	3
BUS	117	Business Law	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			13	2	0	14

Total Credit Hours Required for Diploma

66

SECOND YEAR

			SHOP/			
FALL QUARTER			CLASS	LAB	CLIN	CREDIT
ECO	261	Principals of Economics	5	0	0	5
FSO	202	Food Prep IV	2	4	0	4
FSO	204	Food Purchasing & Cost Control	3	0	0	3
FSO	217	Baking II	3	4	0	5
FSO	215	Modified Diets	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
			15	8	0	19

WINTER QUARTER

ENG	260	Intro. to Literature	5	0	0	5
FSO	207	Food Merchandising	3	2	0	4
FSO	212	Food Prep V	3	4	0	5
FSO	261	Catering	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			13	8	0	17

SPRING QUARTER

FSO	203	Layout and Design	3	0	0	3
BUS	272	Principles of Supervision	3	0	0	3
		Free Elective	5	0	0	5
FSO	206	Menu Analysis	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			14	0	0	14

Total Credit Hours Required for Degree

116

GENERAL TECHNOLOGY CURRICULUM CORE T-201

CURRICULUM DESCRIPTION

General Technology Curriculum Core is designed as a career mobility program for technical students to acquire the general education and related courses in subject areas such as humanities; communications; social sciences; general computer studies; and general graphics (drafting) and theoretical and applied sciences such as biology, chemistry, physics and mathematics that are foundation courses for specific curriculums in the technical field. After completion of this certificate curriculum, the student has job skills for occupations requiring communications skills and/or science and mathematics. The student may take this program as the first level in a specific technical curriculum as an intended objective component of that technical curriculum. Students may also take this program for transfer to a technical curriculum at another community college system institution either prior to or concurrently with enrollment at the institution at which they intend to pursue or are pursuing a technical curriculum degree.

GENERAL TECHNOLOGY CURRICULUM CORE T-201

RELATED	CLASS	LAB	QUARTER		
			CLIN	CREDIT	
BIO 206	Microbiology	4	2	0	5
BIO 209	Anatomy & Physiology I	4	2	0	5
BIO 210	Anatomy & Physiology II	4	2	0	5
CAS 160	Microcomputer Applications	4	2	0	5
OSC 100	Keyboarding I	<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>
		18	8	3	23
GENERAL EDUCATION					
PSY 260	Introduction to Psychology	5	0	0	5
ENG 160	Composition I	5	0	0	5
ENG 260	Introduction to Literature	5	0	0	5
SOC 260	Fundamentals of Sociology	5	0	0	5
	ELECTIVES	<u>0</u>	<u>0</u>	<u>0</u>	<u>7</u>
		20	0	0	20
	ELECTIVES	0	0	0	7

INDUSTRIAL ELECTRICAL/ELECTRONICS TECHNICIAN T-212

Diploma and Degree Program Curriculum Description

This curriculum is designed to train technicians for jobs in industry requiring knowledge of electrical and electronic installation, repair, maintenance, and service. Courses are designed to develop technicians competent in the practical applications of electrical/electronic theory and procedures for industrial machines and controls. Students learn code requirements, to read blueprints and schematics, to determine repair procedures, and to make necessary repairs and/or adjustments.

The graduate of this curriculum is prepared to maintain and service industrial electrical/electronic equipment found in most industrial environments.

INDUSTRIAL ELECTRICAL/ELECTRONICS TECHNICIAN T-212

FIRST YEAR

FALL QUARTER			CLASS	LAB	SHOP/ CLIN.	CREDIT
MAT	106	Math I	5	0	0	5
ELN	113	AC/DC Electronics	5	0	15	10
ELN	105	Technical Documentation	<u>1</u>	<u>0</u>	<u>3</u>	<u>2</u>
			11	0	18	17

WINTER QUARTER

MAT	107	Math II	5	0	0	5
ELN	155	Solid State	5	0	12	9
ELC	126	National Electric Code	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
			12	0	12	16

SPRING QUARTER

PHY	110	Physics I	4	2	0	5
ELN	128	Digital Fundamentals	4	0	6	6
ELC	137	Motors & Controls	<u>2</u>	<u>0</u>	<u>9</u>	<u>5</u>
			10	2	15	16

SUMMER QUARTER

ENG	160	Composition	5	0	0	5
ELN	141	Microprocessors	4	0	6	6
ELC	125	Industrial Wiring	<u>2</u>	<u>0</u>	<u>9</u>	<u>5</u>
			11	0	15	16

Total Credit Hours Required for Diploma 65

SECOND YEAR

FALL QUARTER

CAD	200	Computer Aided Design I	1	0	3	2
ENG	115	Oral Communications	3	0	0	3
SOC	102	Principles of Sociology	3	0	0	3
ELN	229	Industrial Measurements & Controls	3	0	3	4
ELN	228	Microprocessor Systems Interfacing & Troubleshooting	4	0	6	6
			<u>14</u>	<u>0</u>	<u>12</u>	<u>18</u>

WINTER QUARTER

CAD	202	Computer Aided Design II	1	0	3	2
ENG	103	Report Writing	3	0	0	3
CAS	160	Microcomputer Applications	4	2	0	5
ELN	231	Industrial Measurements & Controls	3	0	3	4
ELN	232	Programmable Controls	<u>4</u>	<u>0</u>	<u>6</u>	<u>6</u>
			15	2	12	20

SPRING QUARTER

ENG	260	Introduction to Literature	5	0	0	5
ISC	102	Industrial Safety	3	0	0	3
ELN	225	Student Project	3	0	6	5
ELN	230	Electro-Mechanical Troubleshooting	3	0	3	4
		FREE ELECTIVE (MUST BE OUTSIDE MAJOR AREA)	<u>-</u>	<u>-</u>	<u>-</u>	<u>5</u>
			14	0	9	22

ALTERNATES/PART-TIME EVENING

ELN	113A	AC/DC Electronics	4	0	6	6
ELN	113B	AC/DC Electronics	1	0	9	4
ELN	155A	Solid State	3	0	6	5
ELN	155B	Solid State	2	0	6	4
ELC	137A	Motors & Controls	1	0	6	3
ELC	137B	Motors & Controls	1	0	3	2
ELC	125A	Industrial Wiring	1	0	6	3
ELC	125B	Industrial Wiring	2	0	3	3

Total Credit Hours Required for Degree**125**

INDUSTRIAL MAINTENANCE TECHNOLOGY T-119

Diploma & Degree Programs

Curriculum Description

The Industrial Maintenance Technology curriculum is designed specifically to teach students to maintain, repair and service sophisticated production equipment such as automated and numerically controlled machines used by industry. Training in theory and practical skills will provide the knowledge needed to inspect, diagnose, repair and install industrial, electrical and mechanical equipment.

The curriculum is structured to provide employable skills early in the program in areas such as welding, machine shop, hydraulics and pneumatics, metallurgy and electricity. Students who demonstrate leadership qualities, aptitude and interest in the field may continue in the second year of the program to study maintenance management, rigging, material handling, quality control and supervision.

INDUSTRIAL MAINTENANCE TECHNOLOGY T-119

FIRST YEAR

				HOURS			
				SHOP/			
FALL QUARTER				CLASS	LAB	CLIN.	CREDIT
ELC	113	Direct & Alternating Current		4	0	12	8
MAT	106	Math I		5	0	0	5
ELN	104	Instruments & Measurements		<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>
				11	0	15	16
WINTER QUARTER							
MAT	107	Math II		5	0	0	5
HYD	105	Introduction to Fluid Power		2	0	3	3
MEC	132	Industrial Rigging		2	0	3	3
MEC	112	Machine Shop Processes		2	0	3	3
DFT	122	Basic Drafting		2	0	3	3
ENG	160	Composition I		<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
				18	0	12	22
SPRING QUARTER							
ELC	121	Electrical Control Systems		3	0	6	5
ENG	115	Oral Communications		3	0	0	3
AHR	119	Introduction to Cooling/ Heating Systems		2	0	3	3
PLU	110	Plumbing and Pipe Fitting		2	0	3	3
PHY	110	Physics I		<u>4</u>	<u>2</u>	<u>0</u>	<u>5</u>
				14	2	12	19

SUMMER QUARTER

WLD	101	Basic Welding	2	0	3	3
MNT	231	Mechanical Maintenance I	1	0	6	3
ELN	125	Solid State Electronics Systems I	3	0	6	5
ISC	102	Industrial Safety	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	0	15	14

Total Credit Hours Required for Diploma

71

SECOND YEAR

FALL QUARTER

SOC	102	Principles of Sociology	3	0	0	3
ELN	126	Solid State Electronics Systems II	3	0	6	5
CAS	160	Microcomputer Applications	<u>4</u>	<u>2</u>	<u>0</u>	<u>5</u>
			10	2	6	13

WINTER QUARTER

MNT	232	Mechanical Maintenance II	1	0	6	3
ENG	103	Report Writing	3	0	0	3
CAS	225	Computerized Preventative Maintenance Program	5	0	0	5
		FREE ELECTIVE (MUST BE OUTSIDE MAJOR AREA)	-	-	-	5
WLD	103	Basic Gas Welding	<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>
			9	0	9	17

SPRING QUARTER

ELM	235	Plan Industrial Installation	3	0	12	7
ELN	26B	Programmable Controls	2	0	3	3
ENG	260	Introduction to Literature	5	0	0	5
HYD	234	Pneumatics/Hydraulics Systems	<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>
			12	0	18	18

ALTERNATES/PART-TIME EVENING

ELC	113A	Direct & Alternating Current	2	0	6	4
ELC	113B	Direct & Alternating Current	2	0	6	4
ELC	121A	Electrical Control Systems	2	0	3	3
ELC	121B	Electrical Control Systems	1	0	3	2
ELM	235A	Plan Industrial Installation	2	0	6	4
ELM	235B	Plan Industrial Installation	1	0	6	3

Total Credit Hours Required for Degree

119

LAW ENFORCEMENT TECHNOLOGY

T-064

Degree Program

Curriculum Description

The Law Enforcement Technology curriculum prepares graduates for a career in the law enforcement services occupations field and other allied occupations. Law Enforcement occupations require a thorough understanding of criminal behavior, criminal investigation, interpersonal communications, law, patrol operations, psychology, sociology, traffic management and other aspects of law enforcement administration and operations.

Job opportunities are available with federal, state, county and municipal governments. In addition, the knowledge, skills and abilities acquired in this course of study qualifies one for job opportunities with private enterprise in such areas as industrial, retail and private security.

LAW ENFORCEMENT TECHNOLOGY

T-064

FIRST YEAR

FALL QUARTER

			CLASS	LAB	CREDIT
MAT	160	Introduction to College Math	5	0	5
ENG	160	Composition I	5	0	5
POL	102	United States Government	3	0	3
CJC	101	Introduction to Criminal Justice	5	0	5
PSY	260	Introduction to Psychology	<u>5</u>	<u>0</u>	<u>5</u>
			23	0	23

WINTER QUARTER

ENG	165	Composition II	5	0	5
CJC	220	Police Organization and Administration	3	0	3
CJC	103	Introduction to Corrections	3	0	3
CJC	260	Research Techniques in Criminal Justice	5	0	5
			<u>16</u>	<u>0</u>	<u>16</u>

SPRING QUARTER

SPH	265	Fundamentals of Speech	5	0	5
CJC	106	Identification Techniques	3	2	4
BIO	161	Biology I	5	2	6
POL	165	State & Local Government	<u>5</u>	<u>0</u>	<u>5</u>
			18	4	20

SECOND YEAR

FALL QUARTER

ENG	260	Introduction to Literature	5	0	5
CJC	115	Criminal Law I	3	0	3
CJC	221	Police Supervision	3	0	3
CJC	105	Introduction to Criminology	5	0	5
CJC	240	Firearms & Defensive Tactics	<u>3</u>	<u>2</u>	<u>4</u>
			19	2	20

WINTER QUARTER

CAS	160	Microcomputer Applications	4	2	5
CJC	116	Criminal Law II	3	0	3
CJC	211	Introduction to Criminology	4	0	4
CJC	225	Criminal Procedure	2	0	2
CJC	217	Laws of Arrest, Search, & Seizure	<u>5</u>	<u>0</u>	<u>5</u>
			18	2	19

SPRING QUARTER

CJC	210	Criminal Investigation	5	0	5
CJC	205	Criminal Evidence	3	0	3
PSY	230	Human Relations	3	0	3
CJC	201	Traffic Planning & Management	5	0	5
		FREE ELECTIVE (MUST BE OUTSIDE MAJOR AREA)	<u>-</u>	<u>-</u>	<u>5</u>
			16	0	21

Total Credit Hours Required for Degree

119

RESPIRATORY CARE TECHNOLOGY

T-091

THERAPISTS AND TECHNICIANS

Diploma and Degree Programs

Curriculum Description

The Respiratory Care Technology curricula offers career education options for respiratory therapists and/or respiratory therapy technicians. RCC has implemented the Respiratory Therapist Program only.

The respiratory therapists specializes in the application of scientific knowledge and theory to practical, clinical problems of respiratory care. Knowledge and skills for performing these functions are usually achieved through two or more years of academic and clinical preparation. The respiratory therapist is qualified to assume primary clinical responsibility for all respiratory care modalities, including responsibilities involved in supervision of respiratory technician functions. The therapist is frequently required to exercise considerable independent, clinical judgment in the respiratory care of patients under the direct or indirect supervision of a physician. Further, the therapist is capable of serving as a technical resource person to the physician with regard to current practices in respiratory care, and the hospital staff as to effective and safe methods for administering respiratory care.

The technician's role does not require the exercising of independent, clinical judgment; however, the technician is expected to adjust or modify therapeutic techniques within well-defined procedures based on a limited range of patient responses. Therefore, the effective use of the technician, especially in the critical care setting, requires the supervision of a respiratory therapist or a physician experienced in respiratory care. Knowledge and skills for performing these functions are usually achieved through one or more years of academic and clinical preparation.

Graduates of the technician and therapist curricula are eligible to apply for admission to the Entry Level Respiratory Therapy Practitioner (CRTT) examination given by the National Board for Respiratory Care. Graduates of the therapist level curriculum are eligible to apply for admission to the Advanced Respiratory Care Practitioner (RRT) examination.

Graduates may be employed in a wide variety of health related areas including hospitals (in respiratory care, special services, cardiopulmonary, anesthesiology, or pulmonary medicine departments), respiratory equipment sales and rental companies, rehabilitation centers, skilled nursing care facilities, and educational and research institutions.

Individuals desiring a career in respiratory care technology should take biology, algebra and chemistry courses prior to entering program.

RESPIRATORY CARE TECHNOLOGY T-091

FIRST YEAR

FALL QUARTER			SHOP/			
			CLASS	LAB	CLIN	CREDIT
BIO	209	Anatomy and Physiology I	4	2	0	5
MAT	160	Introduction to College Math	5	0	0	5
ENG	160	Composition I	5	0	0	5
RSP	141	Theories & Principles I	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
			16	6	0	19

WINTER QUARTER

BIO	210	Anatomy & Physiology II	4	2	0	5
RSP	142	Theories & Principles II	2	4	0	4
SPH	265	Fundamentals of Speech	5	0	0	5
SOC	260	Fundamental of Sociology	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			16	6	0	19

SPRING QUARTER

RSP	146	Cardiopulmonary Anatomy/ Physiology	4	0	0	4
PHY	161	Physical Science	5	2	0	6
RSP	143	Theories & Principles II	2	4	0	4
BIO	206	Microbiology	4	2	0	5
ENG	260	Introduction to Literature	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			20	8	0	24

SUMMER QUARTER

RSP	151	Cardiopulmonary Pharmacology	3	0	0	3
RSP	152	Pulmonary Pathophysiology	3	0	0	3
RSP	144	Theories & Principles IV	2	4	0	4
RSP	160	Clinical Experience I	0	0	18	6
RSP	153	Intensive Respiratory Care	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			10	6	18	19

Exit Point for Technician Students

Total Credit Hours Required for Diploma

81

SECOND YEAR

FALL QUARTER

RSP	260	Clinical Experience II	0	0	27	9
RSP	251	Theories & Principles V	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
			2	4	27	13

WINTER QUARTER

RSP	261	Clinical Experience III	0	0	27	9
RSP	252	Theories & Principles V	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
			2	4	27	13

SPRING QUARTER

RSP	262	Clinical Experience V	0	0	27	9
RSP	253	Theories & Principles VII	2	4	0	4
		FREE ELECTIVE				
		(MUST BE OUTSIDE MAJOR AREA)	-	-	-	5
			<u>2</u>	<u>4</u>	<u>27</u>	<u>18</u>

Total Credit Hours Required for Degree

125

AIR CONDITIONING, HEATING & REFRIGERATION V-024

Diploma & Advanced Diploma Programs

Curriculum Description

The Air Conditioning, Heating and Refrigeration curriculum develops an understanding of the basic principles involved in the construction, installation, operations and maintenance of climate control equipment. Courses in blueprint reading, duct construction, welding, circuits and controls, math, science and general education are included to help provide supporting skills necessary for the mechanic to function successfully in the trade.

The air conditioning, heating and refrigeration mechanic installs, maintains, services and repairs environmental control systems in residences, department and food stores, office building, industries, restaurants, institutions and commercial establishments. Job opportunities exist with companies that specialize in air conditioning, heating and commercial refrigeration installation and service. The graduate should be able to assist in installing mechanical equipment, duct work, and electrical controls necessary in residential and commercial projects. With experience, the graduate should be able to service various air conditioning, heating and refrigeration components; troubleshoot systems; and provide the preventive maintenance required by mechanical equipment. This person may be employed in areas of maintenance, installation, sales and service in the field of air conditioning, heating and cooling.

AIR CONDITIONING, HEATING, & REFRIGERATION V-024

FIRST YEAR

FALL QUARTER			SHOP/			
			CLASS	LAB	CLIN.	CREDIT
RED	1106	Reading Skills Improvement	2	2	0	3
ELC	1150	Basic Electricity	2	2	0	3
AHR	1115	Fundamentals of Heating	1	2	0	2
AHR	1116	Servicing Heating Equipment	2	0	9	5
MAT	1101	Fundamentals of Math	3	2	0	4
BPR	1119	Blueprint Reading	<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>
			10	8	12	18

WINTER QUARTER

AHR	1121	Principles of Refrigeration	3	0	9	6
WLD	1107	Basic Gas Welding	1	0	3	2
PHY	1101	Applied Science I	3	2	0	4
ELC	1151	Applied Wiring Diagrams	1	0	3	2
AHR	1103	Applied Electricity for HVAC Systems	2	0	3	3
			<u>10</u>	<u>2</u>	<u>18</u>	<u>17</u>

SPRING QUARTER

AHR	1129	Fundamentals of Air Conditioning	5	0	0	5
AHR	1117	Air Conditioning Servicing	3	0	12	7
AHR	1104	Applied Electronics for HVAC Systems	2	0	3	3
ISC	1101	Occupational Skills	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			13	0	15	18

SUMMER QUARTER

AHR	1130	All-Weather Systems	3	0	9	6
AHR	1131	All-Weather Systems	4	0	9	7
ENG	1102	Communication Skills	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			10	0	18	16

Total Credit Hours Required for Diploma

69

SECOND YEAR

FALL QUARTER

AHR	1132	Advanced Heat Pump	2	0	6	4
AHR	1133	Advanced Air Conditioning	2	0	3	3
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			7	0	9	10

WINTER QUARTER

MAT	1114	Technical Algebra	5	0	0	5
AHR	1135	Hydronic Heating Systems	1	2	0	2
ENG	1105	Verbal Communication	3	0	0	3
AHR	1120	Duct Construction and Maintenance	3	0	6	5
			<u>12</u>	<u>0</u>	<u>6</u>	<u>15</u>

SPRING QUARTER

AHR	1140	Residential Heating and Cooling	5	4	0	7
AHR	1141	Commercial Heating and Cooling	5	4	0	7
			<u>10</u>	<u>8</u>	<u>0</u>	<u>14</u>

ALTERNATES/PART-TIME EVENING

AHR	1116A	Servicing Heating Equipment	1	0	6	3
AHR	1116B	Servicing Heating Equipment	1	0	3	2
AHR	1117A	Air Conditioning Servicing	2	0	6	4
AHR	1117B	Air Conditioning Servicing	1	0	6	3
AHR	1121A	Principles of Refrigeration	2	0	6	4
AHR	1121B	Principles of Refrigeration	1	0	3	2
AHR	1130A	All-Weather Systems: Conventional	2	0	6	4
AHR	1130B	All-Weather Systems: Conventional	1	0	3	2
AHR	1131A	All-Weather Systems: Heat Pumps	2	0	6	4
AHR	1131B	All-Weather Systems: Heat Pumps	2	0	3	3

Total Credit Hours Required for Advanced Diploma**108**

COSMETOLOGY V-009

Diploma Program Curriculum Description

The field of cosmetology is based on scientific principles of beauty, culture, both theory and practical. The curriculum provides instruction and practice in shampooing, scalp treatments, styling, tinting, hair cutting, permanent waving, chemical reformation, marceling, airwaving, facials, massage, manicure, pedicure, and wig services.

After successfully completing this program and passing a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a graduate is issued a registered cosmetologist's license. The cosmetologist is called upon to advise men and women on problems of makeup, care of hair, skin, and nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

COSMETOLOGY V-009

FALL QUARTER

			CLASS	LAB	CREDIT
COS	1101	Introduction to Cosmetology	6	0	6
COS	1102	Mannequin Practice	2	21	9
ENG	1102	Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
			11	21	18

WINTER QUARTER

COS	1103	Cosmetology Theory I	6	0	6
COS	1104	Cosmetology Skills I	2	21	9
PSY	1103	Human Relations I	<u>3</u>	<u>0</u>	<u>3</u>
			11	21	18

SPRING QUARTER

COS	1105	Cosmetology Theory II	6	0	6
COS	1106	Cosmetology Skills II	2	21	9
PSY	1104	Human Relations II	<u>3</u>	<u>0</u>	<u>3</u>
			11	21	18

SUMMER QUARTER

COS	1107	Salon Management	6	0	6
COS	1108	Cosmetology Skills III	<u>2</u>	<u>21</u>	<u>9</u>
			8	21	15

FALL QUARTER (OPTIONAL)

COS 1110	Cosmetology Skills IV	0	30	10
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ALTERNATES/PART-TIME EVENING

COS 1101A	Introduction to Cosmetology	3	0	3
COS 1101B	Introduction to Cosmetology	3	0	3
COS 1102A	Mannequin Practice	2	9	5
COS 1102B	Mannequin Practice	0	12	4
COS 1103A	Theory of Cosmetology I	3	0	3
COS 1103B	Theory of Cosmetology I	3	0	3
COS 1104A	Cosmetology Skills I	2	9	5
COS 1104B	Cosmetology Skills I	0	12	4
COS 1105A	Theory of Cosmetology	3	0	3
COS 1105B	Theory of Cosmetology	3	0	3
COS 1106A	Cosmetology Skills II	2	9	5
COS 1106B	Cosmetology Skills II	0	12	4
COS 1107A	Salon Management	3	0	3
COS 1107B	Salon Management	3	0	3
COS 1108A	Cosmetology Skills III	2	9	5
COS 1108B	Cosmetology Skills III	0	12	4
COS 1110A	Cosmetology Skills IV	0	15	5
COS 1110B	Cosmetology Skills IV	0	15	5

Total Credit Hours Required for Graduation**69**

ELECTRICAL INSTALLATION V-018

Diploma Program Curriculum Description

The Electrical Installation curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice assisting in the layout and installation, of electrical systems in residential, commercial or industrial settings.

ELECTRICAL INSTALLATION V-018

			SHOP/			
FALL QUARTER			CLASS	LAB	CLIN.	CREDIT
ELC	101	Direct Current	2	0	6	4
ELC	103	Basic Wiring Practices I	2	0	6	4
MAT	106	Math I	5	0	0	5
BPR	101	Blueprint Reading for Construction Trade	3	0	0	3
ELC	105	Electrical Formulas and Computations	3	0	0	3
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			15	0	12	19
WINTER QUARTER						
ELC	102	Alternating Current	2	4	0	4
ELC	104	Basic Wiring Practices II	3	0	9	6
CAS	160	Microcomputer Applications	4	2	0	5
MAT	107	Math II	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			14	6	9	20
SPRING QUARTER						
ELC	107	Industrial Control Fundamentals	3	0	12	7
ELC	108	Electrical Blueprints and Schematics	2	0	0	2
PHY	110	Physics	4	2	0	5
SOC	102	Principles of Sociology	3	0	0	3
ELC	126	National Electric Code	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
			14	2	12	19

SUMMER QUARTER

ELC	110	Commercial and Industrial Wiring	5	0	12	9
ELN	101	Industrial Electronics	3	2	0	3
ELN	268	Programmable Controls	2	0	3	3
ENG	115	Oral Communications	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			13	2	15	19

Total Credit Hours Required for Diploma**77****ALTERNATES/PART-TIME EVENING**

BPR	101A	Blueprint Reading for Construction Trade	3	0	0	3
ELC	101A	Direct Current	2	0	6	4
ELC	102A	Alternating Current	2	4	0	4
ELC	103A	Basic Wiring Practices I	2	0	6	4
ELC	104A	Basic Wiring Practices II	1	0	6	3
ELC	104B	Basic Wiring Practices II	2	0	3	3
ELC	105A	Electrical Formulas and Computations	3	0	0	3
ELC	107A	Industrial Control Fundamentals	2	0	6	4
ELC	107B	Industrial Control Fundamentals	1	0	6	3
ELC	108A	Electrical Blueprints and Schematics	2	0	0	2
ELC	110A	Commercial and Industrial Wiring	3	0	6	5
ELC	110B	Commercial and Industrial Wiring	2	0	6	4
ELC	126A	National Electric Code	2	0	0	2
ELN	101A	Industrial Electronics	3	2	0	4
ELN	268A	Programmable Controls	2	0	3	3

BASIC LAW ENFORCEMENT TRAINING T-189

Certificate Program Curriculum Description

The Basic Law Enforcement Training certificate program prepares individuals to take the Basic Training Law Enforcement Officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriff's Education and Training Standards Commission. Successful completion of this certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and/or the Sheriffs' Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge, and skills to function as an inexperienced law enforcement officer.

Job opportunities are available with state, county, and municipal governments in North Carolina. In addition, knowledge, skills, and abilities acquired in this course of study qualifies an individual for job opportunities with private enterprise in such areas as industrial, retail, and private security.

BASIC LAW ENFORCEMENT TRAINING T-189

Course and Hour Requirements:

MAJOR COURSE:	SHOP/		
	CLASS	CLIN.	CREDIT
CJC 252 Basic Law Enforcement Train	16	30	26
TOTAL CREDIT HOURS REQUIRED FOR CERTIFICATE			26

A student completing our Basic Law Enforcement Training course may apply for proficiency credit for the courses listed below in our Associate Degree Law Enforcement Technology program.

CJC 240	Firearms and Defensive Tactics	4
CJC 115	Criminal Law I	3
CJC 116	Criminal Law II	3
CJC 217	Laws of Arrest, Search and Seizure	5
CJC 205	Criminal Evidence	3
CJC 103	Introduction to Corrections	<u>3</u>
		21

NURSING ASSISTANT V-072

Certificate Program

Curriculum Description

The Nursing Assistant curriculum prepares graduates to assist registered and practical nurses and physicians in carrying out nursing care and services to patients. The nursing assistant performs simple health care procedures such as bathing and feeding patients, providing comfort measures, positioning patients, preparing patients for physical examinations and special tests, observing and recording vital signs, admitting, transferring and discharging patients, and collecting specimens.

Graduates may be employed in hospitals, clinics, doctors' offices, nursing homes and extended care facilities.

Individuals desiring a career in nursing assistant should, if possible, take English, biology and social science courses prior to entering the program.

NURSING ASSISTANT V-072

			CLASS	LAB	SHOP/ CLIN.	CREDIT
NUR	3023	Nursing Assistant I	2	2	6	5
Total Credit Hours Required for RCC Certificate						5
NUR	3024	Nursing Assistant II	3	4	9*	8
Total Credit Hours Required for RCC Certificate						8
NUR	3025	Home Care	2	2	0	3
Total Credit Hours Required for RCC Certificate						3
Total Contact Hours Required for Certificate						330
Total Credit Hours Required for Certificate						16

*The North Carolina Board of Nursing requests that 3 of the 99 clinical hours be used in classroom teaching in order to meet the 80 hours of theory required for Nursing Assistant II's.

DEVELOPMENTAL STUDIES V-099

Curriculum Program

The Developmental Studies program is designed to increase students' likelihood of success by remedying deficiencies in English, reading, and math.

Entering students, whether recently graduated from high school, or older persons returning to school, are given a basic skills test to determine need for placement into developmental courses. Students are assigned to the appropriate courses and levels depending on test scores, high school transcripts, and chosen curriculum.

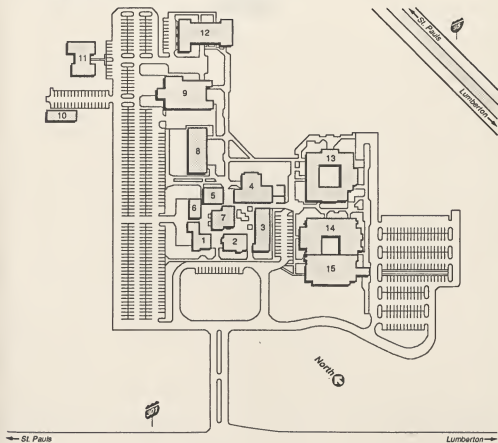
Developmental Studies leads to academic skills acquisition and personal growth through small classes, close interaction with instructor, carefully sequenced skill development, immediate feedback, and reinforcement of positive attitudes toward learning.

DEVELOPMENTAL STUDIES

V-099

ENGLISH			CLASS	LAB	CREDIT
ENG	085	Spelling for College Students	2	0	2
ENG	090	Grammar	5	0	5
ENG	095	Writing Skills	3	2	4
MATHEMATICS					
MAT	090	Math Review	5	0	5
MAT	095	Fundamentals of Basic Math	5	0	5
MAT	097	Pre-Algebra	5	0	5
READING					
RED	085	Study Skills	3	2	4
RED	090	Reading Enrichment I	3	2	4
RED	095	Reading Enrichment II	3	2	4
RED	097	College Reading	3	2	4

Campus Map



- Building 1:** Electronics, welding
- Building 2:** Administration, business office
- Building 3:** Adult & continuing education, literacy education, cosmetology
- Building 4:** Library
- Building 5:** Curriculum administration, general classroom
- Building 6:** Maintenance department
- Building 7:** Science labs, general classrooms
- Building 8:** Nursing, respiratory care, labs, general classrooms
- Building 9:** Vocational: air conditioning, auto mechanics, carpentry, electrical installation & maintenance, drafting lab
- Building 10:** Institutional storage facility
- Building 11:** *Emergency services education:* administration, classrooms for fire, BLET & emergency medical personnel

- Building 12:** Auto body repair, industrial maintenance, industrial labs, continuing education labs, general classrooms, law enforcement
- Building 13:** *Student services:* admissions, records, administrative computer center, counseling, financial aid, student government, cafeteria, lounge, bookstore
- Building 14:** *First floor:* business education, continuing education labs, print shop, media center
Second floor: business education programs, small business center, general classrooms, HRD
- Building 15:** A. D. Lewis Auditorium, board room

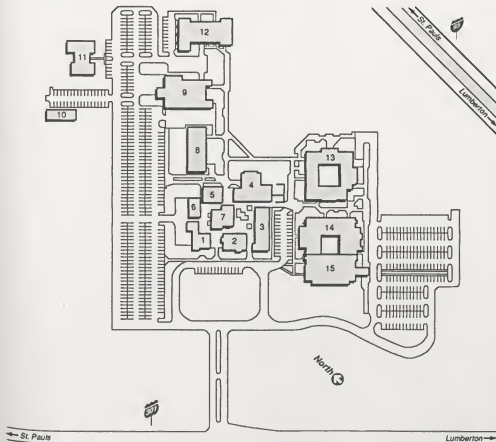
Note: Visitor parking in front of Buildings 1 & 2, between Buildings 3 & 14, and in front of Building 13

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ROBESON
COMMUNITY COLLEGE



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