



Rockingham
COMMUNITY COLLEGE

**2016 - 2017 Catalog and
Student Handbook**

Rockingham Community College Catalog 2016 - 2017

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www.rockinghamcc.edu**

Rockingham Community College reserves the right to make changes in regulations, courses, schedules, fees, office locations, and other matters of policy and procedures as and when deemed necessary.

Table of Contents

<p>Greetings from the President2</p> <p>Rockingham Community CollegeBoard of Trustees .. 3</p> <p>Accreditation4</p> <p>Statements of Mission, Purpose, and Values6</p> <p style="padding-left: 20px;">Mission6</p> <p style="padding-left: 20px;">Purpose6</p> <p style="padding-left: 20px;">Values6</p> <p>Equal Opportunity/Affirmative Action7</p> <p>Nondiscrimination Policy7</p> <p>Americans with Disabilities Act (ADA)7</p> <p>Admission and Enrollment Information8</p> <p style="padding-left: 20px;">Admission Policies and Procedures8</p> <p style="padding-left: 20px;">The Open Door Policy8</p> <p style="padding-left: 20px;">General Admission Requirements for Curriculum</p> <p style="padding-left: 40px;">Programs8</p> <p style="padding-left: 20px;">Admission to Curriculum Programs9</p> <p style="padding-left: 20px;">Readmission to Curriculum Programs12</p> <p style="padding-left: 20px;">New Student Orientation13</p> <p style="padding-left: 20px;">Special Credit Students13</p> <p style="padding-left: 20px;">Foreign Education Credits from Secondary and/or ..</p> <p style="padding-left: 40px;">Post-Secondary Institutions14</p> <p style="padding-left: 20px;">High School Student Enrollment Options15</p> <p style="padding-left: 20px;">Home School Students15</p> <p style="padding-left: 20px;">Student Records15</p> <p style="padding-left: 20px;">Prerequisite and Corequisite Requirements16</p> <p style="padding-left: 20px;">Course Substitution16</p> <p style="padding-left: 20px;">Credit through Education, Testing, and Other</p> <p style="padding-left: 40px;">Educational Experiences16</p> <p>Distance Learning20</p> <p>Registration, Tuition, and Fees22</p> <p style="padding-left: 20px;">Registration22</p> <p style="padding-left: 20px;">Course Load/Enrollment Status22</p> <p style="padding-left: 20px;">Schedule Changes22</p> <p style="padding-left: 20px;">Course Section Codes23</p> <p style="padding-left: 20px;">Tuition and Fees23</p> <p style="padding-left: 20px;">Curriculum Programs of Study (subject to change) .23</p> <p style="padding-left: 20px;">Establishment of Residency23</p> <p style="padding-left: 20px;">Student Activity Fees (subject to change)24</p> <p style="padding-left: 20px;">No-Show Procedure25</p> <p style="padding-left: 20px;">Tuition Refunds25</p> <p style="padding-left: 20px;">Curriculum25</p> <p style="padding-left: 20px;">Occupational Extension25</p> <p style="padding-left: 20px;">Additional Costs26</p> <p>Financial Aid27</p> <p style="padding-left: 20px;">Financial Aid Policy27</p> <p style="padding-left: 20px;">Rights and Responsibilities of Financial Aid Students28</p> <p style="padding-left: 20px;">Types of Available Financial Aid29</p> <p style="padding-left: 20px;">Loan Funds30</p>	<p>Other Sources and Procedural Information30</p> <p>Calculation of Financial Aid Awards30</p> <p>Financial Aid Satisfactory Academic Progress Policy 31</p> <p>Financial Aid Warning/Probation31</p> <p>Financial Aid Suspension/Termination31</p> <p>Appeal Procedure32</p> <p>Additional Financial Aid Information32</p> <p>Department of Veterans Affairs34</p> <p>Academic Information39</p> <p style="padding-left: 20px;">Academic Regulations39</p> <p style="padding-left: 20px;">Grading39</p> <p style="padding-left: 20px;">Grades41</p> <p style="padding-left: 20px;">Satisfactory/Unsatisfactory Grading Option44</p> <p style="padding-left: 20px;">Satisfactory/Unsatisfactory Policy44</p> <p style="padding-left: 20px;">Grade Point Average (GPA)44</p> <p style="padding-left: 20px;">Grade Forgiveness Policy44</p> <p style="padding-left: 20px;">Grade Forgiveness Procedure45</p> <p style="padding-left: 20px;">Grade (Final) Changes45</p> <p style="padding-left: 20px;">Procedure for Grade Change45</p> <p style="padding-left: 20px;">Academic Progress Policy and Procedure46</p> <p style="padding-left: 20px;">Review of Academic Standing Based Upon Program</p> <p style="padding-left: 40px;">Change46</p> <p style="padding-left: 20px;">Unsatisfactory Academic Standing Categories46</p> <p style="padding-left: 20px;">Repeat of a Completed Course47</p> <p style="padding-left: 20px;">Change of Student’s Program47</p> <p style="padding-left: 20px;">Class Attendance48</p> <p style="padding-left: 20px;">Withdrawals49</p> <p style="padding-left: 20px;">Withdrawals from the College50</p> <p style="padding-left: 20px;">Withdrawals from Programs50</p> <p style="padding-left: 20px;">Independent Study51</p> <p style="padding-left: 20px;">Application for Graduation51</p> <p style="padding-left: 20px;">Transcript Requests52</p> <p style="padding-left: 20px;">Employer Guarantee52</p> <p style="padding-left: 20px;">College Awards and Honors52</p> <p style="padding-left: 20px;">Academic Excellence Award52</p> <p style="padding-left: 20px;">Excellence in Teaching Award53</p> <p style="padding-left: 20px;">Meritorious Service Award53</p> <p style="padding-left: 20px;">Student Academic Honors and Honors Organizations53</p> <p>2015 Performance Measures for Student Success55</p> <p>Bachelor’s Degree Options57</p> <p>Continuing Education58</p> <p style="padding-left: 20px;">Minor Enrollment Policy58</p> <p style="padding-left: 20px;">Occupational Extension58</p> <p style="padding-left: 20px;">Human Resources Development (HRD)58</p> <p style="padding-left: 20px;">Career Readiness Certificate (CRC)59</p> <p style="padding-left: 20px;">Customized Training59</p> <p style="padding-left: 20px;">Small Business Center59</p> <p style="padding-left: 20px;">Basic Skills Programs59</p>
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Self-Supporting Courses60	Counseling and Advisement Services216
Eaglemania60	Academic Advisement216
Curriculum Programs of Study61	Student Success Coaches216
Associate in Applied Science61	Faculty Advisors217
Associate Degree61	College Transfer & Career Center218
Diploma61	On-Campus Recruiting218
Certificate61	Job Opportunity Listings218
Accounting (A25100)65	Counseling Services218
Air Conditioning, Heating & Refrigeration Technology (D35100)		Disabilities Services219
Two-year, Part-time Evening Program67	The Learning Center (TLC)220
Associate Degree Nursing (A45110)69	Student Support Services Program220
Basic Law Enforcement Training (C55120)73	Gerald B. James Library220
Brewing, Distillation and Fermentation74	Library Use Policy221
Business Administration (A25120)77	WebAdvisor222
Computer-Integrated Machining (A50210) Full-time Day Program80	Other Campus Services for Students223
Cosmetology (A55140)82	Bookstore223
Criminal Justice Technology (A55180)84	Campus Safety and Security223
Criminal Justice Technology86	Campus Vehicle Regulations and Registration224
Financial Crime/Computer Fraud (A5518B)86	Food and Vending Service225
Early Childhood Education (A55220)88	Identification Cards225
Electrical Systems Technology (A35130)93	Student Email225
Part-time Evening Program93	Minor First Aid Services226
Electronics Engineering Technology (A40200) Full-time Day Program96	Emergencies226
Fire Protection Technology (A55240)99	Opportunities For Student Involvement227
General Occupational Technology (A55280)	100	Student Life227
Horticulture Technology (A15240)	101	Student Clubs and Organizations227
Full-time Evening Program	101	Sports and Recreational Opportunities228
Industrial Systems Technology (D50240) Two-Year Part-time Evening Program	104	Important Policies and Procedures for Students229
Information Technology (A25590I)	106	College Policies229
Medical Office Administration (A25310)	110	Academic Integrity Policy229
Office Administration (A25370)	113	Inclement Weather Policy230
Phlebotomy (C45600)	116	Part-Time Faculty Employment Policy231
Practical Nursing (D45660)	118	Grievance Procedures231
Respiratory Therapy (A45720)	120	Intellectual Property Policy231
Surgical Technology (A45740/D45740)	125	Family Educational Rights and Privacy Act (FERPA)233
Surgical Technology (A45740)	128	Electronic Technology and Communications Policies235
Welding Technology (C50420)	129	Electronic Signature Policy237
General Education Core For Associate in Applied Science Programs	130	Cell Phones and Other Electronic Devices237
College Transfer Programs of Study	132	Drug-Free Campus Policy237
Associate in Arts (A10100) and Associate in Science (A10400)	132	Tobacco-Free Campus Policy240
Associate in Fine Arts Degree (A10200)	132	“Hold” on Student Records241
Course Descriptions	142	Sexual Harassment Policy241
Services and Opportunities for Students	216	Student Code of Conduct243
Student Academic and Support Services	216	College Procedures248
		Grade (Final) Appeal248
		Student Grievance Procedure248

Greetings from the President



Thank you for choosing Rockingham Community College as the place to continue your education.

This publication combines the Catalog and Student Handbook into one useful resource. Included you will find college policies, program of study information, the academic calendar and much more. I encourage you to review this publication especially if you are a new student. The information provided will help you meet your educational goals.

Whether you plan to go directly into the workforce, transfer to a four-year school, or simply want to enhance your skills so that you may advance in the workforce, the faculty and staff are prepared to help you as you begin your studies. Be sure to visit the James Library and The Learning Center. Both of these facilities are available to you and will enhance your educational experience. If you have questions about programs of study, financial aid, student life, selecting a career, or educational goals, there is someone at RCC who can assist you.

I hope you enjoy the time that you spend on campus. Take time to visit our Historical Collections Room, hike the Nature Trails, participate in a student organization, or attend an athletic event. There are many opportunities on campus to relax and have fun when you need a break from the classroom or lab.

Welcome to campus!

Sincerely,

A handwritten signature in black ink that reads "Mark O. Kinlaw". The signature is written in a cursive, flowing style.

Dr. Mark O. Kinlaw
President

Rockingham Community College Board of Trustees

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Mrs. Cynthia S. Wharton, Ruffin

Mr. C. Grayson Whitt, Eden

Accreditation

Rockingham Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Rockingham Community College.

The Commission's contact information is provided to allow interested constituents to: (1) to learn more about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about Rockingham Community College (such as admission requirements, financial aid, educational programs, etc.) should be directed to Rockingham Community College, not to the Commission's office.

The Early Childhood Education program is accredited by the National Association for the Education of Young Children (NAEYC) upon recommendation of the Early Childhood Associate Degree Accreditation Commission.

National Association for the Education of Young Children
1313 L Street, NW, Suite 500, Washington, DC 20005-4101

The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

Commission on Accreditation for Respiratory Care
1248 Harwood Road, Bedford, TX 76021
817-283-2835
<http://www.coarc.com>

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting
6 W. Dry Creek Circle, Suite 210, Littleton, CO 80120
303-694-9262
<http://www.arcstsa.org>

Commission on Accreditation of Allied Health
Education Programs
1361 Park Street, Clearwater, FL 33756
717-210-2350
<http://www.caahep.org>

The Practical Nursing and Associate Degree Nursing Programs are approved by the North Carolina Board of Nursing.

North Carolina Board of Nursing
P.O. Box 2129, Raleigh, NC 27602
919-782-3211
<http://www.ncbon.com>

The Phlebotomy Program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

National Accrediting Agency for Clinical Laboratory Sciences

5600 N. River Road

Suite 720

Rosemont, IL 60018

773-714-8880

<http://www.naacls.org>

Statements of Mission, Purpose, and Values

Mission

The mission of Rockingham Community College is to enhance individual and community success in Rockingham County through education as well as full development of human potential, employment assistance, service to business and industry, and contributions to cultural and social development.

Purpose

Rockingham Community College was chartered in 1963 as a comprehensive, public community college with an open door admissions policy. Our purpose is to provide individuals with high quality, economical, and convenient educational opportunities consistent with student and community needs. To fulfill its mission and achieve its purpose, Rockingham Community College provides:

- support services to assist individuals in problem-solving in their personal, career, and academic planning;
- courses for students who wish to complete the GED (high school equivalency) or develop basic skills and competencies;
- training for employment in industrial and technical fields;
- courses to develop the skills of under prepared students;
- freshman and sophomore level courses transferable to other colleges and university;
- courses to develop and upgrade students' vocational, technological, occupational, and academic skills and competencies;
- in-service and start-up training for area business and industry; and
- opportunities for continuing personal growth and cultural and academic enrichment for students and the community.

Values

Commitment to Students

We believe that each person is important. We appreciate the diversity in the students we serve. We treat our students with respect and fairness. We are committed to giving students individual assistance and support. We provide an educational environment that encourages students to progress to their maximum potential.

Commitment to Access

We believe that the programs and services of the college should be equally available and accessible to all.

Commitment to Excellence

We believe that each individual should strive for excellence and we value a job well done. We aim for the highest level of professionalism, competence, and productivity as standards for our college. We aim for responsible participation and high achievement as -standards for our students and our community. As role models, our faculty and staff strive to improve the chance of success for each student.

Contribution to the Community

We are committed to enhancing the quality of life, increasing the value of education, and promoting the unity within the community to achieve social and economic success.

Quality Work Environment

We recognize the importance of faculty and staff through open and honest communications, and appropriate involvement in planning and decision-making. We encourage responsible and creative risk-taking, recognize and reward exceptional performance, and provide for professional development.

Adopted with revisions by the Board of Trustees, July 2001

Equal Opportunity/Affirmative Action

Rockingham Community College is an equal opportunity college, in compliance and agreement with the provisions set forth in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. No person shall be discriminated against on the basis of race, color, sex, religion, age, national origin, or disability. In addition, Rockingham Community College is committed to a policy of affirmative action. As part of our commitment to increase the number of minority personnel, the institution has established a goal that the proportion of minority employees should reflect their proportionate representation in the relevant labor markets. The Trustees and the President shall oversee the plan of action, and the President shall monitor the implementation of this plan through the Affirmative Action Officer. Affirmative action and equal opportunity are considered integral parts of the mission and purpose of Rockingham Community College.

Nondiscrimination Policy

It is the policy of Rockingham Community College to comply with all federal and state laws that require giving equal opportunity for students without regard to race, religion, color, creed, national origin, sex, sexual orientation, age, or disabling conditions.

Americans with Disabilities Act (ADA)

Rockingham Community College will comply with the Americans with Disabilities Act, as well as Section 504 of the Rehabilitation Act of 1973.

Admission and Enrollment Information

Admission Policies and Procedures

The Open Door Policy

Rockingham Community College is an open door admission institution. This means that any person, whether a high school graduate or non-graduate, who is 18 years old or older and who is able to profit from further formal education will be served by the institution. Persons younger than 18 years old may be enrolled in accordance with specific program requirements. Counseling and advising services are available to help students decide which programs best serve their needs and objectives in life, as indicated by their background, abilities and expressed interests.

The open door policy does not mean that there are no restrictions on admission to specific programs. It does mean that these restrictions are flexible enough to allow students opportunities to improve their educational status by eliminating deficiencies through remedial work. When students are able to meet the specific admission requirements for a given curriculum, they may then be enrolled in that curriculum and remain in the program as long as they make satisfactory progress and remain enrolled on a continuous basis as required by their curriculum.

Although the college follows an open door policy, there will be no compromise with academic standards set by the State Board of Community Colleges and the Rockingham Community College Board of Trustees. The college reserves the right to limit enrollment in a curriculum to a number that can be accommodated by the resources of the college.

Rockingham Community College may refuse admission to any applicant during any period of time the applicant is suspended or expelled for non-academic reasons from any other educational institution.

The College reserves the right to refuse admission to any applicant it is necessary to protect the safety of the applicant or other individuals. When the College determines that there is an articulable, imminent, and significant threat, the College will document the following: (1) detailed facts supporting the rationale for denying admission; (2) the time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and (3) the conditions upon which the applicant that is refused would be eligible to be admitted.

An applicant may appeal the College's decision to deny admission by following the College's Non-Academic Grievance Procedure.

General Admission Requirements for Curriculum Programs

Applicants for admission to Rockingham Community College must be 18 years of age or high school graduates. The College will accept students with a high school equivalency diploma. A high school diploma or the equivalent is required of all applicants for degree, diploma, and certificate programs.

Rockingham Community College will admit high school students to appropriate courses at the College. Guidelines established by RCC and area schools will be observed.

Persons intending to enroll in a specific curriculum are encouraged to submit their applications at least two months prior to the term in which they wish to enroll. Applications can be obtained from high school counselors, from the Student Development Office and online at www.rockinghamcc.edu. For admissions information, call (336) 342-4261, ext. 2333. If needed, individual appointments with counselors may be made.

Admission to Curriculum Programs

The following steps will assist you in your admission to Rockingham Community College:

- 1. Submit a completed RCC Admission Application to the Admission Office.** Prospective students may complete the Application for Admission on the RCC homepage (www.rockinghamcc.edu). The application may also be completed through www.cfnc.org. Paper copies of the enrollment application are available upon request. The Admissions Office may be reached at (336) 342-4261, ext. 2333 or TTY (for hearing impaired applicants) at (336) 634-0132.
- 2. Request that official high school, GED or equivalent transcripts and all college, university, or other post-secondary educational transcripts be sent directly to the Admissions Office.** RCC will only recognize transcripts from North Carolina high schools, home schools, or GED programs registered with the state. RCC will only recognize out of state transcripts from regionally accredited high school or GED programs. Students not completing such a program must complete their high school or GED diplomas before being admitted to a curriculum program. While RCC does not require regional accreditation for North Carolina high school and GED programs, regional accreditation may be required to receive financial aid funds. For a listing of regional accrediting agencies, please see “Credit through Education, Testing, and Other Experiences” on page 26.

Students who are in their first semester of enrollment must submit all official transcripts to the Admissions Office within thirty (30) calendar days from the first day of the academic session. Students who fail to submit all transcripts from institutions attended within 30 days will be moved to special credit status. Special credit students may register for and attend courses, but will be ineligible for financial aid funds or apply for graduation from the college. Upon receipt of all required transcripts by the admissions office, the student will be moved back into the intended program of study.

An official transcript is required to complete the admission process for curriculum programs in keeping with the procedures described in #2 above. The requirement to present official transcripts from all schools attended ensures verification of a student’s completion of all courses and/or programs of study at other institutions.

Only official transcripts are used to review potential transfer of academic credit and/or award of other credits that may apply to a student’s program of study. Students often bring to the admission process copies of unofficial transcripts that may possibly be used for advising purposes, but until official transcripts are received, no review of potential transfer credit will occur. Applicants are cautioned that failure to present transcripts at the time of admission and subsequent advising could result in registration for courses previously completed elsewhere.

- 3. Meet with an admissions officer.** Prospective students will meet in person with an admissions officer to determine the need for placement testing. If placement testing is required, the applicant will be guided to the Testing Center to complete the testing. If placement testing is waived, the student will be directed to the Advising Center. No action will be taken with an application for enrollment until a prospective student meets with an admissions officer.

- 4. Visit the Advising Center.** At the conclusion of placement testing or waiver, all new students will meet with a student success coach in the Advising Center (when appropriate, students with transferable credits will by-pass the Advising Center and be assigned to a faculty advisor in their program of study). During the initial meeting in the Advising Center, students will review their test scores and course placement, and they will also develop an individualized academic plan which will include their first semester schedule. Students will use the academic plan as a guide to ensure they meet their academic goals each semester in order to progress toward graduation.

5. Register for first semester courses. New students will register for their first semester courses during an orientation session. The orientation will give new students valuable information to successfully navigate RCC during the first few weeks of the term. The orientation will include a tour of campus and an introduction to campus technology. At the conclusion of orientation, new students will register for courses. Information regarding new student orientation appears on page 23.

Time Limits for Credit Acceptance

Given the rapidly changing nature of information and resulting modification of course competencies, RCC reserves the right to limit credits accepted in a program of study based on the year in which the credits were earned. Courses that are part of an earned degree are subject to review.

1. Developmental coursework is valid for three years. After three years, students will have the option to re-take the placement test and enroll in the indicated course or enroll in the last developmental course they successfully completed.
2. Students applying for Health Sciences programs must adhere to the specific admission requirements including time limits and course grades as outlined in the Health Sciences admission information packets.
3. All credit awarded is at the discretion of the College.
4. Advisors may guide students to repeat the first course in a sequence if there has been a significant time lapse.

Transcript Guidelines for Financial Aid Applicants

Applicants for financial aid must have all official transcripts on file in the Admission Office before their paperwork will be processed by the Financial Aid Office. If the applicant does not have all official transcripts on file at the time an application is submitted, he/she will be coded as “special credit” and will not be eligible to receive financial aid until transcripts have all been received. It is the responsibility of the applicant to verify with the Admission Office that all transcripts have been received. At that time, the applicant should request that his/her program of study be changed from “special credit” to an approved program of study and notify the Financial Aid Office that such a change has been made. A program change form is completed in the Records Office in consultation with a counselor.

Transcript Guidelines for Veteran Applicants

Applicants for veteran educational benefits must have all official transcripts on file in the Admission Office *before* certification will be processed by the Veteran Affairs Office. Veterans who completed a GED may be required to submit a transcript of all high school courses completed in grades 9 or higher. For more information, please see the Veterans’ Affairs Coordinator in the Financial Aid Office.

Transcript Guidelines for Health Sciences Program Applicants

Health sciences applicants who completed a GED may be required to submit a transcript of all high school courses completed in grades 9 or higher to validate that prerequisites have been met.

Testing and Placement

Students enrolling in RCC enter with a variety of skills and academic backgrounds. In an effort to ensure appropriate course placement, applicants may be required to take a placement test (the need for testing is determined by an RCC admission officer).

RCC uses the North Carolina Diagnostic Assessment and Placement (NCDAP) ACCUPLACER placement test to assess reading, writing and math skills. Applicants may be required to take placement tests in all subject areas, and test scores are used to determine the appropriate course placement for applicants. NCDAP ACCUPLACER scores are good for five years.

Many of RCC's college level courses require successful mastery of developmental course levels (i.e. DMA 010-080, DRE 096-098). The student's test scores will indicate if developmental courses are needed prior to enrolling in college level courses. RCC will accept NCDAP ACCUPLACER test scores from other community colleges, provided the scores are no more than five years old.

RCC's reading, writing, and math assessments are mandated by the North Carolina Community College System (NCCCS) and are subject to change in accordance with any changes enacted by the NCCCS.

Students are allowed to take any placement test two times within a three year period. Additional test attempts must be approved by the Director of Academic Advising and Counseling Services, an academic dean, or the Vice President for Student Development. RCC will honor the test scores that result in the highest course placement for the student.

Students who meet the criteria for one of the three areas below have the option to take the COMPASS Math test for placement into advanced college level math courses:

Multiple Measures Students: Students who meet Multiple Measures criteria for college readiness and are waived from placement testing are eligible to take the COMPASS Math test for advanced placement.

Career & College Promise Students (CCP): CCP students who have met the appropriate "college-ready" cut scores and earned an "A" in high school Math III or higher are eligible to take the COMPASS Math test for advanced placement.

All Other RCC Students: All other students who score a 7 or higher on all six NC-DAP Math Accuplacer modules and who believe that taking the COMPASS test will benefit them academically in their program of study are eligible to take the COMPASS Math test for advanced placement. (A student who is completing an AAS degree would not need an advanced math course, and would likely not benefit from taking the COMPASS math test.)

Waiver of Placement Tests/Developmental Courses

Students may have all or part of the placement tests and developmental courses waived (subject to Time Limits for Credit Acceptance) if their transcripts document that they have already passed the appropriate college-level English or mathematics courses. Students may also have placement tests and developmental courses waived if their high school transcript meets multiple measures criteria. Further, students may waive the mathematics placement and mathematics developmental courses with official documentation of a score of 500 or better on the mathematics section of the SAT or a score of 22 or higher on the mathematics section of the ACT. Students may also waive the reading/writing placement tests and reading/English developmental courses with official documentation of a score of 500 or better on each of the writing and critical reading sections of the SAT or with a score of 22 or higher on the reading and a score of 18 or higher on the writing sections of the ACT. SAT and ACT scores may be no more than five years old.

RCC may be able to accept COMPASS and ASSET scores to waive placement testing, but these scores are subject to specific time limits. Please contact the Admissions Office or the Student Advising Center for more information.

Students will be waived from the CSPT if one of the following has been verified:

- a. Successful completion of CIS 070 Fundamentals of Computing, CIS 111 Basic PC Literacy or equivalent course from any regionally accredited institution within the last three years.
- b. Successful completion of one of the following non-credit courses within the last three years: RCC Ed2Go Introduction to Windows 7 (recommended), RCC Ed2Go Introduction to Windows 8, RCC Ed2Go Computer Skills for the Workplace or HRD 3005 Technology Awareness

Readmission to Curriculum Programs

Rockingham Community College recognizes that circumstances may cause disruption in the progress of a student toward the completion of his/her course of study and that the student may find it necessary to withdraw from his/her program of student or from the College. The student is encouraged, when the circumstances causing the disruption in academic progress have been resolved, to contact the Admissions Office for additional information: (336) 342-4261, ext. 2333 or TTY (for hearing impaired applicants) at (336) 634-0132.

Students wishing to reenroll in a health science program of study must complete all required steps for reenrollment. The readmission steps may be found under the specific health science program of study in this catalog.

Students who have been placed on Academic Suspension for academic deficiencies must complete specific requirements to be reenrolled in the college. Please refer to page 68 of the catalog for an explanation of Academic Suspension and the procedure for readmission.

The following steps will assist you in your readmission to Rockingham Community College:

1. Submit a completed RCC Admission Application to the Admission Office. Students who have attended RCC within one year are not required to complete a new Application for Admission and may complete the curriculum requirements outlined in the catalog published at the time of initial enrollment if no significant changes have been made to the program of study. Returning students who have been away from RCC for more than one calendar year may complete the Application for Admission on the RCC website (www.rockinghamcc.edu). A student that is re-admitted to the college after being away for more than one year will be required to complete the curriculum requirements for the program of study under the current catalog in place at the time of readmission.

2. Request official transcripts from any college, university, or other post-secondary educational programs attended after leaving RCC. An official transcript is required to complete the admission process for curriculum programs. The requirement to present official transcripts from all schools attended ensures verification of a student's completion of all courses and/or programs of study at other institutions.

Students who are in their first semester of readmission must submit all official transcripts to the Admissions Office within thirty (30) calendar days from the first day of the academic session. Students who fail to submit all transcripts from institutions attended within 30 days will be moved to special credit status. Special credit students may register for and attend courses, but will be ineligible for financial aid funds or apply for graduation from the college. Upon receipt of all required transcripts by the admissions office, the student will be moved back into the intended program of study.

Only official transcripts are used to review potential transfer of academic credit and/or award of other credits that may apply to a student's program of study. Students often bring to the admission process copies of unofficial transcripts that may possibly be used for advising purposes, but until official transcripts are received, no review of potential transfer credit will occur. Applicants are cautioned that failure to present transcripts at the time of readmission and subsequent advising could result in registration for courses previously completed elsewhere.

3. Meet with an admissions officer. Returning students will meet in person with an admissions officer to determine the need for additional placement testing or the waiver of developmental courses. Depending on the individual student's circumstances, the returning student may be assigned to the advising center or an academic faculty advisor. New Student Orientation may also be required. No action will be taken with a student file until the returning student meets with an admissions officer.

New Student Orientation

Rockingham Community College requires all new curriculum freshmen, transfers, and readmitted students (i.e., those who have not been enrolled in the college for longer than one calendar year) to attend a New Student Orientation (NSO). All new and readmitted students are required to complete the NSO program prior to registering for classes. No other person, including parents and family members, is permitted to attend the NSO program in lieu of the student.

An online NSO is available for students who meet any one of the following criteria:

- a) are readmitted to RCC; b) are transferring into the College with 12 or more credit hours of college-level coursework;
- c) have completed at least 12 credit hours as an RCC Career and College Promise student.

The NSO program is not required for students who meet any one of the following criteria:

- a) graduated within the last 12 months from Rockingham Early College High School; b) enrolled at RCC as a special credit student (not pursuing a curriculum program of study); c) have enrolled in at least one curriculum course at RCC within the last 12 months and were enrolled in a program of study.

Special Credit Students

An applicant who is not pursuing a curriculum program of study and is interested in taking only a limited number of courses may enroll as a special credit student. He/she must complete an RCC Admission Application, and for admission purposes, need not have a high school diploma or equivalent. Special credit students are permitted to register for certain credit courses, provided prerequisites have been met. Transcripts will be required to verify completion of prerequisite requirements, or students may be required to take the college placement test to determine appropriate placement. All policies, rules, and the Student Code of Conduct apply to special credit students. Special credit students are not eligible for any form of financial aid through Rockingham Community College.

Foreign Education Credits from Secondary and/or Post-Secondary Institutions

In addition to completing the general college admission process, these students must submit copies of transcripts of all foreign coursework completed at secondary and/or post-secondary institutions to the Admissions Office. Photocopies are acceptable. These documents must include a certified translation if they are not written in English.

In order for the transcript to be considered official, the student must also request an evaluation of foreign coursework through one of the following agencies:

Educational Credential Evaluators, Inc.
PO Box 514070
Milwaukee, WI 53203-3470 USA
(414)289-3400
Internet address: www.ece.org

World Education Services
PO Box 5087
Bowling Green Station
New York, NY 10274-5087
(212) 966-6311
Internet address: www.wes.org

The evaluation agency must send the evaluation directly to the RCC Admissions Office. Student copies will not be accepted. Students who wish to have their post-secondary coursework considered for prerequisite or transfer credit must request that the evaluation agency provide a course-by-course evaluation. Additional information, such as a course syllabus or course catalog description may also be required. Once the official evaluation has been received by the Admissions Office, the course(s) will be evaluated by the respective academic department for award of credit. No credit will be awarded for grades below the “C” level. Students may be required to take the college’s placement test if proper documentation of appropriate prerequisite coursework is not received.

If the student has completed a GED or an accredited high school diploma in the United States, the foreign secondary education transcript is not required.

Undocumented Student Admissions

Effective July 12, 2012, the State Board of Community Colleges’ rule (1D SBCCC 400.2, “Admission to Colleges”) was implemented to provide an admissions policy for undocumented immigrants throughout public education in North Carolina. Under this rule, North Carolina community colleges will admit undocumented immigrants if three requirements are met: 1. The individual must be a graduate of a U.S. public high school (including Adult High School), private high school, or home school that operates in compliance with state or local law (undocumented immigrants with a GED are not eligible to be admitted to a community college); 2. The individual must pay out-of-state tuition; and 3. The individual may not displace a North Carolina citizen or U.S. citizen when capacity limitations exist. Undocumented students interested in applying for admission are invited to contact the Admissions Office for information.

Undocumented students are registered after the last published date of registration on a space available basis. Also, undocumented students will be counseled regarding programs of study that require a state license upon graduation and the impact of undocumented status upon this requirement. (Examples of programs of this type include but are not limited to: LPN, ADN, Surgical Technology, Respiratory Therapy, Cosmetology, Basic Law Enforcement.) Undocumented students interested in applying for admission are invited to contact the Admissions Office for information.

High School Student Enrollment Options

Career and College Promise Pathways at Rockingham Community College provide several opportunities to high school students. Career and College Promise offers three pathways:

- 1) College Transfer (open to juniors and seniors): earn college credits that are transferable to all UNC System Institutions and many NC Independent Colleges and Universities
- 2) Technical Career (open to freshmen, sophomores, juniors and seniors): potential to earn credential, certificate or diploma in a technical career
- 3) Innovative High Schools (open to freshmen only): potential to earn a high school diploma and two years of college credit through the Rockingham Early College High School. Home school, private and public high school students who reside in North Carolina and meet the eligibility requirements are allowed to enroll in a Career and College Promise Pathway.

Please refer to the **Career and College Promise 2016-2017 High School Enrollment Options** booklet for information on eligibility requirements for each pathway. This document can be found on the RCC website www.rockinghamcc.edu.

Home School Students

The home school administrator must provide proof that the home school is certified by the North Carolina Department of Non-Public Instruction. This means that the administrator must have a school approval number (if applicable), a charter for the school or anything that notes approval from the North Carolina Department of Non-Public Instruction, and provide copies of this information with the RCC Admission Application. The home school administrator must also provide an official home school transcript. The transcript must be provided on the school's official letterhead, showing specific courses completed or in progress for each year attended, and the grade received for each course. If the student has graduated, the transcript must show date of graduation. The transcript must include the original signature of the home school administrator. If the home school administrator and/or the student do not have the proper certification, the student cannot register for any credit courses at Rockingham Community College. If the student insists on enrolling, he/she must obtain a general education development (GED) certificate from RCC's Continuing Education Division before being eligible to register for classes.

Home school students permitted to register for curriculum classes under the Career and College Promise Program are subject to prevailing policies regarding availability of courses and payment of tuition and fees. They are responsible for the payment of parking and technology fees and the purchase of required textbooks and materials.

Student Records

Upon receipt of the application for admission from the prospective student, a student record file is established by the Records Office. It is the policy of the college that this student record file shall be used throughout the student's enrollment and maintain pertinent basic data relative to the individual's admission and academic progress. All official documents become the property of the college; copies of these documents are not provided nor later released to the student. It is the student's responsibility to notify the Records Office of name, address or other directory information changes.

The contents of the student record file are as follows: application for admission, transcripts of the student's previous educational record, placement test results, self-reported medical history, residency questionnaire, correspondence relative to admission and academic progress. The contents of the student record file are maintained in accordance with the Family Education Rights and Privacy Act of 1974.

Students that are no longer enrolled at Rockingham Community College will have the contents of their student record file maintained in accordance with the North Carolina Community College System Standard Records Retention and Disposition Schedule dated April 1, 2001.

Prerequisite and Corequisite Requirements

Prerequisites and corequisites serve as safeguards to successful course and program completion to ensure proper knowledge and background for higher-level courses. In certain circumstances, a student may request waiver of a prerequisite or corequisite. Prerequisites and corequisites may be waived upon review and recommendation by the Dean and approval by the Vice President for Academic Affairs. Documentation for waiver of a local prerequisite (course taken prior to another course)/corequisite (course taken at the same time or prior to another course) may include the following:

- A student's RCC academic record
- A transcript from another regionally accredited college indicating that the student successfully completed the same course or a course with similar objectives and content
- Employment history demonstrating that the student has been employed in a position that already utilizes the skills taught in the course
- Credit by examination
- Credit for prior knowledge, experience, or certification

Upon approval by the Vice President for Academic Affairs, the Dean may override the prerequisite/corequisite during registration. Documentation will be kept on file with the Registrar.

Course Substitution

Under extenuating circumstances, a student may apply to his/her advisor for approval of a course substitution. A course substitution requires final approval by the appropriate dean and the Vice President for Academic Affairs. The Credit Verification Form must be on file in the Records Office (student file) for audit purposes for graduation.

Credit through Education, Testing, and Other Educational Experiences

Request for Credit through education, testing and other educational experiences will be reviewed following the criteria below.

- I. Education Verification (Required Review of Official Transcript) – Courses which are judged equivalent in content and quantity to courses offered at RCC and with a grade of "A", "B", or "C". Course review will follow the Time Limits for Credit Acceptance on page 20. Individual courses that are in sequence may be accepted when one grade of the sequence is less than a "C" if approved by the appropriate Dean. Pass/Fail or Satisfactory/Unsatisfactory grading system is acceptable for prior education verification if the grade awarded is equivalent to a "C" or better. Request must be submitted to the Registrar and verification will be determined by:
 - a) An evaluation of the catalog description of the course.
 - b) Consideration of the program in which the student was enrolled when taking the course.
 - c) When appropriate, a conference with the student and/or a representative of the transferring institution.
 - d) Official transcripts for courses that are completed after enrollment at Rockingham Community College must be submitted in a timely manner as soon as the courses are completed from another college. It is the student's responsibility to notify the Registrar of enrollment at other colleges during the last semester if applying for graduation and arrangements must be made to have official transcripts received by the end of the exam schedule for the semester at RCC.
 - e) Courses requested must have been completed at institutions maintaining either the accredited or correspondent status with one of the following lists of accrediting agencies:
 - Middle States Association of Colleges and Schools, Commission on Higher Education (MSA-CHE)
 - Northwest Commission of Colleges and Universities (NWCCU)
 - North Central Association of Colleges and Secondary Schools, The Higher Learning Commission (NCA-HLC)
 - New England Association of Schools and Colleges, Commission on Institutions of Higher Education (NEASC-CIHE)
 - New England Association of Schools and Colleges, Commission on Technical and Career Institutions (NEASC-CTCI)
 - Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC)

Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (WASC-ACCJC)

Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

- II. Continuing Education course work from Rockingham Community College may be accepted for credit toward curriculum courses in specific programs. Courses eligible for articulation may be offered concurrently (stacked) with a curriculum course and taught by a qualified, credentialed instructor; meeting the same requirements, hours, and applicable credentialing exams.
- III. Courses at institutions not affiliated with an accrediting agency – The acceptance of such courses for credit will be determined by the Vice President for Academic Affairs based upon a written recommendation from the appropriate Dean of the subject area involved. The recommendation shall reflect a course by course review and should involve documentation of the validation process and a rationale and justification for granting credit. The decision of the Vice President for Academic Affairs will be based upon appropriate consultation with faculty and staff and will be final. Copies of the recommendation, documentation, and decision shall become a part of the student’s permanent record.
- IV. Advanced Placement – Students requesting credit for Advanced Placement courses with test scores of 3 or higher must send official transcripts to the Admissions Office for evaluation by the Registrar. Credit for two successive courses can only be awarded with a score of five. Students who receive AP course credit at a community college but do not complete the general education core will have AP credit awarded on the basis of the receiving institution’s AP policy. Courses transferred from institutions other than North Carolina community colleges are not part of this agreement.

High School Advanced

Placement Subject Examination	Minimum Score	Hours Awarded	RCC Course
AP Biology	3	4	BIO 111
AP Chemistry	3	4	CHM 131 & CHM 131A
AP Chemistry	5	4	CHM 151
AP English Lang & Comp	3	3	ENG 111
AP English Lang & Comp	5	6	ENG 111 & ENG 113
AP English Lit & Comp	3	3	ENG 111
AP English Lit & Comp	5	6	ENG 111 & ENG 113
AP Environmental Science	3	4	BIO 140 & BIO 140A
AP European History	3	3	HIS 121
AP European History	5	6	HIS 121& HIS 122
AP Math Calculus AB	3	4	MAT 271
AP Math Calculus BC	3	4	MAT 271
AP Math Calculus BC	5	8	MAT 271 & MAT 272
AP Physics B	3	4	PHY 151
AP Psychology	3	3	PSY 150
AP Statistics	3	4	MAT 151 & MAT 151A
AP US Government & Politics	3	3	POL 120
AP US History	3	3	HIS 131
AP US History	5	6	HIS 131
AP World History	3	3	HIS 111
AP World History	5	6	HIS 111 & HIS 112

IV. International Baccalaureate (IB) – Credit will be awarded for Higher Level (HL) examinations. Students must have their official IB scores sent to the Registrar for review and final approval. Credits granted for IB courses will appear as a transfer course on the student’s transcript. Credit will not be awarded for Standard Level (SL) examinations unless noted.

Course Credit	Score	RCC Equivalent	Hours
Art and Design II	Portfolio Review		
Biology (HL)	5+	BIO 111	4
English III A (HL)	5+	ENG 231	3
English III B (HL)	5+	ENG 232	3
English IV A (HL)	5+	ENG 261	3
English IV B (HL)	5+	ENG 262	3
History of the Americas			
Part A (HL)	5+	HIS 131	3
Part B (HL)	5+	HIS 132	3
Spanish V (SL)	5+	SPA 211/212	6

V. College Level Examination Program (CLEP) Subject Examination – Experiences may be validated through CLEP Subject Examinations which are judged equivalent to courses offered at RCC. Credit will be awarded for a score of 50 or above on a CLEP Subject Examination that is at or above the mean score achieved by students in the national norms sample who earned a grade of “C” in a regular college course in the subject. Equivalency and the amount of credit to be awarded will be determined by the Vice President for Academic Affairs based upon a written recommendation from the appropriate Dean of the subject area involved. The decision of the Vice President for Academic Affairs is final. The recommendation should reflect the scope of the material measured and a rationale and justification of equivalency. Copies of the recommendation and decision shall become a part of the student’s academic record.

VI. Credit by Exam may be defined as an evaluative procedure whereby a student professing adequate competence in a particular subject area may undertake an examination designed to measure his/her competence within that given subject area. Upon completion of such examination and the scoring on such tests at or above a predetermined minimum score, the individual shall be given credit for such course. Such credit shall be recorded on the individual’s transcript as hours earned only. The student must apply, register, pay the required fee, and take the Credit by Exam “examination” administered by Rockingham Community College.

Students taking classes for Credit by Exam may not receive financial aid for this course.

1. Credit by Exam “examinations” will be prepared by appropriate faculty, approved by program chair, department chair, dean and Vice President for Academic Affairs.
2. Students will register for the course and then request Credit by Exam.
3. Only those courses in the current catalog which are approved by the department for Credit by Exam may be taken for such credit and only in the amount of credit listed. Each department has determined which of its course offerings may be completed through Credit by Exam.
4. Rockingham Community College may accept credit that is granted via Credit by Exam at other colleges but such credit will be included in the maximum allowed via Credit by Exam at Rockingham Community College.
5. The symbol (Credit by Exam) or equivalent abbreviation will be printed on the student’s transcript if he/she completes a course through such proficiency examination. However, this credit will not be included in the student’s grade point average.
6. No more than one-half of the required credits for a degree or diploma may be earned through Credit by Exam unless otherwise approved by the Vice President for Academic Affairs.

7. Students are urged to inquire into the regulations of the college or university to which they intend to transfer relative to such institution's policy regarding the acceptance of Credit by Exam course credits.
8. Credit by Exam may be granted to Rockingham Community College students who are registered in college at the time the Credit by Exam course is taken and are eligible to take the class under college regulations.
9. To attempt a course via Credit by Exam, the student must:
 - A. Register for the course
 - B. Apply to the instructor for credit by exam
 - C. Take the exam prior to the start of the class but no later than the end of the drop-add period.

If the student is successful, the instructor will submit a CE grade for the student for the class. If the student is unsuccessful, the student continues in the class and section as registered.
10. All examinations that will be used for Credit by Exams will be approved annually. The examinations will be on file, along with the current approval form in the Dean's office. The registrar will be given a current list of courses that may have a Credit by Exam option annually.
11. Information concerning which departments offer Credit by Exam courses may be obtained from the office of the Vice President for Academic Affairs or Registrar.

VII. Military Experiences – The acceptance of military experiences for credit may be reviewed based upon the criteria outlined in *A Guide to the Evaluation of Educational Experiences in the Armed Forces*. The student can also request Credit for Prior Knowledge, Experience, or Certification.

Students who have completed the Armed Forces Basic Training must provide a copy of form DD214 showing dates of service and an honorable discharge. Credit for PED 111 and PED 112 will be awarded following the Time Limits for Credit Acceptance.

Distance Learning

Rockingham Community College offers distance learning curriculum in several different formats. Distance learning is instructional delivery in which most of the instruction happens when the instructor and students are not in the same place. There is no additional charge for distance learning courses.

A breakdown of distance learning course types is as follows:

- Online: college credit or continuing education course where 95%-100% of the instruction is delivered through the internet. Students may be required to complete tests in a proctored environment.
- Hybrid: college credit or continuing education course where the primary delivery is online with a requirement that students also meet in traditional face-to-face sessions. 30%-94% of the instruction is delivered online.
- Web-Assisted: college credit or continuing education courses where the primary delivery is via traditional face-to-face method with a requirement that students have Internet access as a supplemental part of the course. 1%-29% of the instruction is delivered online.
- Video conferencing: college credit or continuing education course where 100% of the instruction is delivered by two- or more way video. Students may also be required to have Internet access as a supplemental part of the course.
- Telecourses: a combination of video cassette or DVD and typically Internet instruction.

The content of these courses is equal to traditional courses, require the same academic rigor, and offer the same semester credits as traditional courses. The difference between face-to-face courses and distance learning courses is the method of instructional delivery. Students enrolling in distance learning courses follow the RCC Academic Integrity Policy.

Distance learning courses are integrated into existing curriculum programs. Distance learning courses enable the college to offer a wider variety of classes than would normally be offered during a semester and provide an alternative for the self-motivated student who values the convenience and flexibility of a distance learning course.

Distance learning courses appear on the regular academic semester schedules and are designated by special section numbers:

- 40-49 – Online
- 50-59 – Hybrid, day
- 80-89 – Hybrid, evening

Online students "attend class" by accessing the class and completing assignments according to the class schedule. Students are required to complete assignments according to the class schedule, to maintain regular contact with the instructor, and to participate in online class discussions. Online courses run on the same semester schedule as traditional classes.

Admission or graduation requirements for students enrolled in distance learning courses are the same as for those students enrolled in traditional classes except for students receiving Department of Veteran Affairs educational benefits. The specific requirements for VA students are listed in the catalog under Department of Veteran Affairs. Distance learning courses are challenging and demand as much or more time than traditional on-campus classes. Students who are considering distance learning as an option should schedule an appointment to discuss this option with their academic advisor. In order to be eligible for an online or hybrid course, students must either pass the Computer Competency test with a score of 80 or above, or successfully complete CIS 070. Students must also complete the required Moodle Student Orientation to fully understand course delivery mode and requirements before they will be allowed to register for an online or hybrid course. Upon completion, students will be furnished with a certificate of completion, which may be requested by the instructor. Students will only need to complete the Orientation course once.

Information about Student Orientation can be found at the following link:

<http://www.rockinghamcc.edu/distance-learning>. Students are advised to contact Curtis Dunlap, Distance Learning Specialist at dunlapc@rockinghamcc.edu prior to the start of the semester for specific orientation details.

Students enrolling in online courses should have the necessary computer skills and access to a personal computer with the minimum computer system and browser requirements listed on the following webpage:

<http://www.rockinghamcc.edu/distance-learning>.

Registration, Tuition, and Fees

Registration

Rockingham Community College operates with a fall semester, spring semester, and summer term. Students should bring the appropriate tuition and fees to the registration process, should have received verification of financial aid award, or should be prepared to make payment arrangements with the Business Office.

After completing all steps in the admission process (including placement testing, if needed), students begin the registration process by making an appointment with an assigned advisor who assists in planning an overall program of study and in making changes in that plan as they are needed. Students are encouraged to make an appointment with their advisor early by phone or in person.

First-time students work with an advisor following completion of the admission process.

After the advisor has approved a student's course selection, the advisor or student will register the student's courses. All students are expected to register during the time set aside for registration purposes.

After the first semester as a new or re-admitted student, an individual may register for classes using WebAdvisor. WebAdvisor is a comprehensive web-based tool that allows for online registration and access to other information via the Internet. Requests and approvals for an Audit; S/U grade option; Repeat of a Course, Credit for Prior Knowledge, Experience, or Certification; Credit by Examination; and Independent Study must be completed at the time of registration. (Registration and drop/add dates and procedures are listed in the Academic Calendar on pages 6-9.)

Course Load/Enrollment Status

A full-time student is one who is enrolled for 12 or more credit hours during Fall or Spring semester, or for 9 or more credit hours during the Summer term. No student may enroll for more than 19 credit hours for Fall or Spring, or 12 credit hours for Summer term, without prior approval of the appropriate division dean and Vice President for Academic Affairs. Students who plan to work are advised to adjust their course loads proportionate to the number of hours anticipated for work.

Schedule Changes

At the beginning of each semester, there is a scheduled period for registered students to drop and add courses. The time limit for such changes appears in the Academic Calendar and registration materials. Registered students wishing to add or drop courses during this period should see their advisor and must submit the required paperwork to the Records Office within the scheduled period. Certain restrictions may apply with regard to the ability to add certain courses following the first class day of a given term.

Tuition and Fees

Tuition is set by the State Board of Community Colleges and is subject to change without notice. Costs of textbooks and supplies are additional expenses and vary according to the program of study. Current tuition and basic fees are as follows:

Curriculum Programs of Study (subject to change)

North Carolina Residents tuition is	\$76.00 per credit hour
* maximum tuition per semester is	\$1216.00
* maximum student activity fee is	\$32.00 per semester
Out-of-State Students tuition is	\$268.00 per credit hour
* maximum tuition per semester is	\$4288.00
* maximum student activity fee is	\$32.00 per semester

Fees are due each semester upon registration and must be paid before classes begin. Due dates for payment of tuition and fees are posted on the RCC website and in the Curriculum Schedule. A student is not registered until tuition and fees are paid. A student will be dropped from his or her courses if payment is not made by the published deadline.

Establishment of Residency

The basis for determining the appropriate tuition charges rests upon whether a student is a resident or a nonresident for tuition purposes. Every applicant for admission must make a statement as to the length of his or her residence in North Carolina with assessment by the institution in accordance with current North Carolina law (General Statute 116-143.1).

To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes.

To be eligible for classification as a resident for tuition purposes, a person must establish that his or her presence in the State currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than that of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

An individual shall not be classified as a resident for tuition purposes and thus not rendered eligible to receive the in-State tuition rate until he or she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which the individual seeks the in-State tuition rate.

North Carolina provides certain tuition benefits for spouses, family members and military dependents. Persons who qualify for these benefits include spouses of North Carolina residents, spouses and dependents of active duty military personnel stationed in North Carolina, and family members of deceased or disabled emergency workers. If you believe you qualify for these benefits, you should contact the Registrar in the Records Office for a supplemental form.

The burden of establishing the facts, which justify classification of a student as a resident entitled to in-state tuition rates, is on the applicant. Those seeking reclassification of tuition status must submit a completed Residence and Tuition Status Application, all supporting documentation, and any supplemental forms (if applicable) to the Registrar for review at least five days prior to the start of the academic term for which he/she is seeking reclassification to be considered. International students, depending on visa classification, may not be eligible for North Carolina residency status and in-state tuition.

Copies of the applicable North Carolina law and institutional regulations, contained in the current Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes, which govern these determinations are available from the Registrar in the Records Office for inspection upon request. Residence-and-Tuition Status Application Forms for change in residency status for purposes of tuition charges are available from the Registrar in the Records Office in the Whitcomb Student Center.

If the student has substantial reason to believe that the out-of-state residency classification has been assigned in error, the decision of the Registrar may be appealed in writing to the Vice President for Student Development.

Student Activity Fees (subject to change)

Fall and Spring Semesters

Students will pay activity fees according to the following schedule (per semester):

1–4 Credit Hours	\$8.00
5–7 Credit Hours	\$16.00
8–11 Credit Hours	\$24.00
12 or more Credit Hours	\$32.00

Summer Term

Each student (full-time or part-time) will pay a \$1.00 student activity fee.

Graduation Fee

A \$25 graduation fee is charged to all graduates. The fee includes the cost of providing the diploma, cover, cap, gown, and 10 graduation invitations. The cost of a replacement diploma is \$35.00.

Technology Fee (paid by all students)

1-3 credit hours – \$10.00 per semester

4 or more credit hours – \$16.00 per semester

Parking Fee (paid by all students)

\$10.00 fall and spring semester

\$5.00 summer term

No-Show Procedure

If a student registers for classes and decides not to attend, it is the student's responsibility to officially drop the class(es) before the first day of the semester, term and/or session in which the course is offered.

To officially drop or withdraw from a course, a student must complete a Drop/Add form and submit it to the Records Office, with required signatures if applicable, by the appropriate deadline.

This is applicable to all students. Simply ceasing to attend classes does not constitute an official withdrawal, nor does notification to the instructor. Failure to submit the required form for official withdrawal to the Registrar's Office will result in the student being liable for applicable tuition and fee charges.

Tuition Refunds***Curriculum***

1. Classes which begin during the first week of the semester:

A student who officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar is due a 100 percent refund. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment.

A student who officially withdraws from the class(es) on or after the first day of classes but prior to or on the official 10 percent point of the semester will receive a 75 percent refund.

2. Classes which begin other than the first week of the semester:

For classes beginning at times other than the first week (seven calendar days) of the semester, a student who officially withdraws from the class prior to the first class meeting will receive a 100 percent refund. A student who officially withdraws from the class on or after the first day of classes but prior to or on the 10 percent point of the class will receive a 75 percent refund.

To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this section.

Occupational Extension

1. Membership Classes:

A student who officially withdraws from an occupational extension class(es) prior to the first class meeting will be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment.

After the class begins, a student who officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class will be given, upon request of the student, a 75 percent refund. This procedure applies regardless of the number of times the class meets or the number of hours the class is scheduled to meet.

2. Contact Hour Classes:

A student who officially withdraws from a contact hour occupational extension class(es) prior to the first class meeting will be eligible for a 100 percent refund. Also, if an applicable class fails to “make” due to insufficient enrollment, a student is eligible for a 100 percent refund. After the class begins, a student who officially withdraws from the class prior to or on the 5th calendar day of the first day of class(es) will be given, upon request of the student, a 75 percent refund. This procedure applies regardless of the number of times the class meets or the number of hours the class is scheduled to meet.

Additional Costs

Accident Insurance

Accident insurance, covering the student during hours in school is available. The premium is subject to change by the insuring agency. This insurance may be required in certain high-risk programs.

Textbooks and Supplies

Costs of textbooks and supplies are additional expenses for which the student should plan. These expenses vary according to the program of study. Estimated supply fees are listed in the program of study and in certain course descriptions.

Financial Aid

Financial Aid Policy

Rockingham Community College is committed to assisting students in preparing for the cost of higher education. Education is a big investment of time, money and effort for students and families. RCC makes every effort within the limitations of its available financial resources, to assure that no qualified student will be denied the opportunity to attend the college because of a lack of adequate funds to meet expenses. Financial assistance is available in a variety of forms including grants, work-study, and scholarships that may be used singularly or in combination to meet the student's total need.

Financial aid is awarded without regard to the applicant's race, religion, color, national origin, political affiliation, age, handicap, or gender. However, students must demonstrate financial need and maintain satisfactory academic progress as described by the college policy as found in the college catalog.

Student eligibility requirements for receiving grants and work-study funds are as follows:

- A student must be a U.S. citizen or an eligible non-citizen.
- A student must submit the Free Application for Federal Student Aid (FAFSA) after which the results are received and processed by the RCC Financial Aid Office.
- A student must be enrolled in an approved program of study at RCC.
- A student must maintain Financial Aid Satisfactory Academic Progress while enrolled at RCC to continue to receive financial aid.
- A student receiving federal financial aid must not be in default on any student federal loan or owe a refund on any Title IV grant at any educational institution (individual situations may require supporting documentation).
- A student must never have been convicted of any illegal drug offense while receiving federal student aid. A prior drug-related conviction does not necessarily make a student ineligible for aid. Call 1-800-433-3243 for more information.

Students may apply for financial aid, but aid will not be processed until they have first been accepted for admission by the Admissions Office and all official transcripts from high school/GED and prior colleges have been received. Any student wishing to use financial aid funds to pay for tuition and fees at time of registration should have completed all documentation for their financial aid file no later than June 15 for Fall registration, November 15 for Spring registration, and April 15 for Summer registration. Availability of eligible funds at registration is not guaranteed if these dates are not met; however, the financial aid office will make every effort to process all files in a timely manner for late submissions.

Students must keep in mind that they are eligible for financial aid only for courses that are in their prescribed course of study and for remedial courses taken as a result of placement test scores. Audit courses and courses taken as Credit by Examination (CE) are not eligible for financial aid. Elective courses taken outside a student's program of study may affect a student's financial aid award.

Financial aid does not cover classes that are not required in a student's active program of study. Enrolling in classes not required for graduation may result in financial aid funds being owed back to RCC by the student if financial aid is used to cover the charges associated with these courses.

Rights and Responsibilities of Financial Aid Students

Students who receive federal financial aid have certain rights and responsibilities and must also be aware of certain facts. An awareness of these will enable students to make informed decisions about their educational goals and how best to pursue them from a financial perspective.

Rights of Financial Aid Students

Financial aid students have the right to know:

- the financial aid programs that are available at the college;
- the deadlines for submitting applications for each of the financial aid programs that are available;
- how financial aid will be distributed and how decisions on that distribution are reached;
- how financial aid was determined, including the way costs for tuition and fees, travel, books and supplies, and other expenses are considered in the student's budget;
- what resources (such as parental contribution, other financial aid, a student's assets, and so forth) were considered in the calculation of financial need;
- how much of financial need (as determined by the institution) has been met;
- how to obtain an explanation of the various programs in the student's financial aid package;
- the college's refund policy;
- how the college determines whether a student is achieving satisfactory academic progress and what happens if this progress is not being achieved;
- appeal procedures that may be applicable to a student who is not qualified to receive aid.

Responsibilities of Financial Aid Students

Students receiving financial aid are responsible for:

- completing all application forms accurately and submitting them on time to the appropriate office;
- providing correct information, with the understanding that failure to report accurate information on financial aid applications is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code;
- supplying all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which an application is submitted;
- reading and understanding all forms, letters and other correspondence (that are either sent by U.S. Mail to the student's most recent address on file with the college, or emailed to the student's college email account), or posted to the student's Web Advisor account. regarding their financial aid status;
- understanding all documents that they are required to sign and for keeping copies of those documents;
- accepting responsibility to abide by all agreements that they sign.

Types of Available Financial Aid

All students seeking federal or state financial aid based on need must begin the process by completing the Free Application for Federal Student Aid (FAFSA). This application may be completed online at www.fafsa.ed.gov. The student will receive the results from the federal processor in the form of a Student Aid Report (SAR) and the schools noted by the student will receive the electronic results in the college's financial aid office. The financial aid office is authorized to request additional documentation as needed to complete the verification and awarding process.

Federal Pell Grant

The Student Aid Report (SAR) is the official notification of the student's Pell grant eligibility. Determination of award amounts are made in the financial aid office based on the information provided on the student's SAR as well as required documents and materials furnished by the student. Federal Pell grants are awarded to eligible students who are enrolled on a full-time or part-time basis in an eligible curriculum program.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The financial aid office will award the FSEOG to eligible students on an individual basis. Student eligibility is determined by the SAR information from the FAFSA. This grant varies in amount and is awarded based upon student need. As monies are limited in this fund, students are encouraged to complete the FAFSA early.

North Carolina Community College Grant (NCCCG)

Students must complete the Free Application for Federal Student Aid (FAFSA). Legal residents of North Carolina who are enrolled in at least 6 credit hours in an eligible curriculum program at a North Carolina community college and who demonstrate moderate financial need based upon FAFSA results may be eligible for this grant. Both eligibility and funding are determined by CFNC.

North Carolina Education Lottery Scholarship (ELS)

This scholarship was created by the 2005 NC General Assembly to provide financial assistance to needy NC resident students attending eligible colleges and universities located within the state of NC. Eligibility requirements are: Legal resident of North Carolina, be admitted, enrolled and classified as an undergraduate student in a degree, certificate or diploma program at an eligible North Carolina institution and demonstrate moderate financial need based on the FAFSA information. Students must be enrolled in at least 6 credit hours in an eligible curriculum program to receive the NC Education Lottery Scholarship. Both eligibility and funding are determined by CFNC. Students who are enrolled for less than 12 credit hours, but at least 6 credit hours, receive one-half of the grant.

Federal Work Study

The Federal Work-Study Program provides jobs on campus for students who demonstrate financial need, are enrolled in a minimum of 6 credit hours in an approved course of study, maintain Satisfactory Academic Progress, and have completed the FAFSA application. Job assignments are based on departmental needs, student's interest, skills and class schedule; and contingent upon available funds. Work-study jobs are available in many academic and administrative departments on campus. Applications are available online at www.rockinghamcc.edu or in the Financial Aid Office.

Rockingham Community College Foundation Scholarships

Various individuals and organizations contribute funds for scholarships. RCC uses an online application process for scholarships provided by the RCC Foundation. The online application is available January 1. Please use the link marked “RCC Scholarship Application” that is found on the financial aid section of RCC’s webpage www.rockinghamcc.edu. All scholarship application information must be completed by April 1 for the following academic year.

Loan Funds

At Rockingham Community College, Duncan-Marion, Mary Rochester, Jack Garber, Jean Irving, Hooper-Shockley, and Mary Owens Emergency Loan Funds may be available. Small amounts may be borrowed for documented emergencies or tuition and fees if the FAFSA has been filed. The loan is made for a short term (one semester) and no interest is charged. All funds operate as revolving accounts, and the availability of funds is totally dependent upon the borrower’s cooperation in repaying all loan money within the specified time.

Other Sources and Procedural Information

The college also serves as a referral and information agency for the following resources:

1. Veterans Administration
2. Social Security
3. Department of Social Services
4. Vocational Rehabilitation
5. Job Resource Center

All financial aid is awarded on the basis of demonstrated need. Those persons who foresee a need for financial assistance are encouraged to complete the Free Application for Federal Student Aid (FAFSA) early in the year preceding the date of expected enrollment. The FAFSA may be filed online at www.fafsa.ed.gov.

Financial aid awards are NOT automatically renewable. Students must re-apply for scholarships and complete the Free Application for Federal Student Aid each school year. The academic year covered by the awards will be shown on the student’s award letter and consideration for aid beyond that time can be made only after an updated application has been received. Students needing assistance should contact the Financial Aid Office.

Calculation of Financial Aid Awards

Financial Aid will be considered and awarded/adjusted according to the student’s appropriate credit-hour enrollment status for financial aid purposes. The following enrollment applies to Fall, Spring, and Summer semesters for student’s financial aid and enrollment status.

- Full-time student – 12 or more credit hours
- Three- Quarters-Time student – 9 - 11 credit hours
- Half-Time student – 6 - 8 credit hours
- Less than Half-Time student – 5 or fewer credit hours

The following programs at Rockingham Community College do not have an Associate’s degree component, and Title IV credit hours have a specific calculation:

- Practical Nursing Diploma (D45660)
- Basic Law Enforcement Training (C55120)

NOTE: BLET financial aid is adjusted according to Pell Formula 4 and disbursed in two parts, the second disbursement made after 312 hours and 12 weeks are completed.

To determine Title IV credit hours for Practical Nursing.

- Multiply the number of lecture/lab and contact hours by 16 weeks and divide by 37.5.
- Example: registered for 4 classes and 13 contact hours $(13 \text{ contact hours} \times 16) \div 37.5 = 5.55$ Title IV credit hours. Round down to 5 Title IV credit hours and receive aid at less than half-time status.

Financial Aid Satisfactory Academic Progress Policy

Rockingham Community College is required by federal and state regulations to define and administer standards of Satisfactory Academic Progress (SAP) for students seeking financial aid. RCC applies these standards to federal and state financial aid funds to maintain a consistent procedure for all students. RCC students receiving financial aid will be evaluated at the end of each semester on the following criteria:

- Qualitative Standard – GPA
- Quantitative Standard – Pace of Completion/Pass Rate
- Maximum Time Frame

Qualitative Standard – GPA

Students must maintain a cumulative GPA of at least a 2.0 as calculated for financial aid purposes. Cumulative GPA is calculated from the beginning date of enrollment to the present. There are several GPA calculators online; here is a link to one: http://www.revfad.com/gpa_calculator.html.

*Note: A student's financial aid GPA can be different than their college's academic GPA.

Quantitative Standard – Pace of Completion/Pass Rate

Students must complete a cumulative 67% of the total credit hours attempted. The number of hours attempted is defined as the total cumulative number of credit hours enrolled at the 10% point of each semester. The total number of hours earned is defined as the total cumulative number of credit hours for which the student received a passing grade as noted on the student's academic transcript. (Example: If a student has attempted 50 credit hours, he or she must have completed at least 34 (or 67%) of those credit hours or $50 \times .67 = 34$.)

Maximum Time Frame

Students receiving financial aid must complete his or her program of study in a time frame that does not exceed 150% of the published length to complete the program. This time frame will be measured in credit hours. (Example: If a student's program length requires 60 credit hours, maximum time frame is no more than 90 credit hours or $60 \times 1.50 = 90$.)

Financial Aid Warning/Probation

Students not making satisfactory progress due to GPA, pace of completion, and/or maximum time frame rule will be put on financial aid warning/probation. Students on financial aid warning/probation will be allowed one semester to achieve SAP. During the warning/probationary period, students may be eligible to receive financial aid. At the end of the warning/probationary period, after all grades have been reported and verified by the Registrar, SAP will be evaluated to determine whether the student is eligible for aid. If the student is not meeting SAP, then financial aid will be terminated until SAP is achieved.

Financial Aid Suspension/Termination

A student will be placed on financial aid suspension/termination when he or she has not met SAP conditions at the end of the financial aid warning/probation period or if he or she has not met the conditions of an approved appeal. Students are not eligible to receive financial aid while on suspension/termination until he or she has attended classes and increased the completion rate to 67% and/or increased GPA to a 2.0 or better. Students will need to appeal to have financial aid reinstated at that point.

Appeal Procedure

All appeals for restoration of financial aid must be made in writing on a SAP Appeal Form. Visit the Financial Aid Office or the Financial Aid webpage online at www.rockinghamcc.edu for an appeal form that is relevant to your situation. All appeals must include an explanation of the reasons the student did not meet SAP requirements, documentation of all extenuating circumstances, and explanation with documentation that the situations outlined in the student's appeal are now resolved. Submit the appeal and non-returnable documentation to the Financial Aid Office for the Appeals Committee to review.

Maximum timeframe appeals must include from the student's academic advisor a list of the specific courses that are needed for graduation.

Students appealing to receive financial aid for a second degree program must make an appeal in writing on a Second Degree Appeal Form. Visit the Financial Aid Office or the Financial Aid webpage online at www.rockinghamcc.edu for an appeal form. Students must explain in detail his or her reasons for returning to RCC to pursue a second degree. Submit the appeal to the Financial Aid Office for the Appeals Committee to review.

If appeals are approved, they are approved conditionally. The conditions are listed below:

- Achieve 2.0 GPA or better each semester,
- No withdrawals for any semester,
- No F grades for any semester, and
- Follow the academic plan to graduate by the expected graduation date taking only classes in the program.

The appeal form completed and signed by the student explains the future financial aid consequences of not meeting the above conditions while on an approved appeal and the procedures that will follow.

Additional Financial Aid Information

It is the student's responsibility to update all current mailing addresses with the college and to check their RCC student email and Web Advisor accounts regularly for important information.

It is the student's responsibility to be aware of his or her SAP status for financial aid eligibility. **NOTE:** All notices regarding financial aid SAP will be sent by mail and to the student's RCC email address. Students are responsible for monitoring these mailboxes.

SAP is cumulative and includes all periods of enrollment, even those for which a student did not receive financial aid. Withdrawals whether "official" or "unofficial" and/or "withdraw passing" (WP) or "withdraw failing" (WF) affect the student's ability to meet the qualitative standard described above. Please discuss any plans prior to withdrawing from courses with the Financial Aid Office to see how it may affect financial aid eligibility.

Incomplete grades will affect a student's ability to meet the qualitative standard described above because an incomplete grade will be counted as a class attempted but not completed.

Repeated courses are permitted. However, if a student passes a course ("D" or better), the course may only be repeated once for financial aid purposes. **NOTE:** Previous hours attempted and earned will be counted in the total hours attempted and earned. Transfer credit hours and grades accepted from other institutions the student has attended are included in the SAP calculation.

Developmental/Remedial coursework is included in the SAP calculation. Also, there is a limit on the amount of developmental/remedial coursework that can be included for financial aid purposes. A student can receive financial aid for up to 30 credit hours of developmental/remedial coursework.

Audited and/or Credit By Exam courses cannot be included in enrollment status for financial aid purposes.

A student's change of program may result in reduced financial aid eligibility for the new program since SAP is cumulative and includes previously attempted hours in other programs.

Policy on Return of Title IV Funds

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and the school may keep when the student totally withdraws or ceases attending all classes. Effective October 7, 2000, students who withdraw from all classes prior to completing more than 60 percent of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws after completing only 30 percent of the semester will have earned only 30 percent of any Title IV aid received. The remaining 70 percent must be returned by the school and/or student. *Students should read this policy carefully and consult the Financial Aid Office before withdrawing from all classes.*

1. This policy shall apply to all students who withdraw, drop out, or cease attending all classes at Rockingham Community College and who receive financial aid from Title IV funds:
 - a. The term "Title IV Funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended), including the Federal Pell Grant, and Federal SEOG.
 - b. A student's withdrawal date is:
 - the date the student began the institution's withdrawal process (as described in RCC's catalog), or
 - the midpoint of the semester for a student who leaves without notifying the institution, or
 - the student's last day of attendance at a documented academically-related activity.
2. Refunds on all institutional charges, including tuition and fees, will be calculated using the state refund policy published in the RCC Catalog
3. Title IV aid is earned in a prorated manner on a semester basis up to and including the 60 percent point. Title IV aid is viewed as 100 percent earned after the 60 percent point of the semester.
 - a. The percentage of Title IV aid shall be calculated as follows:

$$\frac{\text{Number of days completed}}{\text{Total number of days in semester}} = \text{Percent of semester completed}$$

The percent of semester completed shall be the percentage of Title IV aid earned by the student. The total number of calendar days in a term of enrollment shall exclude any scheduled breaks of more than five days.

- b. The percentage of Title IV aid unearned shall be 100 percent minus the percent earned.
- c. Unearned aid shall be returned first by RCC from the student's account calculated as follows:

$$\text{Total institutional charges} \times \text{percent of unearned aid} = \text{amount returned to program(s)}$$

Unearned Title IV aid shall be returned to the following programs in the following order:

1. Federal Pell Grant
2. Federal SEOG
3. Other Title IV grant programs

Exception: No program shall receive a refund if the student did not receive aid from that program.

- d. When the total amount of unearned aid is greater than the amount returned by RCC from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) as follows:
 1. Federal Pell Grant
 2. Federal SEOG
 3. Other Title IV grant programs
4. Refunds and adjusted bills will be sent to the student's home address on file in the Records Office following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.
5. Institutional and student responsibility in regard to the return of Title IV funds.
 - a. RCC's responsibility in regard to the return of Title IV funds includes:
 - providing each student with the information given in this policy
 - identifying students who are affected by this policy and completing the Return of Title IV funds calculation for those students,
 - returning any Title IV funds that are due the Title IV program
 - collecting from student any amount that the institution had to pay for textbooks and supplies.
 - b. The student's responsibility in regard to return of Title IV funds includes:
 - becoming familiar with the Return of Title IV Funds policy and how complete withdrawal affects eligibility for Title IV aid,
 - notify Records Office of withdrawal by completing withdrawal form,
 - returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV funds calculation,
 - reimbursing RCC for any funds the institution had to pay for textbooks and supplies.
6. The fees, procedures, and policies stated above supersede those published previously and may change at any time.
 - * Loan amounts are returned with the terms of the promissory note.

Policy on Return of State Grant Funds

State-funded grants are provided to assist students with the cost of attendance on the assumption that the students will attend college for the entire term for which the funds are awarded. When a student withdraws a calculation is done to determine how much, if any, state grant funds must be returned, based upon the student's last date of attendance. The student is responsible for the repayment to RCC of any funds that are returned.

Department of Veterans Affairs

The Veterans Administration (VA) provides a program of monetary entitlement for the education and training of eligible service persons, veterans, reservists, and eligible dependents of 100% disabled or deceased veterans. The program is designed to promote self-improvement through educational opportunity.

Institutional curriculum programs are approved under the provisions of Title 38 and Title 10 United States Code for the educational training of veterans under Public Law 894 and for the children and spouses of deceased or totally disabled veterans under Public Law 634.

Students who are eligible and entitled to receive benefits under provisions of Chapter 30, 31, 33, 35, 1606, 1607, and Sections 901 and 903 may enroll in programs approved by the North Carolina State Approving Agency and may apply for veteran educational benefits. Application for VA educational benefits must be made online <http://benefits.va.gov/gibill>. DD-214 (Member 4) copies are required for service members.

A veteran who plans to attend Rockingham Community College must complete the application process through the Admissions Office of the college. The student is responsible for submitting a Registration Statement (class list, tuition, and fees) to the VA Coordinator in the Financial Aid Office in order to be certified for educational benefits each term. Veterans who wish to receive full educational benefits are required to carry a full class load (a minimum of 12 credit hours) in all degree and diploma programs. Benefits status and payment are determined by the following credit-hour rates and the dates classes are in session:

- 12 (or more) credit hours—full time
- 9 –11 credit hours—3/4 time
- 6–8 credit hours—1/2 time
- Less than 1/2 time—pays tuition and fees

Exception: Summer semester operates on an accelerated schedule (16 weeks of instruction in an 8-week session); therefore, VA benefits are payable in summer semester at the following rates: 6 (or more) credit hours—full time

- 4-5 credit hours—3/4 time
- 3 credit hours—1/2 time
- Fewer than 3 hours—pay tuition and fees

Letter of Eligibility

A student who is eligible for veteran's benefits will receive a Letter of Eligibility from the Department of Veteran's Affairs. It is the student's responsibility to understand their eligibility requirements, as they will be specific to the student and to the veteran's program to which the student is eligible.

Regulations for Students Receiving VA Educational Benefits

VA regulations require the college to monitor a veteran's academic progress. To ensure compliance with VA regulations, the veteran should be aware of the following provisions:

1. Audits

No payment of educational benefits will be made to an eligible veteran for audited courses, because no credit toward an educational objective can be earned for an audited course.

2. Independent Study

Independent study can be paid on a credit hour basis for single subject pursuits within the design of a post-secondary or higher learning curriculum or plan leading to an accredited, standard college degree.

3. Course Options

All courses taken must apply toward degree/diploma requirements. A veteran may not receive VA educational benefits for courses not required in his/her specific program of study.

4. Internet/Telecourses (Distance Learning)

In order to maintain a high quality of educational and academic excellence, all VA students receiving educational benefits from Veteran Affairs will meet the following criteria upon enrollment in an Internet/Telecourse class:

- a. Remedial courses must be pursued through classroom instruction. VA regulations prohibit payment for remedial courses taken via Internet or Telecourse class.
- b. The veteran must have completed any required remedial work as determined by Rockingham Community College's placement test scores before benefits can be paid for curriculum courses taken via Internet/Telecourses. (Appeal may be considered on case-by-case basis.)
- c. The Internet/Telecourse class must be an integral part of the veteran's current program.
- d. Distance Learning may affect Chapter 33 Post 9/11 GI Bill benefits.

5. Course Substitutions

A student may apply to his/her advisor for approval of up to three course substitutions. A course substitution requires final approval by the appropriate dean and the Vice President for Academic Affairs. The approved document must be on file in the Records Office (academic file) and in the Financial Aid Office for audit purposes for graduation.

6. Drops/Withdrawals

Effect of complete withdrawal from school:

Instructor-Initiated Drop

Instructor drops of veterans receiving benefits must be reported to VA effective the last date attending class. If non-punitive grades are awarded and no extenuating circumstances are reported, benefits are adjusted from the first day of classes. If punitive grades are awarded, benefits are payable to the last date of attendance.

Student-Initiated Withdrawal

If the veteran initiates the withdrawal and the VA determines that extenuating circumstances exist, the veteran will receive benefit payments to the last date of attendance in class. Any change in a veteran student's enrollment status must be promptly reported to the college's VA Coordinator and to the VA to prevent overpayment or underpayment of benefits.

7. Changes of Program

After initially entering a program, students are allowed unlimited changes of program. The first change is approved without challenge, but subsequent changes will be evaluated to determine if there is a material loss of credit of more than 12 credit hours. When a program is completed and the student enters another program, a change of program is not charged against the student's entitlement.

8. Grades

Non-punitive Grades

Grades which do not have hours attempted or GPA to be added into the calculation of the accumulative quality-point average are considered non-punitive grades by the Veterans Administration. Benefits will not be paid for courses in which non-punitive grades are assigned unless mitigating circumstances are found to exist:

- | | |
|-------------------|---|
| W, WP or R | If an eligible veteran withdraws from a course after the drop-add period, receives a non-punitive WWP grade or R, and mitigating circumstances are not found, benefits for that course will be terminated effective back to the first day of class in that course. The course can be repeated for VA benefit payments. If the eligible veteran withdraws and mitigating circumstances are shown, the veteran will be eligible for benefits through the last day of attendance in that course. |
| U | If an eligible veteran completes a course but receives a non-punitive U grade and mitigating circumstances are not found, benefits for that course will be terminated effective back to the first day of class in that course. The course can be repeated for VA benefit payments. |
| I | The grade of Incomplete "I" may be given only when the completed portion of a student's work in the course is of passing quality and due to extenuating circumstances the student is not able to complete all the course requirements. <i>A student's desire to avoid a low grade is not a legitimate reason to award an incomplete.</i> The student requesting an Incomplete should be able to complete the course with minimal assistance from the instructor. An "I" does not count as hours attempted or hours earned. The student has until the end of the 8th week (subsequent fall or spring term) to complete the course requirements. If the instructor does not remove the "I" grade nor request a time extension, the "I" grade will change to an "F".

If course requirements are met and the "I" grade is replaced with a grade of A, B, C, D, F or S prior to the end of the 8th week of the subsequent semester, VA benefits are payable for one semester. |

If the “I” grade is not removed within the specified period, benefits will be terminated effective back to the first day of the semester in which the student initially enrolled for the course. If an “F” grade is assigned, the student may register again and receive VA benefits while repeating the course. Veterans may not, however, repeat the course for VA benefits if the grade assignment is A, B, C, D, or S.

CE If the eligible veteran completes a course through proficiency examination, VA benefits will not be payable for that course. If “CE” credit has been given, the course may not be repeated for VA benefits.

NC This symbol does not count for hours attempted or earned. This symbol may be used only for “grade forgiveness.” (Refer to Grade Forgiveness Policy in current college catalog.) VA benefits will not be paid for a course for which grade forgiveness was approved unless the original grade was a “WF” or an earned “F” grade.

Punitive Grades

Grades which have credit granted toward graduation, GPA, and/or hours attempted to be computed into the GPA are “A”, “B”, “C”, “D”, “S”, “P”: If the eligible veteran completes a course and a grade of A, B, C, D, S, or P is assigned for a course in which credit is granted toward graduation, VA benefits will be paid for the entire semester. However, the course cannot be repeated for VA benefits credit.

WF If the eligible veteran withdraws after the fourth week of the semester while failing the course and is assigned a punitive WF grade, the VA benefits will be payable up to the last date of attendance in the course. This course can be repeated for VA payment purposes.

F If the eligible veteran attends class, completes the course, but is assigned a punitive “F” grade for which no credit toward graduation is granted, VA benefits will be paid for the entire semester. It is distinguished from non-punitive grades, because the hours attempted are used to determine the accumulative quality-point average for graduation purposes. The course can be repeated with VA benefits.

Progress Records

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

Probation

All students receiving VA educational benefits must maintain satisfactory progress toward their diplomas/degrees. (See RCC Satisfactory Academic Progress Policy and Procedure in current college catalog.) If progress is unsatisfactory, the law requires the college to report this to the VA. Students receiving VA benefits may have one semester on probation to bring their standing above probation status. If these requirements are not met, their VA benefits will be terminated. Students must receive academic counseling and must show that the cause of unsatisfactory performance has been removed before enrollment will be re-certified for benefits.

Class Attendance

Students receiving VA benefits are expected to attend all regular class meetings for which they are registered. Students enrolled in diploma or certificate programs may be required to respond to VA’s monthly request for Verification of Attendance (WAVE) in order to receive payment. If a student receiving VA benefits is dismissed from the college for misconduct, the benefits are terminated immediately.

Overpayment of VA Benefits

Chapter 33 Post 9/11 GI Bill recipients' tuition and fee charges are paid by the VA directly to the school. Eligibility ranges from 40% up to 100% based on period of service. Chapter 33 Post 9/11 GI Bill veteran students are responsible for any charges not covered by the VA and any overpayment resulting from dropped classes or complete withdrawal from the college.

All other recipients of VA educational benefits must pay tuition and fees by the college's established deadlines; VA educational benefits will be paid directly to the student by the VA. Overpayment of benefits will be deducted from future benefits if the veteran continues enrollment in subsequent terms. Complete withdrawal will require prompt repayment of benefits directly to the VA. All VA benefit recipients should promptly report to the VA and to the school's VA Coordinator any changes in enrollment.

Academic Information

The catalog of Rockingham Community College is intended to describe the operations and programs offered by the college. Students generally may expect to earn a diploma or degree in accordance with the curriculum requirements outlined in the catalog published at the time of initial enrollment or the current catalog in place at the time of anticipated date of graduation. However, the college reserves the right to make changes in the curricula and/or schedule when it is deemed to be in the best interest of the students and/or college. Returning students who have been away from RCC for more than one calendar year may complete the Application for Admission on the RCC website (www.rockinghamcc.edu). A student that is re-admitted to the college after being away for more than one year will be required to complete the curriculum requirements for the program of study under the current catalog in place at the time of readmission.

Variation in Degree Requirements

In exceptional cases, variations in degree requirements may be approved by the Vice President for Academic Affairs. In cases where institutional error or oversight is believed to have occurred or exceptional circumstances need to be considered, requests for variation in graduation requirements can be made in writing to the Vice President for Academic Affairs. The request should include a rationale and justification for variation in requirements. The decision of the Vice President will be based upon appropriate consultation with faculty and staff and will be final. Copies of the request, documentation of the review process and the decision shall become part of the student's permanent record.

Scholastic Standards

Rockingham Community College students are expected to maintain satisfactory scholastic standards. At the end of each semester an assessment shall be made of each student's total scholastic record. The academic policies are directed toward (1) prevention of failure, (2) remediation, and when other methods do not succeed, (3) exclusion from a program or the college.

Graduate Competencies

Students meeting the requirements for graduation from Rockingham Community College's associate degree and diploma programs should:

- Demonstrate effective speaking, writing, and reading skills.
- Gather and analyze information to make logical decisions.
- Demonstrate positive interpersonal skills.
- Demonstrate appropriate mathematical skills.
- Demonstrate appropriate computer skills.

Academic Regulations

Grading

Philosophy

Operating under the "Open Door" policy, Rockingham Community College accepts all adults who make application and can benefit from any of the programs offered (see admission procedures and requirements). It is believed that, given the proper program and circumstances, most students can perform satisfactorily. The overall objective is to work with students at their present levels of achievement and ability and help them reach their optimum potentials insofar as possible within the capabilities and limitations of the institution. To accomplish these goals the faculty and staff seek to help students to understand clearly what level of achievement is expected of them and how that level may be reached. The grading system is designed to provide students with constructive feedback about their progress and goal attainment.

In order to fulfill their primary purpose of enhancing learning, grades must serve a communicating and motivating purpose. RCC's grading system seeks to fulfill this dual role. It is designed to reflect the belief that students learn better when motivated by success rather than failure and that they should, therefore, be informed of good performances and successful results. Likewise, it is designed with the belief that students should be provided with knowledge of mistakes and how to correct them. In addition, the system attempts to accommodate the fact that different students require different time spans to master given subjects.

Rights and Responsibilities

Involved in any grading system are certain rights and responsibilities of students, instructors, administrators, advisors, and counselors. The following list represents only those rights and responsibilities which relate directly to the Rockingham Community College grading system. Other rights and responsibilities are outlined in this catalog and in other college publications such as the online Student Handbook and the Faculty-Staff Handbook:

Students

1. The student has the responsibility to put forth sincere, conscientious effort to fulfill the objectives of courses in which he/she is enrolled.
2. The student has the responsibility to meet with his/her instructors, advisor, or counselor if the student feels he/she is in academic difficulty.
3. The student has the right to know the basis on which he/she will be evaluated.
4. The student has the responsibility, with the aid of his/her instructors and counselors, to set realistic goals.
5. The student has the responsibility to pace himself/herself in an open-ended course (a course in which the time allowed for completion of the objectives is flexible.)
6. The student has the right to appeal a grade and the responsibility to know the correct procedure for appeal.
7. The student has the responsibility to contact his/her instructor regarding the grade of "I" and to make arrangements to complete the necessary work to remove the "I" within the time allowed.
8. The student has the responsibility to follow the established procedures when withdrawing from a course or from the institution.
9. The student must follow the Course Repeat Policy if repeating a course with a grade of "C" or better and must properly register to repeat a course.
10. The student has the responsibility, prior to filing a notice with the Records Office for a degree, diploma, or certificate to review his/her record in consultation with his/her advisor to assure that all graduation requirements will be met before the proposed graduation date.
11. The student has the responsibility to be familiar with the online Student Handbook, the RCC Catalog, any additional academic policies and procedures not specifically outlined in Items 1 through 10 listed above, and to plan his/her program accordingly.
12. Additional rights and responsibilities for students as outlined in appropriate sections of this catalog and in other college publications such as the online Student Handbook and the RCC webpage.

Instructors

1. The instructor has the right to define performance requirements for specific grades.
2. The instructor has the responsibility to state the course objectives and grading system early in the semester.
3. The instructor has the right and the responsibility to continue his/her efforts in learning new and different ways to facilitate student instruction and evaluation.
4. The instructor has the right and responsibility to determine the best methods of presenting material in his/her courses.
5. The instructor has the responsibility to evaluate his/her grading procedures periodically.

6. Additional rights and responsibilities for instructors are outlined in appropriate sections of this catalog and in other college publications such as the Faculty-Staff Handbook.

Administrators

1. The administrator has the responsibility to recommend the employment of faculty and other professional staff whose philosophy is consistent with that of the institution.
2. The administrator has the responsibility to provide the time, resources, and facilities necessary for the teaching and learning process.
3. The administrator has the responsibility to provide a process for grade appeals.
4. The administrator has the responsibility to provide in-service training for the faculty.
5. The administrator has the responsibility to provide appropriate counseling and advising services.
6. The administrator has the responsibility to provide services for effective placement of students in courses.
7. The administrator has the responsibility to provide leadership in the development and continuing evaluation of a standard grading system.
8. Additional rights and responsibilities for administrators are outlined in appropriate sections of this catalog and in other college publications such as the Faculty-Staff Handbook.

Advisors

1. The advisor has the responsibility to consult with the student's instructor and/or counselor in cases where the student's progress in a course or program is in question.
2. The advisor has the counselor-shared responsibility to assist the student in preparing grade contesting requests.

Counselors

1. The counselor has the responsibility to consult with the student's instructor and/or advisor in cases where the student's progress in a course or program is in question.
2. The counselor has the advisor-shared responsibility to assist the student in preparing grade contesting requests.

Grades

Used in GPA Computation

A, B, C, D, F, WF

- | | |
|---|----------------|
| A The student has, in a superior way, met the objectives established for the course by the instructor and department or departments involved. | 4 per sem. hr. |
| B The student has more than adequately met the objectives established for the course by the instructor and the department or departments involved. | 3 per sem. hr. |
| C The student has adequately met the objectives established for the course by the instructor and the department or departments involved. | 2 per sem. hr. |
| D The student has minimally met the objectives established for the course by the instructor and department or departments involved. | 1 per sem. hr. |

F The student failed to meet the objectives established by the instructor and the department or departments involved in a traditional course or failed to make satisfactory progress in an open-ended course. 0 per sem. hr.

WF The instructor withdraws a student after the 60th percent point or its equivalent due to absences or other considerations while the student is doing unsatisfactory work. This symbol counts as hours attempted but not as hours earned. 0 per sem. hr.

Not used in GPA Computation

CC, P, S, NR, R, U, I, AU, W, WP, CE, NC

CC This symbol is used for DMA modules a student successfully passes as part of a shell course and does not count as hours attempted or hours earned. 0 per sem. hr.

P The student successfully completed the course with a passing grade. This symbol does not count as hours attempted or as hours earned. 0 per sem. hr.

S The student successfully completed the course on the S-U option or completed a course in which the S or U is given. The symbol does not count as hours attempted but does count as hours earned. The “S” grade indicates that the course was completed with a “C” or better. 0 per sem. hr.

NR The symbol is used for intended DMA modules a student does not attempt as part of a shell course and does not count as hours attempted or hours earned. 0 per sem. hr.

R The student did not successfully complete the course and must re-enroll. This symbol does not count as hours attempted or as hours earned. Grades of **R** earned in developmental courses are also included in the number of times the course has been attempted. 0 per sem. hr.

U The student did not successfully complete a course taken on the S-U option or did not successfully complete a course in which the S or U is given. This symbol does not count as hours attempted or as hours earned. 0 per sem. hr.

I The grade of Incomplete “I” may be given only when the completed portion of a student’s work in the course is of passing quality and due to extenuating circumstances the student is not able to complete all the course requirements. *A student’s desire to avoid a low grade is not a legitimate reason to award an incomplete.* The student requesting an Incomplete should be able to complete the course with minimal assistance from the instructor. An “I” does not count as hours attempted or hours earned. The student has until the end of the 8th week (subsequent fall or spring term) to complete the course requirements. If the instructor does not remove the “I” grade nor request a time extension, the “I” grade will change to an “F”. 0 per sem. hr.

AU Audit courses taken as an audit are not graded and no credits are earned. 0 per sem. hr.

W The student withdrew during the 60th percent point of a regular semester or its equivalent in an abbreviated semester. Withdrawals may be student or instructor initiated. This symbol does not count as hours attempted or as hours earned. 0 per sem. hr.

WP The instructor withdraws a student after the 60th percent point or its equivalent due to absences or other considerations while the student is doing satisfactory work. This symbol does not count as hours attempted or as hours earned. 0 per sem. hr.

CE Credit by Exam - The student received credit for course through proficiency examination (see Credit by Exam). This symbol counts as hours earned but not as hours attempted. No more than 50% of the degree program requirements may be earned in this manner. 0 per sem. hr.

NC The student earned no credit for the course. This symbol does not count for hours attempted or hours earned. The symbol may be used only for “grade forgiveness”. 0 per sem. hr.

Audit

Students wishing to audit courses must officially register for such courses. Auditors receive no credit and the grade symbol “AU” will be recorded on the student’s transcript. Students may audit a course one time prior to taking the course for credit. Once academic credit has been awarded for a course, students may audit the class one additional time. Exceptions may be granted by the Vice President for Academic Affairs.

To audit a course, the student must complete and submit an Audit Request form and officially register for the course in the normal registration process as required of any other course before the final date for adding courses in any given semester. An audit cannot be changed to credit or credit to audit after the deadline for adding courses without approval of the instructor, advisor, and Vice President for Academic Affairs. Fees for auditing a course are the same as for taking a course for credit. Students may not receive financial aid for audit classes.

Incomplete Grade

The following definition and procedure govern the use of the “I” grade.

1. Definition: The grade of Incomplete (“I”) may be given only when the completed portion of a student’s work in the course is of passing quality and due to extenuating circumstances the student is not able to complete all the course requirements. A student’s desire to avoid a low grade is not a legitimate reason to award an incomplete. The student requesting an Incomplete should be able to complete the course with minimal assistance from the instructor. An “I” does not count as hours attempted or hours earned.
2. Students must make arrangements with the instructor to receive an incomplete grade prior to the end of the semester.
3. The instructor will complete the “Report of Incomplete Grade” form describing the requirement(s) to remove an “I” grade. This form must be filed in the Dean’s Office with a copy to the student.
4. The student has until the end of the 8th week of the subsequent fall or spring term to complete the course requirements. If the instructor does not remove the “I” grade nor request a time extension, the “I” grade will change to an “F”.
5. Students can not register for the same course when an “I” has been issued.

6. After the course work is completed, the assignment of the grade is the responsibility of the instructor and will be submitted on a Grade Change Form to the Registrar's office for processing. When removing the "I", an instructor cannot submit a grade change of "WP", "WF", or "NC".

Satisfactory/Unsatisfactory Grading Option

This grading system encourages students to explore courses for credit outside their major. Because these courses will not count in the GPA but will count toward credits earned, the possibility of failure, strong competition, etc., is removed. The students could use this option in choosing electives where they have some interest but little or no previous experience or skill in taking courses outside their program.

Satisfactory/Unsatisfactory Policy

1. Courses may be taken on S/U basis only with the approval of the student's advisor and the instructor of the course.
2. A student may earn not more than 6 credit hours of "S" toward the total credit hours required for a diploma or a degree. Any course which is offered only on a S/U basis will not be included in the 6 hours of "S" limitation.
3. A student may take only one course per semester on the S/U option. Exception must be approved by the student's advisor.
4. A grade of "S" indicates that the student has satisfactorily met the objectives of the course. The "S" does not count as hours attempted but does count as hours earned. A grade of "U" indicates that the student did not successfully complete the course. The "U" does not count as hours attempted or as hours earned. The "S" grade indicates that the course was completed with a "C" or better.
5. The student must declare his intention to take the S/U option prior to the end of the drop/add period. In order to declare the S/U grading option, the student must:
 - a) Report to his/her advisor, discuss the S/U option, complete the proper form, and obtain his/her advisor's approval.
 - b) Report to the instructor, discuss the S/U option, and obtain the instructor's approval.
 - c) Submit the form to the Records Office before the end of the drop/add period.
6. To assist a student in registering to take a course under the S/U grading option, the advisor should:
 - a) Provide the student with the S/U option application form.
 - b) Assist the student in completing the form by dating and endorsing the application in the blank marked "advisor".
 - c) Instruct the student to list the course on the registration form (or drop/add form in the case of an added course).
 - d) Instruct the student to contact the appropriate instructor involved to secure his/her signature of approval.
 - e) Provide the student with the name of the Dean involved and instruct him/her to secure the signature of approval.
 - f) Instruct the student to turn in the S/U Grading Option application form during registration.

Grade Point Average (GPA)

Grade Point Average (GPA) is defined as the total grade points earned divided by the total number of credit hours attempted. Grade points are the numerical equivalents of the letter grades and are used to determine academic honors. A minimum GPA of 2.0 overall and in the program of study for all certificates, diplomas and degrees is necessary to meet grade requirements for graduation.

Grade Forgiveness Policy

The purpose of Grade Forgiveness is to provide students at Rockingham Community College the opportunity to improve their academic grade point average if they have previous grades which are detrimental to their current and future academic pursuits. A student may request Grade Forgiveness for one of the following reasons:

1. The student earned a grade of D, F, WF in a course no longer offered by the college, or
2. The student earned a grade of D, F, or WF in a course which was completed at least five years prior to the request for Grade Forgiveness.

Grade Forgiveness Procedure

A student seeking Grade Forgiveness must make an appointment with a counselor who will assist the student in completing an Application for Grade Forgiveness. The student must also write a letter explaining the reason(s) for requesting Grade Forgiveness and the circumstances that surrounded the unsatisfactory course. The completed application and letter must be submitted to the Vice President for Academic Affairs who will review the case. In case number one above, the Vice President will consult with the appropriated Dean to confirm that the course will no longer be offered. In case number two above, the Vice President will consult with the appropriated Dean, who will in turn consult with the faculty member who assigned the grade. In cases where the faculty member is no longer employed by the college, the Dean will serve in the faculty member's role. The decision of the Vice President is final.

The following conditions apply to Grade Forgiveness:

1. The student must be currently enrolled at Rockingham Community College or will enroll in the academic term immediately following the approval of Grade Forgiveness.
2. For each course for which Grade Forgiveness is approved, forgiven grades and hours attempted will no longer be calculated in the student's cumulative grade point average nor counted towards graduation requirements. The original course listing and grade will remain on the transcript, effective Fall 2013.
3. Grade Forgiveness may not be requested for any course which was counted toward graduation requirements for a certificate, diploma, or degree previously awarded by Rockingham Community College.
4. Approval of Grade Forgiveness applies to Rockingham Community College courses only. There is no expectation that grade forgiveness will be recognized by another college or university.
5. A student's eligibility for financial aid is determined in accordance with applicable federal, state, and institutional financial aid regulations. The Grade Forgiveness policy does not override financial aid regulations. Therefore, a student seeking Grade Forgiveness must consult with the financial aid office to determine the potential impact of Grade Forgiveness upon his or her financial aid eligibility.
6. Grade forgiveness may be granted only once except in the case when a course is no longer offered by the college.

Grade (Final) Changes

Instructors retain primary responsibility for assigning final course grades in which a student is registered. In the event the instructor is no longer employed by the college, final course grade changes can be recommended by the appropriate dean provided there is sufficient evidence to make a change. Students who believe their final course grade is incorrect must follow the procedure for grade change. Changes to grade requests must be submitted by the end of the academic term (fall, spring, summer) following the semester in which the final course grade is assigned.

Procedure for Grade Change

1. The student contacts the instructor who assigned the final course grade (or the appropriate dean if the instructor is no longer employed by the College) and explains the requested grade change. If the grade change request is granted, the instructor (dean) completes the *Grade Change Form*. If a student is unable to resolve a final course grade dispute with the instructor, the student must follow the Grade Appeal Policy.
2. The instructor (dean) submits the *Grade Change Form* to the Vice President for Academic Affairs for approval and signature.
3. Upon approval of the grade change by the Vice President for Academic Affairs, the *Grade Change Form* is submitted to the Registrar's Office.
4. The Registrar's Office records the grade change and provides a copy to the advisor and the student.

Academic Progress Policy and Procedure

The policies governing academic progress at Rockingham Community College are intended to assist students in successfully completing their programs of study. Procedures are designed to identify students experiencing academic difficulty and to ensure effective corrective action. These procedures are designed to:

1. Inform all students of minimum academic standards and grading procedures
2. Identify and alert students displaying signs of academic difficulty as early in the semester as possible.
3. Notify all students of their GPAs immediately following the semester grading term.
4. Provide opportunities for corrective action to such students.

Students enrolled in certificate, degree and diploma programs are expected to maintain satisfactory academic progress toward completion of the requirements for their program. Special credit, dual enrolled, and Early College High School students are also subject to the college's satisfactory academic progress policy.

For the purpose of determining academic progress, final grades on all courses within the student's program will be considered. Satisfactory academic progress will be based upon the acquisition of at least 2.0 cumulative GPA on each semester or term of enrollment. Note: Health science programs of study may require a higher GPA for satisfactory progress.

Review of Academic Standing Based Upon Program Change

A student who is placed on Academic Warning, Academic Probation, or Academic Suspension at the end of an academic term and has changed academic programs during the period of unsatisfactory academic status may request to have his or her academic status reevaluated. Such a request must be submitted in writing to the Vice President for Student Development, who will then implement the process for review of the request and the student's academic record.

Unsatisfactory Academic Standing Categories

Academic Warning

Once a student falls below a 2.0 GPA, the student is placed on *Academic Warning* for one semester or term. A student on Academic Warning is notified in writing of this status and receives information related to the student's need to achieve a cumulative 2.0 GPA as required for graduation. The letter of notification includes a listing of resources and personnel available to assist the student to return to satisfactory academic standing.

Academic Probation

While on Academic Probation, if the student still does not achieve a cumulative 2.0 GPA following completion of the subsequent semester or term, the student is placed on *Academic Probation*. A student on Academic Probation is notified in writing of this status and is informed of the increased seriousness of this status and the steps that must be taken in order to be removed from Probation and avoid Suspension. Similar to the Academic Warning letter, a listing of resources and personnel available to assist the student is included. A student on Academic Probation may be prohibited from registering for another term until he or she first meets with an academic advisor, counselor, or similar staff member to discuss the Academic Probation status and the steps being taken to address the deficient GPA.

Academic Suspension

While on Academic Probation, if the student still does not achieve a cumulative 2.0 GPA following completion of the subsequent semester or term, the student is placed on *Academic Suspension*. A student on Academic Suspension is notified in writing of this status and is ineligible to enroll at the college for one semester or term. Following the completion of one semester of inactivity at the college, the student is required to apply for readmission. The letter informing the student of Academic Suspension includes information related to the readmission process as well as a listing of resources and personnel available to assist the student in returning to satisfactory academic status. Often, a student's readmission request is considered only after the student has completed a required visit with a counselor to determine the appropriateness of the student's academic program area.

Repeat of a Completed Course

A student may request to repeat a course for credit using the following guidelines. All grades awarded for repeated courses will appear on the transcript; however, the most recent grade for a repeated course is used to calculate a student's GPA. Repeat of a course is not permitted for a grade of "I" and "CE". A student requesting a repeat of course for which an "AU" was recorded, must follow the Audit policy on page 62. A student will be permitted to repeat (second attempt) a course without permission. A third attempt of a course requires the student to complete the Course Repeat Form and make an appointment for approval with the dean of the division where the course is taught. A subsequent attempt requires approval from the Vice President for Academic Affairs. The completed Course Repeat Request Form must be provided by the student at the time of the appointment with the Vice President for Academic Affairs. **Withdrawals from a course with a W, WP, or WF are included in the number of times the course has been attempted.**

Change of Student's Program

Students desiring to change their programs of study should contact a counselor at least two weeks before registration to allow ample time for any necessary placement testing and evaluation of previous course work.

When a student decides to change programs (e.g. Business Administration to University Transfer, Computer Integrated Machining to Welding, etc.) the procedure officially begins with a conference with a counselor. The counselor will assist the student in preparing the appropriate forms which will be processed through the Student Development Office.

The new advisor will be sent a new advisement sheet. Only transcripts from other colleges are evaluated and/or "re-evaluated".

Recalculation of GPA for Program Change

The program GPA will be recalculated on the basis of the following guidelines when a program is changed:

1. If a student has made a grade of A, B, C, D, or S in a course that is normally considered to be a part of the new program, the student will receive full credit for that course.
2. If a student has made a grade of W, NC, OE, WP, or U in a course that is normally considered to be a part of the new program, this grade or course will not in any way be included in the recalculation of GPA.
3. Courses that are not applicable to the new program will not be included in the recalculation of the program GPA.
4. If a student transfers out of a program into another and then transfers back to the original one, the recalculation of GPA will be done on the same basis as outlined above, i.e., it will include all applicable courses taken at any time.
5. The responsibility for deciding which courses (other than those specifically appearing in both programs) are transferable rests upon the Registrar. The advisor, the Dean, and others may be consulted in making this decision.

(Special Note to Veterans): Because of specific Veterans Administration policies regarding benefits, questions concerning program change, repeat courses, and the academic probation policy should be referred to the RCC Veterans Affairs Officer.

Class Attendance

The college's class attendance policy is designed to promote student success. Students are expected to attend *every* scheduled lecture, lab, shop, and clinic on time and be prepared to engage in the teaching and learning process. Students are responsible for all materials covered and all assignments made in class. Each instructor is responsible for providing the student with a written attendance policy in the course syllabus.

In general, absences due to official college activities and events will not be included as absences within an individual instructor's attendance policy, provided that the student submits appropriate documentation to the instructor at least one week prior to the event. However, if the student has an excessive number of absences or has unsatisfactory academic performance in the course, the instructor will inform the appropriate organization advisor/sponsor whether the student will be permitted to miss class. Students missing a class due to official college activities and events bear the responsibility of contacting the instructor regarding advanced submission or make-up of work. The student will be allowed a reasonable opportunity to complete all work missed as a result of the missed class. Official college activities and events include participation in the following: field trips in connection with courses; intercollegiate athletic contests; state-wide, regional and/or national organization events; scholarship events, and student academic competitions and award ceremonies.

In exceptional cases instructors may be unavoidably detained. Upon written or verbal communication that the instructor is unavoidably detained, all class members shall wait for the instructor. Students must wait ten minutes for an instructor before leaving class. After waiting this time the students may assume the instructor is absent and class shall not be held. In said cases, students will be held accountable for knowledge of the material covered by the instructor should he/she arrive and conduct the class.

Religious Observance

Rockingham Community College recognizes the diversity in religious beliefs. Out of respect for individual religious convictions, students may be granted two (2) class days of excused absences per academic year. A student wishing to exercise this leave must provide written notice to all instructors two weeks in advance of the leave. Students will be given the opportunity to make up any class work missed during the excused day(s).

Withdrawals

In all cases of withdrawals from courses, a student or instructor must complete the appropriate forms through the Records Office at the time of withdrawal. A student who has withdrawn from all courses is no longer considered a registered student.

Student-Initiated Withdrawal

RCC recognizes that there are situations when students need to withdraw from a course; however, students should be encouraged to explore other options before withdrawing and should remain in the course long enough to make a sound determination of the appropriateness of the course to their needs.

It is the student's responsibility to initiate a withdrawal from a course. Students may withdraw from a course through the end of the 60th percent point of the semester or its equivalent in a shortened session. Students are not allowed to initiate drops beyond this point. In cases where justifiable reasons exist (i.e. extenuating circumstances), students are required to meet with their instructor to initiate withdrawals. Also, students who are found guilty of academic dishonesty before the 60% point of the semester may not withdraw from the course in order to avoid penalty of an "F" or "WF" given by the instructor as a result of the academic dishonesty. In those cases, the "F" or "WF" grade will be given. In order for a student to initiate a withdrawal, all the following steps must be completed.

Students will:

1. Obtain the withdrawal form. Forms are available from either area secretaries or Student Development Office.
2. Discuss the intention to withdraw with the course instructor. Obtain the instructor's initials on the appropriate place on the withdrawal form.
3. Discuss intention to withdraw with his/her advisor and obtain signature in the appropriate place on the withdrawal form.
4. Return the completed form to the Records Office. Withdrawal is not complete until the form is returned to the Records Office.

Instructors will:

1. Discuss ramifications of withdrawal and other options available with students before approving withdrawal.
2. Assign grade of "W", "WP," or "WF," depending on when the student is withdrawn and indicate last date of attendance.
3. Initial the drop form if drop is approved.
4. Notify the Veterans' Affairs and Financial Aid offices *immediately* if a student receiving VA or financial aid has missed two weeks of classes with no contact from the student.

Advisors will:

1. Discuss the ramifications of withdrawal on a student's program progression and other options available to them before approving withdrawal.
2. Sign the drop form if the drop is approved.
3. Remind the student to return the withdrawal form to the Records Office.

Instructor-Initiated Withdrawals

Instructor-initiated course withdrawals are governed by the following policies:

A. Absences

Each instructor is responsible for providing the student with a written attendance policy in the course syllabus. If a student misses a class for any reason, it is his/her responsibility to confer with the instructor at his/her earliest opportunity. When a student is withdrawn for excessive absences, the grade normally assigned will be a “W”, “WP” or “WF”. The grade assigned will depend upon when in the semester the withdrawal occurs and the nature of the student’s work. (See Grade Symbol definitions.)

NCCCS regulations require that the college maintain accurate record of class attendance for all students. Withdrawal and readmission are left to the discretion of the instructor. Instructor must process the appropriate form for withdrawal or readmission and send to the Records Office.

B. Disruption of Class

Students who disrupt class may be withdrawn from the course after the instructor has taken corrective measures such as a conference with the student in question and/or referring the student to other faculty or staff. When a student is withdrawn for disruption of class, the grade assigned will be a “W”, “WP”, or “WF”. The grade normally assigned will depend upon when in the semester the withdrawal occurs and the nature of the student’s work. (See Grade Symbol definitions.)

C. Student Achievement Limitations

In cases where student achievement limitations hamper the instructional effectiveness of a course, the instructor may initiate a withdrawal with the approval of the appropriate Dean and the Vice President for Academic Affairs. A grade of “W” will be assigned to students withdrawing for achievement limitations.

Withdrawals from the College

A student must see a counselor and complete the necessary forms in the Student Development Office before the student may officially withdraw from the college. Failure to do so may be damaging to the student’s academic record. Grades will be assigned as outlined in the Student Initiated Course Withdrawal Policy.

Official withdrawal procedures are as follows:

1. The student reports to the Student Development Office for a withdrawal interview with a counselor and completes a Drop/Add/Withdrawal Form.
2. The student must leave the form with the Records Office. The student’s withdrawal is not official until the form is accepted by the Records Office.
3. The Records Office notifies the Business Office and the Educational Partnerships, Financial Aid and Veteran’s Affairs offices if applicable.

Withdrawals from Programs

Transfer to a New Program of Study

Students desiring to withdraw from a program of study should discuss the possibility of transferring to another more appropriate program of instruction within the college with their counselor. Procedures for transferring courses common to the old and the new programs assure the student of a minimum loss of course work.

Independent Study

Independent Study at Rockingham Community College is provided to permit flexibility in the development of students' program of study, to enhance students' breadth of learning, and to develop within students a high degree of self-motivation toward academic pursuits. Such courses are equivalent in terms of quality and quantity to regularly scheduled courses appearing under course designations in the catalog.

If the student wishes to engage in the study of subject matter for which a comparable course is offered at RCC but under special circumstances needs to meet the course requirements through Independent Study, the student would complete the Independent Study Approval Form and register for the course according to the registration procedures outlined in the catalog.

Special circumstances under which a student may need to attempt a course through Independent Study under this second plan are:

1. To take a course out of the normal scheduling sequence but which is needed to meet graduation requirements.
2. To engage in Independent Study because of the nature of a learning disability
3. To take a course which conflicts with a regularly scheduled course and content is necessary to progress in a program of study.

When the student engages in an Independent Study course with a regular course description (i.e., MAT, ENG, HIS), the grade symbols adopted and approved for that particular course will be awarded.

No student may apply more than two independent study courses to meet graduation requirements. A student wishing to take an Independent Study Course should:

1. Report to his/her advisor, discuss the option of taking a course through Independent Study, verify that the student will not exceed the limit of two independent study courses, and obtain the Independent Study Approval Form.
2. Report to his/her instructor, discuss the option of taking a course through Independent Study, complete the appropriate sections of the Independent Study Approval Form, and secure the instructor's signature.
3. Have the Independent Study Approval Form endorsed by his/her advisor and the appropriate Dean of the division involved and approved by the Vice President for Academic Affairs.
4. Officially register for the course by completing the normal registration process as required of any other course before the final date for adding courses.

Application for Graduation

Students who expect to complete requirements for a degree, diploma, and/or certificate must apply for graduation by submitting an Application for Graduation for each credential to the Records Office. These forms should be completed at the time of registration for the semester in which the student expects to graduate. There is a published deadline by which the Application for Graduation must be submitted for a specified graduation date. A \$25.00 graduation fee is charged to all graduates which includes the cost of providing the diploma and diploma cover, cap, tassel, gown and 10 graduation invitations. The college holds graduation ceremonies in May for December and May graduates and in July for July graduates.

Students completing their programs of study may apply for July or December graduation, although there is no ceremony. Persons completing graduation requirements in July may be eligible to march in the May ceremony if they fulfill specified criteria that are available through the Registrar's office as well as in documents posted on the RCC website. Persons permitted to march in the May ceremony who will not complete their requirements until the end of the following summer term (normally, in July) will not receive a diploma until all graduation requirements are fulfilled.

To be eligible for graduation, the student must have completed the appropriated program requirements, have a final cumulative overall GPA of 2.0 or above and a final cumulative GPA of 2.0 or above in the selected program of study, and have cleared all indebtedness to the college including payment of tuition, fees, and/or fines, return outstanding library materials, or other outstanding obligations.

It is the policy of the college that at least 25 percent of the Semester Credit Hours required for graduation be taken at RCC. It is the student's responsibility to notify the Registrar of enrollment at other colleges during the last semester if applying for graduation and must arrange to have official transcripts received by the Registrar by the end of the last day of final exams of the semester in which the student expects to graduate from RCC.

The college encourages participation in graduation, but if a student chooses not to participate, he/she may obtain the earned degree, diploma, or certificate from the Records Office during regular office hours beginning the day after graduation.

Transcript Requests

Requests for transcripts must be received in writing and must include a valid student signature. A transcript request form is available on the College's website. Requests may be submitted in person, by mail, by fax, or by email (with a valid electronic signature); requests are not accepted by telephone. A processing time applies to all transcript requests. Only Rockingham Community College transcripts are released. To obtain copies of transcripts from other institutions attended, students must contact the institution from which the transcript originates.

The Records Office does not provide unofficial transcripts. Students may print an unofficial transcript using *WebAdvisor*. Because only official transcripts are provided by the Records Office, transcripts are not sent by fax.

Employer Guarantee

Upon graduation from any technical program of study, Rockingham Community College will guarantee a student fully ready and capable to begin work in an appropriate entry-level position. Should the graduate not demonstrate proficiency which might be expected of a graduate of the program, Rockingham Community College will work with the employer to identify and remediate the deficiency at no cost to the employer or employee. The cost will be limited to tuition, books, and fees, and the deficiency must be identified within six months of initial employment and be directly related to courses taken in the program.

College Awards and Honors

Academic Excellence Award

The North Carolina Community College System invites each of the state's 58 community colleges to annually select a student to receive the "Academic Excellence Award." The award recognizes a student's academic achievement at his or her community college as well as the potential for future success. To be nominated, a student must be currently enrolled at the institution, must have completed at least 12 semester hours in a designated associate degree program or a one-year diploma program, and must have a cumulative GPA of 3.25 or higher. Institutions may include additional criteria as desired. At RCC, students are nominated by the faculty and must meet these minimum qualifications before they are reviewed by a committee comprised of representatives from the various academic divisions. One Academic Excellence Award recipient is selected and is recognized at a statewide event or a local campus event. Also at RCC, the student selected for the award, as well as all students who were nominated, are recognized at the College's annual Student Awards Ceremony.

Excellence in Teaching Award

The RCC annual Excellence In Teaching Award is designed to recognize a full-time faculty member and a part-time faculty member for excellence in teaching. The individuals are nominated by faculty, staff or students and screened by the Excellence in Teaching Committee. The full-time faculty member is recognized at the May graduation with a certificate. The part-time faculty member receives a certificate at graduation. RCC's full-time winner will also be nominated for the State Board of North Carolina Community College System/RJ Reynolds Excellence in Teaching Award. All college nominees will receive a pin and certificate acknowledging their achievement.

Meritorious Service Award

The Meritorious Service Award may be awarded at the annual Student Awards Ceremony to individuals and/or groups who have made a significant contribution to the progress of the College and/or well-being of the College community. This contribution is typically above and beyond the normal expectations of performance as a member of an organization, as an office holder, as a student, etc. A candidate may be nominated by faculty, staff, student, or a campus organization.

Outstanding Student Award

Each year the RCC faculty presents the Outstanding Student Award to a May graduate. The student is selected based on academic excellence, contribution to the College community, and potential for continued study or occupational advancement.

Who's Who Among Students in American Colleges and Universities

RCC participates in the selection of students for inclusion in the junior and community college recognition for Who's Who in American Colleges and Universities. Who's Who recognizes well-rounded students who have demonstrated a balance of academic achievement at an above-average level and involvement in and service to the College and/or community. To be nominated, a student must be in his or her final year of study at RCC, must have a cumulative GPA of 3.00 or higher, must have demonstrated participation and leadership in RCC extracurricular activities (such as honorary and/or social organizations, service activities, and/or athletics), must have displayed the qualities of good citizenship within the College and community, and who demonstrates the potential for future success and achievement. At RCC, students are nominated by faculty and staff.

Student Academic Honors and Honors Organizations

President's List

To be eligible for the President's List within any given semester: A student must maintain a 4.00 GPA within the semester with at least 12 college level credit hours attempted during Fall or Spring or 9 credit hours attempted during Summer.

Dean's List

To be eligible for the Dean's List within any given semester: A student must maintain a 3.25 GPA within the semester with at least 12 college level credit hours attempted during Fall or Spring, or 9 credit hours attempted during Summer, with no grade less than a C.

Semester GPAs are computed at the end of each semester and grades received in any previous semester are not included in computing the GPA for the current semester.

Academic Honors at Graduation

In an effort to recognize sustained academic excellence, academic honors are awarded at graduation, based on cumulative GPA in courses taken at Rockingham Community College. Only those courses used to meet graduation requirements in

diploma or degree programs are used in computing this GPA. Graduation honors are as follows: Permanent Dean's List (GPA of 3.25-3.39); Honors (GPA of 3.40-3.69); and High Honors (GPA of 3.70-4.00)

Phi Theta Kappa Honor Society

Phi Theta Kappa is the international honor society of two-year colleges. Founded in 1918, over 1.2 million members have been inducted. Our chapter, Alpha Kappa Pi, was chartered in 1985.

Membership in Alpha Kappa Pi is extended to any full or part time student who has completed 12 semester hours of credit leading to an associate degree, has a major GPA of 3.50, and enjoys full rights of citizenship. Membership offers opportunities for scholarships, intellectual enrichment, character development, fellowship and leadership. Contact the current Alpha Kappa Pi Vice President of Membership or a designated AKP Faculty Advisor for additional information (name may be obtained from the RCC website).

Sigma Kappa Delta

Sigma Kappa Delta, The National English Honor Society for two-year college students, strives to meet the following :•
Recognize and reward outstanding achievement in English courses

- Provide opportunities that promote discussion of literature on campus and in our community
- Foster professional interaction among members
- Exhibit high standards of academic achievement

Requirements of Membership:

- Letter of invitation from RCC
- Current enrollment at RCC
- Completion of at least 12 semester hours of college credit
- Completion of at least one college level English course with a “B” or higher in all English coursework
- Minimum overall GPA of 3.3

2015 Performance Measures for Student Success

The Performance Measures for Student Success Report is published annually by the North Carolina Community College System (NCCCS) and serves as the System's major accountability document. Beginning in 2012-13, the NCCCS adopted system-wide "baselines" and "goals" for each performance measure. Using three years of historical data for each performance measure, each baseline was set two standard deviations below the system average and each goal was set at one standard deviation above the system average. The performance summary below lists each performance measure, the system baseline and goal, and the results for Rockingham Community College.

A. Basic Skills Student Progress

Percentage of students who progress as defined by an educational functioning level.

NCCCS Baseline: 20.6%

NCCCS Goal: 51.2%

RCC: 40.0%

B. GED Diploma Passing Rate

Percentage of students taking at least one GED test during a program year who receives a GED diploma during the program year.

NCCCS Baseline: 49.3%

NCCCS Goal: 82.0%

RCC: 89.7%

C. Developmental Student Success Rate in College-Level English Courses

Percentage of previous developmental English and/or reading students who successfully complete a credit English course with a grade of "P", "C" or better upon the first attempt.

NCCCS Baseline: 45.2%

NCCCS Goal: 74.9%

RCC: 55.6%

D. Developmental Student Success Rate in College-Level Math Courses

Percentage of previous developmental math students who successfully complete a credit math course with a grade of "C" or better upon the first attempt.

NCCCS Baseline: 47.5%

NCCCS Goal: 75.4%

RCC: 60.6%

E. First Year Progression

Percentage of first-time fall credential-seeking students attempting at least twelve hours within their first academic year who successfully complete ("P", "C" or better) at least twelve of those hours.

NCCCS Baseline: 53.2%

NCCCS Goal: 74.6%

RCC: 66.5%

F. Curriculum Student Completion

Percentage of first-time fall credential-seeking students who graduate, transfer, or are still enrolled with 36 hours after six years.

NCCCS Baseline: 28.6%

NCCCS Goal: 45.6%

RCC: 38.6%

G. Licensure and Certification Passing Rate

Aggregate institutional passing rate of first time test-takers on licensure and certification exams. Exams included in this measure are state mandated exams which candidates must pass before becoming active practitioners.

NCCCS Baseline: 71.0%

NCCCS Goal: 91.7%

RCC: 74.4%

H. College Transfer Performance

Among community college associate degree completers and those who have completed 30 or more credit hours who transfer to a four-year university or college, the percentage who earn a GPA of 2.00 or better after two consecutive semesters within the academic year at the transfer institution.

NCCCS Baseline: 71.2%

NCCCS Goal: 93.8%

RCC: 89.5%

Bachelor's Degree Options

East Carolina University (ECU) - Bachelor of Science Degree in Industrial Technology (BSIT)

Students may complete the Bachelor of Science Degree in Industrial Technology (BSIT) - Associate in Applied Science (AAS) Transfer Program. The BSIT Transfer Program is a degree completion curriculum designed for students who have been awarded a qualified AAS degree in an industrial or technical related field. The approved AAS programs can be viewed at <http://www.ecu.edu/cs-tecs/techsystems/bsit.cfm>. Courses may be completed on the campus of ECU or online. For more information, contact Chandra Caple, Director of Educational Partnerships, at (336) 342-4261 ext. 2130 or caplec@rockinghamcc.edu.

Greensboro College - Bachelor's Degree in Elementary Education or Birth-Kindergarten

Candidates for these programs are students who have completed or who are near completion of the Associate in Art's Degree, students who have completed two years of college transfer studies, and lateral entry candidates or teacher assistants. For more information, contact Chandra Caple, Director of Educational Partnerships, at (336) 342-4261 ext. 2130 or caplec@rockinghamcc.edu.

Greensboro College - Bachelor's Degree in Criminal Justice

Candidates for this program are students who have completed their associate's degree in Criminal Justice, are in the process of completing their degree, or have completed a degree in another field and are interested in pursuing a bachelor's degree in criminal justice. For more information, contact Chandra Caple, Director of Educational Partnerships, at (336) 342-4261 ext. 2130 or caplec@rockinghamcc.edu.

Winston-Salem State University (WSSU) - RN to BSN Outreach Option

Rockingham Community College has an articulation agreement with the Department of Nursing, School of Health Sciences at Winston-Salem State University for WSSU to offer the Bachelor of Science degree in Nursing on the campus of RCC. RCC graduates and other registered nurses in the community may be admitted to the WSSU RN/BSN program after completion of the requirements for the Associate Degree Nursing Program and after obtaining an unrestricted Registered Nurse License.

For additional admissions information, students should contact Bettie Little, Director of RN/BSN Option, Winston-Salem State University, (336) 750-2296, email: littleb@wssu.edu

Continuing Education

Rockingham Community College through Continuing Education serves our county by providing relevant skill-based training programs. Our Continuing Education program options are directed to assist:

- those seeking new or enhanced employment
- business and industry desiring customized training programs
- entrepreneurs, small start-ups, and small established businesses
- adult students seeking a High School Equivalency, Adult High School Diploma, and ESL
- community residents desiring life-long learning opportunities

To better serve Rockingham County, these opportunities are offered at the college's main campus, offsite facilities, online, business and industry sites, and other community locations throughout the county.

See www.rockinghamcc.edu for class schedules.

Minor Enrollment Policy

Students between the ages of 16 and 18 may be admitted to certain Non-Credit Division courses upon the consent of their parents and approval by public school officials. A registration payment is required for Non-Credit Division courses.

Occupational Extension

Occupational Extension courses through the Non-Credit Division offer training to upgrade and/or improve current job skills. These short term classes prepare students for new and changing employment requirements. Courses are available online and in the classroom to develop both personal and marketable skills. These courses are geared to meet the demands of local business and industry. The goal of occupational extension courses is to provide lifelong learning and skill development opportunities in a global, competitive economy. The Non-Credit Division maintains a working relationship with community agencies and businesses to assess, sponsor, and provide quality programs in demand occupations.

Occupation extension classes prepare students for the following:

- New Career Skills Development
- Licensing Exams
- Certification Programs
- Continuing Education Units (CEU's)

Human Resources Development (HRD)

HRD is designed to provide students with up-to-date knowledge and technological job seeking skills, which will enable them to find jobs, and market themselves in today's complex and demanding job market. Students will learn online application tips, answers to difficult interview questions, including professional practice interviews, and prepare powerful professional resumes. Other courses are offered to further prepare the student in the job and career seeking process.

Career Readiness Certificate (CRC)

Successful completion, of the WorkKeys® Career Readiness Certificate (CRC) exam, is a portable credential that promotes skills and career development for individuals and confirms to employers that they possess basic workplace skills in Applied Mathematics, Reading for Information, and Locating Information. This credential enables workers to show their current skill levels to potential employers and increase their opportunities for employment. The CRC is based upon WorkKeys, a nationally recognized, skills assessment tool developed by ACT, Inc. The CRC is transferable to other states. The CRC is a national initiative whose purpose is to strengthen the workforce in America. For further information, please call the HRD coordinator at 342-4261.

Customized Training

Rockingham Community College works with employers to design customized training for prospective and current full-time employees. The job requirements and the skill level needed for employment determine the content and duration of the Customized Training Program for job growth. Rockingham Community College employs a broad range of experts in hundreds of fields who can provide insight and expertise to address multiple performance interventions.

The Customized Training Program for Productivity Enhancement Activities is intended for workers who need to update their skills and technical knowledge. Productivity Enhancement programs are planned jointly by Rockingham Community College and the industry served and are intended for situations that cannot be addressed through Occupational Extension Programs.

Small Business Center

The primary mission of Rockingham Community College's Small Business Center (SBC) is to provide aspiring entrepreneurs, existing small business and industry, and their employees with services in education, training, one-on-one business counseling and referrals. The Center combines the courage of addressing today's most pressing business issues with a unique empowering celebration of the human potential. In addition to providing extraordinary seminar speakers, the (SBC) maintains close contact with business owners, Chambers of Commerce, and professional organizations in order to help identify the special needs of business in Rockingham County. The Center offers classes to support aspiring entrepreneurs and provide them the information they need to strike out on their own. For inquiries concerning the RCC Small Business Center, contact the SBC Director at (336) 342-4261, ext. 2316.

Basic Skills Programs

Rockingham Community College provides Basic Skills Programs for adults who want to improve their skills or complete their high school education. Many graduates of these programs continue their education at Rockingham Community College or pursue job training opportunities which would otherwise be unattainable. Contact the Office of Basic Skills for information about any of our program components at 342-4261, ext. 2146.

Adult Basic Education (ABE)

The purpose of the Adult Basic Education (ABE) program is to help students build basic skills in reading, communication, writing, math, and critical thinking. This improvement in skills will help in performing daily activities at home, at work, or in the community. The first step in continuing lifelong education, ABE instruction is individualized, self-paced, and is designed to meet students' needs, interests, and skill levels.

Adult High School Program

The Adult High School Program is for anyone who wants to complete their high school education and earn a diploma. Classes are free and are held on the RCC campus. All materials are provided for use in the classroom. Students may be awarded credit for previously completed high school courses. Interested students must attend an orientation session

and provide an official high school transcript. One credit is earned for each course that is successfully completed. A graduation ceremony will be held each May for all students who have completed the program during the previous year. Call 342-4261, Ext. 2146.

High School Equivalency Diploma Program

High School Equivalency classes are offered to ready students for the structure, format, and content covered on the equivalency exam. RCC offers the computer-based GED® Test. The focus of the classes may vary according to the skills of the students. Both group and individualized instruction methods are used in classes, and students are encouraged to concentrate their study in those areas where their skills are the weakest. The GED® Exam is given on the RCC Campus in the Pearson VUE lab located in the Science Building. For information regarding GED® testing please call 342-4261, ext. 2146.

English as a Second Language (ESL)

Rockingham Community College offers English as a Second Language (ESL) classes as part of our mission to offer educational opportunities to all and to provide a well-educated workforce for local businesses. ESL is designed for adults whose native language is not English and seeks to improve their English speaking, reading, listening and writing skills. ESL classes are offered throughout the year and are held throughout Rockingham County. Students may enter ESL classes at any time after attending an ESL orientation or an initial intake appointment.

ESL Civics classes are offered to increase students' ability to function comfortably in American society through learning good communication skills, understanding how our government and civil organizations work and to prepare for the responsibilities of citizenship.

ESL classes are also available through distance education. You can improve your English skills from home with Crossroads Café, a DVD-based correspondence course. You are provided course materials on a weekly basis when you meet with your instructor, but you primarily complete the work at home. For information about upcoming classes, please call the ESL office at 336.342.4261, ext. 2328.

Self-Supporting Courses

Self supporting courses are self sustaining, and registration fees are determined by the operational and supply costs for the class. These courses tend to be recreational or enrichment by nature but could also be occupational and academic depending on unique circumstances.

Eaglemania

Eaglemania is RCC's summer youth program, offering courses to students from the 1st through 8th grades. Sessions are offered over a six-week period, and cover sports, art, dance, science, pottery and much more. Fees are set based on the amount required to operate the courses, and therefore, there are no fee exemptions.

Curriculum Programs of Study

Rockingham Community College offers a wide variety of educational programs called “curriculum” programs which range in length from one semester to two years. These programs lead to certificates, diplomas, or associate degrees, depending on the nature of the curriculum.

Associate in Applied Science

Associate in Applied Science (AAS) degree programs are designed to provide entry-level employment training. AAS programs range from 64 to 76 semester hour credits. A full-time student can typically complete one of these programs within two years. In addition to major course work, Associate in Applied Science degree programs require a minimum of 15 semester hour credits in general education. General Education requirements include course work in communications, humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Certain courses in associate degree programs may be accepted by a four-year college or university for transfer credit in an associated field.

Associate Degree

The Associate degree is designed for students wishing to transfer to colleges or universities. The areas of concentration parallel university course work and are equivalent to the first two years of a four-year college or university degree and prepare students to enter the junior year at four-year upper-division institutions. Earning the Associate degree represents confirmation that the student has completed approximately half of a Bachelor’s degree program. These college transfer degrees can be earned through the Associate in Arts (AA), Associate in Science (AS), or Associate in Fine Arts (AFA) and require a minimum of 64 semester hours. A full-time student can typically complete one of these programs within two years.

Diploma

Diploma programs are designed to provide entry-level employment training. These programs range from 36 to 48 semester hour credits and can usually be completed by a full-time student within two semesters and one summer session. Associate degree level courses within a diploma program may also be applied toward an Associate in Applied Science degree.

Certificate

Certificate programs are designed to provide entry-level employment training. These programs range from 12 to 18 semester hour credits and can usually be completed within one semester by a full-time student. Associate degree level courses within a certificate program may also be applied toward a diploma or an Associate in Applied Science degree.

College Transfer Programs

Associate in Arts

Associate in Science

Associate in Fine Arts

Associate in Applied Science Degree

Accounting

Associate Degree Nursing

Brewing, Distillation and Fermentation – Specialty Agriculture for Fermentation

Brewing, Distillation and Fermentation – Equipment, Packaging and Maintenance

Business Administration

Computer-Integrated Machining

Cosmetology

Criminal Justice Technology

Criminal Justice Technology –Financial Crime/Computer Fraud

Early Childhood Education

Electrical Systems Technology

Electronics Engineering Technology

Fire Protection Technology

General Occupational Technology

Horticulture Technology

Information Technology

Information Technology – Business Support

Information Technology – Healthcare Informatics

Information Technology – Mobile App Developer

Medical Office Administration

Medical Office Administration - Coding

Office Administration

Respiratory Therapy

Surgical Technology

Diploma Programs

Air Conditioning, Heating & Refrigeration Technology

Computer-Integrated Machining

Cosmetology

Early Childhood Education

Electronics Engineering Technology

Horticulture Technology

Industrial Systems Technology

Practical Nursing

Surgical Technology

Certificate Programs

*Not eligible for Title IV Financial Aid Funds

**Pending eligibility for Title IV Financial Aid Funds

Accounting - Managerial/Small Business Accounting

*Air Conditioning, Heating & Refrigeration Technology - Air Conditioning & Refrigeration
 Basic Law Enforcement Training (BLET)
 Brewing, Distillation and Fermentation - Craft Brewing
 **Brewing, Distillation and Fermentation - Specialty Agriculture
 Business Administration - Management Applications & Principles
 **Computer-Integrated Machining – Essential Computer-Integrated Machining Fundamentals
 Cosmetology
 *Criminal Justice Technology - Criminal Justice Management
 *Criminal Justice Technology - Criminal Justice Human Services
 *Criminal Justice Computer Fraud
 **Criminal Justice Financial Crime
 Early Childhood Education
 ** Early Childhood Education - Developmentally Appropriate Instruction
 * Early Childhood Education - Exceptional Children
 Infant Toddler
 **Electrical Systems Technology – Logic Controllers
 **Electrical Systems Technology – Mechatronics
 *Electrical Systems Technology - Industrial Wiring
 *Electrical Systems Technology – Robotics
 **Electronics Engineering Technology - Basic Electronics
 **Electronics Engineering Technology – Industrial Electronics
 *Horticulture Technology – Horticultural Crop Production
 *Horticulture Technology - Landscape Technician
 *Horticulture Technology - Sustainable Horticulture Production
 **Industrial Systems Technology – Troubleshooting
 *Information Technology – Computer Information Technology
 *Information Technology – Fundamentals
 *Information Technology – Business Support Fundamentals
 *Information Technology – Healthcare Informatics
 *Information Technology – Mobile App Developer
 **Medical Office Administration - Medical Office
 Medical Office Administration - Medical Office Billing and Coding
 *Office Administration - Receptionist
 *Office Administration – Business Office
 *Office Administration-Word Processing
 *Phlebotomy
 *Welding Technology

Pre-Health Sciences Options

Pre-Associate Degree Nursing (ADN)
 LPN Advanced Placement (Bridge to ADN)
 Pre-Phlebotomy
 Pre-Practical Nursing
 Pre-Respiratory Therapy
 Pre-Surgical Technology

High School Options

Associate in Arts College Transfer Pathway Associate in Science

College Transfer Pathway Cosmetology Pathway

Criminal Justice Technology Generalist Pathway Engineering

Technology Fundamentals Pathway Early Childhood Education
Pathway

Essential Computer-Integrated Machining Fundamentals Pathway

Mechatronics Pathway

Mobile App Developer Pathway

Welding Technology

Accounting (A25100)

Associate in Applied Science

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,” 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.

Fall Semester				
		Class	Lab	Credit
BUS 110	Introduction to Business	3	0	3
BUS 115	Business Law I	3	0	3
BUS 121	Business Math	2	2	3
CIS 110	Introduction to Computers	2	2	3
ACC 120	Prin of Financial Acct	3	2	4
ACA 111	Success & Study Skills	1	0	1

Spring Semester				
BUS 116	Business Law II	3	0	3
ACC 150	Acct Software Appl	1	2	2
CTS 130	Spreadsheet	2	2	3
ACC 121	Prin of Managerial Acct	3	2	4
ACC 140	Payroll Accounting	1	2	2

Summer				
ENG 111	Writing and Inquiry	3	0	3
	Humanities Elective	3	0	3

Fall Semester				
ENG 114	Prof Research & Reporting	3	0	3
ACC 220	Intermediate Acct I	3	2	4
BUS 225	Business Finance	2	2	3
ECO 252	Prin of Macroeconomics	3	0	3
	Mathematics Elective: MAT 110 or higher	3-4		3-4

Spring Semester				
ACC 221	Intermediate Acct II	3	2	4
ECO 251	Prin of Microeconomics	3	0	3
ACC 129	Individual Income Taxes	2	2	3
OST 286	Professional Development	3	0	3
	Social Science Elective	3	0	3

TOTAL SEMESTER HOURS: 69-70

Managerial/Small Business Accounting (C25100E) Certificate

	Class	Lab	Credit
ACC 120 Principles of Financial Accounting	3	2	4
ACC 121 Principles of Managerial Accounting	3	2	4
ACC 140 Payroll Accounting	1	2	2
ACC 150 Accounting Software Applications	1	2	2
CIS 110 Introduction to Computers	2	2	3
CTS 130 Spreadsheet	2	2	3

TOTAL SEMESTER HOURS: 18

Air Conditioning, Heating & Refrigeration Technology (D35100)

Two-year, Part-time Evening Program

Diploma

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. Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

Students enrolling in this program must purchase student accident insurance.

Fall Semester		Class	Lab	Credit
AHR 110	Intro to Refrigeration	2	6	5
PSY 101	Applied Psychology	3	0	3
CIS 111	Basic PC Literacy	3	0	2
Spring Semester				
AHR 115	Refrigeration Systems	1	3	2
AHR 112	Heating Technology	2	4	4
Summer				
AHR 210	Residential Building Code	1	2	2
ISC 110	Workplace Safety	1	0	1
AHR 160	Refrigeration Certification	1	0	1
Fall Semester				
AHR 113	Comfort Cooling	2	4	4
AHR 151	HVAC Duct Systems I	1	3	2
ENG 102	Applied Communications II	3	0	3
Spring Semester				
AHR 111	HVACR Electricity	2	2	3
AHR 211	Residential System Design	2	2	3
SST 140	Green Bldg Design & Concepts	3	0	3
Summer				
AHR 114	Heat Pump Technology	2	4	4

TOTAL SEMESTER HOURS: 42

Air Conditioning and Refrigeration (C35100A) Certificate

<i>Fall Semester</i>	Class	Lab	Credit
AHR 110 Intro to Refrigeration	2	6	5
<i>Spring Semester</i>			
AHR 115 Refrigeration Systems	1	3	2
<i>Summer</i>			
AHR 114 Heat Pump Technology	2	4	4
AHR 160 Refrigeration Certification	1	0	1
ISC 110 Workplace Safety	1	0	1
TOTAL SEMESTER HOURS: 13			

Associate Degree Nursing (A45110)

Associate in Applied Science

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

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics. Courses must be completed in sequences as outlined in the curriculum.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

Associate Degree Nursing Program

Admissions Criteria

The Associate Degree Nursing program has admission criteria beyond the regular requirements of RCC. Individuals interested in this program are required to obtain an Associate Degree Nursing Admission Information Packet from the Student Development Division and are required to discuss these special criteria with an admissions counselor. A cumulative GPA of 2.5 or greater is required as part of the admissions criteria. Related and general education courses that are part of the nursing curriculum may be taken before nursing (NUR) courses and before the course sequence noted in the catalog. A student must not fall behind the sequence of the curriculum plan outlined in the catalog.

Admission Requirements

The Associate Degree Nursing program is a limited-enrollment program. Eligible applicants are admitted on a space available basis to the program in the fall semester, provided they have met both general and program admission requirements.

Because there are specific guidelines and requirements for eligibility, the applicant is required to attend a Nursing Programs Information Session prior to submitting documentation for review. Once applicants have completed all requirements noted on the check sheet, they must meet with a counselor in Student Development to verify, complete and submit the Review Form.

Applicants must submit the Review Form by the assigned deadline in order to be considered for the upcoming fall class. Incomplete Review Forms or forms submitted after the deadline will not be considered unless space remains available. Applicants who are reviewed and found ineligible for consideration must submit a new Review Form and required documentation with any future applications.

To insure the public health and safety of all clients, the NC Board of Nursing requires licensure to work as a registered nurse. The Board of Nursing requires a criminal record check as part of the initial application process for licensure. Once admitted into the nursing program, drug testing and criminal background checks will be required before students are allowed to participate in clinical activities. Drug screening and criminal record check policies will be reviewed at program orientation.

A drug screen will additionally be performed during the second year of the program. Clinical affiliates may deny a student access to their facilities based on the findings of the criminal record check or drug screen, and the student may be dismissed from the program for failure to progress.

Performance Standards

Applicants should be aware that admission to the nursing program is dependent upon physical and emotional health which is compatible with the ability to provide safe patient care.

Critical Thinking: The nursing student must possess critical thinking skills sufficient for clinical judgment. For example, the student must be able to use the nursing process as a basis for solving nursing problems. This involves identifying cause and effect relationships in clinical situations and developing nursing care plans.

Interpersonal Skills: The nursing student should possess interpersonal skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds. For example, the student should be able to establish a helping relationship with patients, families and colleagues.

Communication: The nursing student should possess communication skills sufficient for interaction with others in verbal and written format. For example, the student must be able to convey nursing actions and patient responses to health care team members, both verbally and in writing.

Mobility: The nursing student should possess physical skills sufficient to move from room to room and maneuver in small spaces. For example, the student must be able to move around in patient rooms, work spaces and treatment areas and to administer cardiopulmonary resuscitation.

Motor Skills: The nursing student should possess gross and fine motor skills sufficient to provide safe and effective nursing care. For example, the student must be able to calibrate and use equipment, administer injections, insert catheters, manipulate intravenous equipment and position patients.

Hearing: The nursing student should possess auditory skills sufficient to monitor and assess health needs. For example, the student must be able to hear monitor alarms, emergency signals, auscultatory sounds and cries for help.

Visual: The nursing student should possess visual skills sufficient for observation and assessment necessary in nursing care. For example, the student must be able to observe patient responses, see a change in skin color and read a scale on a syringe.

Tactile: The nursing student should possess tactile skills sufficient for physical assessment. For example, the student must be able to palpate a pulse.

Weight-Bearing: The nursing student should possess the ability to maneuver and move 40-50 lbs. on a weekly or daily basis. For example, the student must be able to position and transfer patients.

Associate Degree Nursing students should be prepared to incur additional expenses beyond college fees and tuition. Estimates are subject to change and include:

	First Year	Second Year
Medical Exam	\$100	\$100
*Drug Screening (nonrefundable)	\$45	\$ 45
*Criminal Background Check	Minimum of \$35 varies with multi-state searches	
Immunizations (include but not limited to Hep B, TB, Flu, childhood immunizations)	\$300	\$100
Uniforms for Clinical and Lab	\$140	
1 pair bandage scissors, 1 pair hemostats, pen light, 3-color pen, 1 stethoscope, 1 sphygmomanometer	\$100	
1 pair shoes (white leather)	\$ 50-75	
Watch with second hand; military time preferred	\$ 25	
Lab Kits	\$152	
Program Resources	\$1800	\$1000
Textbooks		
Online educational services		
NCLEX Review		
Student Accident Insurance	\$6	\$ 6
Graduation Fee		\$ 25
Nursing Pin, Lamp, and Cap (optional)		\$ 75
Malpractice Insurance	\$ 16	\$ 16
CPR	\$30-50	

Curriculum Courses by Semester	Class	Lab	Clinical	Credit
1st Year: Fall Semester				
BIO 168 Anatomy & Physiology I	3	3	0	4
Semester Total	3	3	0	4
1st Year: Spring Semester				
BIO 169 Anatomy & Physiology II	3	3	0	4
Chemistry Elective	3	3	0	4
Semester Total	3	3	0	4
2nd Year: Fall Semester				
NUR 111 Intro to Health Concepts	4	6	6	8
NUR 117 Pharmacology	1	3	0	2
ENG 111 Expository Writing	3	0	0	3
Semester Total	8	9	6	13
2nd Year: Spring Semester				
NUR 112 Health-Illness Concepts	3	0	6	5
NUR 113 Family Health Concepts	3	0	6	5
NUR 118 Nutrition/Diet Therapy	2	0	0	2
PSY 150 General Psychology	3	0	0	3
Semester Total	11	0	12	15
2nd Year: Summer Semester				
NUR 114 Holistic Health Concepts	3	0	6	5
PSY 241 Developmental Psychology	3	0	0	3
Semester Total	6	0	9	8
3rd Year: Fall Semester				
NUR 211 Health Care Concepts	3	0	6	5
NUR 212 Health System Concepts	3	0	6	5
ENG 114 Prof Research & Reporting	3	0	0	3
Semester Total	9	0	12	13
3rd Year: Spring Summer				
NUR 213 Complex Health Concepts	4	3	15	10
Humanities Elective	3	0	0	3
Semester Total	7	3	15	13
Program Total	47	18	54	70

Chemistry elective: CHM 130 and CHM 130A or CHM 131 and CHM 131A or CHM 151
 Humanities elective: ART 111, ART 114, ART 115, MUS 110, PHI 215, PHI 240, HUM 115

Students who wish to have post-secondary course work from other colleges or universities transferred into RCC and be used in the Associate Degree Nursing curriculum must request a transcript evaluation by the Registrar.

ENG 112 or 113 will not be accepted in place of ENG 114.

Basic Law Enforcement Training (C55120)

Certificate

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. You must meet the following requirements to be selected for the BLET training:

1. U.S. citizen
2. North Carolina resident
3. Be at least 20 years of age
4. Furnish criminal records check from the Clerk of Court from every county you have resided since the age of 16
5. Sponsored by a Law Enforcement Agency
6. Complete a physical examination
7. Possess a high school diploma/GED
8. Successfully pass the TABE reading comprehension test
9. Furnish an unopened copy of your high school transcript

Note: Those discharged from the military must furnish a copy of their DD-214.

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.

Students successfully completing a Basic Law Enforcement Training Course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for: CJC 120, CJC 131, CJC 132, CJC 221, CJC 231 and one of these electives (CJC 225, CJC 121, CJC 211) toward the Associate in Applied Science degree in Criminal Justice Technology at RCC (19 semester credit hours).

Basic Law Enforcement Training students should be prepared to incur additional expenses beyond tuition. All items listed will have the RCC/BLET printed logo. The cost of these items is approximately \$400, and textbooks cost approximately \$800. (Costs are subject to change.)

- | | |
|---------------------------|---|
| 2 T-Shirts | 2 Pairs BDU Pants |
| 2 Pairs of Running Shorts | 2 Golf Shirts |
| 2 Pairs of Sweat Pant | 1 Baseball Type Cap |
| 1 Pair of Running Shoes | 1 Pair of Plain Toe, 8" Black Lace up Boots |

	Class	Credit
CJC 100 Basic Law Enforcement Training	39	19

Brewing, Distillation and Fermentation

Associate in Applied Science

This curriculum is designed to prepare individuals for various careers in the brewing, distillation and fermentation industry. Classroom instruction, practical laboratory applications of brewing, distillation and fermentation principles and practices are included in the program of study.

Course work in brewing, distillation and fermentation includes production, operations, safety and sanitation, and associated process technologies. Related course work is offered in fermentation production, safety and sanitation, applied craft beverage microbiology, agriculture, marketing, management, equipment, packaging, and maintenance.

Graduates should qualify for employment opportunities in the brewing, distillation and fermentation industry. Students may be eligible to sit for the professional Institute of Brewing and Distilling (IBD) certification exams which correspond to the program of study.

This program that prepares individuals to apply technical knowledge and skills to brew, distill and ferment various products, including beverages. Includes instruction in production of fermented products, cultivating, marketing, management, legal issues, inspection, maintenance, service and repair of equipment, facility operations, packaging, sanitation, and welding.

BDF: Equipment, Packaging and Maintenance (A15250EP)

1st Year Fall Semester

	Class	Lab	Credits
BDF 220 Applied Craft Bev Chemistry	3	2	4
BDF114 Craft Beer Brewing	1	3	2
ENG 111 Writing and Inquiry	3	0	3
Mathematics Elective 110 or higher	3-4	0	3-4
BDF 125 Brewing Tech and Calculations	1	3	2

1st Year Spring Semester

	Class	Lab	Credits
BDF 112 Survey of Fermented Products	3	3	4
BDF 115 Applied Craft Bev Microbiology	3	2	4
ENG 114 Prof Research and Reporting	3	0	3
BDF 111 BDF Safety & Sanitation	1	2	2

1st Year Summer Semester

ELC 112 DC/AC Electricity	3	6	5
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2nd Year Fall Semester

	Class	Lab	Credits
BDF 110 Fermentation Production	2	4	4
ELC 117 Motors and Controls	2	6	4
HUM Elective	3	0	3

<i>2nd Year Spring Semester</i>	Class	Lab	Credits
BDF 261 Bev Marketing & Sales	3	0	3
HOR 245 Hor Specialty Crops	2	2	3
ELC 128 Intro to PLCs	2	3	3
ISC 112 Industrial Safety	2	0	2
Social Science Elective	3	0	3

2nd Year Summer Semester

WLD 214 Sanitary Welding	2	6	4
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3rd Year Fall Semester

BDF 236 Brewing & Packaging Maintenance	2	4	4
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TOTAL SEMESTER HOURS: 65

BDF: Specialty Agriculture for Fermentation (A15250SA)

<i>1st Year Fall Semester</i>	Class	Lab	Credits
BDF 220 Applied Craft Bev Chemistry	3	2	4
BDF 114 Craft Beer Brewing	1	3	2
ENG 111 Writing & Inquiry	3	0	3
MAT 110 Math Measurement and Literacy	2	2	3
BDF 125 Brewing Tech and Calculations	1	3	2

1st Year Spring Semester

BDF 112 Survey of Fermented Products	3	3	4
BDF 115 Applied Craft Bev Microbiology	3	2	4
ENG 114 Prof Research and Reporting	3	0	3
BDF 111 BDF Safety & Sanitation	1	2	2

1st Year Summer Semester

BDF 210 Hops Selection and Production	2	4	4
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2nd Year Fall Semester

BDF 110 Fermentation Productionq	2	4	4
HOR 162 Applied Plant Science	2	2	3
HOR 166 Soils & Fertilizers	2	2	3
HUM Elective	3	0	3

2nd Year Spring Semester

BDF 261 Bev Marketing & Sales	3	0	3
HOR 245 Hor Specialty Crops	2	2	3
BDF 213 Malting 2	4	4	
ISC 112 Industrial Safety	2	0	2
Social Science Elective	3	0	3

2nd Year Summer Semester	Class	Lab	Credits
WLD 214 Sanitary Welding	2	6	4
3rd Year Fall Semester			
BDF 230 Advanced Brewing	2	2	3
BDF 230A Advanced Brewing Lab	0	2	1
TOTAL SEMESTER HOURS: 67			

Craft Brewing Certificate (C15250)

Fall Semester	Class	Lab	Credits
BDF 220 Applied Craft Bev Chemistry	3	2	4
BDF 114 Craft Beer Brewing	1	3	2
BDF 125 Brewing Tech and Calculations	1	3	2
Spring Semester			
BDF 112 Survey of Fermented Products	3	3	4
BDF 115 Applied Craft Bev Microbiology	3	2	4
BDF 111 BDF Safety & Sanitation	1	2	2
TOTAL SEMESTER HOURS: 18			

Brewing Specialty Agriculture Certificate (C15250SA)

1st Year Summer Semester	Class	Lab	Credits
BDF 210 Hops Selection and Production	2	4	4
2nd Year Fall Semester			
HOR 162 Applied Plant Science	3	3	4
HOR 213 Soils & Fertilizers	2	2	3
2nd Year Spring Semester			
HOR 245 Hor Specialty Crops	2	2	3
BDF 213 Malting	2	4	4
TOTAL SEMESTER HOURS: 18			

Business Administration (A25120)

Associate in Applied Science

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

<i>Fall Semester</i>			Class	Lab	Credit
CIS 110	Intro to Computers		2	2	3
ACC 120	Prin of Financial Acct		3	2	4
BUS 115	Business Law I		3	0	3
BUS 125	Personal Finance		3	0	3
BUS 110	Introduction to Business		3	0	3
ACA 111	College Student Success		1	0	1
<i>Spring Semester</i>					
BUS 116	Business Law II		3	0	3
OST 286	Professional Development		3	0	3
MKT 120	Principles of Marketing		3	0	3
ACC 121	Prin of Managerial Acct		3	2	4
ECO 251	Prin of Microeconomics		3	0	3
<i>Summer</i>					
ENG 111	Writing & Inquiry		3	0	3
MAT 143	Quantitative Literacy		2	2	3
	or Higher				
<i>Fall Semester</i>					
ECO 252	Prin of Macroeconomics		3	0	3
	(meets Social Science Elective requirement)				
ENG 114	Prof Research & Reporting		3	0	3
BUS 121	Business Math		2	2	3
BUS 137	Principles of Management		3	0	3
INT 110	International Business		3	0	3
<i>Spring Semester</i>					
BUS 239	Business Applications Seminar		1	2	2
ACC 129	Individual Income Taxes		2	2	3
	or				
CTS 130	Spreadsheet		2	2	3
BUS 153	Human Resource Management		3	0	3
BUS 225	Business Finance		2	2	3
	Humanities Elective		3	0	3

TOTAL SEMESTER HOURS: 68

Business Administration Evening Program

		Class	Lab	Credit
Fall Semester				
ACA 111	College Student Success	1	0	1
BUS 110	Introduction to Business	3	0	3
CIS 110	Intro to Computers	2	2	3
Spring Semester				
ENG 111	Writing & Inquiry	3	0	3
MKT 120	Principles of Marketing	3	0	3
OST 286	Professional Development	3	0	3
Fall Semester				
ACC 120	Prin of Financial Acct	3	2	4
BUS 115	Business Law I	3	0	3
BUS 125	Personal Finance	3	0	3
Spring Semester				
ACC 121	Prin of Managerial Acct	3	2	4
BUS 116	Business Law II	3	0	3
ECO 251	Prin of Microeconomics	3	0	3
Fall Semester				
ECO 252	Prin of Macroeconomics (meets Social Science Elective requirement)	3	0	3
ENG 114	Prof Research & Reporting	3	0	3
MAT 143	Quantitative Literacy	2	2	3
	or Higher			
Spring Semester				
	Humanities Elective	3	0	3
ACC 129	Individual Income Taxes	2	2	3
	or			
CTS 130	Spreadsheet	2	2	3
BUS 153	Human Resource Management	3	0	3
Fall Semester				
BUS 121	Business Math	2	2	3
BUS 137	Principles of Management	3	0	3
INT 110	International Business	3	0	3
Spring Semester				
BUS 239	Business Applications Seminar	1	2	2
BUS 225	Business Finance	2	2	3

TOTAL SEMESTER HOURS: 68

Management Applications & Principles (C25120M) Certificate

	Class	Lab	Credit
ACC 120 Principles of Financial Accounting	3	2	4
BUS 110 Introduction to Business	3	0	3
BUS 137 Principles of Management	3	0	3
CIS 110 Introduction to Computers	2	2	3

TOTAL SEMESTER HOURS: 13

Computer-Integrated Machining (A50210)

Full-time Day Program

Associate in Applied Science

The Computer-Integrated Machining curriculum prepares students with the analytical, creative, and innovative skills necessary to take a production idea from an initial concept through design, development, and production, resulting in a finished product.

Coursework may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining. Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations. Students enrolling in this program must purchase student accident insurance.

Fall Semester	Class	Lab	Credit
MAC 111 Machining Technology I	2	12	6
BPR 111 Blueprint Reading	1	2	2
MAC 122 CNC Turning	1	3	2
ISC 113 Industrial Specifications	1	0	1
ISC 112 Industrial Safety	2	0	2
MAC 114 Intro to Metrology	2	0	2
 Spring Semester			
BPR 121 Blueprint Reading: Mechanical	1	2	2
DFT 119 Basic CAD	1	2	2
MAC 124 CNC Milling	1	3	2
MAT 110 Math Measurement & Literacy	2	2	3
ENG 111 Writing & Inquiry	3	0	3
MAC 112 Machining Technology	2	12	6
 Summer Semester			
MAC 113 Machining Technology III	2	12	6
 Fall Semester			
MAC 222 Advanced CNC Turning	1	3	2
MAC 231 CAM: CNC Turning	1	4	3
DFT 154 Intro to Solid Modeling	2	3	3
ENG 114 Prof. Research & Reporting	3	0	3
MAC 152 Adv. Machining Calculations	1	2	2
 Spring Semester			
MAC 224 Advanced CNC Milling	1	3	2
MAC 232 CAM: CNC Milling	1	4	3
DDF 252 Advanced Solid Modeling	2	2	3
WLD 112 Basic Welding Processes	4		2
or			
WBL 111 Work-Based Learning I		10	1
and			
WBL 121 Work-Based Learning II	0	10	1
Social Science Elective	3	0	3
Humanities Elective	3	0	3
TOTAL SEMESTER HOURS: 68			

Computer-Integrated Machining (D50210) Diploma

<i>Fall Semester</i>		Class	Lab	Credit
MAC 111	Machining Technology I	2	12	6
BPR 111	Blueprint Reading	1	2	2
MAC 122	CNC Turning	1	3	2
ISC 113	Industrial Specifications	1	0	1
ISC 112	Industrial Safety	2	0	2
MAC 114	Intro to Metrology	2	0	2

Spring Semester

MAC 112	Machining Technology II	2	12	6
BPR 121	Blueprint Reading: Mechanical	1	2	2
DFT 119	Basic CAD	1	2	2
MAC 124	CNC Milling	1	3	2
MAT 110	Math Measurement & Literacy	2	2	3
ENG 102	Applied Communications II	3	0	3

Summer Semester

MAC 113	Machining Technology III	2	12	6
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TOTAL SEMESTER HOURS: 39

Essential Computer-Integrated Machining Fundamentals (C50210EC/C50210C) Certificate

		Class	Lab	Credit
BPR 111	Print Reading	1	2	2
MAC 111	Machining Technology I	2	12	6
ISC 112	Industrial Safety	2	0	2
MAC 114	Intro to Metrology	2	0	2
MAC 122	CNC Turning	1	3	2
MAC 124	CNC Milling	1	3	2

TOTAL SEMESTER HOURS: 16

Cosmetology (A55140)

Associate in Applied Science

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.

In addition to tuition, cosmetology students are required to purchase books and Cosmetology Kit \$1200. Students must also purchase two sets of solid black or solid white scrub uniforms at an estimated cost of \$35 each, and malpractice insurance at \$32 per year. All are required to be used throughout the courses in the program.

Fall Semester		Class	Lab	Credit
ACA 111	Success & Study Skills	0	2	1
COS 111	Cosmetology Concepts I	4	0	4
COS 112	Salon I	0	24	8
CIS 110	Intro to Computers	3	0	3

Spring (Second or Third) Semester

COS 113	Cosmetology Concepts II	4	0	4
COS 114	Salon II	0	24	8
COS 250	Computerized Salon Ops	1	0	1

Summer Semester

COS 115	Cosmetology Concepts III	4	0	4
COS 116	Salon III	0	12	4

Fall Semester

COS 117	Cosmetology Concepts IV	2	0	2
COS 118	Salon IV	0	21	7
ENG 111	Writing & Inquiry	3	0	3
COS Elective		1	3	2

Spring Semester

MAT 110 or higher		2-3	2	3-4
COM 120 or ENG 112 or ENG 114		3	0	3
HUM 115 or HUM 110 or ART 111 or PHI 240		3	0	3
SOC 210 or PSY 150		3	0	3
COS Elective*		1	3	2

TOTAL SEMESTER HOURS: 65-66

COS Electives: COS 223, COS 224, COS 225, COS 240

Cosmetology (D55140) Diploma

	Class	Lab	Credit	
Fall Semester 1st Semester				
COS 111	Cosmetology Concepts I	4	0	4
COS 112	Salon I	0	24	8
COM 120	Intro Interpersonal Communications	3	0	3

Spring Semester 2nd or 3rd Semester

COS 113	Cosmetology Concepts II	4	0	4
COS 114	Salon II	0	24	8
COS 250	Salon Computer Ops	1	0	1

Summer Semester

COS 115	Cosmetology Concepts III	4	0	4
COS 116	Salon III	0	12	3

Fall Semester 4th Semester

COS 117	Cosmetology Concepts IV	2	0	2
COS 118	Salon IV	0	21	7
ENG 111	Writing and Inquiry	3	0	3

TOTAL SEMESTER HOURS: 48

Cosmetology (C55140)/(C55140EC)/(C55140CP) Certificate

	Class	Lab	Credit	
COS 111	Cosmetology Concepts I	4	0	4
COS 112	Salon I	0	24	8
COS 113	Cosmetology Concepts II	4	0	4
COS 114	Salon II	0	24	8
COS 115	Cosmetology Concepts III	4	0	4
COS 116	Salon III	0	12	4
COS Electives: COS-223, COS-224, COS-225, COS-240	1	3	2	

TOTAL SEMESTER HOURS: 34

Criminal Justice Technology (A55180)

Associate in Applied Science

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.

Special Entrance Requirements

Rockingham Community College does not set entrance requirements for the Criminal Justice Technology Program. Those seeking employment opportunities in the Criminal Justice field are advised that North Carolina Justice Education and Training Standards and the North Carolina Sheriff's Education and Training Standards Commission do set minimum standards for employment. These standards apply to law enforcement officers, correction officers, youth services officers, probation and parole officers and others. Non-sworn positions may also require a clean criminal history, polygraph, and drug testing. Students seeking enrollment into the Criminal Justice Technology Program who have concerns about a background check are encouraged to contact the Criminal Justice Department.

	Class	Lab	Credit	
Fall Semester				
ENG 111	Writing & Inquiry	3	0	3
CJC 111	Intro to Criminal Justice	3	0	3
CJC 112	Criminology	3	0	3
CJC 113	Juvenile Justice	3	0	3
CJC 131	Criminal Law	3	0	3
Spring Semester				
ENG 114	Professional Research	3	0	3
<i>or</i>				
ENG 112	Writing/Research in the Disc	3	0	3
CJC 122	Community Policing	3	0	3
CJC 132	Courts and Evidence	3	0	3
CJC 141	Corrections	3	0	3
CIS 110	Intro to Computers	2	2	3
Summer				
CJC 215	Organization & Administration	3	0	3
CJC 213	Substance Abuse	3	0	3
Fall Semester				
COM 231	Public Speaking	3	0	3
CJC 221	Investigative Principles	3	2	4
CJC 231	Constitutional Law	3	0	3
	CJC Technical Elective	3	0	3
	Mathematics Elective: MAT 143 or higher	3-4		3-4

Spring Semester

		Class	Credit
CJC 212	Ethics & Comm Relations	3	3
CJC 214	Victimology	3	3
CJC 222	Criminalistics	3	3
PSY 150	General Psychology	3	3
	Humanities Elective	3	3
	CJC Elective: Choose one course from: CJC 121, CJC 211, or CJC 225		

TOTAL SEMESTER HOURS: 67-68

NOTE: BLET graduates may receive credit for the following Criminal Justice courses:

- CJC 120
- CJC 131
- CJC 132
- CJC 231
- CJC 221

Criminal Justice Management (C55180M) Certificate

		Class	Credit
CJC 111	Intro to Criminal Justice	3	3
CJC 122	Community Policing	3	3
CJC 212	Ethics & Comm Relations	3	3
CJC 215	Organization & Administration	3	3
CJC 225	Crisis Intervention	3	3

TOTAL SEMESTER HOURS: 15

Criminal Justice Human Services (C55180H) Certificate

		Class	Credit
CJC 111	Intro to Criminal Justice	3	3
CJC 211	Counseling	3	3
CJC 213	Substance Abuse	3	3
CJC 214	Victimology	3	3
CJC 225	Crisis Intervention	3	3

TOTAL SEMESTER HOURS: 15

Criminal Justice Technology Generalist Pathway (C55180GP) Certificate

		Class	Credit
CJC 111	Intro to Criminal Justice	3	3
CJC 112	Criminology	3	3
CJC 113	Juvenile Justice	3	3
CJC 121	Law Enforcement Operations	3	3
CJC 131	Criminal Law	3	3
CJC 141	Corrections	3	3

TOTAL SEMESTER HOURS: 18

Criminal Justice Technology

Financial Crime/Computer Fraud (A5518B)

Associate in Applied Science

Financial Crime/Computer Fraud is a concentration under the curriculum of Criminal Justice Technology. The curriculum is designed to prepare students for positions in the public or private sector in financial crime or computer fraud investigation.

Students will study financial criminal activity and computer investigative security procedures from a law enforcement perspective through forensic accounting and investigative computer courses.

Graduates should qualify for positions in either the public or private sector investigating fraud within financial institutions and/or computer crimes, including fraud, hacking, and identity theft.

Special Entrance Requirements

Rockingham Community College does not set entrance requirements for the Criminal Justice Technology Program. Those seeking employment opportunities in the Criminal Justice field are advised that North Carolina Justice Education and Training Standards and the North Carolina Sheriff's Education and Training Standards Commission do set minimum standards for employment. These standards apply to law enforcement officers, correction officers, youth services officers, probation and parole officers and others. Non-sworn positions may also require a clean criminal history, polygraph, and drug testing. Students seeking enrollment into the Criminal Justice Technology Program who have concerns about their background are encouraged to contact the Criminal Justice Department.

Fall Semester	Class	Lab	Credit
ENG 111 Writing & Inquiry	3	0	3
CJC 111 Intro to Criminal Justice	3	0	3
CJC 112 Criminology	3	0	3
CJC 113 Juvenile Justice	3	0	3
CJC 131 Criminal Law	3	0	3
CIS 110 Intro to Computers	4	0	3
Spring Semester			
ENG 114 Professional Research	3	0	3
CJC 122 Community Policing	3	0	3
CJC 132 Courts and Evidence	3	0	3
CJC 116 Intro to Information Security	3	0	3
PSY 150 General Psychology	3	0	3
Summer			
CJC 216 Computer System Security Inv	3	0	3
COM 231 Public Speaking	3	0	3
Fall Semester			
CJC 217 Network Security Troubleshooting	3	0	3
CJC 221 Investigative Principles	3	2	4
CJC 231 Constitutional Law	3	0	3
ACC 120 Principles of Financial Accounting	5	0	4
Mathematics Elective (MAT 143 or higher)	3-4	0	3-4

Spring Semester

CJC 212	Ethics & Comm Relations	3	0	3
CJC 214	Victimology	3	0	3
CJC 222	Criminalistics	3	0	3
CJC 249	Forensic Accounting	2	2	3
	Humanities Elective	3	0	3

Humanities Elective: Choose one from PHI 240, REL 110, REL 211

TOTAL SEMESTER HOURS: 71-72

**Criminal Justice Financial Crime (C5518BF)
Certificate**

		Class	Lab	Credit
ACC 120	Accounting	3	2	4
CIS 110	Intro to Computers	2	2	3
CJC 111	Intro to Criminal Justice	3	0	3
CJC 112	Criminology	3	0	3
CJC 249	Forensic Accounting	2	2	3

TOTAL SEMESTER CREDITS: 16

**Criminal Justice Computer Fraud (C5518BC)
Certificate**

		Class	Lab	Credit
CIS 110	Intro to Computers	2	2	3
CJC 111	Intro to Criminal Justice	3	0	3
CJC 116	Intro to Information Security	3	0	3
CJC 216	Computer System Security Investigation	3	0	3
CJC 217	Network Security Troubleshooting	3	0	3

TOTAL SEMESTER CREDITS: 15

Early Childhood Education (A55220)

Associate in Applied Science

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

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families 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.

Students may be required to spend approximately \$30 in materials/supplies required for activities/projects, etc. in the following courses: EDU 146, 234, 235, 251, 259, 271, 280 and EDU 284.

Admissions Criteria:

Rockingham Community College is an open door admission institution. Once a student has completed the admission process at RCC, there are no further admissions criteria for enrolling in the Early Childhood Education Program of Study. Students will, however, be required to complete all appropriate developmental courses (as determined by the RCC admissions process) before enrolling in any ECE coursework with one exception (EDU 119: Intro to Early Childhood Education requires no prerequisite or corequisite).

Note: The N.C. Division of Child Development requires that completers of EDU 119: Intro to Early Childhood Education be high school or GED graduates before issuing the North Carolina Early Childhood Credential (NCECC). Graduates with a felony conviction may have limited certification and employment opportunities and students may not be able to complete the Early Childhood Education degree. According to GS 110-91, “No person shall be an operator of nor be employed in a child care facility who has been convicted of a crime involving child neglect, child abuse, or moral turpitude, or who is an habitually excessive user of alcohol or who illegally uses narcotic or other impairing drugs, or who is mentally or emotionally impaired to an extent that may be injurious to children.”

Performance Standards: Early Childhood Education is a professional field requiring students and graduates to work with all young children (birth through age eight) and their families and the various agencies, educational settings, and communities that serve them. Therefore, it is critical that students and graduates build the sound foundational knowledge base and “best practices” skill set required for successful teaching and/or work with diverse children, families, and communities. Further, applicants should be aware that success in ECE is dependent upon physical and emotional health which is compatible with the ability to provide safe care for all young children.

The following information details significant standards that must be maintained by ECE students in order to successfully complete the program. If a student believes that s/he cannot meet one or more of the standards without reasonable accommodations or modifications, the student should meet with a Student Development counselor for an evaluation of career sustainability.

Mobility: The ECE student should possess physical skills sufficient to lift, maneuver, and carry young children and to get up and down regularly from the floor with ease.

Interpersonal Skills: The ECE student should possess interpersonal skills sufficient to interact appropriately and professionally with all children (birth - eight), diverse families, individuals, and agencies.

Communication: The ECE student should possess communication skills sufficient for interaction with others in verbal and written format.

Transportation: Students must have transportation to and from their Practicum (EDU 184: Early Childhood Introductory Practicum and EDU 284: Early Childhood Practicum Capstone) assignments. Practicum sites include Rockingham County Schools, Rockingham County Head Start classrooms, and various eligible child care settings across the county. Practicum Instructors are responsible for choosing and arranging the site assignments.

Grades: ECE students are required to maintain an average GPA of 2.0 for all coursework throughout their program of study. Further, students receiving one grade of “D” or lower in core or other required major course work will be withdrawn from the program.

Readmission Requirements for Former RCC Students Who Wish to Re-Enter the Program:

Former RCC students enrolled in the ECE Degree Program who have completed at least one semester and wish to be considered for readmission should schedule an interview with an Early Childhood Education Program faculty member and request readmission consideration once.

Practicum Requirements: Practicum sites may deny a student access to their facility based on the findings of the drug testing, criminal background checks, and fingerprinting process, and the student may be dismissed from the program for failure to progress. Practicum site requirements include a criminal background check for the Division of Child Development and Early Education, as well as a TBA test, physical and completed emergency contact form.

Students will be required to furnish verification of accident insurance coverage (either a photocopy of a personal policy card or, after payment for the class, a copy of a receipt for the RCC student policy), appropriate documentation showing that they are free of active tuberculosis, a health statement signed by a licensed physician indicating emotional and physical fitness appropriate for caring for/working with young children, and a completed emergency contact form. A Practicum Packet with all forms/deadlines will be provided to the student at advisement. Drug screening and criminal records check policies will be reviewed during advisement for the practicum. The TB test and physical may be obtained from the local Health Department or the health care provider of the student’s choice. Costs incurred will be \$75* for the drug screening, \$26-40* for the background check, \$15-25* for the TB test, and \$55-150* for a physical. Costs are the student’s responsibility.

* subject to change

<i>Fall</i>		Class	Lab	Credit
ENG111	Writing & Inquiry	3	0	3
EDU 119	Early Childhood Education	4	0	4
EDU 144	Child Development I	3	0	3
EDU 151	Creative Activities	3	0	3
ACA 111	College Student Success	1	0	1

Spring Semester

ENG 112	Writing/Research in the Disc	3	0	3
EDU 145	Child Development II	3	0	3
EDU 146	Child Guidance	3	0	3
EDU 131	Child, Family, Community	3	0	3
EDU 184	Early Childhood Intro Practicum	1	3	2

Summer Semester

MAT 143 or higher		2-3	2	3-4
EDU 153	Health, Safety, & Nutrition	3	0	3

Fall Semester

Choose two from Group 1, Group 2, or Group 3		6	0	6
EDU 280	Language & Literacy Experiences	3	0	3
EDU 234	Infants, Toddlers & Twos	3	0	3
EDU 221	Children/Exceptionalities	3	0	3

Spring Semester

Choose one from Group 1, Group 2, or Group 3		3	0	3
EDU-251	Exploration Activities	3	0	3
EDU 259	Curriculum Planning	3	0	3
EDU 271	Educational Technology	2	2	3
EDU 284	Early Childhood Capstone Practicum	1	9	4

TOTAL CREDITS: 65

General Education: Choose one from each group.

Group 1 Humanities elective- ART 111, MUS 110, PHI 215, or PHI 240

Group 2 Social Science Elective- PSY 150 or SOC 210

Group 3 Other Major Hours-COM-231

Early Childhood Education (D55220) Diploma

Fall Semester

<i>Fall</i>	Class	Lab	Credit
ENG 111 Writing & Inquiry	3	0	3
EDU 119 Early Childhood Education	4	0	4
EDU 144 Child Development I	3	0	3
EDU 151 Creative Activities	3	0	3

Spring Semester

COM 231 Public Speaking	3	0	3
EDU 145 Child Development II	3	0	3
EDU 146 Child Guidance	3	0	3
EDU 131 Child, Family, Community	3	0	3
EDU 184 Early Childhood Intro Practicum	1	3	2

Fall Semester

EDU 153 Health, Safety, & Nutrition	3	0	3
EDU 280 Language & Literacy Experiences	3	0	3
EDU 234 Infants, Toddlers & Twos	3	0	3
EDU 221 Children/Exceptionalities	3	0	3

TOTAL CREDITS: 39

Early Childhood Education (C55220E) Early Childhood Education Pathway (C55220EP) Certificate

<i>Fall Semester</i>	Class	Lab	Credit
EDU 119 Early Childhood Education	4	0	4
EDU 144 Child Development I	3	0	3

Spring Semester

EDU 145 Child Development II	3	0	3
EDU 146 Child Guidance	3	0	3
EDU 184 Early Childhood Intro Practicum	1	3	2

TOTAL CREDITS: 15

Early Childhood Lead Teacher/Instructor (C55220DA) Certificate

	Class	Lab	Credit
EDU 119 Early Childhood Education	4	0	4
EDU 144 Child Development I	3	0	3
EDU 145 Child Development II	3	0	3
EDU 151 Creative Activities	3	0	3
EDU 234 Infants, Toddlers & Twos	3	0	3
EDU 184 Early Childhood Intro Practicum	1	3	2

TOTAL CREDITS: 18

Exceptional Children (C55220EX) Certificate

	Class	Lab	Credit
EDU 119 Early Childhood Education	4	0	4
EDU 144 Child Development I	3	0	3
EDU 145 Child Development II	3	0	3
EDU 221 Children/Exceptionalities	3	0	3
EDU 184 Early Childhood Intro Practicum	1	3	2

TOTAL CREDITS: 15

Infant/Toddler Care (C55220IT) Certificate

	Class	Lab	Credit
EDU 119 Early Childhood Education	4	0	4
EDU 131 Child, Family, Community	3	0	3
EDU 144 Child Development I	3	0	3
EDU 153 Health, Safety, & Nutrition	3	0	3
EDU 234 Infants, Toddlers & Twos	3	0	3
EDU 184 Early Childhood Intro Practicum	1	3	2

TOTAL CREDITS: 18

Electrical Systems Technology (A35130)

Part-time Evening Program

Associate in Applied Science

The Electrical Systems Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

Coursework, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require. Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems. Students enrolling in this program must purchase student accident insurance.

	Class	Lab	Credit
Fall Semester			
MAT 110 or higher	2	2	3-4
ELC 115 Industrial Wiring	2	6	4
ISC 112 Industrial Safety	2	0	2
BPR 135 Schematics and Diagrams	2	0	2
Spring Semester			
HYD 110 Hydraulics & Pneumatics	2	3	3
ELC 112 DC/AC Electricity	3	6	5
MEC 130 Mechanisms	2	2	3
Summer			
ENG 111 Writing & Inquiry	3	0	3
BPR 130 Blueprint Reading Construction	3	0	3
Fall Semester			
ELC 117 Motor and Controls	2	6	4
MNT 160 Industrial Fabrication	1	3	2
WLD 112 Basic Welding Processes	1	3	2
Spring Semester			
ELC 128 Introduction to PLC	2	3	3
ELN 110 Survey of Electronics	2	2	3
MNT 110 Intro to Maint Procedures	1	3	2
MNT 240 Industrial Equipment Troubleshooting	1	3	2
Summer			
ELC 228 PLC Applications	2	6	4
Fall Semester			
ATR 212 Industrial Robots	2	3	3
ELC 213 Instrumentation	3	2	4
ENG 114 Prof Research & Reports	3	0	3
Humanities Elective [OR]	3	0	3
Social Science Elective	3	0	3
3rd Year: Spring Summer			
ELC 229 Complex Health Concepts	1	3	2
ELC 119 NEC Calculations	1	2	2
Humanities Elective [OR]	3	0	3
Social Science Elective	3	0	3

Total Semester Hours: 70

Programmable Logic Controllers (C35130PL) Certificate

	Class	Lab	Credit
ELC 112 DC/AC Electricity	3	6	5
ELC 117 Motor and Controls	2	6	4
ELC 128 Introduction to PLC	2	3	3
ELC 228 PLC Applications	2	6	4

TOTAL SEMESTER HOURS: 16

Mechatronics Pathway (C35130MP) (C35130M)(C35130ME) Certificate

	Class	Lab	Credit
Fall Semester			
ELC 112 DC/AC Electricity	3	6	5
MEC 130 Mechanisms	2	2	3
ISC 112 Industrial Safety	2	0	2
Spring Semester			
ELC 117 Motor and Controls	2	6	4
ELC 128 Introduction to PLC	2	3	3
TOTAL SEMESTER HOURS: 17			
TOTAL:	9	21	15

Industrial Wiring (C35130W) Certificate

	Class	Lab	Credit
Fall Semester			
ELC 115 Industrial Wiring	2	6	4
BPR 135 Schematics and Diagrams	2	0	2
ISC 112 Industrial Safety	2	0	2
Spring Semester			
ELC 112 DC/AC Electricity	3	6	5
ELC 119 NEC Calculations	2	0	2

TOTAL SEMESTER HOURS: 15

Robotics (C35130RB) Certificate

	Class	Lab	Clinical	Credit
1st Year: Spring Semester				
ELC 112 DC/AC Electricity	3	6	0	5
2nd Year: Fall Semester				
ELC 117 Motor and Controls	2	6	0	4
2nd Year: Spring Semester				
ELC 128 Introduction to PLC	2	3	0	3
3rd Year: Fall Semester				
ATR 212 Industrial Robotics	2	3	0	3

TOTAL SEMESTER HOURS: 15

Electronics Engineering Technology (A40200)

Full-time Day Program

Associate in Applied Science

These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or researchers.

A course of study that prepares the students to apply basic engineering principles and technical skills 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. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers. Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

		Class	Lab	Credit
<i>Fall Semester</i>				
EGR 131	Intro to Electronics Tech	1	2	2
ELC 138	DC Circuit Analysis	3	3	4
CET 111	Computer Upgrade/Repair I	2	3	3
ENG 111	Writing & Inquiry	3	0	3
ISC 112	Industrial Safety	2	0	2
<i>Spring Semester</i>				
MAT 121	Algebra/Trigonometry I	2	2	3
ELC 139	AC Circuit Analysis	3	3	4
ELN 131	Analog Electronics	3	3	4
ELN 133	Digital Electronics	3	3	4
<i>Summer Semester</i>				
ELC 117	Motors & Controls	2	6	4
<i>Fall Semester</i>				
ELC 128	Intro to PLC	2	3	3
ELC 233	Energy Management	2	2	3
ATR 112	Intro to Automation	2	3	3
ELN 237	Local Area Networks	2	3	3
	Humanities Elective	3	0	3

Humanities Electives - Choose one course from: HUM 110, HUM 115, PHI 240

Social Science Electives: ECO 251, GEO 111, PSY 150, SOC 210

Spring Semester

ATR 214	Advanced PLC	2	3	4
ATR 211	Robot Programming	2	3	3
ENG 114	Prof. Research & Reporting	3	0	3
ELN 275	Troubleshooting	11	3	2
	Social Science Elective	3	0	3
Choose One:				
EGR 285	Design Project	0	4	2
or				
WBL 111	Work-Based Learning I	0	10	1
and				
WBL 121	Work-Based Learning II	0	10	1

TOTAL SEMESTER HOURS: 65

**Electronics Engineering Technology (D40200)
Diploma**

		Class	Lab	Credit
Fall Semester				
EGR 131	Intro to Electronics Tech	1	2	2
ELC 138	DC Circuit Analysis	3	3	4
ENG 102	Applied Communications II	3	0	3
ISC 112	Industrial Safety	2	0	2

Spring Semester

MAT 121	Algebra/Trigonometry I	2	2	3
ELC 139	AC Circuit Analysis	3	3	4
ELN 133	Digital Electronics	3	3	4
ELN 131	Analog Electronics I	3	3	4

Summer Semester

ELC 117	Motors & Controls	2	6	4
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Fall Semester

ELC 128	Intro to PLC	2	3	3
ELC 233	Energy Management	2	2	3
ATR 112	Intro to Automation	2	3	3

Spring Semester

ATR 211	Robot Programmin	2	3	3
ELN 275	Troubleshooting	1	3	2

TOTAL SEMESTER HOURS: 44

**Industrial Electronics Certificate (C40200I)
Certificate**

		Class	Lab	Credit
EGR 131	Intro to Electronics Tech	1	2	2
ELC 138	DC Circuit Analysis	3	3	4
ELC 139	AC Circuit Analysis	3	3	4
ELC 117	Motors and Controls	2	6	4
ATR 112	Intro to Automation	2	3	3

TOTAL SEMESTER HOURS: 17

Basic Electronics (C40200) Certificate

	Class	Lab	Credit	
Fall Semester				
EGR-131	Intro to Electronics Tech	1	2	2
ELC-138	DC Circuits	3	3	4
Spring Semester				
ELC-139	AC Circuits Analysis	3	3	4
ELN-131	Analog Electronics	3	3	4
ELN-133	Digital Electronics	3	3	4

Total Semester Hours: 18

Engineering Technology Pathway Fundamentals Certificate (C40200EP) (C40200EC)(C40200F)

	Class	Lab	Credit	
Fall Semester				
EGR-131	Intro to Electronics Tech	1	2	2
ELC-138	DC Circuits	3	3	4
Spring Semester				
ELC-139	AC Circuits Analysis	3	3	4
ELN-131	Analog Electronics	3	3	4
CET-111	Computer Upgrade and Repair	2	3	3

Total Semester Hours: 17

Fire Protection Technology (A55240)

Associate in Applied Science

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

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

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

1st Year Fall Semester		Class	Lab	Credit
ENG 111	Writing & Inquiry (Gen Ed)	3	0	3
FIP 120	Intro to Fire Protection (tech core)	3	0	3
FIP 124	Fire Prevention & Public Ed (tech core)	3	0	3
FIP 152	Fire Protection Law (tech core)	3	0	3
FIP 156	Computers in Fire Service	1	2	2

1st Year Spring Semester				
ENG 114	Prof. Research & Reporting (Gen Ed)	3	0	3
FIP 132	Building Construction (tech core)	3	0	3
FIP 146	Fire Protection Systems 3	3	2	4
FIP 228	Local Govt Finance (tech core)	3	0	3
PSY 150	General Psychology	3	0	3
or				
SOC 210	Introduction to Sociology			

1st Year Summer Semester				
FIP 220	Fire Fighting Strategies (tech core)	3	0	3
FIP 229	Fire Dynamics and Combust	3	0	3
FIP 224	Fire Instructor I & II	4	0	4

2nd Fall Semester				
FIP 221	Advanced Fire Fighting Strategies	3	0	3
FIP 230	Chemistry of Hazardous Mat 1	5	0	5
	Humanities Elective	3	0	3
FIP 248	Fire Service Personnel Admin	3	0	3

2nd Spring Semester				
FIP 232	Hydraulics and Water Distribution	2	2	3
EPT 140	Emergency Management	3	0	3
FIP 276	Managing Fire Services	3	0	3
MAT 143	Quantitative Literacy [or] higher	2-3	2	3-4

Humanities Elective: choose 1 from the following:
ART 111, HUM 110, HUM 115, HUM 120, HUM 122, HUM 150, MUS 110, PHI 240, REL 110

TOTAL SEMESTER HOURS: 66-67

General Occupational Technology (A55280)

Associate in Applied Science

The General Occupational Technology curriculum provides individuals with an 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. A program of study for each student will be selected from associate degree-level courses offered by the College. Students interested in this degree option must meet with their advisor.

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.

Students enrolling in this degree option must purchase student accident insurance.

TOTAL SEMESTER HOURS: 66-67

Horticulture Technology (A15240)

Full-time Evening Program

Associate in Applied Science

The Horticulture technology curriculum is designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses. The program focuses on the general production and management of cultivated plants, shrubs, flowers, foliage, trees, groundcovers, and related plant materials; the management of technical and business operations connected with horticultural services; and the basic scientific principles needed to understand plants and their management and care.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, governmental agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination. Students enrolling in this program must purchase student accident insurance.

<i>1st Year Fall Semester</i>		Class	Lab	Credit
HOR 166	Soils & Fertilizers	2	2	3
HOR 162	Applied Plant Science	2	2	3
HOR 160	Plant Materials 1	2	2	3
HOR 124	Nursery Operations	2	3	3
ENG 111	Writing & Inquiry	3	0	3
<i>1st Year Spring Semester</i>				
HOR 112	Landscape Design I	2	3	3
HOR 235	Greenhouse Production	2	2	3
HOR 168	Plant Propagation	2	2	3
HOR 116	Landscape Management	2	2	3
ENG 114	Prof Research & Reporting	3	0	3
<i>1st Year Summer Semester</i>				
HOR 164	Hort Pest Management	2	2	3
TRF 210	Turfgrass Eqmt. Mgmt.	1	4	3
<i>2nd Year Fall Semester</i>				
AGR 111	Basic Farm Maintenance	1	3	2
AGR 130	Alternative Ag Production	3	0	3
HOR 114	Landscape Construction	2	2	3
HOR 138	Greenhouse Veg. Prod.	1	2	2
AGR 139	Intro to Sustainable Ag.	3	0	3
	Humanities Elective	3	0	3

2nd Year Spring Semester

HOR 245 Hort Specialty Crops	2	2	3
HOR 118 Equipment Op & Maint	1	3	2
AGR 263 Vegetable Production	2	2	3
HOR 217 Landscape Mgmt. II	1	3	2
MAT/SCIENCE Elective	3	0	3
SOC/SCI Elective	3	0	3

TOTAL SEMESTER HOURS: 68

**Horticulture Technology (D15240)
Diploma****1st Year Fall Semester**

	Class	Lab	Credit
HOR 166 Soils & Fertilizers	2	2	3
HOR 162 Applied Plant Science	2	2	3
HOR 160 Plant Materials 1	2	2	3
HOR 124 Nursery Operations	2	3	3

1st Year Spring Semester

HOR 112 Landscape Design I	2	3	3
HOR 235 Greenhouse Production	2	2	3
HOR 168 Plant Propagation	2	2	3
HOR 116 Landscape Management	2	2	3

1st Year Summer Semester

HOR 164 Hort Pest Management	2	2	3
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2nd Year Fall Semester

AGR 130 Alternative Ag Production	3	0	3
HOR 114 Landscape Construction	2	2	3
ENG 102 Applied Commun. II (or higher)	3	0	3
PSY 101 Applied Psychology (or higher)	3	0	3

TOTAL SEMESTER HOURS: 39

**Horticultural Crop Production (C15240A)
Certificate****Fall Semester**

	Class	Lab
HOR 160 Plant Materials I	4	3
HOR 162 Applied Plant Science	4	3

Spring Semester

HOR 168 Plant Propagation	4	3
HOR 235 Greenhouse Production	4	3

Summer Semester

HOR 164 Hort Pest Mgmt	4	3
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TOTAL SEMESTER HOURS: 15

Landscape Technician (C15240T) Certificate

<i>Fall Semester</i>	Class	Lab	Credit
HOR 114 Landscape Construction	2	2	3

<i>Spring Semester</i>			
HOR 112 Landscape Design I	2	3	3

<i>Fall Semester</i>			
HOR 160 Plant Materials 1	2	2	3

<i>Spring Semester</i>			
HOR 118 Equipment Op & Maintenance	1	2	2
HOR 116 Landscape Management	2	2	3

TOTAL SEMESTER HOURS: 14

Sustainable Horticulture Production (C15240S) Certificate

<i>Fall Semester</i>	Class	Lab	Credit
HOR 166 Soils & Fertilizers	2	2	3

<i>Spring Semester</i>			
HOR 164 Hort Pest Management	2	2	3

<i>Fall Semester</i>			
HOR 138 Greenhouse Veg. Prod.	1	2	2

<i>Spring Semester</i>			
HOR 245 Hort Specialty Crops	2	2	3
AGR 263 Vegetable Production	2	2	3

TOTAL SEMESTER HOURS: 14

Industrial Systems Technology (D50240)

Two-Year Part-time Evening Program

Diploma

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

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

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

Students enrolling in this program must purchase student accident insurance.

1st YEAR

FALL SEMESTER

		Class	Lab	Credit
ELC 115	Industrial Wiring	2	6	4
ISC 112	Industrial Safety	2	0	2
MAT 110	Math Measurement and Literacy	2	2	3
BPR 135	Schematics and Diagrams	2	0	2

SPRING SEMESTER

HYD 110	Hydraulics/Pneumatics	2	3	3
ELC 112	DC/AC	3	6	5
MEC 130	Mechanisms	2	2	3

SUMMER SEMESTER

ENG 102	Applied Communications II	3	0	3
BPR 130	Blueprint Reading Construction	3	0	3

2nd YEAR

FALL SEMESTER

MNT 160	Industrial Fabrication	1	3	2
ELC 117	Motors and Controls	2	6	4
WLD 112	Basic Welding Processes	2	2	2

SPRING SEMESTER

MNT 110	Intro to Maintenance Procedures	1	3	2
MNT 240	Industrial Equipment Troubleshooting	1	3	2

TOTAL SEMESTER HOURS: 40

Trouble Shooting (C50240T) Certificate

	Class	Lab	Credit	
1st Year: Fall Semester				
BPR 135	Schematics and Diagrams	2	0	2
1st Year: Spring Semester				
MEC 130	Mechanisms	2	2	3
ELC 112	DC/AC Electricity	3	6	5
2nd Year: Fall Semester				
ELC 117	Motor and Controls	2	6	4
2nd Year: Summer Semester				
MNT 110	Intro to Maint Procedures	1	3	2
MNT 240	Industrial Equip Troubleshooting	1	3	2

Total Semester Hours: 18

Information Technology (A25590I)

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

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

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

	Class	Lab	Credit	
1st Fall				
ACA 111	College Student Success	1	0	1
CIS 110	Intro to Computers	3	0	3
CTS 115	Info Sys Business Concepts	3	0	3
CTS 120	Hardware Software Support	2	3	3
NOS 110	Operating Systems Concepts	2	3	3
WEB 140	Web Development Tools	2	2	3
1st Spring				
CTI 110	Web Program, & Database Foundation	2	2	2
CTI 120	Network & Sec Foundations	2	2	3
CTS 130	Spreadsheet	2	2	3
DBA-110	Database Concepts	2	3	3
Technical Elective		1-3	0-4	3
1st Summer				
ENG 111	Writing & Inquiry	3	0	3
Humanities Elective		3	0	3
2nd Fall				
NOS 130	Windows Single User	2	2	3
SEC 110	Security Concepts	2	2	3
CTS 285	Systems Analysis and Design	3	0	3
Technical Elective		3		
MAT 143 or Higher		2-3	2	3-4
2nd Spring				
ENG 114	Prof Research and Reporting	3	0	3
OST 286	Professional Development	3	0	3
OR				
MKT 223	Customer Service	3	0	3
NOS 230	Windows Admin 1	2	2	3
Technical Elective		1-3	0-4	3
Social Science Elective		3	0	3
Total Semester Hours: 67-68				

Technical Electives: BUS 110, CTI 141, GRD 151, GRD 152, WEB 141, WEB 151

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, HUM 230, MUS 110, PHI 240

Social Science Electives: ECO 151, ECO 251, ECO 252, POL 120, PSY 150, SOC 210

Computer Information Technology Certificate (C25590I)

		Class	Lab	Credit
CIS 110	Introduction to Computers	3	0	3
CTS 115	Info Sys Business Concepts	3	0	3
CTS 120	Hardware/Software Support	2	3	3
NOS 110	Operating Systems	2	3	3

Total Semester Hours: 12

Information Technology - Business Support (A25590B)

1st Fall		Class	Lab	Credit
ACA 111	College Student Success	1	0	1
CIS 110	Intro to Computers	3	0	3
CTS 115	Info Sys Business Concepts	3	0	3
CTS 120	Hardware Software Support	2	3	3
NOS 110	Operating Systems Concepts	2	3	3
WEB 140	Web Development Tools	2	2	3

1st Spring				
CTI 110	Web Program, & Database Foundation	2	2	2
CTI 120	Network & Sec Foundations	2	2	3
CTS 141	Cloud and Storage Concepts	1	4	3
CTS 240	Project Management	2	2	3
DBA-110	Database Concepts	2	3	3

1st Summer				
ENG 111	Writing & Inquiry	3	0	3
	Humanities Elective	3	0	3

2nd Fall				
CTS 130	Spread sheet	2	2	3
CTS 285	Systems Analysis and Design	3	0	3
NOS 130	Windows Single User	2	2	3
SEC 110	Security Concepts	2	2	3
MAT 143 or Higher		3-4		3-4

2nd Spring				
ENG 114	Proof Research and Reporting	3	0	3
NOS 230	Windows Admin 1	2	2	3
OST 286	Professional Development	3	0	3
	OR			
MKT 223	Customer Service	3	0	3
WEB 141	Mobile Interface Design	2	2	3
	Social Science Elective	3	0	3

Total Semester Hours: 67-68

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, HUM 230, MUS 110, PHI 240
 Social Science Electives: ECO 151, ECO 251, ECO 252, POL 120, PSY 150, SOC 210

Fundamentals Certificate (C25590IT)

		Class	Lab	Credit
CTI 110	Web, Pgm, & DB Foundation	2	2	3
CTI 120	Network & Sec Foundation	2	2	3
CTS 240	Project Management	2	2	3
WEB 141	Mobile Interface Design	2	2	3

Total Semester Hours: 12

Business Support Fundamentals Certificate (C25590B)

		Class	Lab	Credit
CTI 120	Network & Sec Foundation	2	2	3
CTI 141	Cloud & Storage Concepts	1	4	3
CTS 240	Project Management	2	2	3
OST 286	Professional Development	3	0	3
[or]				
MKT 223	Customer Service	3	0	3

Total Semester Hours: 12

Information Technology – Healthcare Informatics (A25590H)

1st Fall		Class	Lab	Credit
ACA 111	College Student Success	1	0	1
CIS 110	Intro to Computers	3	0	3
CTS 115	Info Sys Business Concepts	3	0	3
CTS 120	Hardware Software Support	2	3	3
NOS 110	Operating Systems Concepts	2	3	3
WEB 140	Web Development Tools	2	2	3

1st Spring				
CTI 110	Web Program, & Database Foundation	2	2	2
CTI 120	Network & Sec Foundations	2	2	3
CTS 141	Cloud and Storage Concepts	1	4	3
DBA-110	Database Concepts	2	3	3
HBI 110	Issues and Trends in HBI	3	0	3

1st Summer				
ENG 111	Writing & Inquiry	3	0	3
	Humanities Elective	3	0	3

2nd Fall				
CTS 130	Spread sheet	2	2	3
CTS 285	Systems Analysis and Design	3	0	3
NOS 130	Windows Single User	2	2	3
SEC 110	Security Concepts	2	2	3
MAT 143 or Higher		3-4		3-4

2nd Spring				
ENG 114	Proof Research and Reporting	3	0	3
NOS 230	Windows Admin 1	2	2	3
OST 286	Professional Development	3	0	3
	OR			
MKT 223	Customer Service	3	0	3
WEB 141	Mobile Interface Design	2	2	3
	Social Science Elective	3	0	3

Total Semester Hours: 68-70

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, HUM 230, MUS 110, PHI 240

Social Science Electives: ECO 151, ECO 251, ECO 252, POL 120, PSY 150, SOC 210

Healthcare Informatics Certificate (C25590H)

		Class	Lab	Credit
CTI 120	Network & Sec Foundation	2	2	3
CTI 141	Cloud & Storage Concepts	1	4	3
HBI 110	Issues and Trends in HBI	3	0	3
OST 286	Professional Development	3	0	3
[or]				
MKT 223	Customer Service	3	0	3

Total Semester Hours: 12

Information Technology-Mobile App Developer (A25590M)

1st Fall				
		Class	Lab	Credit
ACA 111	College Student Success	1	0	1
CIS 110	Intro to Computers	3	0	3
CTS 115	Info Sys Business Concepts	3	0	3
CTS 120	Hardware Software Support	2	3	3
NOS 110	Operating Systems Concepts	2	3	3
WEB 140	Web Development Tools	2	2	3

1st Spring

CTI 110	Web Program, & Database Foundation	2	2	3
CTI 120	Network & Sec Foundations	2	2	3
CTS 141	Cloud and Storage Concepts	1	4	3
WEB 141	Mobile Interface Design	2	2	3
WEB 151	Mobile Applications Dev I	2	2	3

1st Summer

ENG 111	Writing & Inquiry	3	0	3
Humanities Elective		3	0	3

2nd Fall

CTS 130	Spread sheet	2	2	3
CTS 285	Systems Analysis and Design	3	0	3
NOS 130	Windows Single User	2	2	3
SEC 110	Security Concepts	2	2	3
MAT 143 or Higher		3-4		3-4

2nd Spring

ENG 114	Proof Research and Reporting	3	0	3
CTS 240	Project Management	2	2	3
NOS 230	Windows Admin 1	2	2	3
OST 286	Professional Development	3	0	3
OR				
MKT 223	Customer Service	3	0	3
Social Science Elective		3	0	3

Total Semester Hours: 67-68

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, HUM 230, MUS 110, PHI 240

Social Science Electives: ECO 151, ECO 251, ECO 252, POL 120, PSY 150, SOC 210

Mobile App Developer Certificate (C25590M)(C25590EC)

		Class	Lab	Credit
CTI 110	Web, Pgm, & DB Foundation	2	2	3
CTI 141	Cloud & Storage Concepts	1	4	3
WEB 141	Mobile Interface Design	2	2	3
WEB 151	Mobile Application Dev I	2	2	3

Total Semester Hours: 12

Medical Office Administration (A25310)

Associate in Applied Science

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 health-care related organizations.

1st Year Fall Semester		Class	Lab	Clinical	Credit
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing & Inquiry (Gen Ed)	3	0	0	3
OST 131	Keyboarding	1	2	0	2
ACA 111	Success and Study Skills	1	0	0	1
OST 286	Professional Development	3	0	0	3
MAT 143	Quantitative Literacy or higher	2	2	0	3

1st Year Spring Semester					
MED 121	Medical Terminology I (1st 8 wks)	3	0	0	3
MED 122	Medical Terminology II (2nd 8 wks)	3	0	0	3
OST 148	Medical Coding and Billing	3	0	0	3
OST 136	Word Processing	2	2	0	3
OST 164	Text Editing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
or					
SOC 210	Introduction to Sociology	3	0	0	3

2nd Year Fall Semester					
OST 149	Medical Legal Issues	3	0	0	3
OST 248	Diagnostic Coding	1	2	0	2
BUS 121	Business Math	2	2	0	3
MKT 223	Customer Service	3	0	0	3
OST 281	Emerging Issues in Medical Office	3	0	0	3
ACC 115	College Accounting	3	2	0	4
(or)					
ACC 120	Prin of Financial Accounting	3	2	0	4

2nd Spring Semester					
Humanities Elective		3	0	0	3
OST 243	Medical Office Simulation**	2	2	0	3
COM 120	Intro Interpersonal Communication*	3	0	0	3
OST 184	Records Management	2	2	0	3
OST 289	Administrative Office Mgt	2	2	0	3

TOTAL SEMESTER HOURS: 64

Medical Office Administration Coding (A25310X)

1st Year Fall Semester

		Class	Lab	Clinical	Credit
ENG 111	Writing & Inquiry (Gen Ed)*	3	0	0	3
CIS 110	Introduction to Computers**	2	2	0	3
ACA 111	Success and Study Skills0	1	0	0	1
OST 286	Professional Development	3	0	0	3
OST 131	Keyboarding**	1	2	0	2
BIO 163	Basic Anatomy and Physiology*	4	2	0	5

1st Year Spring Semester

MED 121	Medical Terminology I (1st 8 wks) **	3	0	0	3
MED 122	Medical Terminology II (2nd 8 wks) **	3	0	0	3
OST 148	Medical Coding and Billing**	3	0	0	3
OST 136	Word Processing**	2	2	0	3
OST 164	Text Editing**	3	0	0	3
PSY 150	General Psychology *				
or		3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3

2nd Year Fall Semester

OST 149	Medical Legal Issues**	3	0	0	3
OST 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2
MKT 223	Customer Service	3	0	0	3
OST 281	Emerging Issues in Medical Office**	3	0	0	3
ACC 115	College Accounting				
or					
ACC 120	Prin of Financial Accounting	3	2	0	4

2nd Year Spring Semester

	Humanities Elective*	3	0	0	3
OST 243	Medical Office Simulation**	2	2	0	3
OST 249	CPC Certification	3	2	0	4
COM 120	Intro Interpersonal Communication*	3	0	0	3
OST 250	Long Term Care Coding	1	2	0	2

TOTAL SEMESTER HOURS: 67

Medical Office Billing & Coding Certificate (C25310B)

		Class	Lab	Clinical	Credit
MED 121	Medical Terminology I (1st 8 wks)	3	0	0	3
MED 122	Medical Terminology II (2nd 8 wks)	3	0	0	3
OST 148	Medical Coding and Billing	3	0	0	
OST 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2
OST 249	CPC Certification	3	2	0	4

TOTAL SEMESTER HOURS: 17

Medical Office Certificate (C25310X)

	Class	Lab	Clinical	Credit	
CIS 110	Introduction to Computers	2	2	0	3
OST 131	Keyboarding	1	2	0	2
MED 121	Medical Terminology I (1st 8 wks)	3	0	0	3
MED 122	Medical Terminology II (2nd 8 wks)	3	0	0	3
OST 148	Medical Coding and Billing	3	0	0	3
MKT 223	Customer Service	3	0	0	3

TOTAL SEMESTER HOURS: 17

Office Administration (A25370)

Associate in Applied Science

The Office Administration 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.

First Year

Fall Semester

		Class	Lab	Credit
OST 131	Keyboarding	1	2	2
BUS 110	Introduction to Business	3	0	3
CIS 110	Introduction to Computers	2	2	3
ACC 120	Prin of Accounting	3	2	4
OST 286	Professional Development	3	0	3
ACA 111	Success & Study Skills	1	0	1

Spring Semester

OST 136	Word Processing	2	2	3
OST 164	Text Editing Applications	3	0	3
CTS 130	Spreadsheet	2	2	3
DBA 110	Database Concepts & Apps	2	3	3
OST 184	Records Management	2	2	3

Summer

ENG 111	Writing & Inquiry	3	0	3
	Humanities Elective	3	0	3

Second Year

Fall Semester

CTS 125	Presentation Graphics	4	0	3
OST 289	Office Systems Management	2	2	3
MKT 223	Customer Service	3	0	3
BUS 121	Business Math	2	2	3
OST 236	Advanced Word Processing	2	2	3

Spring Semester

OST 134	Text Entry & Format	2	2	3
BUS 260	Business Communication	3	0	3
ENG 114	Prof. Research and Reporting	3	0	3
	Social Science Elective	3	0	3
	Mathematics Elective	3	0	3-4

TOTAL SEMESTER HOURS: 66-67

Office Administration Evening Program

	Class	Lab	Credit	
1st Fall Semester				
CIS 110	Intro to Computers	2	2	3
OST 131	Keyboarding	1	2	2
BUS 110	Intro to Business	3	0	3
ACA 111	Success & Study Skills	1	0	1
1st Spring Semester				
OST 136	Word Processing	2	2	3
OST 164	Text Editing Applications	3	0	3
CTS 130	Spreadsheet	2	2	3
1st Summer				
ENG 111	Writing & Inquiry	3	0	3
	Humanities Elective	3	0	3
2nd Fall Semester				
ACC 120	Prin. Of Financial Acct.	3	2	4
OST 236	Advanced Information Word Processing	4	0	3
CTS 125	Presentation Graphics	4	0	3
2nd Spring Semester				
OST 134	Text Entry & Format	2	2	3
DBA 110	Database	2	3	3
OST 184	Records Management	2	2	3
2nd Summer				
	Social Science Elective	3	0	3
	Math Elective	3-4	0	3-4
3rd Fall Semester				
OST 289	Office Systems Management	2	2	3
BUS 121	Business Math	2	2	3
MKT 223	Customer Service	3	0	3
3rd Spring Semester				
BUS 260	Business Communications	3	0	3
ENG 114	Prof Research & Reporting	3	0	3
OST 286	Professional Development	3	0	3
TOTAL SEMESTER HOURS: 66-67				

Office Specialist (C25370S) Certificate

	Class	Lab	Credit	
OST 131	Keyboarding	1	2	2
OST 136	Word Processing	2	2	3
CIS 110	Introduction to Computers	2	2	3
CTS 130	Spreadsheet	2	2	3
DBA 110	Database Concepts & Apps	2	3	3

TOTAL SEMESTER HOURS: 14

Receptionist (Entry Level) (C25370R) Certificate

	Class	Lab	Credit	
OST 131	Keyboarding	1	2	2
CIS 110	Introduction to Computers	2	2	3
OST 136	Word Processing	2	2	3
OST 164	Text Editing Applications	3	0	3
OST 184	Records Management	2	2	3

TOTAL SEMESTER HOURS: 14

Business Office (C25370B) Certificate

	Class	Lab	Credit	
ACC 120	Prin of Accounting	3	2	4
BUS 110	Introduction to Business	3	0	3
OST 131	Keyboarding	1	2	2
CIS 110	Introduction to Computers	2	2	3
OST 286	Professional Development	3	0	3

TOTAL SEMESTER HOURS: 15

Word Processing (C25370) Certificate

	Class	Lab	Credit	
OST 131	Keyboarding	1	2	2
CIS 110	Introduction to Computers	2	2	3
OST 136	Word Processing	2	2	3
OST 164	Text Editing Applications	3	0	3
OST 236	Adv Word/Information Pro	2	2	3

TOTAL SEMESTER HOURS: 14

Phlebotomy (C45600)

Certificate

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

The Phlebotomy Program is approved by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 North River Rd Suite 720, Rosemont, Illinois 60018-5119, (773) 714-8880, info@naacsl.org. Students are required to achieve a "C" or better in all curriculum courses to successfully complete the program.

The Phlebotomy program is a limited-enrollment program. Eligible applicants are admitted on a space available basis to the program, provided they have met both general and program admission requirements.

Applicants who are interested in the program must obtain a *Phlebotomy Admission Information* packet online or from the Student Development Division. Once applicants have completed all requirements noted on the check sheet, they must meet with a counselor in Student Development to verify, complete and submit the *Review Form*.

Applicants must submit the *Review Form* by the assigned deadline. Incomplete *Review Forms* or forms submitted after the deadline will not be considered unless space remains available. Applicants who are reviewed and found ineligible for consideration must submit a new *Review Form* and required documentation for the next class. **The program will be offered contingent upon adequate enrollment.**

The Phlebotomy Program graduation rate August 1, 2012 - July 30, 2013: 91%

		Class	Lab	Clinical	Credit
PBT 100	Phlebotomy Technology	5	2	0	6
PBT 101	Phlebotomy Practicum	0	0	9	3
PSY 150	General Psychology	3	0	0	3

TOTAL SEMESTER HOURS: 12

Phlebotomy students should be prepared to incur additional expenses beyond tuition. Estimates of these include:

Medical examination	\$100
Immunization Series which includes but is not limited to HepB, TB, Flu, childhood immunizations	\$300
Malpractice insurance	\$16
Student accident insurance	\$6
Lab coat, uniform	\$75
Shoes	\$55
Textbooks	\$150
Graduation Fee	\$25
*Drug Screening Test & Criminal Background Check	\$75 minimum

**Subject to change*

Once admitted into the phlebotomy program, drug testing and a criminal background check will be required before a

student is allowed to participate in clinical activities. Clinical affiliates may deny a student access to its facilities based on the findings of the criminal record check or drug screen, and the student may be dismissed from the program for failure to progress. Drug screening and criminal background check policies will be reviewed at the program orientation.

Performance Standards

Individuals enrolled in the Phlebotomy Program are expected to be able to perform certain activities to maintain standards of safety and execute assigned duties. The phlebotomy student must possess the following skills or abilities to maintain satisfactory progression in the program.

Interpersonal Skills: sufficient to interact with individuals, families, and groups from a variety of social, economic, emotional, cultural and intellectual backgrounds.

Written and oral communication skills: sufficient to verbally convey information to a wide variety of individuals using good language skills, as well as the ability to transmit information through written communication modalities.

Physical abilities: sufficient to walk about the clinical site at a brisk pace, stand for extended periods of time, lift boxes of supplies, and maneuver in small spaces.

Dexterity and strength: sufficient to manipulate equipment and assist patients with physical limitations.

Hearing: sufficient to monitor and assess patient care and safety needs.

Vision: sufficient for observation and assessment of the patient, environment, and equipment.

Tactile ability or sense of touch: sufficient to perform physical assessment, palpate a vein, and detect movement.

Practical Nursing (D45660)

Diploma

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 acute care rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Practical Nursing Program

Admissions Criteria

The Practical Nursing program has admission criteria beyond the regular requirements of RCC. Individuals interested in this program must obtain a Practical Nursing Admission Information Packet from the Student Development Division and are required to discuss these special criteria with an admission counselor. A cumulative GPA of 2.0 or greater is required as part of the admissions criteria and must be maintained throughout the program. A student must not fall behind the sequence of the curriculum plan outlined in the catalog.

Admission Requirements

The Practical Nursing program is a limited-enrollment program. Eligible applicants are admitted on a space available basis to the program in the fall semester, provided they have met both general and program admission requirements.

Individuals who are interested in the program must obtain a Practical Nursing Admission Information packet from the Student Development Division. Because there are specific guidelines and requirements for eligibility, the applicant is also required to attend a Nursing Programs Information Session prior to submitting documentation for review. Once applicants have completed all requirements noted on the check sheet, they must meet with a counselor in Student Development to verify, complete and submit the *Review Form*.

Applicants must submit the *Review Form* by the assigned deadline in order to be considered for the upcoming fall class. Incomplete *Review Forms* or forms submitted after the deadline will not be considered unless space remains available. Applicants who are reviewed and found ineligible for consideration must submit a new *Review Form* and required documentation with any future applications.

To insure the public health and safety of all clients, the NC Board of Nursing requires licensure to work as a practical nurse. The Board of Nursing requires a criminal record check as part of the initial application process for licensure.

Once admitted into the practical nursing program, drug testing and criminal background checks will be required before students are allowed to participate in clinical activities. Drug screening and criminal record check policies will be reviewed at the program orientation. Clinical affiliates may deny a student access to their facilities based on the findings of the criminal record check or drug screen, and the student may be dismissed from the program for failure to progress.

Practical Nursing students should be prepared to incur additional expenses beyond tuition.

Estimates of these are subject to change and include:

Medical Exam \$100

Immunizations (which includes but not limited to Hep B, TB, Flu, childhood immunizations)	\$300
*Drug Screening (nonrefundable)	\$ 45
*Criminal Background Check minimum of \$35 but can increase with multi-state searches	
Uniforms for Clinical and Lab	\$140
1 pair bandage scissors, 1 pair hemostats, pen light, 3-color pen, 1 stethoscope, 1 sphygmomanometer	\$ 100
1 pair shoes (white leather)	\$ 50-75
Watch with second hand; military time preferred	\$ 25
Program Resources	\$1750
Textbooks	
Online Educational services	
NCLEX Review	
Accident Insurance	\$ 6
CPR Certification	\$30-50
Graduation Fee	\$ 25
Nursing Pin, Lamp, and Cap (optional)	\$ 75
Malpractice Insurance	\$ 16
Nursing Lab Kit	\$145

	Class	Lab	Clinical	Credit
1st Year: Fall Semester				
BIO 168 Anatomy & Physiology I	3	3	0	4
1st Year: Spring Semester				
BIO 169 Anatomy & Physiology II	3	3	0	4
2nd Year: Fall Semester				
NUR 101 Practical Nursing I	7	6	6	11
ENG 111 Expository Writing	3	0	0	3
2nd Year: Spring Semester				
NUR 102 Practical Nursing II	7	0	9	10
PSY 150 General Psychology	3	0	0	3
2nd Year: Summer Semester				
NUR 103 Practical Nursing III	6	0	9	9

TOTAL SEMESTER HOURS: 44

Prior Math and Biology Courses

In order to receive credit, curriculum biology (BIO 168/169) that have been taken previously must have been completed with a “C” or better within seven calendar years of the start of the program. To receive credit for MAT 110 (or the appropriate substitution,) students must have completed the course with a “B” or better within seven calendar years of the start of the programs. Students who wish to have post-secondary course work from other colleges or universities transferred into RCC and used in the practical nursing curriculum must request a transcript evaluation by the Registrar.

Respiratory Therapy (A45720)

Associate in Applied Science

The Respiratory Therapy curriculum prepares individuals to function as respiratory therapists. In these roles, individuals perform diagnostic testing, treatments, and management of patients with heart and lung diseases.

Students will master skills in patient assessment and treatment of cardiopulmonary diseases. These skills include life support, monitoring, drug administration, and treatment of patients of all ages in a variety of settings.

Graduates of accredited programs may be eligible to take entry-level examinations from the National Board for Respiratory Care. Therapy graduates may also take the Advanced Practitioner examination. Graduates may be employed in hospitals, clinics, nursing homes, education, industry, and home care.

The Respiratory Therapy Program is fully accredited by the Commission on Accreditation for Respiratory Care (CoARC). Students receive clinical experience in a variety of hospitals and healthcare organizations throughout the entire Piedmont Triad Area of North Carolina and Southwest Virginia.

The Medical Director of the Respiratory Therapy Program is Edward L. Hawkins, MD, FCCP. Dr. Hawkins received his BS degree from Auburn University, his MD from the University of Alabama at Birmingham, and is a Fellow of the American College of Chest Physicians. Dr. Hawkins is board certified in internal and pulmonary medicine.

Respiratory Therapy students should be prepared to incur additional expenses beyond tuition and college fees. These expenses may include medical examinations or vaccinations, uniforms, insurance, books and miscellaneous supplies. An estimate of these specific expenses include:

First Year

*CPR Certification	\$6
Medical Exam	\$100
Immunizations(which includes but not limited to Hep B, TB, Flu, childhood immunizations)	\$300
Student Accident Insurance	\$6
Malpractice Insurance	\$16
Uniforms	\$140
Respiratory Therapy Books	\$300
*Drug Screen	\$45
*Criminal Background Check	Minimum of \$35 but can increase with multi-state searches
Miscellaneous Supplies	\$100

Second Year

Required Annual Immunizations	\$100
Malpractice Insurance	\$16
Student Accident Insurance	\$6
NBRC Exams	\$120
School Pin (optional)	\$50-110
Respiratory Therapy Books	\$300
Miscellaneous Supplies	\$100
Kettering Seminar	\$425
Graduation Fee	\$25
*Drug Screen	\$45
ACLS	\$76.50

**Subject to change*

First Year Therapist

		Class	Lab	Clinical	Credit
Fall Semester					
RCP 110	Intro to Respiratory Care	3	3	0	4
RCP 113	RCP Pharmacology	2	0	0	2
RCP 114	C-P Anat. & Phys.	3	0	0	3
BIO 168	Anatomy and Physiology I	3	3	0	4
CHM 131/131A	Intro to Chem	3	3	0	4

Spring Semester

RCP 111	Therapeutics/Diagnostics	4	3	0	5
RCP 146	Clinical Practice II	0	0	18	6
RCP 115	C-P Pathophysiology	2	0	0	2
BIO 169	Anatomy and Physiology II	3	3	0	4
ENG 111	Writing & Inquiry	3	3	0	3

Summer Semester first 5weeks

RCP 152	Clinical Practice III	0	0	6	2
RCP 123	Special Practice Lab	0	3	0	1

Second Year Therapist**Fall Semester**

RCP 210	Critical Care Concepts	3	3	0	4
RCP 236	Clinical Practice IV	0	0	18	6
RCP 213	Neo/Peds Resp. Care	2	0	0	2
Eng 114	Prof Research & Reporting	3	0	0	3
	or				
COM 120	Intro Interpersonal Com	3	0	0	3
PSY 150	General Psychology	3	0	0	3

Spring Semester

RCP 211	Advanced Monitoring/Proced.	3	3	0	4
RCP 246	Clinical Practice V	0	0	18	6
RCP 215	Career Prep - Adv. Level	0	3	0	1
RCP 223	Special Practice Lab	0	3	0	1
	Humanities Elective	3	0	0	3

TOTAL SEMESTER HOURS: 73

CLINICAL CONTACT HOURS: 894

RESPIRATORY LAB HOURS: 381

Respiratory Therapy Program

Admissions Criteria

The Respiratory Therapy program has admission criteria beyond the regular requirements of RCC.

The Respiratory Therapy program is a limited-enrollment program. Eligible applicants are admitted on a space available basis to the program in the fall semester, provided they have met both general and program admission requirements.

Individuals who are interested in the program must obtain a *Respiratory Therapy Admission Information* packet from the Student Development Division. Once an applicant has completed all requirements noted on the check sheet, he/she must meet with a counselor in Student Development to verify, complete and submit the *Review Form*. Applicants must submit the *Review Form* by the assigned deadline in order to be considered for the fall 2017 class. Incomplete *Review Forms* or forms submitted after the deadline will not be considered unless space remains available. Applicants who are reviewed and found ineligible for consideration must submit a new *Review Form* and required documentation for the fall 2018 class.

Additional Criteria

Once admitted to the Respiratory Therapy Program, students must attend a required orientation session, complete drug testing and a criminal background checks before students are allowed to participate in clinical activities. Clinical affiliates may deny a student access to their facilities based on the results of the criminal background check or drug screen, and the student may be dismissed from the program for failure to progress. Drug screening and criminal background check policies will be reviewed at the program orientation. A drug screen will additionally be performed during the second year of the program.

Dismissal Criteria

1. Academic Dismissal

The respiratory therapist student must meet the academic standards of the college. In addition, the following program academic standards are required:

- a. Minimum of a “C” grade in all Respiratory Therapy Program curriculum courses.
- b. Performance requirements are listed in each course syllabus. The student will not be permitted to progress in the program unless a satisfactory grade is attained in the laboratory and clinical component of the curriculum each semester. Absence and tardy policies are outlined in each course syllabus.
- c. The student must not fall behind the sequence of the curriculum plan for all RCP, BIO, or CHM, HUM, ENG courses as outlined in the college catalog.
- d. A cumulative GPA of 2.5 or greater is required as part of the admission’s criteria, and students must maintain an RCC GPA of at least a 2.0 to remain in the program after admission.

2. Non-Academic Dismissal

Individuals enrolled in the Respiratory Therapy Program may be dismissed for non-academic reasons. Students should refer to the college catalog, student handbook, or program policies and procedures distributed during orientation for specific reasons relative to non-academic dismissal.

Readmission

Because of the content and organization of the learning experiences in the program, withdrawal and academic dismissal should be avoided. However, should this become necessary, readmission may be considered. Students may be readmitted to the program following withdrawal or dismissal after the following criteria have been met:

1. The student was out of the program for at least one semester.
2. The student has demonstrated or proven to the program faculty that any physical, emotional, or professional cause for previous dismissal has been managed, treated, or corrected.
3. The student has updated medical immunizations and malpractice insurance.

4. The student has provided a letter of intent for readmission to the Program Director at least six months prior to program readmission.
5. Space is available in the program.
6. The student's readmission is approved by program faculty and the Dean of Health and Public Safety.
7. Students may re-enter the program one time only.
8. Students may not be readmitted to the program if previous dismissal was disciplinary in nature or related to an infraction of RCC, clinical affiliate, or program policies.
9. The student's RCC cumulative GPA is 2.0 or better.

Prior Biology Courses

In order to receive credit, curriculum biology courses (BIO 168, BIO 169) that have been taken previously must have been completed with a "C" or better within seven calendar years of the start of the program.

Transfer Applicants

1. Transfer into the Respiratory Therapy Program, when space is available, is limited to applicants who:
 - a. meet the Rockingham Community College and program admission requirements,
 - b. have enrolled in a respiratory therapy program in another institution, and
 - c. have left or will leave another respiratory therapy program in good standing documented by the previous program director.
2. Courses from technical institutes, colleges, and universities may be accepted if a grade of "C" has been achieved and if the courses are comparable to those offered at RCC.
3. Respiratory Therapy courses completed will be evaluated and transfer credit determined by the Program Director. Based on the evaluation of transfer credit, the program of study will be determined by the Program Director.

Other transfer applicants to the Respiratory Therapy Program may transfer to the college and then proceed through the regular admission process for entry into the Respiratory Therapy Program.

Performance Standards

Individuals enrolled in the Respiratory Therapy Program are expected to be able to perform certain activities to maintain standards of safety. The Respiratory Therapy student must possess the following skills:

Critical Thinking Skills: The respiratory therapy student must possess critical thinking skills sufficient for clinical judgement. This involves identifying cause and effect relationships in clinical situations.

Interpersonal skills: The respiratory therapy student should possess interpersonal skills sufficient to interact with individuals, families, and groups from a variety of social, economic, emotional, cultural, and intellectual backgrounds. For example, the student should be able to establish a helping relationship with patients, families, and colleagues.

Communication: The respiratory therapy student should possess communication skills sufficient for interaction with others in a verbal and written format. Examples: perform patient teaching, write progress notes, interpret physician's orders, provide verbal report to staff, record patient responses to treatments, consult with patient's family members, or physicians.

Mobility: The respiratory therapy student should possess physical skills sufficient to move from room to room and maneuver in small spaces. For example, the student must be able to move around in patient rooms, work spaces and treatment areas and to administer cardiopulmonary resuscitation.

Motor Skills: The respiratory therapy student should possess gross and fine motor skills sufficient to provide safe and effective patient care. Examples: adjust ventilator settings, perform arterial puncture, calibrate equipment, transfer or position patients, and administer cardio pulmonary resuscitation.

Hearing: The respiratory therapy student should possess auditory skills sufficient to monitor and assess health needs. For example, the student must be able to hear monitor alarms, emergency signals, auscultatory sounds and cries for help. ability sufficient to monitor and assess patient care and safety needs.

Visual: The respiratory therapy student should possess visual skills sufficient for observation and assessment necessary in providing patient care. For example, the student must be able to observe patient responses, see a change in skin color and read a manometer on a mechanical ventilator.

Tactile: The respiratory therapy student should possess tactile skills sufficient for physical assessment. For example, the student must be able to palpate a pulse, body sites, and determine skin temperature.

Weight-Bearing: The respiratory therapy student should possess the ability to maneuver and move 40-50 lbs. on a weekly or daily basis. For example, the student must be able to position and transfer patients.

Surgical Technology (A45740/D45740)

AAS/Diploma

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Students of Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four week period prior to or after graduation.

Admissions Criteria

Individuals who are interested in the program must obtain a *Surgical Technology Admission Information* packet online or from the Student Development Division. Applicants must also meet with the Surgical Technology Program Director. Once an applicant has completed all requirements noted on the check sheet, he/she must meet with a counselor in Student Development to verify, complete and submit the *Review Form*.

Applicants must submit the *Review Form* by the assigned deadline in order to be considered for the fall 2016 class. Incomplete *Review Forms*, or forms submitted after the deadline, will not be considered unless space remains available. Applicants who are reviewed and found ineligible for consideration must submit a new *Review Form* and required documentation for the fall 2017 class.

Related courses that are part of the surgical technology curriculum may be taken before the curriculum sequence listed in the catalog and before acceptance to the program is granted. However, courses must be completed with a grade of "C" or better and not adversely affect the required cumulative GPA of 2.0. A student must not fall behind the sequence of the curriculum plan stated in the catalog. Once accepted to the program, a student who receives a "D" or "F" grade in any Surgical Technology curriculum course will fall behind the sequence of the curriculum plan and no longer be eligible for continuation in the program.

The following are required after notification of acceptance into the program:

1. Submit completed health history, immunization, and physical exam form by deadline.
2. Send an E-mail or letter of intent to accept place in the program to Student Development Office and to Program Director.
3. Attend program orientation and sign all required documentation.
4. Submit completed medical forms with required immunizations to include flu, tetanus, polio, and Hepatitis B (series may be completed or in process) TB double screening (or 2-step), rubella vaccinations or positive rubella titer, and varicella vaccinations or positive titer.
5. Any student without completed documents by deadlines in written correspondence will not be eligible for entry and an alternate will be invited to enter in that student's place.

6. Once admitted into the Surgical Technology Program, drug testing and a criminal background check will be required before a student is allowed to participate in clinical activities. Clinical affiliates may deny a student access to their facilities based on the finding of the criminal record check or drug screen, and the student may be dismissed from the program for failure to progress. Drug screening and criminal background check policies will be reviewed at the program orientation.

Prior Biology Courses

In order to receive credit, curriculum biology courses (BIO 163 and BIO 170 or equivalents) that have been taken previously must have been completed with a “C” or better within seven calendar years of the start date of the program.

Transfer Applicants

1. Transfer into the Surgical Technology program, when space is available, is limited to applicants who:
 - a. Meet the Rockingham Community College admissions requirements
 - b. Have been enrolled in a Surgical Technology program in another institution
 - c. Have left or will leave another Surgical Technology program in good standing
2. Courses from technical institutes, colleges, and universities will be accepted if a grade of “C” or above has been achieved and if the courses are comparable to those offered at RCC.
3. Surgical Technology courses completed will be evaluated and transfer credit determined by the Surgical Technology Program Director. Based on the evaluation of transfer credit, the program of study will be determined by the program faculty members.
4. Other transfer applicants to the Surgical Technology program may transfer to the college and then proceed through the regular admission process for entry into the Surgical Technology program.

Performance Standards

Individuals enrolled in the Surgical Technology Program are expected to be able to perform certain activities to maintain standards of safety and execute assigned duties. The surgical technology student must possess the following skills or abilities to maintain satisfactory progression in the program.

Interpersonal skills: sufficient to interact with individuals, families, and groups from a variety of social, economic, emotional, cultural, and intellectual backgrounds.

Written and oral communication skills: sufficient to verbally convey information to a wide variety of individuals using good language skills, as well as the ability to transmit information through written communication modalities.

Physical abilities: sufficient to walk about the clinical site at a brisk pace, stand for extended periods of time, lift boxes of supplies, and maneuver in small places.

Dexterity and strength: sufficient to manipulate equipment and assist patients with physical limitations.

Hearing: sufficient to monitor and assess patient care and safety needs.

Vision: sufficient for observation and assessment of the patient, environment, and equipment.

Tactile ability or sense of touch: sufficient to perform physical assessment, manipulate surgical instruments or equipment, and detect movement.

Dismissal Criteria

1. **Academic Dismissal** – The Surgical Technology student must meet the academic standards of the college.

In addition, the following academic standards are required:

- a. Minimum grade of “C” or better in all Surgical Technology Program curriculum courses.
- b. Lab experiences are graded satisfactory (P) or unsatisfactory (F). More specific performance requirements are listed in each course syllabus. The student will not be able to progress unless a satisfactory grade is attained in the lab regardless of the theory grade.
- c. The student must not fall behind the sequence of the curriculum plan for SUR or BIO courses as outlined in the college catalog.
- d. A cumulative GPA of 2.0 or greater is required as part of the admissions criteria and must be maintained throughout the program. Any student who fails to maintain a 2.0 GPA will be dismissed from the program.

2. **Nonacademic Dismissal** – Students enrolled in the Surgical Technology Program may be dismissed for non-academic reasons. Students should refer to the college catalog, student handbook, or Surgical Technology *Handbook for Students in the Surgical Technology Program* given to each student during the Surgical Technology orientation session for specific reasons relative to non-academic dismissal.

Readmission

Because of the content and organization of the program of study, withdrawal and academic dismissal should be avoided. However, should withdrawal or academic dismissal become necessary, readmission will be allowed one time only. Students may be readmitted if they meet all standards for Surgical Technology student admission, and the readmission is approved by the Surgical Technology faculty.

Prior to readmission to the Surgical Technology Program, students may be required to audit or repeat any or all surgical technology courses completed while they were enrolled in the program. Successful audit involves attendance in class, taking quizzes, tests, and exams, attending required labs, completion of the skills by the designated date, and attainment of a minimum average grade of “C” or satisfactory in class/lab and clinical work. Students may not be readmitted to the program if previous dismissal was disciplinary in nature or related to an infraction of RCC clinical affiliate or program policies.

Courses for this Diploma degree program may be offered day, evening (clinical), and/or hybrid

	Class	Lab	Clinical	Credit		
1st Year: Fall Semester						
ENG 111	Writing and Inquiry	3	0	0	3	
BIO 163	Basic Anatomy & Physiology	4	2	0	5	
SUR 110	Intro to Surg Tech	3	0	0	3	
SUR 111	Periop Patient Care	5	6	0	7	
1st Year: Spring Semester						
BIO 170	Introductory Microbiology or a higher Microbiology	2-3	2-3	0	3-4	
SUR 122	Surgical Procedures I	5	3	0	6	
SUR 123	SUR Clinical Practice I	0	0	21	7	
1st Year: Summer						
SUR 134	Surgical Procedures II	5	0	0	5	
SUR 135	SUR Clinical Practice II	0	0	12	4	
SUR 137	Prof Success Prep	1	0	0	1	
SEMESTER TOTAL			5	0	12	10

PROGRAM TOTAL: 44-45

Surgical Technology (A45740)

	Class	Lab	Clinical	Credit
1st Year: Fall Semester				
ENG 111 Writing and Inquiry	3	0	0	3
BIO 163 Basic Anatomy & Physiology	4	2	0	5
SUR 110 Intro to Surg Tech	3	0	0	3
SUR 111 Periop Patient Care	5	6	0	7
1st Year: Spring Semester				
BIO 170 Introductory Microbiology or a higher Microbiology	2-3	2-3	0	3-4
SUR 122 Surgical Procedures I	5	3	0	6
SUR 123 SUR Clinical Practice I	0	0	21	7
1st Year: Summer				
SUR 134 Surgical Procedures II	5	0	0	5
SUR 135 SUR Clinical Practice II	0	0	12	4
2nd Year: Fall Semester				
BUS 137 Principles of Management	3	0	0	3
Humanities Elective	3	0	0	3
PSY 150 General Psychology	3	0	0	3
SUR 210 Advanced SUR Clinical Practice	0	0	6	2
SUR 211 Advanced Theoretical Concepts	2	0	0	2
2nd Year: Spring Semester				
ENG 114 Prof Research & Reporting	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
ECO 251 Principles of Microeconomics	3	0	0	3
SUR 137 Prof Success Prep	1	0	0	1

TOTAL SEMESTER HOURS: 66-67

The Surgical Technology student should be prepared to incur additional expenses. Along with tuition, activity fees, and books, these include: (estimated)

*CPR Certification	\$6
Medical exam	\$100
Immunizations (which includes but not limited to Hep B, TB, Flu, childhood immunizations)	\$300
*Drug Screen & Criminal Background Check	\$75
Malpractice insurance	\$16
Uniform	\$75
AST Membership	\$45
Student Accident Insurance	\$6
Certification exam	\$240

**Subject to change*

Welding Technology (C50420)

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 working industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include 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.

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.

Welding Technology (C50420WP/C50420) Certificate

	Class	Lab	Credit
WLD 112 Basic Welding Processes	1	3	2
WLD 115 SMAW (stick) Plate	2	9	5
WLD 141 Symbols & Specifications	2	2	3
WLD 131 GTAW (TIG) Plate	2	6	4

TOTAL SEMESTER HOURS: 14

General Education Core For Associate in Applied Science Programs

Humanities Electives

			Class	Lab	Credit
ART					
ART 111	Art Appreciation	FA, SP	3	0	3
ART 114	Art History Survey I	FA	3	0	3
ART 115	Art History Survey II	SP	3	0	3

ENGLISH

ENG 231	American Literature I	FA	3	0	3
ENG 232	American Literature II	SP	3	0	3
ENG 241	British Literature I	FA	3	0	3
ENG 242	British Literature II	SP	3	0	3

GERMAN

GER 141	Culture and Civilization		3	0	3
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HUMANITIES

HUM110	Technology & Society		3	0	3
HUM115	Critical Thinking		3	0	3
HUM122	Southern Culture		3	0	3

MUSIC

MUS 110	Music Appreciation		3	0	3
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PHILOSOPHY

PHI 215	Philosophical Issues	FA, SP	3	0	3
PHI 240	Intro to Ethics	FA, SP, SU	3	0	3

RELIGION

REL 110	World Religions		3	0	3
REL 211	Introduction to Old Testament		3	0	3

SPANISH

SPA 141	Culture and Civilization		3	0	3
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Social Science Electives

ANTHROPOLOGY

ANT 210	General Anthropology	FA, SP	3	0	3
ANT 240	Archaeology		3	0	3

ECONOMICS

ECO 251	Prin of Microeconomics	FA, SP, SU	3	0	3
ECO 252	Prin of Macroeconomics	FA, SP	3	0	3

GEOGRAPHY

GEO 111	World Regional Geography		3	0	3
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HISTORY

HIS 111	World Civilizations I	FA	3	0	3
HIS 112	World Civilizations II	SP	3	0	3
HIS 121	Western Civilizations I	FA	3	0	3
HIS 122	Western Civilizations II	SP	3	0	3
HIS 131	American History I	FA	3	0	3
HIS 132	American History II	SP	3	0	3

POLITICAL SCIENCE

POL 120	American Government		3	0	3
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PSYCHOLOGY

PSY 150	General Psychology	FA, SP, SU	3	0	3
PSY 237	Social Psychology		3	0	3
PSY 241	Developmental Psychology	FA, SP	3	0	3
PSY 281	Abnormal Psychology	SP	3	0	3

SOCIOLOGY

SOC 210	Introduction to Sociology	FA, SP	3	0	3
SOC 213	Sociology of the Family	FS, SP	3	0	3

Science Electives**BIOLOGY**

BIO 110	Principles of Biology	FA, SP, SU	3	3	4
BIO 140/140A	Environmental Biology & Lab	SP even yrs.	3	3	4
BIO 111	General Biology I	FA, SP	3	3	4
BIO 112	General Biology II	SP	3	3	4

CHEMISTRY

CHM 130/130A	Gen,Org, & Biochemistry Lab	FA, SP	3	2	4
CHM 131/131A	Intro to Chemistry & Lab	FA, SP, SU	3	3	4
CHM 132	Organic & Biochemistry		3	3	4
CHM 151	General Chemistry I	FA, SP	3	3	4
CHM 152	General Chemistry II	SP	3	3	4

PHYSICS

PHY 110/110A	Conceptual Physics & Lab	FA, SP, SU	3	2	4
PHY 151	College Physics I	FA	3	2	4
PHY 152	College Physics II	SP	3	2	4
PHY 251	General Physics I		3	3	4
PHY 252	General Physics II		3	3	4

Mathematics Electives

MAT 110	Math Measurement and Literacy	FA, SP, SU	2	2	3
MAT 121	Algebra/Trigonometry I	SP	2	2	3
MAT 143	Quantitative Literacy	FA, SP, SU	2	2	3
MAT 152	Statistical Methods I	FA, SP	3	2	4
MAT 171	Precalculus Algebra	FA, SP	3	2	4
MAT 172	Precalculus Trigonometry	FA, SP	3	2	4
MAT 263	Brief Calculus	SP even yrs.	3	2	4
MAT 271	Calculus I		3	2	4
MAT 272	Calculus II		3	2	4
MAT 273	Calculus III		3	2	4

College Transfer Programs of Study

Associate in Arts (A10100) and Associate in Science (A10400)

The Associate in Arts (Science) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in arts (science) programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.

Community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Associate in Fine Arts Degree (A10200)

The Associate in Fine Arts degree shall be granted for planned programs of study consisting of a minimum of 64 and a maximum of 65 semester hours of approved college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

Courses are approved for transfer through the Comprehensive Articulation Agreement. Community college graduates who have earned a 64 semester hours of academic credit in approval transfer courses with a grade of “C” or better in each course and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 64 semester hours of academic credit upon admission to a university.

Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer for all receiving institutions.

Associate in Arts (A10100)

Semester Hours: 60

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT

(All Universal General Education Transfer Component courses will transfer for equivalency credit.)

English Composition (6 semester hours)		Class	Lab	Credit
ENG 111	Writing & Inquiry	3	0	3
ENG 112	Writing/Research in Disc	3	0	3

Communications/Humanities/Fine Arts (9 semester hours)

Select three courses from at least two different disciplines.

Communications

COM 231	Public Speaking	3	0	3
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Humanities/Fine Arts

ART 111	Art Appreciation	3	0	3
ART 114	Art History I	3	0	3
ART 115	Art History II	3	0	3
ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 215	Philosophical Issues	3	0	3
PHI 240	Introduction to Ethics	3	0	3

Social/Behavioral Sciences (9 semester hours)

Select three courses from at least two different disciplines.

ECO 251	Principles of Microeconomics	3	0	3
ECO 252	Principles of Macroeconomics	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 112	World Civilizations II	3	0	3
HIS 131	American History I	3	0	3
HIS 132	American History II	3	0	3
POL 120	American Government	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3

Math (3-4 semester hours)

Select one course from the following.

MAT 143	Quantitative Literacy	2	2	3
MAT 152	Statistical Methods I	3	2	4
MAT 171	Precalculus Algebra	3	2	4

Natural Sciences (4 semester hours)

Select one course from the following.

BIO 110	Principles of Biology	3	3	4
BIO 111	General Biology I	3	3	4
CHM 151	General Chemistry I	3	3	4
PHY 110 & 110A	Conceptual Physics	3	2	4

Additional General Education Hours (13-14 semester hours)

An additional 13-14 semester hours of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. If MAT 143 is used to fulfill the math requirement listed above, 14 hours are required in the category.

Other Required Hours (15 semester hours)

Academic Transition (required)

ACA 122 College Transfer Success	0	2	1
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Electives (14 semester hours)

An additional 14 semester hours of courses should be selected from courses classified as pre-major, elective or general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

Total Semester Hours: 60

Note: 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.

Associate in Science (A10400)

Semester Hours: 60

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT

(All Universal General Education Transfer Component courses will transfer for equivalency credit.)

English Composition (6 semester hours)		Class	Lab	Credit
ENG 111	Writing & Inquiry	3	0	3
ENG 112	Writing/Research in Disc	3	0	3

Communications/Humanities/Fine Arts (6 semester hours)

Select two courses from at least two different disciplines.

Communications

COM 231	Public Speaking	3	0	3
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Humanities/Fine Arts

ART 111	Art Appreciation	3	0	3
ART 114	Art History I	3	0	3
ART 115	Art History II	3	0	3
ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 215	Philosophical Issues	3	0	3
PHI 240	Introduction to Ethics	3	0	3

Social/Behavioral Sciences (6 semester hours)

Select two courses from at least two different disciplines.

ECO 251	Principles of Microeconomics	3	0	3
ECO 252	Principles of Macroeconomics	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 112	World Civilizations II	3	0	3
HIS 131	American History I	3	0	3
HIS 132	American History II	3	0	3
POL 120	American Government	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3

Math (8 semester hours)

Select two courses.

MAT 171	Precalculus Algebra	3	2	4
MAT 172	Precalculus Trigonometry	3	2	4
MAT 263	Brief Calculus	3	2	4
MAT 271	Calculus I	3	2	4
MAT 272	Calculus II	3	2	4

Natural Sciences (8 semester hours)

Select one pair of courses.

BIO 111 & BIO 112	General Biology I	3	3	4
	General Biology II	3	3	4
CHM 151 & CHM 152	General Chemistry I	3	3	4
	General Chemistry II	3	3	4
PHY 151 & PHY 152	College Physics I	3	2	4
	College Physics II	3	2	4
PHY 251 & PHY 252	General Physics I	3	3	4
	General Physics II	3	3	4
BIO 110 & PHY 110/110A	Principles of Biology	3	3	4
	Conceptual Physics	3	2	4

Additional General Education Hours (11 semester hours)

An additional 11 semester hours of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

Other Required Hours (15 semester hours)

Academic Transition (required)

ACA 122 College Transfer Success 0 2 1

Electives (14 semester hours)

An additional 14 semester hours of courses should be selected from courses classified as pre-major, elective or general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

Total Semester Hours: 60

Note: 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.

Associate in Fine Arts (A10200)

Semester Hours: 64

GENERAL EDUCATION CORE (28 semester hours)

English Composition (6 semester hours)

	Class	Lab	Credit
ENG 111 Writing & Inquiry	3	0	3
ENG 112 Writing/Research in Disc	3	0	3

Humanities/Fine Arts (6 semester hours)

Select one literature course from the following:

ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3

Select one course from the following:

HUM 110 Technology and Society	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3
REL 211 Intro to Old Testament	3	0	3

Social/Behavioral Sciences (9 semester hours)

Select one history course from the following:

HIS 112 World Civilizations II	3	0	3
HIS 122 Western Civilization II	3	0	3

Select two courses from the following:

ANT 210 General Anthropology	3	0	3
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
GEO 111 World Regional Geography	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3

Math (3-4 semester hours)

Select one course from the following:

MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
MAT 172 Precalculus Trigonometry	3	2	4
MAT 263 Brief Calculus	3	2	4
MAT 271 Calculus I	3	2	4
MAT 272 Calculus II	3	2	4

Natural Sciences (4 semester hours)

Select one from the following.

BIO 110	Principles of Biology	3	3	4
BIO 111	General Biology I	3	3	4
BIO 112	General Biology II	3	3	4
BIO 140 & 140A	Environmental Biology	3	3	4
CHM 131 & 131A	Introduction to Chemistry	3	3	4
CHM 151	General Chemistry I	3	3	4
CHM 152	General Chemistry II	3	3	4
PHY 110 & 110A	Conceptual Physics	3	2	4
PHY 151	College Physics I	3	2	4
PHY 152	College Physics II	3	2	4
PHY 251	General Physics I	3	3	4
PHY 252	General Physics II	3	3	4

Required ART Courses (25 semester hours)

ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
ART 121	Two-Dimensional Design	0	6	3
ART 122	Three-Dimensional Design	0	6	3
ART 131	Drawing I	0	6	3
ART 135	Figure Drawing	0	6	3
ART 214	Portfolio and Resume	0	2	1
ART 240	Painting I	0	6	3
ART 283	Ceramics I	0	6	3

Art Electives (6 semester hours)

Choose two courses from the following.

ART 132	Drawing II	0	6	3
ART 171	Computer Art	0	6	3
ART 235	Figure Drawing II	0	6	3
ART 241	Painting II	0	6	3
ART 242	Landscape	0	6	3
ART 243	Portrait	0	6	3
ART 244	Watercolor	0	6	3
ART 264	Digital Photo	0	6	3
ART 281	Sculpture I	0	6	3
ART 282	Sculpture II	0	6	3
ART 284	Ceramics II	0	6	3
ART 285	Ceramics III	0	6	3
ART 286	Ceramics IV	0	6	3
ART 288	Studio	0	6	3

Electives (5 semester hours)

Select 5 semester hours of courses from the college transfer list of electives not already used to fulfill a graduation requirement. These courses should be selected from those classified as pre-major, elective or general education within the Comprehensive Articulation Agreement

Total Semester Hours: 64

Community College Course	Transfer Designation
ACA 122	AA/AS Required Course
ACC 120	Pre-Major/Elective
ACC 121	Pre-Major/Elective
ANT 210	GEN ED: Social/Behavioral Science
ART 111	UGETC: Humanities/Fine Arts - AA/AS
ART 114	UGETC: Humanities/Fine Arts - AA/AS
ART 115	UGETC: Humanities/Fine Arts - AA/AS
ART 121	Pre-Major/Elective
ART 122	Pre-Major/Elective
ART 131	Pre-Major/Elective
ART 132	Pre-Major/Elective
ART 135	Pre-Major/Elective
ART 171	Pre-Major/Elective
ART 214	Pre-Major/Elective
ART 235	Pre-Major/Elective
ART 240	Pre-Major/Elective
ART 241	Pre-Major/Elective
ART 242	Pre-Major /Elective
ART 243	Pre-Major/Elective
ART 244	Pre-Major/Elective
ART 264	Pre-Major/Elective
ART 281	Pre-Major/Elective
ART 282	Pre-Major/Elective
ART 283	Pre-Major/Elective
ART 284	Pre-Major/Elective
ART 285	Pre-Major/Elective
ART 286	Pre-Major/Elective
ART 288	Pre-Major/Elective
BIO 110	UGETC: Natural Science - AA/AS
BIO 111	UGETC: Natural Science - AA/AS
BIO 112	UGETC: Natural Science - AS
BIO 140	GEN ED: Natural Science
BIO 140A	GEN ED: Natural Science
BIO 163	Pre-Major/Elective
BIO 168	Pre-Major/Elective
BIO 169	Pre-Major/Elective
BUS 110	Pre-Major/Elective
BUS 115	Pre-Major/Elective
BUS 137	Pre-Major/Elective
CHM 130	Pre-Major/Elective
CHM 130A	Pre-Major/Elective
CHM 131	GEN ED: Natural Science
CHM 131A	GEN ED: Natural Science
CHM 132	GEN ED: Natural Science

Community College Course	Transfer Designation
CHM 151	UGETC: Natural Science - AA/AS
CHM 152	UGETC: Natural Science - AS
CIS 110	GEN ED: Mathematics
CIS 115	GEN ED: Mathematics
CJC 111	Pre-Major/Elective
CJC 121	Pre-Major/Elective
CJC 141	Pre-Major/Elective
COM 120	GEN ED: Communications
COM 231	UGETC: Communications - AA/AS
ECO 251	UGETC: Social/Behavioral Science - AA/AS
ECO 252	UGETC: Social/Behavioral Science - AA/AS
ENG 111	UGETC: English Comp - AA/AS
ENG 112	UGETC: English Comp - AA/AS
ENG 114	GEN ED: English Composition
ENG 125	Pre-Major/Elective
ENG 231	UGETC: Humanities/Fine Arts - AA/AS
ENG 232	UGETC: Humanities/Fine Arts - AA/AS
ENG 241	UGETC: Humanities/Fine Arts - AA/AS
ENG 242	UGETC: Humanities/Fine Arts - AA/AS
GEO 111	GEN ED: Social/Behavioral Science
GER 111	GEN ED: Humanities/Fine Arts
GER 112	GEN ED: Humanities/Fine Arts
GER 141	Pre-Major/Elective
GER 161	Pre-Major/Elective
GER 211	GEN ED: Humanities/Fine Arts
GER 212	GEN ED: Humanities/Fine Arts
HEA 110	Pre-Major/Elective
HEA 112	Pre-Major/Elective
HIS 111	UGETC: Social/Behavioral Science - AA/AS
HIS 112	UGETC: Social/Behavioral Science - AA/AS
HIS 121	GEN ED: Social/Behavioral Science
HIS 122	GEN ED: Social/Behavioral Science
HIS 131	UGETC: Social/Behavioral Science - AA/AS
HIS 132	UGETC: Social/Behavioral Science - AA/AS
HIS 167	Pre-Major/Elective
HIS 221	Pre-Major/Elective
HIS 226	Pre-Major/Elective
HUM 110	GEN ED: Humanities/Fine Arts
HUM 115	GEN ED: Humanities/Fine Arts
HUM 120	GEN ED: Humanities/Fine Arts
HUM 122	GEN ED: Humanities/Fine Arts
MAT 143	UGETC: Math - AA
MAT 152	UGETC: Math - AA
MAT 171	UGETC: Math - AA/AS
MAT 172	UGETC: Math - AS
MAT 263	UGETC: Math - AS
MAT 271	UGETC: Math - AS
MAT 272	UGETC: Mathematics
MAT 273	GEN ED: Mathematics
MUS 110	UGETC: Humanities/Fine Arts - AA/AS
PED 110	Pre-Major/Elective
PED-111	Pre-Major/Elective

Community College Course	Transfer Designation
PED 112	Pre-Major/Elective
PED 113	Pre-Major/Elective
PED 115	Pre-Major/Elective
PED-117	Pre-Major/Elective
PED-119	Pre-Major/Elective
PED-120	Pre-Major/Elective
PED-121	Pre-Major/Elective
PED-122	Pre-Major/Elective
PED-123	Pre-Major/Elective
PED-125	Pre-Major/Elective
PED-128	Pre-Major/Elective
PED-130	Pre-Major/Elective
PED-137	Pre-Major/Elective
PED-139	Pre-Major/Elective
PED-142	Pre-Major/Elective
PED-143	Pre-Major/Elective
PED-144	Pre-Major/Elective
PED-145	Pre-Major/Elective
PED-152	Pre-Major/Elective
PED-154	Pre-Major/Elective
PED-155	Pre-Major/Elective
PED 165	Pre-Major/Elective
PED-210	Pre-Major/Elective
PED-211	Pre-Major/Elective
PHI 215	UGETC: Humanities/Fine Arts - AA/AS
PHI 240	UGETC: Humanities/Fine Arts - AA/AS
PHY 110 & PHY 110A	UGETC: Natural Sciences - AA/AS
PHY 151	UGETC: Natural Sciences - AS
PHY 152	UGETC: Natural Sciences - AS
PHY 251	UGETC: Natural Sciences - AS
PHY 252	UGETC: Natural Sciences - AS
POL 120	UGETC: Social/Behavioral Science - AA/AS
PSY 150	UGETC: Social/Behavioral Science - AA/AS
PSY 241	GEN ED: Social/Behavioral Science
PSY 259	Pre-Major/Elective
PSY 281	GEN ED: Social/Behavioral Science
REL 110	GEN ED: Humanities/Fine Arts
REL 211	GEN ED: Humanities/Fine Arts
SOC 210	UGETC: Social/Behavioral Science - AA/AS
SOC 213	GEN ED: Social/Behavioral Science
SPA 111	GEN ED: Humanities/Fine Arts
SPA 112	GEN ED: Humanities/Fine Arts
SPA 141	Pre-Major/Elective
SPA 161	Pre-Major/Elective
SPA 211	GEN ED: Humanities/Fine Arts
SPA 212	GEN ED: Humanities/Fine Arts

Course Descriptions

The following is a complete alphabetical listing of courses offered by Rockingham Community College. Courses numbered 050-099 are developmental courses. The numbers 100-109 and 200-209 are assigned to courses approved only at the certificate and diploma level. These courses should not be included in associate degree programs. The numbers 110-199 and 210-299 are assigned to courses approved at the associate degree level. These courses may also be included in certificate and diploma programs.

In the course description, following the course and title, appears a code (0-0-0) which is interpreted as follows: first number equals number of lecture hours; second number equals the number of laboratory/clinical hours/work experience; third number equals the semester credit hours.

ACADEMIC RELATED

ACA 111	College Student Success	Class 1	Lab 0	Credit 1
	Prerequisites:			
	Corequisites:			

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.

ACA 122	College Transfer Success	Class 0	Lab 2	Credit 1
	Prerequisites:			
	Corequisites:			

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.

ACCOUNTING

ACC 115	College Accounting	Class 3	Lab 2	Credit 4
	Prerequisites: DMA 010, 020, 030			
	Corequisites: DRE 098			

This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

ACC 120	Prin of Financial Accounting	Class 3	Lab 2	Credit 4
	Prerequisites: DMA 010, 020, 030			
	Corequisites: DRE 098			

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ACC 121	Prin of Managerial Accounting	Class	Lab	Credit
		3	2	4
	Prerequisites: ACC 120			
	Corequisites:			

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ACC 129	Individual Income Taxes	Class	Lab	Credit
		2	2	3
	Prerequisites: DMA 010,020,030			
	Corequisites: DRE 098			

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC 140	Payroll Accounting	Class	Lab	Credit
		1	2	2
	Prerequisites: ACC 115 or ACC 120			
	Corequisites:			

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

ACC 150	Accounting Software Appl	Class	Lab	Credit
		1	2	2
	Prerequisites: ACC 115 or ACC 120			
	Corequisites:			

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 220	Intermediate Accounting I	Class	Lab	Credit
		3	2	4
	Prerequisites: ACC 121			
	Corequisites:			

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 an 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.

ACC 221	Intermediate Acct II	Class	Lab	Credit
		3	2	4
	Prerequisites: ACC 220			
	Corequisites:			

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.

ACC 225	Cost Accounting	Class	Lab	Credit
		3	0	3
	Prerequisites: ACC 121			
	Corequisites:			

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.

AGRICULTURE

		Class	Lab	Credit
AGR 111	Basic Farm Maintenance	1	3	2
	Prerequisites:			
	Corequisites:			

This course covers fundamentals of maintenance and repair of farm facilities and equipment. Topics include safe use of hand tools and farm machinery, carpentry, concrete, painting, wiring, welding, plumbing, and calculating costs and materials needed. Upon completion, students should be able to answer theoretical questions on topics covered and assist with maintenance and repair of farm facilities and equipment.

		Class	Lab	Credit
AGR 130	Alternative Ag Production	3	0	3
	Prerequisites:			
	Corequisites:			

This course covers the latest nontraditional enterprises in agriculture. Topics include animal production, aquaculture, and plant production. Upon completion, students should be able to identify selected enterprises and describe basic production practices.

		Class	Lab	Credit
AGR 139	Intro to Sustainable Ag	3	0	3
	Prerequisites:			
	Corequisites:			

This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices.

		Class	Lab	Credit
AGR 263	Vegetable Production	2	2	3
	Prerequisites:			
	Corequisites:			

This course includes a study of vegetable crop production practices. Topics include variety selection, production methods, fertility management, insect and disease control, and harvesting. Upon completion, students should be able to demonstrate knowledge of vegetable crop production.

AIR CONDITIONING, HEATING AND REFRIGERATION

		Class	Lab	Credit
AHR 110	Intro to Refrigeration	2	6	5
	Prerequisites:			
	Corequisites:			

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and 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.

		Class	Lab	Credit
AHR 111	HVACR Electricity	2	2	3
	Prerequisites:			
	Corequisites:			

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.

		Class	Lab	Credit
AHR 112	Heating Technology	2	4	4
	Prerequisites:			
	Corequisites:			

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.

AHR 113	Comfort Cooling	Class	Lab	Credit
		2	4	4
	Prerequisites:			
	Corequisites:			

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.

AHR 114	Heat Pump Technology	Class	Lab	Credit
		2	4	4
	Prerequisites: AHR 110 or AHR 113			
	Corequisites:			

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. Diploma students will be required to complete a field test to exit this course.

AHR 115	Refrigeration Systems	Class	Lab	Credit
		1	3	2
	Prerequisites: AHR 110			
	Corequisites:			

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.

AHR 151	HVAC Duct Systems I	Class	Lab	Credit
		1	3	2
	Prerequisites:			
	Corequisites:			

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.

AHR 160	Refrigerant Certification	Class	Lab	Credit
		1	0	1
	Prerequisites:			
	Corequisites:			

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

AHR 210	Residential Building Code	Class	Lab	Credit
		1	2	2
	Prerequisites:			
	Corequisites:			

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.

AHR 211	Residential System Design	Class	Lab	Credit
		2	2	3
	Prerequisites:			
	Corequisites:			

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.

ALTERNATIVE ENERGY

		Class	Lab	Credit
ALT 120	Renewable Energy Tech	2	2	3
	Prerequisites:			
	Corequisites: ELC 114			

This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydro-electric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment.

ANTHROPOLOGY

		Class	Lab	Credit
ANT 210	General Anthropology	3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

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 for transfer under the Comprehensive Articulation Agreement. See the college transfer section for information about the CCA transfer designation of this course.

		Class	Lab	Credit
ANT 240	Archaeology	3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ART

		Class	Lab	Credit
ART 111	Art Appreciation	3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
ART 114	Art History Survey I	3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
ART 115	Art History Survey II	3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ART 121	Two-Dimensional Design	Class	Lab	Credit
		0	6	3
	Prerequisites:			
	Corequisites:			

This course introduces the elements and principles of design as applied to two-dimensional 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. Additional supplies at a cost of approximately \$150 will be needed to successfully complete required projects for this course. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ART 122	Three Dimensional Design	Class	Lab	Credit
		0	6	3
	Prerequisites:			
	Corequisites:			

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. Additional supplies at a cost of approximately \$150 will be needed to successfully complete required projects for this course. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ART 131	Drawing I	Class	Lab	Credit
		0	6	3
	Prerequisites:			
	Corequisites:			

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. Additional supplies at a cost of approximately \$150 will be needed to successfully complete required projects for this course. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ART 132	Drawing II	Class	Lab	Credit
		0	6	3
	Prerequisites: ART 131			
	Corequisites:			

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. Additional supplies at a cost of approximately \$150 will be needed to successfully complete required projects for this course. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ART 135	Figure Drawing I	Class	Lab	Credit
		0	6	3
	Prerequisites: ART 131			
	Corequisites:			

This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. Additional supplies at a cost of approximately \$150 will be needed to successfully complete required projects for this course. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
ART 171	Computer Art I	0	6	3
	Prerequisites: ART 121 or ART 131			
	Corequisites:			

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. Additional supplies at a cost of approximately \$50 will be needed to successfully complete required projects for this course. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
ART 214	Portfolio and Resume	0	2	1
	Prerequisites: DRE 098			
	Corequisites:			

This course covers résumé writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to résumé writing, and interview techniques. Upon completion, students should be able to mount original art for portfolio presentation, photograph and display a professional slide portfolio, and write an effective résumé. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
ART 235	Figure Drawing II	0	6	3
	Prerequisites: ART 135			
	Corequisites:			

This course extends the study and rendering of the draped and undraped human figure. Emphasis is placed on the exploration of materials and approaches to drawing. Upon completion, students should be able to demonstrate creativity in the representation of the figure. Additional supplies at a cost of approximately \$150 will be needed to successfully complete required projects for this course. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
ART 240	Painting I	0	6	3
	Prerequisites: ART 121 or ART 131			
	Corequisites:			

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. Additional supplies at a cost of approximately \$150 will be needed to successfully complete required projects for this course. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
ART 241	Painting II	0	6	3
	Prerequisites: ART 240 (for A.F.A. majors); none otherwise			
	Corequisites:			

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. Additional supplies at a cost of approximately \$150 will be needed to successfully complete required projects for this course. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ART 242	Landscape Painting	Class	Lab	Credit
		0	6	3
	Prerequisites: ART 240			
	Corequisites:			

This course introduces and practices the skills and techniques of open-air painting. Emphasis is placed on techniques of painting summer foliage, skies, and mountains, and the elements of aerial perspective. Upon completion, students should be able to complete an open-air landscape painting employing brush, knife, scumbling, and glazing techniques. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ART 243	Portrait Painting	Class	Lab	Credit
		0	6	3
	Prerequisites: ART 240			
	Corequisites:			

This course covers the portrait as subject matter by use of live models. Topics include composition, color mixing, and the history of portraiture. Upon completion, students should be able to demonstrate competence in the traditional approach to portrait painting. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ART 244	Watercolor	Class	Lab	Credit
		0	6	3
	Prerequisites:			
	Corequisites:			

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 for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ART 264	Digital Photography I	Class	Lab	Credit
		1	4	3
	Prerequisites: CIS 070			
	Corequisites:			

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 premajor and/or elective course requirement. Students are expected to provide a 12 megapixel interchangeable lens manual/automatic functioning camera. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ART 281	Sculpture I	Class	Lab	Credit
		0	6	3
	Prerequisites: ART 122			
	Corequisites:			

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. Additional supplies at a cost of approximately \$150 will be needed to successfully complete required projects for this course. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
ART 282	Sculpture II	0	6	3
	Prerequisites: ART 281			
	Corequisites:			

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. Additional supplies at a cost of approximately \$150 will be needed to successfully complete required projects for this course. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
ART 283	Ceramics I	0	6	3
	Prerequisites:			
	Corequisites:			

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. Additional supplies at a cost of approximately \$30 will be needed to successfully complete required projects for this course, and a \$75.00 lab fee will be charged for this course. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
ART 284	Ceramics II	0	6	3
	Prerequisites: ART 283			
	Corequisites:			

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. Additional supplies at a cost of approximately \$30 will be needed to successfully complete required projects for this course, and a \$75.00 lab fee will be charged. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
ART 285	Ceramics III	0	6	3
	Prerequisites: ART 284			
	Corequisites:			

This course provides the opportunity for advanced self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of clay bodies, slips, engobes, and firing procedures necessary to fulfill the student's artistic goals. Upon completion, students should be able to demonstrate a knowledge of materials and techniques necessary to successfully create original projects in the clay medium. Additional supplies at a cost of approximately \$30 will be needed to successfully complete required projects for this course, and a \$75.00 lab fee will be charged. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
ART 286	Ceramics IV	0	6	3
	Prerequisites: ART 285			
	Corequisites:			

This course provides the opportunity for self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of glaze materials, glaze formulation, and firing techniques necessary to fulfill the student's artistic goals. Upon completion, students should be able to demonstrate knowledge of materials and techniques necessary to successfully create original projects in the clay medium. Additional supplies at a cost of approximately \$30 will be needed to successfully complete required projects for this course, and a \$75.00 lab fee will be charged. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ART 288	Studio	Class	Lab	Credit
		0	6	3
	Prerequisites:			
	Corequisites:			

This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. Additional supplies at a cost of approximately \$100 to \$200 will be needed to successfully complete required projects for this course and a \$75 lab fee will be charged to ceramic students for this course. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

AUTOMATION AND ROBOTICS

ATR 112	Intro to Automation	Class	Lab	Credit
		2	3	3
	Prerequisites: ELC 117			
	Corequisites:			

This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

ATR 211	Robot Programing	Class	Lab	Credit
		2	3	3
	Prerequisites: ATR 112			
	Corequisites:			

This course provides the operational characteristics of industrial robots and programming in their respective languages. Topics include robot programming utilizing teach pendants, PLCs, and personal computers; and the interaction of external sensors, machine vision, network systems, and other related devices. Upon completion, students should be able to program and demonstrate the operation of various robots.

ATR 212	Industrial Robots	Class	Lab	Credit
		2	3	3
	Prerequisites: ELC 128			
	Corequisites:			

This course covers the operation of industrial robots. Topics include the classification of robots, activators, grippers, work envelopes, computer interfaces, overlapping work envelopes, installation, and programming. Upon completion, students should be able to install, program, and troubleshoot industrial robots. Students successfully completing this class will be awarded a FANUC Robotic Programming Certification.

ATR 214	Advanced PLCs	Class	Lab	Credit
		3	3	4
	Prerequisites: ELC 128			
	Corequisites:			

This course introduces the study of high-level programming languages and advanced I/O modules. Topics include advanced programming languages; system networking; computer interfacing; analog and other intelligent I/O modules; and system troubleshooting. Upon completion, students should be able to write and troubleshoot systems using high-level languages and complex I/O modules.

BIOLOGY

		Class	Lab	Credit
BIO 110	Principles of Biology	3	3	4
	Prerequisites: DMA 010, 020, 030; DRE 098			
	Corequisites:			

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
BIO 111	General Biology I	3	3	4
	Prerequisites: DMA 010, 020, 030, 040, 050; DRE 098			
	Corequisites:			

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
BIO 112	General Biology II	3	3	4
	Prerequisites: Grade of C or better in BIO 111			
	Corequisites:			

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
BIO 140	Environmental Biology	3	0	3
	Prerequisites: DMA 010, 020, 030, 040, 050; DRE 098			
	Corequisites: BIO 140A			

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 of contemporary environmental issues. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
BIO 140A	Environmental Biology Lab	0	3	1
	Prerequisites: DMA 010, 020, 030, 040, 050; DRE 098			
	Corequisites: BIO 140			

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 of contemporary environmental issues. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
BIO 163	Basic Anat & Physiology	4	2	5
	Prerequisites: DRE 098; DMA 010, 020, 030			
	Corequisites:			

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

BIO 168	Anatomy and Physiology I	Class	Lab	Credit
		3	3	4
	Prerequisites: DMA 010, DMA 020, DMA 030; DRE 098			
	Corequisites:			

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

BIO 169	Anatomy and Physiology II	Class	Lab	Credit
		3	3	4
	Prerequisites: Grade of C or better in BIO 168			
	Corequisites:			

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

BIO-170	Introduction to Microbiology	Class	Lab	Credit
		3	3	4
	Prerequisites:			
	Corequisites:			

This course introduces fundamental concepts of microbiology with emphasis on the relationships of microorganisms to humans. Topics include common groups of microorganisms and their relationships to human disease, including means of transmission, body defenses, prevention, control, and treatment. Upon completion, students should be able to practice and recognize the value of aseptic technique in microbial control.

BREWING, DISTILLATION AND FERMENTATION

BDF 110	Fermentation Production	Class	Lab	Credit
		2	4	4
	Prerequisites: BDF 112			
	Corequisites:			

This course introduces the basic methodologies used in fermentation. Emphasis is placed on the production of fermented products including ingredients, techniques, fermentation management, storage and sanitation. Upon completion, students should be able to design/produce pilot-scale products to demonstrate how material selection and process conditions can generate different kinds/qualities of products.

BDF 111	BDF Safety & Sanitation	Class	Lab	Credit
		1	2	2
	Prerequisites:			
	Corequisites:			

This course covers sanitation, handling and safety with fermentation products, facilities and equipment. Upon completion, students should be able to safely maintain quality and stability of fermentation products. Emphasis is placed on the proper chemicals, their selection, handling and storage for sanitation control within the fermentation environment.

BDF 112	Survey of Fermented Products	Class	Lab	Credit
		3	3	4
	Prerequisites: BDF 125			
	Corequisites:			

This course provides an introduction to fermented products. Emphasis is placed on history, production, characteristics, taxonomy, and evaluation. Upon completion, students should be able to identify and apply factors relevant to the production of fermented products.

		Class	Lab	Credit
BDF 114	Craft Beer Brewing	1	3	2
	Prerequisites:			
	Corequisites: BDF 125			

This course introduces entry level skills in craft beer brewing. Upon completion, students should be able to demonstrate how to produce small batches of craft beer and be able to extrapolate concepts to larger future production. Topics include recipe development, basic sanitation, techniques and equipment used in the production of small batches (5 gallons or less) of craft beer.

		Class	Lab	Credit
BDF 115	Applied Craft Bev Microbiology	3	2	4
	Prerequisites: BDF 114			
	Corequisites:			

This course provides an introduction to microbiology and laboratory practices in the brewing industry. Emphasis is placed on yeast biology, fermentation, microorganisms in breweris/distillation and sanitation. Upon Completion, students should be able to demonstrate an understanding of microbiology, laboratory techniques, and commonly used analysis methodologies applied in the brewing industry.

		Class	Lab	Credit
BDF 125	Bev Tech & Calculations	1	3	2
	Prerequisites:			
	Corequisites:			

This course introduces technology and mathematical calculations used in craft beverage production. Emphasis is placed on equipment and technology relating to scheduling/record keeping, and recipe development/alcohol control and ingredient usage calculations. Upon completion, student should be able to identify/demonstrate technology and equipment used in craft beverage production and recipe development.

		Class	Lab	Credit
BDF 210	Hops Selection and Production	2	4	4
	Prerequisites:			
	Corequisites:			

This course covers the selection and cultivation of hops for the production of fermented products. Emphasis is placed on varietal selection for the local region, yard establishment, harvest, and post-harvest handling; topics include hops and growth production, drying, pelletizing, and storage of hops products. Upon completion, students should be able to select the correct varieties, cultivate, harvest, and process hops for fermented products.

		Class	Lab	Credit
BDF 213	Malting	2	4	4
	Prerequisites:			
	Corequisites: HOR 245			

This course covers processes and technologies used in malting grains for fermented products. Emphasis is placed on grain selection for different product styles, science of malting grain, and analysis of malted products as they pertain to fermented products. Upon completion, students should be able to select proper grain and complete the malting process according to Institute of Brewing and Distilling (IBD) malting standards.

		Class	Lab	Credit
BDF 220	Applied Craft Bev Chemistry	3	2	4
	Prerequisites:			
	Corequisites: BDF 125			

This course introduces chemistry fundamentals as they apply to the brewing and distillation industry. Emphasis is placed on elements impacting brewing/distillation including ingredient analysis/fermentation/production chemicals, and properties of gasses/liquids, pH, and pressure; how they influence production and end products. Upon completion, students should be able to demonstrate basic chemistry principles/laboratory techniques to assess/control chemical properties associated with major products of alcoholic beverage industry.

		Class	Lab	Credit
BDF 230	Advanced Brewing	2	2	3
	Prerequisites: BDF 110, BDF 114, HOR 245			
	Corequisites:			

This course covers advanced brewing processes utilizing the equipment of an on-site brewery and fermentation facility. Topics include advanced beer making processes, analysis/monitoring of fermentation, specialty beer production, quality control, sustainable practices and facilities operations and management. Upon completion, students should be able to understand and demonstrate the proper applications of high volume brewing in a production facility.

		Class	Lab	Credit
BDF 230A	Advanced Brewing Lab	0	2	1
	Prerequisites:			
	Corequisites: BDF 230 Advanced Brewing			

This course provides additional laboratory experience for enhancing student skills in advanced brewing processes utilizing the equipment of an on-site brewery and fermentation facility. Topics include advanced beer making processes, analysis/monitoring of fermentation, specialty beer production, quality control, sustainable practices and facilities operations and management. Upon completion students should be able to demonstrat the proper aplidfation of high volume brewing in a production facility.

		Class	Lab	Credit
BDF 236	Brewing/Packaging Maintenance	2	4	4
	Prerequisites: ELC 128, BDF 110			
	Corequisites:			

This course covers the equipment in a brewing, distillation and fermentation facility and the techniques used for maintenance and troubleshooting. Topics include types of equipment, the role of equipment used in filling and packaging, troubleshooting, and the role of a maintenance technician. Upon completion, students should be able to set up, maintain and troubleshoot equipment in a brewing, distillation and fermentation facility using techniques appropriate for the industry.

		Class	Lab	Credit
BDF 261	Bev Marketing & Sales	3	0	3
	Prerequisites: BDF 110			
	Corequisites:			

This course covers the planning and resources required to market grains/hops/fruit and brewed or distilled products. Upon completion, students should be able to demonstrate a basic proficiency of the marketing principles and practices for craft beverages and the grains/hops/fruit from which they are produced. Emphasis is placed on the nature of the craft beverage market including industry/consumer trends, economic, legal, and social considerations related to branding, pricing, promotion, and distribution.

BLUEPRINT READING

		Class	Lab	Credit
BPR 111	Blueprint Reading	1	2	2
	Prerequisites:			
	Corequisites:			

This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part or system.

		Class	Lab	Credit
BPR 121	Blueprint Reading: Mech	1	2	2
	Prerequisites: BPR 111 or MAC 131			
	Corequisites:			

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.

BPR 130	Print Reading-Construction	Class	Lab	Credit
	Prerequisites:	3	0	3
	Corequisites:			

This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents.

BPR 135	Schematics & Diagrams	Class	Lab	Credit
	Prerequisites:	2	0	2
	Corequisites:			

This course introduces schematics and diagrams used in a variety of occupations. Topics include interpretation of wiring diagrams, assembly drawings, exploded views, sectional drawings, and service manuals, specifications, and charts. Upon completion, students should be able to research and locate components and assemblies denoting factory specifications and requirements from service and repair manuals.

BUSINESS

BUS 110	Introduction to Business	Class	Lab	Credit
	Prerequisites:	3	0	3
	Corequisites: DRE 098			

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

BUS 115	Business Law I	Class	Lab	Credit
	Prerequisites: DRE 098	3	0	3
	Corequisites:			

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 for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

BUS 116	Business Law II	Class	Lab	Credit
	Prerequisites: BUS 115	3	0	3
	Corequisites:			

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 121	Business Math	Class	Lab	Credit
	Prerequisites: DRE 098; DMA 010, 020, 030, 040, 050	2	2	3
	Corequisites:			

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.

BUS 125	Personal Finance	Class	Lab	Credit
	Prerequisites:	3	0	3
	Corequisites:			

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 137	Principles of Management	Class	Lab	Credit
	Prerequisites:	3	0	3
	Corequisites: DRE 098			

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
BUS 153	Human Resource Management	3	0	3
	Prerequisites:			
	Corequisites:			

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.

		Class	Lab	Credit
BUS 217	Employment Law and Regulations	3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

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.

		Class	Lab	Credit
BUS 225	Business Finance	2	2	3
	Prerequisites: ACC 120			
	Corequisites:			

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.

		Class	Lab	Credit
BUS 239	Bus Applications Seminar	1	2	2
	Prerequisites: ACC 120, BUS 115, BUS 137, MKT 120, and either ECO 151, 251 or 252			
	Corequisites:			

This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

		Class	Lab	Credit
BUS 260	Business Communication	3	0	3
	Prerequisites: ENG 111			
	Corequisites:			

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.

CHEMISTRY

		Class	Lab	Credit
CHM 092	Fundamentals of Chemistry	3	2	4
	Prerequisites: DMA 010, 020, 030			
	Corequisites:			

This course covers fundamentals of chemistry with laboratory applications. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, 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.

		Class	Lab	Credit
CHM 130	Gen, Org, & Biochemistry	3	0	3
	Prerequisites: DRE 098, DMA 010,020,030			
	Corequisites: CHM 130A			

This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

CHM 130A	Gen, Org, & BiochemistryLab	Class	Lab	Credit
		0	2	1

Prerequisites:

Corequisites: CHM 130

This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130.

CHM 131	Introduction to Chemistry	Class	Lab	Credit
		3	0	3

Prerequisites: DRE 098; DMA 010, 020, 030, 040, 050

Corequisites: CHM 131A

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 for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

CHM 131A	Introduction to Chemistry Lab	Class	Lab	Credit
		0	3	1

Prerequisites: DRE 098; DMA 010, 020, 030, 040, 050

Corequisites: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences 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 for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

CHM 132	Organic and Biochemistry	Class	Lab	Credit
		3	3	4

Prerequisites: Grade of C or better in CHM 131 and CHM 131A or CHM 151

Corequisites:

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 for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

CHM 151	General Chemistry I	Class	Lab	Credit
		3	3	4

Prerequisites: DRE 098; CHM 092, CHM 130 or CHM 131; DMA 010, 020, 030, 040, 050, 060, 070, 080

Corequisites:

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

CHM 152	General Chemistry II	Class	Lab	Credit
		3	3	4

Prerequisites: Grade of C or better in CHM 151

Corequisites:

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

COMPUTER ENGINEERING

		Class	Lab	Credit
CET 111	Computer Upgrade/Repair I	2	3	3
	Prerequisites:			
	Corequisites:			

This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

COMPUTER INFORMATION SYSTEMS

		Class	Lab	Credit
CIS 070	Fundamentals of Computing	0	2	1
	Prerequisites:			
	Corequisites:			

This course covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents and perform basic applications operations.

		Class	Lab	Credit
CIS 110	Introduction to Computers	2	2	3
	Prerequisites: CIS 070; DRE 097			
	Corequisites:			

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 science/mathematics (Quantitative Option).

		Class	Lab	Credit
CIS 111 Introduction to Computers		1	2	2
	Prerequisites:			
	Corequisites:			

This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon Completion, students should be able to demonstrate basic personal computer skills.

COMMUNICATION

		Class	Lab	Credit
COM 120	Intro Interpersonal Com			
	Prerequisites: DRE 098	3	0	3
	Corequisites:			

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
COM 231	Public Speaking			
	Prerequisite: DRE 098	3	0	3
	Corequisites:			

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. Special attention will be given to helping students understand the basic principles of oral communications and gain confidence and enjoy public speaking. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

COSMETOLOGY

		Class	Lab	Credit
COS 111	Cosmetology Concepts I Prerequisites: DRE 097 Corequisites: COS 112	4	0	4
	COS 111AB Prerequisites: DRE 097 Corequisites: COS 112AB	2	0	2
	COS 111BB Prerequisites: COS 111AB Corequisites: COS 112BB	2	0	2

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting. Note: The combination of COS-111AB and COS-111BB equates to COS-111.

		Class	Lab	Credit
COS 112	Salon I Prerequisites: DRE 097 Corequisites: COS 111	0	24	8
	COS 112AB Prerequisites: DRE 097 Corequisites: COS 111AB	0	12	4
	COS 112BB Prerequisites: COS 112A Corequisites: COS 111BB	0	12	4

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services. Note: The combination of COS-112AB and COS-112BB equates to COS-112.

		Class	Lab	Credit
COS 113	Cosmetology Concepts II Prerequisites: COS 111; or COS 111AB and COS 111BB Corequisite: COS 114	4	0	4
	COS 113AB Prerequisites: COS 111; or COS 111AB and COS 111BB Corequisites: COS 114AB	2	0	2
	COS 113BB Prerequisites: COS 113AB Corequisites: COS 114BB	2	0	2

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. Note: The combination of COS-113AB and COS-113BB equates to COS-113.

		Class	Lab	Credit
COS 114	Salon II	0	24	8
	Prerequisites: COS 112; Or COS 112AB and COS 112BB			
	Corequisites: COS 113			
	COS 114AB	0	12	4
	Prerequisites: COS 112; or COS 112AB and COS 112BB			
	Corequisites: COS 113AB			
	COS 114BB	0	12	4
	Prerequisites: COS 114AB			
	Corequisites: COS 113BB			

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. Note: The combination of COS-114AB and COS-114BB equates to COS-114.

		Class	Lab	Credit
COS 115	Cosmetology Concepts III	4	0	4
	Prerequisites: COS 111; or COS 111AB and COS 111BB			
	Corequisites: COS 116			
	COS 115AC	2	0	2
	Prerequisites: COS 111; or COS 111AB and COS 111BB			
	Corequisites: COS 116AC			
	COS 115BC	1	0	1
	Prerequisites: COS 111; or COS 111AB and COS 111BB			
	Corequisites: COS 116BC			
	COS 115CC	1	0	1
	Prerequisites: COS 111; or COS 111AB and COS 111BB			
	Corequisites: COS 116CC			

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. Note: The combination of COS-115AC and COS-115BC and COS-115CC equates to COS-115.

		Class	Lab	Credit
COS 116	Salon III	0	12	4
	Prerequisites: COS 112; or COS 112AB and COS 112BB			
	Corequisites: COS 115			
	COS116AC	0	6	2
	Prerequisites: COS 112; or COS 112AB and COS 112BB			
	Corequisites: COS115AC	0	3	1
	COS 116BC			
	Prerequisites: COS 112;or COS 112AB and COS 112BB			
	Corequisites: COS 115BC			
	COS 116CC	0	3	1
	Prerequisites: COS 112; or COS 112AB and COS 112BB			
	Corequisites: COS 115CC			

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. Note: The combination of COS-116AC and COS-116BC and COS-116CC equates to COS-116.

		Class	Lab	Credit
COS 117	Cosmetology Concepts IV	2	0	2
	Prerequisites: COS 113 and COS 115 Or Equivalent			
	Corequisites: COS 118			

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.

		Class	Lab	Credit
COS 118	Salon IV	0	21	7
	Prerequisites: COS 114 and COS 116 Or Equivalent			
	Corequisites: COS 117			

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.

		Class	Lab	Credit
COS 223	Contemp Hair Coloring	1	3	2
	Prerequisites: COS 111, COS 112			
	Corequisites:			

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 clients color needs and safely and competently perform color applications and correct problems.

		Class	Lab	Credit
COS 224	Trichology & Chemistry	1	3	2
	Prerequisites:			
	Corequisites:			

This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.

		Class	Lab	Credit
COS 225	ADV Contemporary Hair Coloring	1	3	2
	Prerequisites: COS 223			
	Corequisites:			

This course covers advanced techniques in coloring applications and problem solving situations. Topics include removing unwanted color, replacing pigment and re-coloring, removing coatings, covering grey and white hair, avoiding color fading, and poor tint results. Upon completion, students should be able to apply problem solving techniques in hair coloring situations.

		Class	Lab	Credit
COS 240	Contemporary Design	1	3	2
	Prerequisites: COS 111, COS 112			
	Corequisites:			

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.

		Class	Lab	Credit
COS 250	Computerized Salon Ops	1	0	1
	Prerequisites: COS 111			
	Corequisites:			

This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

CRIMINAL JUSTICE

CJC 100	Basic Law Enforcement Training	Class 9	Lab 30	Credit 19
	Prerequisites:			
	Corequisites:			

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 the topics and areas required for the state comprehensive certification examination. This is a certificate-level course.

CJC 111	Intro to Criminal Justice	Class 3	Lab 0	Credit 3
	Prerequisites: DRE 098			
	Corequisites:			

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

CJC 112	Criminology	Class 3	Lab 0	Credit 3
	Prerequisites:			
	Corequisites: DRE 098			

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.

CJC 113	Juvenile Justice	Class 3	Lab 0	Credit 3
	Prerequisites:			
	Corequisites: DRE 098			

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.

CJC 116	Introduction to Information Security	Class 3	Lab 0	Credit 3
	Prerequisites: CIS 110 or CIS 111			
	Corequisites: DRE 098			

This course introduces the students to undercover techniques necessary to identify information security breaches and establish, maintain and monitor information security systems. Emphasis will be placed on the investigative tools used to collect evidence in cases of illegal activity. Upon completion students should be able to evaluate information systems, identify security problems and provide procedures to guard against security breaches. This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.

CJC 121	Law Enforcement Operations	Class 3	Lab 0	Credit 3
	Prerequisites: DRE 098			
	Corequisites:			

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA).

CJC 122	Community Policing	Class 3	Lab 0	Credit 3
	Prerequisites:			
	Corequisites: DRE 098			

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131	Criminal Law	Class 3	Lab 0	Credit 3
	Prerequisites:			
	Corequisites: DRE 098			

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.

CJC 132	Court Procedure & Evidence	Class 3	Lab 0	Credit 3
	Prerequisites:			
	Corequisites: DRE 098			

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.

CJC 141	Corrections	Class 3	Lab 0	Credit 3
	Prerequisites: DRE 098			
	Corequisites:			

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 premajor and/or elective course requirement.

CJC 211	Counseling	Class 3	Lab 0	Credit 3
	Prerequisites:			
	Corequisites: DRE 098			

This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

CJC 212	Ethics & Comm Relations	Class 3	Lab 0	Credit 3
	Prerequisites:			
	Corequisites: DRE 098			

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.

CJC 213	Substance Abuse	Class 3	Lab 0	Credit 3
	Prerequisites:			
	Corequisites: DRE 098			

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 214	Victimology	Class 3	Lab 0	Credit 3
	Prerequisites:			
	Corequisites: DRE 098			

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.

CJC 215	Organization & Administration	Class	Lab	Credit
		3	0	3
	Prerequisites:			
	Corequisites: DRE 098			

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 216	Computer System Security Investigation	Class	Lab	Credit
		3	0	3
	Prerequisites: CJC 116			
	Corequisites:			

This course covers the investigation of illegal activity affecting computer systems and security. Emphasis will be placed on design techniques, security architecture, discretionary and mandatory controls, memory protection, distributed systems and legal issues pertaining to computer operations security. Upon completion, students should be able to recognize and identify potential problem areas in computer systems and provide assistance in solving security problems. This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.

CJC 217	Network Security Troubleshooting	Class	Lab	Credit
		3	0	3
	Prerequisites: CJC 216			
	Corequisites:			

This course enables students to apply the investigative skills they have learned to operating systems and networks. Topics will include security technologies for multiple platforms, encryption techniques and authentication and key distribution systems. Upon completion, students will be able to contrast competing schemes and describe mistakes made in design, which could lead to criminal activity. This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.

CJC 221	Investigative Principles	Class	Lab	Credit
		3	2	4
	Prerequisites:			
	Corequisites: DRE 098			

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222	Criminalistics	Class	Lab	Credit
		3	0	3
	Prerequisites:			
	Corequisites: DRE 098			

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.

CJC 225	Crisis Intervention	Class	Lab	Credit
		3	0	3
	Prerequisites:			
	Corequisites: DRE 098			

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	Class 3	Lab 0	Credit 3
	Prerequisites:			
	Corequisites: DRE 098			

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.

CJC 249	Forensic Accounting	Class 2	Lab 2	Credit 3
	Prerequisites: ACC 120			
	Corequisites: DRE 098			

This course introduces students to theoretical and practical aspects of asset and cash control investigations through internal audit and fraud investigation procedure used in corporate investigation. The emphasis is placed on procedures used to identify the absence of proper controls or the existence of improper activity, which creates illegal activity. Upon completion, students will be able to conduct fraud investigations including the collection of evidence and preparation of the case for criminal prosecution. This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.

INFORMATION TECHNOLOGY

CTI-110	Web, Pgm, & DB Foundation	Class 2	Lab 2	Credit 3
	Prerequisites:			
	Corequisites:			

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

CTI-120	Network & Sec Foundation	Class 2	Lab 2	Credit 3
	Prerequisites:			
	Corequisites:			

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

CTI 141	Cloud & Storage Concepts	Class 1	Lab 4	Credit 3
	Prerequisites:			
	Corequisites:			

This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems.

CTS-115	Info Sys Business Concepts	Class 3	Lab 0	Credit 3
	Prerequisites:			
	Corequisites:			

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems.

SEC 110	Security Concepts	Class 2	Lab 2	Credit 3
	Prerequisites:			
	Corequisites:			

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.

CTS 120	Hardware/Software Support	Class	Lab	Credit
		2	3	3
	Prerequisites: CIS 070			
	Corequisites:			

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.

CTS 125	Presentation Graphics	Class	Lab	Credit
		2	2	3
	Prerequisites: CIS 110 or CIS 111			
	Corequisites:			

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation.

CTS 130	Spreadsheet	Class	Lab	Credit
		2	2	3
	Prerequisites: CIS 110			
	Corequisites:			

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.

CTS 220	Adv Hard/Software Support	Class	Lab	Credit
		2	3	3
	Prerequisites: CTS 120			
	Corequisites:			

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.

CTS-240	Project Management	Class	Lab	Credit
		2	2	3
	Prerequisites:			
	Corequisites:			

This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately.

CTS 285	Systems Analysis & Design	Class	Lab	Credit
		3	0	3
	Prerequisites:			
	Corequisites:			

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.

CTS 289	System Support Project	Class	Lab	Credit
		1	4	3
	Prerequisites: CTS 285			
	Corequisites:			

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.

DATABASE MANAGEMENT TECHNOLOGY

		Class	Lab	Credit
DBA 110	Database Concepts	2	3	3
	Prerequisites: CIS 110			
	Corequisites:			

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.

		Class	Lab	Credit
DBA 112	Database Utilization	2	2	3
	Prerequisites: CIS 110 or CIS 111 or OST 137			
	Corequisites:			

This course introduces basic database functions and uses. Emphasis is placed on database manipulation with queries, reports, forms, and some table creation. Upon completion, students should be able to enter and manipulate data from the end user mode. This course is restricted to Financial Services majors only, and must be taken online through FTCC.

		Class	Lab	Credit
DBA 115	Database Applications	2	2	3
	Prerequisites: DBA 110			
	Corequisites:			

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.

DEVELOPMENTAL MATHEMATICS MODULES

		Class	Lab	Credit
DMA 010	Operations With Integers	0.75	0.50	1
	Prerequisites:			
	Corequisites:			

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

		Class	Lab	Credit
DMA 020	Fractions and Decimals	0.75	0.50	1
	Prerequisites: DMA 010			
	Corequisites:			

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

		Class	Lab	Credit
DMA 030	Proportions/Ratio/Rate/Percent	0.75	0.50	1
	Prerequisites: DMA 010 and DMA 020			
	Corequisites:			

This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

		Class	Lab	Credit
DMA040	Expressions/Lineal Equations/Inequalities	0.75	0.50	1
	Prerequisites: DMA 010, DMA 020 and DMA 030			
	Corequisites:			

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

		Class	Lab	Credit
DMA 050	Graphs/Equations of Lines	0.75	0.50	1
	Prerequisites: DMA 010, DMA 020, DMA 030 and DMA 040 or equivalent			
	Corequisites:			

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.

		Class	Lab	Credit
DMA 060	Polynomial/Quadratic Applications	0.75	0.50	1
	Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050 or equivalent			
	Corequisites:			

This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

		Class	Lab	Credit
DMA 065	Algebra for Precalculus	1.5	1	1
	Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050 or equivalent			
	Corequisites:			

This course provides a study of problems involving algebraic representations of quadratic, rational, and radical equations. Topics include simplifying polynomial, rational, and radical expressions and solving quadratic, rational, and radical equations. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic and rational applications.

		Class	Lab	Credit
DMA 070	Rational Expressions/Equations	0.75	0.50	1
	Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, or equivalent			
	Corequisites:			

This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

		Class	Lab	Credit
DMA 080	Radical Express/Equations	0.75	0.5	1
	Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, and DMA 070 or equivalent			
	Corequisites:			

This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

DEVELOPMENTAL MATH SHELLS

		Class	Lab	Credit
DMS 001	Developmental Math Shell 1	0.75	0.5	1
	Prerequisite:			
	Corequisite:			

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be one DMA module appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

		Class	Lab	Credit
DMS 002	Developmental Math Shell 2	1.5	1	2
	Prerequisite:			
	Corequisite:			

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be two DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

		Class	Lab	Credit
DMS 003	Developmental Math Shell 3	2.25	1.5	3
	Prerequisite:			
	Corequisite:			

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be three DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

		Class	Lab	Credit
DMS 004	Developmental Math Shell 4	3	2	4
	Prerequisite:			
	Corequisite:			

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be four DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

DEVELOPMENTAL READING & ENGLISH MODULES

		Class	Lab	Credit
DRE 096	Integrated Reading and Writing	2.5	1	3
	Prerequisites:			
	Corequisites: CIS 070			

This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile® range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs.

		Class	Lab	Credit
DRE 097	Integrated Reading Writing II	2.5	1	3
	Prerequisites: DRE 096			
	Corequisites: CIS 070			

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile® range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence.

		Class	Lab	Credit
DRE 098	Integrated Reading Writing III	2.5	1	3
	Prerequisites: DRE 097			
	Corequisites: CIS 070			

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay.

		Class	Lab	Credit
DRE 099	Integrated Reading Writing III	2.0	0	2
	Prerequisites: DRE 097			
	Corequisites: CIS 070, ENG 111			

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies by complementing, supporting and reinforcing material covered in ENG 111. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay.

DRAFTING

		Class	Lab	Credit
DFT 119	Basic CAD	1	2	2
	Prerequisite: BPR 111			
	Corequisites:			

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.

		Class	Lab	Credit
DFT 154	Intro Solid Modeling	2	3	3
	Prerequisites: DFT 119			
	Corequisites:			

This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.

DESIGN: DRAFTING

		Class	Lab	Credit
DDF 252	Advanced Solid Modeling	2	2	3
	Prerequisites: DFT 153 or DFT 154			
	Corequisites:			

This course introduces advanced solid modeling and design software. Topics include design principles, design constraints, work planes, view generation, and model sharing and rendering. Upon completion, students should be able to create advanced solid models.

E-COMMERCE

		Class	Lab	Credit
ECM 210	Intro to E-Commerce	2	2	3
	Prerequisites: CIS 070			
	Corequisites:			

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, and site administration. Upon completion, students should be able to setup a working e-commerce Internet.

ECONOMICS

		Class	Lab	Credit
ECO 251	Prin of Microeconomics	3	0	3
	Prerequisites: DMA 010, 020, 030, 040, 050; DRE 098			
	Corequisites:			

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
ECO 252	Prin of Macroeconomics	3	0	3
	Prerequisites: DMA 010, 020, 030, 040, 050; DRE 098			
	Corequisites:			

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

EDUCATION

EDU 119	Intro to Early Child Educ	Class	Lab	Credit
		4	0	4
	Prerequisites:			
	Corequisites:			

This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, appropriate environments, schedules, and activity plans.

EDU 131	Child, Family, & Commun	Class	Lab	Credit
		3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

EDU 144	Child Development I	Class	Lab	Credit
		3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

EDU 145	Child Development II	Class	Lab	Credit
		3	0	3
	Prerequisites: EDU 144;DRE 098			
	Corequisites:			

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. The physical, psychosocial, and cognitive development of the adolescent states are explored as well.

EDU 146	Child Guidance	Class	Lab	Credit
		3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors. Using the Conscious Discipline Model, the course will introduce students to a comprehensive classroom management and emotional intelligence curriculum.

EDU 151	Creative Activities	Class	Lab	Credit
		3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

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 dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments.

EDU 153	Health, Safety & Nutrit	Class	Lab	Credit
	Prerequisites: DRE 098	3	0	3
	Corequisites:			

This course covers 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, safe learning environments, and adhere to state regulations.

EDU 184	Early Child Intro Practicum	Class	Lab	Credit
	Prerequisites: EDU 119; DRE 098	1	3	2
	Corequisites:			

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 221	Children with Exceptional	Class	Lab	Credit
	Prerequisites: EDU 144, EDU 145 or PSY 244, PSY 245	3	0	3
	Corequisites:			

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice.

EDU 234	Infants, Toddlers, & Twos	Class	Lab	Credit
	Prerequisites: EDU 119, EDU 144	3	0	3
	Corequisites:			

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

EDU 251	Exploration Activities	Class	Lab	Credit
	Prerequisites: EDU 151; DMA 010, 020, 030	3	0	3
	Corequisites:			

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.

EDU 259	Curriculum Planning	Class	Lab	Credit
	Prerequisites: EDU 119, EDU 145, EDU 151	3	0	3
	Corequisites:			

This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

		Class	Lab	Credit
EDU 262	Early Childhood Admin II	3	0	3
	Prerequisites: EDU 261			
	Corequisites: EDU 119			

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

		Class	Lab	Credit
EDU 271	Educational Technology	2	2	3
	Prerequisites: EDU 144, EDU 145			
	Corequisites: CIS 070			

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.

		Class	Lab	Credit
EDU 280	Language & Literacy Exp	3	0	3
	Prerequisites: EDU 151			
	Corequisites:			

This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences.

		Class	Lab	Credit
EDU 284	Early Child Capstone Practicum	1	9	4
	Prerequisites: EDU 119, EDU 144, EDU 145, EDU 146, EDU 151			
	Corequisites:			

This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

ELECTRICITY

		Class	Lab	Credit
ELC 112	DC/AC Electricity	3	6	5
	Prerequisites:			
	Corequisites: DMA 010			

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.

		Class	Lab	Credit
ELC 113	Residential Wiring	2	6	4
	Prerequisites:			
	Corequisites:			

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, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 114	Commercial Wiring	Class	Lab	Credit
		2	6	4
	Prerequisites: ELC 113			
	Corequisites:			

This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

ELC 115	Industrial Wiring	Class	Lab	Credit
		2	6	4
	Prerequisites:			
	Corequisites			

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.

ELC 117	Motors and Controls	Class	Lab	Credit
		2	6	4
	Prerequisites: ELC 112 (Industrial Systems or Electrical Systems)			
	ELC 139 (Electronics Engineering)			
	Corequisites:			

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.

ELC 119	NEC Calculations	Class	Lab	Credit
		1	2	2
	Prerequisites:			
	Corequisites:			

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. Electrical/Electronics Technology diploma students will be required to complete a field test to exit this course.

ELC 128	Intro to PLC	Class	Lab	Credit
		2	3	3
	Prerequisites: ELC 117			
	Corequisites:			

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.

ELC 138	DC Circuit Analysis	Class	Lab	Credit
		3	3	4
	Prerequisites: A minimum of any three: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060			
	Corequisites: EGR 131			

This course introduces DC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, and analyze DC circuits; and properly use test equipment.

ELC 139	AC Circuit Analysis	Class	Lab	Credit
		3	3	4
	Prerequisites: ELC 138			
	Corequisites:			

This course introduces AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include AC voltages, circuit analysis laws and theorems, reactive components and circuits, transformers, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret AC circuit schematics; analyze and troubleshoot AC circuits; and properly use test equipment.

ELC-213	Instrumentation	Class	Lab	Credit
		3	2	4
	Prerequisites: ELC 228			
	Corequisites:			

This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.

ELC 228	PLC Applications	Class	Lab	Credit
		2	6	4
	Prerequisites: ELC 128			
	Corequisites:			

This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.

ELC 229	Applications Project	Class	Lab	Credit
		1	3	2
	Prerequisites: ATR 212			
	Corequisites:			

This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project. This project will deal with the topics of industrial automation and advanced manufacturing.

ELC 233	Energy Management	Class	Lab	Credit
		2	2	3
	Prerequisites: ELC 117			
	Corequisites:			

This course covers energy management principles and techniques typical of those found in industry and commercial facilities, including load control and peak demand reduction systems. Topics include load and peak demand calculations, load shedding, load balance and power factor, priority scheduling, remote sensing and control, and supplementary/alternative energy sources. Upon completion, students should be able to determine energy management parameters, calculate demand and energy use, propose energy management procedures, and implement alternative energy sources.

ELECTRONICS

ELN 110	Survey of Electronics	Class	Lab	Credit
		2	2	3
	Prerequisites: ELC 112 or ELC 138 and ELC 139			
	Corequisites:			

This course introduces fundamental electrical and electronic concepts for non-electronic majors. Emphasis is placed on terminology and devices used in basic electronic and digital applications. Upon completion, students should be able to demonstrate a grasp of the fundamentals of modern electronic circuits.

ELN 131	Analog Electronics I	Class	Lab	Credit
		3	3	4
	Prerequisites: ELC 138			
	Corequisites:			

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

ELN 133	Digital Electronics	Class	Lab	Credit
		3	3	4
	Prerequisites: ELC 112 or ELC 131 or ELC 138			
	Corequisites:			

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC 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.

		Class	Lab	Credit
ELN 237	Local Area Networks	2	3	3
	Prerequisites: CET 111			
	Corequisites:			

This course introduces the fundamentals of local area networks and their operation. Topics include the characteristics of network topologies, system hardware, system configuration, installation and operation of the LAN. Upon completion, students should be able to install and maintain a local area network..

		Class	Lab	Credit
ELN 275	Troubleshooting	1	3	2
	Prerequisites: ELN 131 and ELN 133			
	Corequisites:			

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

ENGINEERING

		Class	Lab	Credit
EGR 131	Intro to Electronics Technology	1	2	2
	Prerequisites:			
	Corequisites: ELC 138			

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.

		Class	Lab	Credit
EGR 285	Design Project	0	4	2
	Prerequisites: ATR 111 or ATR 112			
	Corequisites:			

This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.

ENGLISH

		Class	Lab	Credit
ENG 102	Applied Communications II	3	0	3
	Prerequisites:			
	Corequisites:			

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. Added emphasis is given to the interview process.

		Class	Lab	Credit
ENG 111	Writing and Inquiry	3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ENG-111A	Writing and Inquiry Lab	Class	Lab	Credit
	Prerequisites: DRE-098	0	2	1
	Corequisites: ENG-111			

This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students should be able to apply those skills in the production of final drafts in ENG 111.

ENG 112	Writing/Research in the Disc	Class	Lab	Credit
	Prerequisites: ENG 111	3	0	3
	Corequisites:			

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ENG 114	Prof Research & Reporting	Class	Lab	Credit
	Prerequisites: ENG 111	3	0	3
	Corequisites:			

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ENG 125	Creative Writing I	Class	Lab	Credit
	Prerequisites: ENG 111	3	0	3
	Corequisites: ENG 112, ENG 113, or ENG 114			

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 for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ENG 231	American Literature I	Class	Lab	Credit
	Prerequisites: ENG 112, ENG 113, or ENG 114	3	0	3
	Corequisites:			

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ENG 232	American Literature II	Class	Lab	Credit
	Prerequisites: ENG 112, ENG 113, or ENG 114	3	0	3
	Corequisites:			

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ENG 241	British Literature I	Class	Lab	Credit
		3	0	3
	Prerequisites: ENG 112, ENG 113, or ENG 114			
	Corequisites:			

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ENG 242	British Literature II	Class	Lab	Credit
		3	0	3
	Prerequisites: ENG 112, ENG 113, or ENG 114			
	Corequisites:			

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

ENTREPRENEURSHIP

ETR 215	Law for Entrepreneurs	Class	Lab	Credit
		3	0	3
	Prerequisites:			
	Corequisites:			

This course introduces students to basic legal concepts specifically relevant to a business start-up venture. Topics include bailments and documents of title, nature and form of sales, risk and property rights, obligations and performance, business organizations, and agency and employment. Upon completion, students should be able to assess the legal responsibilities of a business start-up. This course is particularly geared to students interested in developing creative small business enterprises.

ETR 220	Innovation and Creativity	Class	Lab	Credit
		3	0	3
	Prerequisites:			
	Corequisites:			

This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.

ETR 230	Entrepreneur Marketing	Class	Lab	Credit
		3	0	3
	Prerequisites:			
	Corequisites:			

This course covers the techniques to correctly research and define the target market to increase sales for start-up businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a start-up business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources.

FIRE PROTECTION TECHNOLOGY

EPT 140	Emergency Management	Class	Lab	Credit
		3	0	3
	Prerequisites:			
	Corequisites: DRE 098			

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.

FIP 120	Intro to Fire Protection	Class	Lab	Credit
		3	0	3

Prerequisites:

Corequisites: DRE 098

This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

FIP 124	Fire Prevention and Public Ed	Class	Lab	Credit
		3	0	3

Prerequisites

Corequisites: DRE 098

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

FIP 132	Building Construction	Class	Lab	Credit
		3	0	3

Prerequisites:

Corequisites: DRE 098

This course covers the principles and practices reference in NFPA standard 220 related to various types of building construction including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction and their positive or negative aspects as related to fire conditions.

FIP 146	Fire Protection Systems	Class	Lab	Credit
		3	2	4

Prerequisites:

Corequisites:

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

FIP 156	Computers in Fire SVC	Class	Lab	Credit
		1	2	2

Prerequisites:

Corequisites:

This course covers the use of computers by fire protection organizations. Topics include operating systems networking concepts, fire incident reporting systems, and other software applications in fire protection. Upon completion, students should be able to demonstrate knowledge of computers and their applications to fire protection.

FIP 152	Fire Protection Law	Class	Lab	Credit
		3	0	3

Prerequisites:

Corequisites: DRE 098

This course covers fire protection law as referenced in NFPA standard 1. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.

FIP 220	Fire Fighting Strategies	Class	Lab	Credit
		3	0	3

Prerequisites:

Corequisites: DRE 098

This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector referenced in NFPA standards 1561, 1710, and 1720. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations.

FIP 221	Adv. Fire Fighting Strategies	Class	Lab	Credit
		3	0	3

Prerequisites: FIP 220

Corequisites: DRE 098

This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced use of the Incident Command System(ICS), advanced incident analysis, command-level fire operations, and control of both manmade 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.

		Class	Lab	Credit
FIP 224	Fire Instructor I and II	4	0	4
	Prerequisites:			
	Corequisites: DRE 098			

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 the requirements of the Fire Instructor I and II objectives from National Fire Protection Association (NFPA) 1041.

		Class	Lab	Credit
FIP 228	Local Government Finance	3	0	3
	Prerequisites:			
	Corequisites: DRE 098			

This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department.

		Class	Lab	Credit
FIP 229	Fire Dynamics and Combust	3	0	3
	Prerequisites:			
	Corequisites: DRE 098			

This course covers the theories and fundamentals of how and why fires start and spread, and how they are safely controlled referenced in NFPA standard 1001. Topics include components of fire, fire sources, fire behavior, properties of combustible solids, classification of hazards, and the use of fire extinguishing agents. Upon completion, students should be able to describe the properties of matter and dynamics of fire, identify fuel sources, and compare suppressants and extinguishment techniques.

		Class	Lab	Credit
FIP 230	Chemistry of Hazmat	5	0	5
	Prerequisites:			
	Corequisites: DRE 098			

This course covers the evaluation of hazardous materials referenced in NFPA standard 1072. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials.

		Class	Lab	Credit
FIP 232	Hydraulics and Water Distribution	2	2	3
	Prerequisites:			
	Corequisites: DRE 098			

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

		Class	Lab	Credit
FIP 248	Fire Service Personnel Administration	3	0	3
	Prerequisites:			
	Corequisites: DRE 098			

This course covers the basics of setting up and administering the personnel functions of fire protection organizations referenced in NFPA standard 1021. Emphasis is placed on human resource planning, classification and job analysis, equal opportunity employment, affirmative action, recruitment, retention, development, performance evaluation, and assessment centers. Upon completion, students should be able to demonstrate knowledge of the personnel function as it relates to managing fire protection.

		Class	Lab	Credit
FIP 276	Managing Fire Services	3	0	3
	Prerequisites:			
	Corequisites: DRE 098			

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

GERMAN

		Class	Lab	Credit
GER 111	Elementary German I	3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

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 for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog 7 for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
GER 112	Elementary German II	3	0	3
	Prerequisites: GER 111			
	Corequisites:			

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 for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
GER 141	Culture and Civilization	3	0	3
	Prerequisites:			
	Corequisites:			

This course, taught in English, provides an opportunity to explore issues related to the German-speaking world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the German-speaking world. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
GER-211	Intermediate German I	3	0	3
	Prerequisites: GER-112			
	Corequisites:			

This course provides a review and expansion of the essential skills of the German 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.

		Class	Lab	Credit
GER-212	Intermediate German II	3	0	3
	Prerequisites: GER-211			
	Corequisites:			

This course provides a continuation of GER 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.

GEOGRAPHY

		Class	Lab	Credit
GEO 111	World Regional Geography	3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

GRAPHIC DESIGN

		Class	Lab	Credit
GRD 110	Typography I Prerequisites: CIS 070 Corequisites:	2	2	3

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.

		Class	Lab	Credit
GRD 141	Graphic Design I Prerequisites: Corequisites:	2	4	4

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.

		Class	Lab	Credit
GRD 142	Graphic Design II Prerequisites: ART 121, DES 135, or GRD 141 Corequisites:	2	4	4

This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.

		Class	Lab	Credit
GRD 151	Computer Design Basics Prerequisites: CIS 070 Corequisites:	1	4	3

This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.

		Class	Lab	Credit
GRD 152	Computer Design Tech I Prerequisites: GRD 151 Corequisites:	1	4	3

This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to appropriate computer software to professionally present their work.

HEALTH

		Class	Lab	Credit
HBI-110	Issues and Trends in HBI Prerequisites: Corequisites:	3	0	3

This course is a survey of current and emerging technology applications and data standards in the healthcare industry. Topics include the history, implementation, use, management, and impact of information technology in healthcare settings. Upon completion, students should have an understanding of the current trends and issues in healthcare informatics.

		Class	Lab	Credit
HEA 110	Personal Health/Wellness Prerequisites: DRE 098 Corequisites:	3	0	3

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
HEA 112	First Aid & CPR	1	2	2
	Prerequisites: DRE 098			
	Corequisites:			

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

HISTORY

		Class	Lab	Credit
HIS 111	World Civilizations I	3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
HIS 112	World Civilizations II	3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
HIS 121	Western Civilization I	3	0	3
	DRE 098			
	Corequisites:			

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 for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
HIS 122	Western Civilization II	3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

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 for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
HIS 131	American History I	3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

HIS 132	American History II	Class	Lab	Credit
		3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

HIS 167	The Vietnam War	Class	Lab	Credit
		3	0	3
	Prerequisites:			
	Corequisites:			

This course covers the American political and military involvement in Vietnam from 1944 to 1975. Topics include the French colonial policy, Vietnamese nationalism, the war with France, American involvement, and resolution of the conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments that influenced the Vietnam War.

HIS 221	African-American History	Class	Lab	Credit
		3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

HIS 226	The Civil War	Class	Lab	Credit
		3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

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 for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

HORTICULTURE

HOR 112	Landscape Design I	Class	Lab	Credit
		2	3	3
	Prerequisites:			
	Corequisites:			

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans and draft landscape design according to sustainable practices.

HOR 114	Landscape Construction	Class	Lab	Credit
		2	2	3
	Prerequisites:			
	Corequisites:			

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

HOR 116	Landscape Management I	Class 2	Lab 2	Credit 3
	Prerequisites:			
	Corequisites:			

This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs.

HOR 118	Equipment Op & Maint	Class 1	Lab 3	Credit 2
	Prerequisites:			
	Corequisites:			

This course covers the proper operation and maintenance of selected equipment used in horticulture. Emphasis is placed on the maintenance, minor repairs, safety devices, and actual operation of selected equipment. Upon completion, students should be able to design a maintenance schedule, service equipment, and demonstrate safe operation of selected equipment.

HOR 124	Nursery Operations	Class 2	Lab 3	Credit 3
	Prerequisites:			
	Corequisites:			

This course covers nursery site and crop selection, cultural practices, and production and marketing methods. Topics include site considerations, water availability, equipment, irrigation, fertilization, containers, media, and pest control. Upon completion, students should be able to design and implement a nursery operation and grow and harvest nursery crops.

HOR 138	Greenhouse Veg Production	Class 1	Lab 2	Credit 2
	Prerequisites:			
	Corequisites:			

This course covers the production of greenhouse vegetable crops. Emphasis is placed on controlling the greenhouse environment, production principles, insect and disease control, and harvesting and marketing the crops. Upon completion, students should be able to produce and market a greenhouse vegetable crop.

HOR 160	Plant Materials I	Class 2	Lab 2	Credit 3
	Prerequisites:			
	Corequisites:			

This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including native and invasive plants.

HOR 162	Applied Plant Science	Class 2	Lab 2	Credit 3
	Prerequisites:			
	Corequisites:			

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

HOR 164	Hort Pest Management	Class 2	Lab 2	Credit 3
	Prerequisites:			
	Corequisites:			

This course covers the identification and control of plant pests including insects, diseases and weeds. Topics include pest identification, beneficial organisms, pesticide application safety, and use of least toxic methods of management. Upon completion, students should be able to manage common landscape pests using least toxic methods of control and be prepared to sit for the North Carolina Commercial Pesticide Ground Applicators license.

		Class	Lab	Credit
HOR 166	Soils & Fertilizers	2	2	3
	Prerequisites:			
	Corequisites:			

This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation; classification; physical, and chemical, and biological properties (including microorganisms); testing; and fertilizer application. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

		Class	Lab	Credit
HOR 168	Plant Propagation	2	2	3
	Prerequisites:			
	Corequisites:			

This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

		Class	Lab	Credit
HOR 217	Landscape Management II	1	3	2
	Prerequisites: HOR 110 or HOR 116			
	Corequisites:			

This course provides additional opportunities to design plans, write contracts, and present proposals. Emphasis is placed on the development, pricing, and presentation of proposals and additional exploration of cultural applications. Upon completion, students should be able to analyze a property, develop a management plan, price, and present the plan.

		Class	Lab	Credit
HOR 235	Greenhouse Production	2	2	3
	Prerequisites:			
	Corequisites:			

This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops.

		Class	Lab	Credit
HOR 245	Horticulture Specialty Crops	2	2	3
	Prerequisites:			
	Corequisites:			

This course introduces the techniques and requirements for the production of horticultural crops of special or local interest. Topics include development of a local market, proper varietal selection, cultural practices, site selection, and harvesting and marketing practices. Upon completion, students should be able to choose, grow, and market a horticultural crop of special or local interest.

HUMANITIES

		Class	Lab	Credit
HUM 110	Technology and Society	3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
HUM 115	Critical Thinking	3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

HUM 120	Cultural Studies	Class 3	Lab 0	Credit 3
	Prerequisites:			
	Corequisites:			

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

HUM 122	Southern Culture	Class 3	Lab 0	Credit 3
	Prerequisites: DRE 098			
	Corequisites:			

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 for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

HYDRAULICS

HYD 110	Hydraulics/Pneumatics I	Class 2	Lab 3	Credit 3
	Prerequisites:			
	Corequisites:			

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

INDUSTRIAL SCIENCE

ISC 110	Workplace Safety	Class 1	Lab 0	Credit 1
	Prerequisites:			
	Corequisites:			

This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.

ISC 112	Industrial Safety	Class 2	Lab 0	Credit 2
	Prerequisites:			
	Corequisites:			

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

ISC 113	Industrial Specifications	Class 1	Lab 0	Credit 1
	Prerequisites:			
	Corequisites:			

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.

INFORMATION TECHNOLOGY

		Class	Lab	Credit
SEC 110	Security Concepts	2	2	3
	Prerequisites:			
	Corequisites:			

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.

INTERNATIONAL BUSINESS

		Class	Lab	Credit
INT 110	International Business	3	0	3
	Prerequisites: BUS 110 or MKT 120			
	Corequisites:			

This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.

MACHINING

		Class	Lab	Credit
MAC 111	Machining Technology I	2	12	6
	MAC 111AB	1	6	3
	MAC 111BB	1	6	3
	Prerequisites:			
	Corequisites:			

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.

		Class	Lab	Credit
MAC 112	Machining Technology II	2	12	6
	Prerequisites:			
	Corequisites:			

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.

		Class	Lab	Credit
MAC 113	Machining Technology III	2	12	6
	Prerequisites: MAC 111 or MAC 112 or MAC 141 or MAC 142			
	Corequisites:			

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.

		Class	Lab	Credit
MAC 114	Intro to Metrology	2	0	2
	Prerequisites:			
	Corequisites:			

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

MAC 122	CNC Turning	Class	Lab	Credit
		1	3	2
	Prerequisites:			
	Corequisites:			

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.

MAC 124	CNC Milling	Class	Lab	Credit
		1	3	2
	Prerequisites:			
	Corequisites:			

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 152	Adv Machining Calc	Class	Lab	Credit
		1	2	2
	Prerequisites:			
	Corequisites:			

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.

MAC 222	Advanced CNC Turning	Class	Lab	Credit
		1	3	2
	Prerequisites: MAC 122			
	Corequisites:			

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

MAC 224	Advanced CNC Milling	Class	Lab	Credit
		1	3	2
	Prerequisites: MAC 124			
	Corequisites:			

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

MAC 231	CAM: CNC Turning	Class	Lab	Credit
		1	4	3
	Prerequisites: MAC 121 or MAC 122			
	Corequisites:			

This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in a graphics CAM system and to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, including machine selection, tool selection, operational sequence, speed, feed, and cutting depth.

MAC 232	CAM: CNC Milling	Class	Lab	Credit
		1	4	3
	Prerequisites: MAC 121 or MAC 124			
	Corequisites:			

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

MAINTENANCE

		Class	Lab	Credit
MNT 110	Intro to Maint Procedures	1	3	2
	Prerequisites: MEC 130			
	Corequisites:			

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

		Class	Lab	Credit
MNT-160	Industrial Fabrication	1	3	2
	Prerequisites:			
	Corequisites: WLD-112			

This course covers the necessary techniques to fabricate and assemble basic items common in industrial environments. Emphasis is placed on students being able to create basic items such as frames, guards, supports, and other components commonly used in industry. Upon completion, students should be able to safely fabricate and assemble selected items within specifications.

		Class	Lab	Credit
MNT 240	Indust Equip Troubleshoot	1	3	2
	Prerequisites: ELC 117			
	Corequisites: MNT 110			

This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

MARKETING AND RETAILING

		Class	Lab	Credit
MKT 120	Principles of Marketing	3	0	3
	Prerequisites:			
	Corequisites: DRE 098			

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.

		Class	Lab	Credit
MKT 123	Fundamentals of Selling	3	0	3
	Prerequisites:			
	Corequisites:			

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. This class is restricted to Financial Services majors only, and must be taken online through FTCC.

		Class	Lab	Credit
MKT 223	Customer Service	3	0	3
	Prerequisites:			
	Corequisites:			

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

MATHEMATICS

		Class	Lab	Credit
MAT-001	Math Skills Support	0	2	1
	Prerequisites:			
	Corequisites: MAT-143, MAT-152 or MAT-171			

This course provides opportunities for students to build a stronger foundation for success in their corequisite math course by obtaining skills through a variety of instructional strategies. Emphasis is placed on foundational skills as well as concepts, skills, vocabulary and definitions necessary to master student learning outcomes of the co-requisite math course. Upon completion, students should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's co-requisite math course.

MAT 001Q	Math Skills Support	Class	Lab	Credit
		0	2	1
	Prerequisites:			
	Corequisites: MAT 143			

This course provides opportunities for students to build a stronger foundation for success in their corequisite math course by obtaining skills through a variety of instructional strategies. Emphasis is placed on foundational skills as well as concepts, skills, vocabulary and definitions necessary to master student learning outcomes of the co-requisite math course. Upon completion, students should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's co-requisite math course.

MAT 001S	Math Skills Support	Class	Lab	Credit
		0	2	1
	Prerequisites:			
	Corequisites: MAT 152			

This course provides opportunities for students to build a stronger foundation for success in their corequisite math course by obtaining skills through a variety of instructional strategies. Emphasis is placed on foundational skills as well as concepts, skills, vocabulary and definitions necessary to master student learning outcomes of the co-requisite math course. Upon completion, students should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's co-requisite math course.

MAT 110	Math Measurement & Literacy	Class	Lab	Credit
		2	2	1
	Prerequisites: DMA 010, DMA 020, DMA 030			
	Corequisites:			

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 121	Algebra/Trigonometry I	Class	Lab	Credit
		2	2	3
	Prerequisite: : DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 060			
	Corequisite:			

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

MAT 143	Quantitative Literacy	Class	Lab	Credit
		2	2	3
	Prerequisite: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DRE 098			
	Corequisite:			

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

MAT 152	Statistical Methods I	Class	Lab	Credit
		3	2	4
	Prerequisite: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DRE 098			
	Corequisite:			

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
MAT 171	Precalculus Algebra	3	2	4
	Prerequisite: DMA 010, 020, 030, 040, 050, 060, 070, 080 or MAT 121			
	Corequisite:			

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
MAT 172	Precalculus Trigonometry	3	2	4
	Prerequisite: Corbetter in MAT 171			
	Corequisite:			

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
MAT 263	Brief Calculus	3	2	4
	Prerequisites: Corbetter in MAT 171			
	Corequisites:			

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
MAT 271	Calculus I	3	2	4
	Prerequisite: C or better in MAT 172			
	Corequisite:			

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
MAT 272	Calculus II	3	2	4
	Prerequisite: C or better in MAT 271			
	Corequisite:			

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
MAT 273	Calculus III	3	2	4
	Prerequisite: MAT 272			
	Corequisite:			

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

MECHANISMS

		Class	Lab	Credit
MEC-130	Mechanisms	2	2	3
	Prerequisites:			
	Corequisites:			

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

MEDICAL ASSISTING

		Class	Lab	Credit
MED 121	Medical Terminology I	3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

		Class	Lab	Credit
MED 122	Medical Terminology II	3	0	3
	Prerequisites: MED 121			
	Corequisites:			

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MUSIC

		Class	Lab	Credit
MUS 110	Music Appreciation	3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

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. There may be additional, though nominal costs to attend required concerts. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

NETWORKING OPERATING SYSTEM

		Class	Lab	Credit
NOS 110	Operating System Concepts	2	3	3
	Prerequisites: CIS 070			
	Corequisites:			

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

		Class	Lab	Credit
NOS 130	Windows Single User	2	2	3
	Prerequisites: NOS 110 or CET 211			
	Corequisites:			

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.

		Class	Lab	Credit
NOS 230	Windows Admin I	2	2	3
	Prerequisites: NOS 130			
	Corequisites:			

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

NETWORKING TECHNOLOGY

		Class	Lab	Credit
NET 125	Networking Basics	1	4	3
	Prerequisites: CIS 070, DMA 010,020,030			
	Corequisites: CIS 110; DRE 098			

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.

NURSING

Courses within the RCC program must be successfully completed no later than the sequence outlined in the program description in this catalog. The following course descriptions' pre-and co-requisites may reflect state minimums and RCC specific requirements.

		Class	Lab	Clinical	Credit
NUR 101	Practical Nursing I	7	6	6	11
	Prerequisites: Admisson Practical Nursing program, BIO 168, BIO 169				
	Corequisites: ENG 111				

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

		Class	Lab	Clinical	Credit
NUR 102	Practical Nursing II	7	0	9	10
	Prerequisites: NUR 101, PSY 150, ENG 111				
	Corequisites:				

This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

		Class	Lab	Clinical	Credit
NUR 103	Practical Nursing III	6	0	9	9
	Prerequisites: NUR 102, PSY 150				
	Corequisites:				

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care.

NUR 111	Intro to Health Concepts	Class	Lab	Clinical	Credit
		4	6	6	8
	Prerequisites: Admission to ADN Program BIO 168, BIO 169				
	Corequisites: ENG 111, NUR 117				

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112	Health-Illness Concepts	Class	Lab	Clinical	Credit
		3	0	6	5
	Prerequisites: NUR 111				
	Corequisites: NUR 113, PSY 150				

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113	Family Health Concepts	Class	Lab	Clinical	Credit
		3	0	6	5
	Prerequisites: NUR 111				
	Corequisites: NUR 112, PSY 150				

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114	Holistic Health Concepts	Class	Lab	Clinical	Credit
		3	0	6	5
	Prerequisites: NUR 111, NUR 113				
	Corequisites: PSY 241				

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 117	Pharmacology	Class	Lab	Clinical	Credit
		1	3	0	2
	Prerequisites:				
	Corequisites: NUR 111				

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 118	Nutrition Diet Therapy	Class	Lab	Clinical	Credit
		2	0	0	2
	Prerequisite:				
	Co-requisite:				

This course covers the six nutrient categories and provides an overview of diet recommendations for promotion and maintenance of health. Topics include the U.S. Department of Agriculture dietary standard recommended for individuals across the life span, energy balance, and dietary modifications for common alterations in health. Upon completion, students should be able to complete a nutritional assessment, analyze diets, and recommend dietary adaptations to meet individual health needs.

NUR 211	Health Care Concepts	Class	Lab	Clinical	Credit
		3	0	6	5
	Prerequisites: NUR 111				
	Corequisites: ENG 114, NUR 212				

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212	Health System Concepts	Class	Lab	Clinical	Credit
		3	0	6	5
	Prerequisites: NUR 111				
	Corequisites: ENG 114, NUR 211				

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213	Complex Health Concepts	Class	Lab	Clinical	Credit
		4	3	15	10
	Prerequisites: NUR 111				
	Corequisites: Humanities Elective, NUR 112, NUR 113, NUR 114, NUR 211, NUR 212				

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

OFFICE SYSTEMS TECHNOLOGY

OST 131	Keyboarding	Class	Lab	Credit
		1	2	2
	Prerequisites:			
	Corequisites:			

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.

OST 134	Text Entry & Formatting	Class	Lab	Credit
		2	2	3
	Prerequisites: OST 136, OST 164			
	Corequisites:			

This course is designed to provide 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 documents and key timed writings at speeds commensurate with employability.

OST 136	Word Processing	Class	Lab	Credit
		2	2	3
	Prerequisites: CIS 070, OST 131			
	Corequisites:			

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 137	Office Software Applications	Class	Lab	Credit
		2	2	3
	Prerequisites: OST 136, CIS 110			
	Corequisites:			

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.

OST 148	Med Coding Billing & Insurance	Class	Lab	Credit
		3	0	3
	Prerequisites:			
	Corequisites:			

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

OST 149	Med Legal Issues	Class	Lab	Credit
		3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST 164	Text Editing Applications	Class	Lab	Credit
		3	0	3
	Prerequisites: OST 131			
	Corequisites: OST 136			

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. Additional emphasis is placed on increasing keyboarding skills, and upon completion, students should be able to use reference materials to compose and edit text.

OST 184	Records Management	Class	Lab	Credit
		2	2	3
	Prerequisites: CIS 110			
	Corequisites:			

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.

OST 236	Adv Word.Information/Processing	Class	Lab	Credit
		2	2	3
	Prerequisites: OST 136			
	Corequisites:			

This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

OST 243	Med Office Simulation	Class	Lab	Credit
		2	2	3
	Prerequisites: OST 131, OST 148			
	Corequisites: OST 247			

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. This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.

OST 247	Procedure Coding	Class	Lab	Credit
		1	2	2
	Prerequisites: MED 121 or OST 141			
	Corequisites:			

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

OST 248	Diagnostic Coding	Class	Lab	Credit
		1	2	2
	Prerequisites: MED 121 or OST 141			
	Corequisites:			

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

OST 249	CPC Certification	Class	Lab	Credit
		3	2	4
	Prerequisites: OST 247, OST 248			
	Corequisites:			

This course provides instruction that will prepare students to sit for the American Association of Professional Coders (AAPC) CPC Exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for the AAPC CPC Exam

OST 250	Long Term Care Coding	Class	Lab	Credit
		1	2	2
	Prerequisites: MED 122 or OST 142			
	Corequisites:			

This course covers diagnostic coding as it applies to long-term care facilities and home care. Topics include diagnostic coding and reimbursement in long-term care facilities and home care. Upon completion, students should be able to properly code conditions for long-term care and home care services.

OST 281	Emer Issues in Med Office	Class	Lab	Credit
		3	0	3
	Prerequisites:			
	Corequisites:			

This course provides a comprehensive discussion of topics familiar to the health care setting. Topics include emerging issues in the health care setting. Upon completion, students should be able to demonstrate an understanding of current medical office procedures and treatments.

OST 286	Professional Development	Class	Lab	Credit
		3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

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.

OST 289	Administrative Office Mgt	Class	Lab	Credit
		2	2	3
	Prerequisites: OST 164 and either OST 134 or OST 136			
	Corequisites:			

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

PHILOSOPHY

PHI 215	Philosophical Issues	Class	Lab	Credit
		3	0	3
	Prerequisites: ENG 111			
	Corequisites:			

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PHI 240	Introduction to Ethics	Class	Lab	Credit
		3	0	3
	Prerequisites: ENG 111			
	Corequisites:			

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PHLEBOTOMY

		Class	Lab	Clinical	Credit
PBT 100	Phlebotomy Technology	5	2	0	6
	Prerequisites: Enrollment in the Phlebotomy Technology Program				
	Corequisites: PBT 101				

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. This is a certificate-level course.

		Class	Lab	Clinical	Credit
PBT 101	Phlebotomy Practicum	0	0	9	3
	Prerequisites: Enrollment in the Phlebotomy Technology Program				
	Corequisites: PBT 100				

This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings. This is a certificate-level course.

PHYSICAL EDUCATION

		Class	Lab	Credit
PED 110	Fit and Well for Life	1	2	2
	Prerequisites: DRE 098			
	Corequisites:			

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
PED 111	Physical Fitness I	0	3	1
	Prerequisites:			
	Corequisites:			

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
PED 112	Physical Fitness II	0	3	1
	Prerequisites: PED 111			
	Corequisites:			

This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
PED 113	Aerobics I	0	3	1
	Prerequisites:			
	Corequisites:			

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 for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 115	Step Aerobics I	Class	Lab	Credit
		0	3	1

Prerequisites:
Corequisites:

This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 117	Weight Training I	Class	Lab	Credit
		0	3	1

Prerequisites:
Corequisites:

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 for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 119	Circuit Training	Class	Lab	Credit
		0	3	1

Prerequisites:
Corequisites:

This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 120	Walking for Fitness	Class	Lab	Credit
		0	3	1

Prerequisites:
Corequisites:

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. Students are required to purchase a pedometer. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 121	Walk, Jog, Run	Class	Lab	Credit
		0	3	1

Prerequisites:
Corequisites:

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 122	Yoga I	Class	Lab	Credit
		0	2	1

Prerequisites:
Corequisites:

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 123	Yoga II	Class	Lab	Credit
		0	2	1

Prerequisites: PED 122

Corequisites:

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 125	Self-Defense Beginning	Class	Lab	Credit
		0	2	1

Prerequisites:

Corequisites:

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 128	Golf-Beginning	Class	Lab	Credit
		0	2	1

Prerequisites:

Corequisites:

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 knowledge of the rules and etiquette of golf. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 130	Tennis-Beginning	Class	Lab	Credit
		0	2	1

Prerequisites:

Corequisites:

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 137	Badminton	Class	Lab	Credit
		0	2	1

Prerequisites:

Corequisites:

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 139	Bowling-Beginning	Class	Lab	Credit
		0	2	1

Prerequisites:

Corequisites:

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. A course fee for the use of bowling lanes and equipment is a required part of the tuition. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 142	Lifetime Sports	Class	Lab	Credit
		0	2	1

Prerequisites:

Corequisites:

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 for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 143	Volleyball-Beginning	Class	Lab	Credit
		0	2	1

Prerequisites:

Corequisites:

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 144	Volleyball-Intermediate	Class	Lab	Credit
		0	2	1

Prerequisites: PED 143

Corequisites:

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 145	Basketball-Beginning	Class	Lab	Credit
		0	2	1

Prerequisites:

Corequisites:

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 152	Swimming-Beginning	Class	Lab	Credit
		0	2	1

Prerequisites:

Corequisites:

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 154	Swimming for Fitness	Class	Lab	Credit
		0	3	1

Prerequisites: Ability to swim 100 yards without stopping

Corequisites:

This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program. Students must demonstrate the ability to swim 100 yards without stopping. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 155	Water Aerobics	Class	Lab	Credit
		0	3	1
	Prerequisites:			
	Corequisites:			

This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 165	Sport Science as a Career	Class	Lab	Credit
		3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course provides students with foundational knowledge about the study of physical activity and career opportunities within the discipline. Emphasis will be placed on the role of physical activity, the subdisciplines of the field, and possible career choices. Upon completion, students should have an understanding of the subdisciplines and employment opportunities within an Exercise and Sport Science program. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 210	Team Sports	Class	Lab	Credit
		0	3	1
	Prerequisites:			
	Corequisites:			

This course introduces the fundamentals of popular American team sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be able to demonstrate knowledge of the sports covered. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PED 211	New Games	Class	Lab	Credit
		0	2	1
	Prerequisites:			
	Corequisites:			

This course includes explanation, demonstration, and participation in games that provide an alternative to traditional sports. Emphasis is placed on playing for pleasure rather than for competitive purposes. Upon completion, students should be able to participate and lead others in participating in non-competitive games. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PHYSICS

PHY 110	Conceptual Physics	Class	Lab	Credit
		3	0	3
	Prerequisites: DRE 098; DMA 010, DMA 020, DMA 030, DMA 040, DMA 050			
	Corequisites: PHY 110A			

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PHY 110A	Conceptual Physics Lab	Class	Lab	Credit
		0	2	1
	Prerequisites: DRE 098; DMA 010, DMA 020, DMA 030, DMA 040, DMA 050			
	Corequisites: PHY 110			

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PHY 151	College Physics I	Class	Lab	Credit
	Prerequisites: MAT 171	3	2	4
	Corequisites:			

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 for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PHY 152	College Physics II	Class	Lab	Credit
	Prerequisites: Grade of C or better in PHY 151	3	2	4
	Corequisites:			

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 for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PHY 251	General Physics I	Class	Lab	Credit
	Prerequisites: MAT 271	3	3	4
	Corequisites: MAT 272			

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 for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PHY 252	General Physics II	Class	Lab	Credit
	Prerequisites: MAT 272, and grade of C or better in PHY 251	3	3	4
	Corequisites:			

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 for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PLUMBING

PLU 111	Intro to Basic Plumbing	Class	Lab	Credit
	Prerequisites:	1	3	2
	Corequisites:			

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

POLITICAL SCIENCE

		Class	Lab	Credit
POL 120	American Government	3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PSYCHOLOGY

		Class	Lab	Credit
PSY 101	Applied Psychology	3	0	3
	Prerequisites:			
	Corequisites:			

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 certificate and diploma programs.

		Class	Lab	Credit
PSY 150	General Psychology	3	0	3
	Prerequisites: DRE 098			
	Corequisites:			

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
PSY 241	Developmental Psych	3	0	3
	Prerequisites: PSY 150			
	Corequisites:			

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

		Class	Lab	Credit
PSY 259	Human Sexuality	3	0	3
	Prerequisites: PSY 150			
	Corequisites:			

This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

PSY 281	Abnormal Psychology	Class	Lab	Credit
	Prerequisites: PSY 150	3	0	3
	Corequisites:			

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

RELIGION

REL 110	World Religions	Class	Lab	Credit
	Prerequisites: DRE 098	3	0	3
	Corequisites:			

This course introduces the world's major religious traditions. Topics include primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

REL 211	Intro to Old Testament	Class	Lab	Credit
	Prerequisites: DRE 098	3	0	3
	Corequisites:			

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 for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

RESPIRATORY THERAPY

All courses within the RCC program must be successfully completed no later than the sequence outlined in the program description in this catalog. The following course descriptions' pre-and co-requisites reflect only state minimums and not RCC specific requirements.

RCP 110	Intro to Respiratory Care	Class	Lab	Clinical	Credit
	Prerequisites: Enrollment in the Respiratory Therapy Program	3	3	0	4
	Corequisites: RCP 113, RCP 114				

This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. Additionally, the course will address basic theories and corresponding applications related to physics and mathematics for the respiratory care practitioner.

RCP 111	Therapeutics/Diagnostics	Class	Lab	Clinical	Credit
	Prerequisites: RCP 110	4	3	0	5
	Corequisites: RCP 146, RCP 115				

This course is a continuation of RCP 110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. Discussion will include selection of modalities appropriate to the patient's pathophysiological condition as well as therapeutic procedures and equipment utilized to deliver effective respiratory care.

RCP 113	RCP Pharmacology	Class	Lab	Clinical Credit	
		2	0	0	2
	Prerequisites:				
	Corequisites: RCP 110, RCP 114				
<p>This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence through written evaluations. Additionally, the course will identify current pharmacological approaches used to treat most cardiopulmonary diseases, dysfunctions, and abnormalities.</p>					
RCP 114	C-P Anatomy & Physiology	Class	Lab	Clinical Credit	
		3	0	0	3
	Prerequisites:				
	Corequisites: RCP110, RCP 113				
<p>This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation. A focus will be placed on integrating theory and clinical application of ventilation, perfusion, gas transport, diffusion, blood pH, homeostasis, hemodynamics, and the heart-lung relationship.</p>					
RCP 115	C-P Pathophysiology	Class	Lab	Clinical Credit	
		2	0	0	2
	Prerequisites: RCP 110				
	Corequisites: RCP 111, RCP 146				
<p>This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations. The course will additionally provide a comprehensive overview of microbiology with an emphasis and focus on cardiopulmonary diseases.</p>					
RCP 123	Special Practice Lab	Class	Lab	Clinical Credit	
		0	3	0	1
	Prerequisites: RCP 146				
	Corequisites: RCP 152				
<p>This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.</p>					
RCP 146	RCP Clinical Practice II	Class	Lab	Clinical Credit	
		0	0	18	6
	Prerequisites: RCP 110				
	Corequisites: RCP 111, RCP 115				
<p>This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.</p>					
RCP 152	RCP Clinical Practice III	Class	Lab	Clinical Credit	
		0	0	6	2
	Prerequisites: RCP 146, RCP 111				
	Corequisites: RCP 123				
<p>This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. The course will focus on the refinement of current skills and competencies plus new cardiopulmonary or patient care procedures introduced during the semester.</p>					
RCP 210	Critical Care Concepts	Class	Lab	Clinical Credit	
		3	3	0	4
	Prerequisites: RCP 152				
	Corequisites: RCP 236, RCP 213				
<p>This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the study of mechanical ventilation, underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. Advanced cardiopulmonary procedures and clinical techniques will be examined, utilized, and interpreted to determine appropriate life support measures or patient care plans.</p>					

RCP 211	Adv Monitoring/Procedures	Class	Lab	Clinical	Credit
		3	3	0	4
	Prerequisites: RCP 236, RCP 210				
	Corequisites: RCP 215, RCP 246, RCP 223				

This course includes advanced information gathering and decision making for the respiratory care professional. Topics include advanced cardiac monitoring and special procedures. Upon completion, students should be able to evaluate, design, and recommend appropriate care plans through written and laboratory evaluations. Emphasis will be placed on comprehension and interpretation of invasive and non-invasive diagnostic cardiopulmonary procedures as well as consequent initiation or modification of therapeutic modalities.

RCP 213	Neonatal/Pediatric Concepts	Class	Lab	Clinical	Credit
		2	0	0	2
	Prerequisites: RCP 152, RCP 111				
	Corequisites: RCP 210, RCP 236				

This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations. Topics unique to pediatrics and neonatology will be examined including anatomy and physiology, fetal development, clinical assessment, oxygen therapy, airway management, mechanical ventilation, and resuscitation.

RCP 215	Career Prep-Adv Level	Class	Lab	Clinical	Credit
		0	3	0	1
	Prerequisites: RCP 236				
	Corequisites: RCP 211, RCP 246, RCP 223				

This course provides preparation for employment and the advanced-level practitioner credentialing exam. Emphasis is placed on review of the NBRC Advanced-Level Practitioner Exam and supervision and management. Upon completion, students should be able to successfully complete the appropriate self-assessment examinations and meet the requirements for employment. Students will be required to successfully complete the NBRC written registry self-assessment examination during this course.

RCP 223	Special Practice Lab	Class	Lab	Clinical	Credit
		0	3	0	1
	Prerequisites: RCP 236				
	Corequisites: RCP 211, RCP 215, RCP 246				

This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations. Students will be required to display competency with all laboratory procedures included in the curriculum during this course, with emphasis on advanced-level procedures.

RCP 236	RCP Clinical Practice IV	Class	Lab	Clinical	Credit
		0	0	18	6
	Prerequisites: RCP 152, RCP 111				
	Corequisites: RCP 210, RCP 213				

This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 246	RCP Clinical Practice V	Class	Lab	Clinical	Credit
		0	0	18	6
	Prerequisites: RCP 210				
	Corequisites: RCP 211, RCP 215, RCP 223				

This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

SIMULATION & GAME DEVELOPMENT

SGD 168	Mobile SG Programming	Class	Lab	Credit
		2	3	3
	Prerequisites:			
	Corequisites:			

This course introduces the mobile simulation and game programming process. Topics include mobile simulation/game programming, performance tuning, animation, sound effects, music, and mobile networks. Upon completion, student should be able to apply simulation/game programming concepts to the creation of mobile simulations and games.

SOCIOLOGY

SOC 210	Introduction to Sociology	Class	Lab	Credit
	Prerequisites: DRE 098	3	0	3
	Corequisites:			

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

SOC 213	Sociology of the Family	Class	Lab	Credit
	Prerequisites: DRE 098	3	0	3
	Corequisites:			

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

SPANISH

SPA 111	Elementary Spanish I	Class	Lab	Credit
	Prerequisites: DRE 098	3	0	3
	Corequisites:			

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

SPA 112	Elementary Spanish II	Class	Lab	Credit
	Prerequisites: SPA 111	3	0	3
	Corequisites:			

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

SPA 141	Culture and Civilization	Class	Lab	Credit
	Prerequisites: DRE 098	3	0	3
	Corequisites:			

This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

SPA 161	Cultural Immersion	Class	Lab	Credit
		3	0	3
	Prerequisites: SPA 111			
	Corequisites:			

This course explores Hispanic culture through intensive study on campus and field experience in a host country or comparable area within the United States. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

SPA 211	Intermediate Spanish I	Class	Lab	Credit
		3	0	3
	Prerequisites: SPA 112			
	Corequisites:			

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

SPA 212	Intermediate Spanish II	Class	Lab	Credit
		3	0	3
	Prerequisites: SPA 211			
	Corequisites:			

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA). See the College Transfer section of the catalog for information about the CAA and the transfer designation of this course.

SURGICAL TECHNOLOGY

Courses within the RCC program must be successfully completed no later than the sequence outlined in the program description in this catalog. The following course descriptions' pre-and co-requisites reflect only state minimums and not RCC specific requirements.

SUR 110	Intro to Surg Tech	Class	Lab	Clinical	Credit
		3	0	0	3
	Prerequisites: Enrollment in the Surgical Technology Program				
	Corequisites: SUR 111				

This course provides a comprehensive study of peri-operative care, patient care concepts, and professional practice concepts within the profession of surgical technology. Topics include: introductory concepts, organizational structure and relationships, legal, ethical and moral issues, medical terminology, pharmacology, anesthesia, wound healing management concepts, and the technological sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology.

SUR 111	Periop Patient Care	Class	Lab	Clinical	Credit
		5	6	0	7
	Prerequisites: Enrollment in the Surgical Technology Program				
	Corequisites: SUR 110				

This course provides the surgical technology student the theoretical knowledge required to function in the pre-operative, intra-operative, and post-operative role. Topics include asepsis, disinfection and sterilization, physical environment, instrumentation, equipment, peri-operative patient care, and peri-operative case management. Upon completion, students should be able to apply the principles and practice of the peri-operative team member to the operative environment.

SUR 122	Surgical Procedures I	Class	Lab	Clinical	Credit
		5	3	0	6
	Prerequisites: SUR 110, SUR 111				
	Corequisites: SUR 123				

This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 123	SUR Clinical Practice I	Class	Lab	Clinical	Credit
		0	0	21	7
	Prerequisites: SUR 110, SUR 111				
	Corequisites: SUR 122				

This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles. The first two weeks of this clinical rotation will involve experience in the central sterile processing department.

SUR 134	Surgical Procedures II	Class	Lab	Clinical	Credit
		5	0	0	5
	Prerequisites: SUR 123				
	Corequisites: SUR 135, SUR 137				

This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 135	SUR Clinical Practice II	Class	Lab	Clinical	Credit
		0	0	12	4
	Prerequisites: SUR 123				
	Corequisites: SUR 134, SUR 137				

This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

SUR 137	Prof Success Prep	Class	Lab	Clinical	Credit
		1	0	0	1
	Prerequisites: SUR 123				
	Corequisites: SUR 134, SUR 135				

This course provides employability skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, interviewing strategies, communication skills, and teamwork concepts. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.

SUR 210	Adv. SUR Clinical Practice	Class	Lab	Clinical	Credit
		0	0	6	2
	Prerequisites:				
	Corequisites:				

This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

SUR 211	Adv. SUR Clinical Practice	Class	Lab	Clinical	Credit
		2	0	0	2
	Prerequisites:				
	Corequisites:				

This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

SUSTAINABLE TECHNOLOGIES

SST 140	Green BLDG & Design Concepts	Class	Lab	Credit
		3	0	3
	Prerequisites:			
	Corequisites:			

This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.

TURFGRASS MANAGEMENT

		Class	Lab	Credit
TRF 210	Turfgrass Eqmt Mgmt	1	4	3
	Prerequisites:			
	Corequisites:			

This course covers the operation and maintenance of specialized turfgrass management equipment. Topics include small engine use and repair; operation, maintenance, and repair of turfgrass management equipment; organization of shop areas; and safety considerations. Upon completion, students should be able to operate and maintain turfgrass management equipment.

WEB TECHNOLOGIES

		Class	Lab	Credit
WEB 111	Intro to Web Graphics	2	2	3
	Prerequisites: CIS 070			
	Corequisites:			

This course introduces the creation of web graphics, and addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, optimization, RGB color, web typography, elementary special effects, transparency, animation, slicing, basic photo manipulation, and other related topics. Upon completion, students should be able to create graphics, such as animated banners, buttons, backgrounds, logos, and manipulate photographic images for Web delivery.

		Class	Lab	Credit
WEB 140	Web Development Tools	2	2	3
	Prerequisites: CIS 070			
	Corequisites:			

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.

		Class	Lab	Credit
WEB 141	Mobile Interface Design	2	2	3
	Prerequisites:			
	Corequisites:			

This course covers current design standards and emerging approaches related to the design and development of user interfaces for mobile devices. Emphasis is placed on research and evaluation of standard and emerging practices for effective interface and user experience design. Upon completion, students should be able to design effective and usable interfaces for mobile devices.

		Class	Lab	Credit
WEB-151	Mobile Application Dev I	2	2	3
	Prerequisites:			
	Corequisites:			

This course introduces students to programming technologies, design and development related to mobile applications. Topics include accessing device capabilities, industry standards, operating systems, and programming for mobile applications using an OS Software Development Kit (SDK). Upon completion, students should be able to create basic applications for mobile devices.

		Class	Lab	Credit
WEB 250	Database Driven Websites	2	2	3
	Prerequisites: DBA 110, CIS 115			
	Corequisites:			

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.

WELDING

		Class	Lab	Credit
WLD 112	Basic Welding Processes	1	3	2
	Prerequisites:			
	Corequisites:			

This course introduces basic welding and cutting. Emphasis is place 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.

WLD 115	SMAW (stick) PLATE	Class	Lab	Credit
		2	9	5

Prerequisites:
Corequisites:

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.

WLD 121	GMAW (MIG) FCAW/Plate	Class	Lab	Credit
		2	6	4

Prerequisites:
Corequisites:

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove weld 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.

WLD 131	GTAW (TIG) Plate	Class	Lab	Credit
		2	6	4

Prerequisites:
Corequisites:

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.

WLD 141	Symbols & Specifications	Class	Lab	Credit
		2	2	3

Prerequisites:
Corequisites:

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.

WLD 214	Sanitary Welding	Class	Lab	Credit
		2	6	4

Prerequisites:
Corequisites:

This course covers the requirements for gas tungsten arc welding (TIG) of austenitic stainless steel tube, pipe, and plate. Topics include correct selection of tungsten, polarity, gas and proper filler rod with emphasis placed on safety, equipment set-up and welding techniques. Upon completion, students should be able to perform TIG welds with various electrodes and filler materials on austenitic stainless steel tube, pipe, and plate.

WORK-BASED LEARNING

WBL 111	Work-Based Learning I	Class	Lab	Credit
		0	10	1

Prerequisites:
Corequisites:

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 121	Work-Based Learning II	Class	Lab	Credit
		0	10	1

Prerequisites:
Corequisites:

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Services and Opportunities for Students

Student Academic and Support Services

Rockingham Community College offers a number of services designed to assist students in their college experience. In addition, students are invited to visit the RCC webpage for online resources.

Counseling and Advisement Services

Academic Advisement

Academic advising is an ongoing process in which the advisor goes beyond registration and degree planning to assist the student in clarification of educational goals, career goals, life goals, and evaluating progress toward established goals. The desired result is that students will feel a sense of connection with the advisor and a sense of guidance, while realizing personal responsibility for exploring options and making decisions.

Academic advising at Rockingham Community College is viewed as a continuing teaching and learning process in which the resources of the institution are available to assist the student in his/her total development. Student success coaches start the academic advising process with new students and provide advising services through the first semester, while faculty advisors continue the advising process with students after the first semester and guide them to program completion.

Student Success Coaches

New students begin their academic advising experience with a student success coach in the Advising Center. Located on the upper level of the Whitcomb Student Center, the Advising Center was established to provide an inviting first semester experience for new students that allow them to learn about the advising process at RCC and about the roles and expectations for students and advisors. New students will be assigned to a student success coach, who will assist them during their first semester at RCC. In the first semester, the student success coach will review the first semester advising syllabus with students. The syllabus outlines advising objectives, student learning outcomes, and expected roles of the student success coach and student. Adhering to the roles and expectations as outlined in the advising syllabus will give students the best chance at success at RCC. The roles of the student success coach/faculty advisor and student are listed at the end of this section.

With the help of a student success coach, students will also have the opportunity to research their program of study and potential career options. Students who have not thoroughly researched their program of study and/or career options will be referred to the C. Garland Rakestraw College Transfer and Career Development Center for assistance with exploration and testing. Once the program of study and career options have been established, students will develop an individualized academic plan with their student success coach. This academic plan will serve as a guide for students to ensure they meet their academic goals each semester in order to progress toward graduation.

Student success coaches will stay connected to students throughout the semester to serve as a resource and to intervene if students show signs of trouble academically during the semester.

Faculty Advisors

Near the end of the first semester, new students will transition from the advising center to a faculty advisor in their identified program of study. By this time, students will have made an informed decision about their program of study and will be prepared to continue to progress through their academic plan and the advising process with a faculty advisor. Faculty advisors will continue the advising relationship that started in the Advising Center, but will move the focus of the relationship towards program completion, career goals, and life after RCC. Faculty advisors will be better-equipped to provide program-specific guidance to students that will aid them in making sound course selections each semester as well as making adjustments to their overall academic plan.

The Role of the Student Success Coach/Faculty Advisor:

- Be fully accessible to students
- Assist students with identifying and clarifying educational and career goals
- Effectively communicate the curriculum and graduation requirements for the student's program
- Effectively interpret college academic policies and procedures
- Refer students to appropriate campus resources based on student's needs
- Monitor and accurately document students' progress toward meeting their goals
- Maintain an active file on each advisee
- Maintain an updated academic plan and graduation check list
- Assist with developing semester course schedule
- Provide students with strategies that promote student success
- Maintain confidentiality

The Role of the Student:

- Schedule and keep appointments with student success coach/faculty advisor
- Complete all necessary assessments to the best of the student's ability (placement testing, career assessments, etc)
- Share information that pertains to student's educational and career goals
- Take an active role in the advising process by asking questions and researching programs and careers
- Be prepared for advising sessions by reviewing course offerings, researching pre- and co-requisites for courses, identifying ideal days and times for classes
- Be open and honest
- Follow through on advising recommendations

A student desiring to change programs must see a counselor to discuss plans and complete the necessary forms. To change an advisor, a student must see a counselor or the current advisor to make the necessary changes.

All students are responsible for the proper completion of their academic program, for familiarity with all requirements of the catalog, for maintaining the grade average required and knowing their academic standing, and for meeting all other requirements. Student success coaches and faculty advisors and counselors are available to all students, but final responsibility remains with the student.

Currently-enrolled students assigned to a faculty advisor who wish to register via Web Advisor must see their faculty advisor to remove any restrictions that could prevent registration.

College Transfer & Career Center

The C. Garland Rakestraw College Transfer and Career Development Center provides resources and services to assist people in career and educational planning. The center is located in the Whitcomb Student Center. These resources are designed to encourage individuals to examine and understand their personal aptitudes, interests, behaviors, abilities, skills and values and to use this information in exploring and establishing realistic career goals. Types of resources offered include: individual and group counseling by a career counselor; a variety of tests and inventories (abilities, interests, and values); educational, career and job search information; workshops, and college catalogs. A career library containing occupational materials including books, pamphlets, media and Internet resources, and employment-related information is maintained in the College Transfer and Career Center. Also, a collection of materials concerning colleges, universities, trade and professional schools is available.

The College Transfer and Career Center also assists students and alumni with the job search process. Job search strategies, interviewing techniques, and preparation of resumes and cover letters are among the services offered. All services and some materials are available free of charge to students, alumni, employees and area citizens.

On-Campus Recruiting

College and university representatives visit RCC regularly to inform and recruit RCC students. These visits allow RCC students to learn about the college transfer process and explore other educational opportunities beyond RCC. RCC also hosts an annual College Transfer Day event in addition to visits by individual representatives on a periodic basis. There may also be visits to campus from recruiters from various employing organizations.

Job Opportunity Listings

Students can access employment-related services through RCC's *Employme NC!* virtual jobs board. This jobsboard allows employers to post jobs, and it also allows students and alumni to upload resumes and cover letters, create portfolios, and search for and apply for jobs directly to the employer. Students can create an individualized *Employme NC!* Account, which gives them access to hundreds of jobs posted by employers throughout the state of North Carolina. The *Employme NC!* virtual jobs board is accessible on the college website www.rockinghamcc.edu.

Counseling Services

The primary objectives of counseling at Rockingham Community College are:

- to help students create achievable personal and career goals
- to help students create realistic academic plans
- to help students improve decision-making abilities which will aid them in exercising self direction and problem solving

Counseling services, located in the Advising Center in the Whitcomb Student Center, are available to all students and offer the opportunity for individuals to explore with a counselor individual concerns, academic issues, career decisions, and program changes or selection which may affect them during their college years.

Typical counseling sessions involve career testing and counseling, as well as discussing personal challenges and academic issues. Students may receive short-term, solution-based personal counseling for issues that present themselves either inside or outside of the classroom. Referral services to other agencies are available for those individuals who may be in need of them.

In addition to personal counseling services, students can expect to receive the following counseling-related services:

Academic Services:

- Explanation of placement test scores and placement into program courses
- Changing program of study
- Academic advising
- Dropping a course
- Withdrawal from the College
- Academic Probation and Suspension
- Reviewing and interpreting the College's academic policies
- Registration assistance

Career Services

- Choosing a career/program
- Career exploration/assessments
- Career planning
- Job postings board and job fairs
- College transfer information
- Workshops and in-class presentations

Disability Services

- Approve/verify student disability status
- Arrange accommodations
- Inform campus of ADA regulations/guidelines
- Educate/increase campus awareness

Students are encouraged to use the counseling services at RCC to assist them with maintaining a healthy balance between the college, work, and personal aspects of their lives. as an important part of their college lives.

Disabilities Services

Rockingham Community College is committed to full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The college works to ensure that the programs, activities and facilities of the college are fully accessible to all qualified persons. Students with disabilities should contact a disability counselor, located in the Whitcomb Student Center, to self-disclose the disability and to request services and/or reasonable accommodations. It is the student's responsibility to provide the college with current, appropriate documentation of the disability (must be signed by a qualified professional). Appropriate documentation will reflect the student's current disability status, functional limitations, and how that disability affects participation in courses, programs, services, and activities.

Disclosing a disability does not require the student to request accommodations. Sometimes accommodation requests are needed on a per-course basis. The disability counselor will help the student determine if accommodations are necessary for each specific course. **Information regarding a student's disability will not be shared with a third party (including faculty) without the student's express permission.** Students must request accommodations each semester, and must request them in a timely manner – preferably before the semester starts (or as close to the start of the semester as possible).

Handicapped parking stickers are available from the office of the Vice-President for Student Development in the Whitcomb Student Center.

The Learning Center (TLC)

The Learning Center (TLC) is an academic support center committed to providing academic support that supplements classroom instruction. Specific tutoring by professional and peer tutors is available for math, reading, English, writing, Spanish, general biology, anatomy and physiology, chemistry, physics, and computer courses. Tutoring is a free service provided to all RCC students. Appointments are available, but walk-ins are welcome. In addition to our face-to-face tutoring services, we have computers available for student use with qualified assistants on hand to assist students in their operation. At the center, students can check e-mail, communicate with instructors, write papers, work on group projects, or study independently.

The TLC is located in the Advanced Technologies Building, Room 106. General operating hours for the center are 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 3:00 p.m. on Friday. Hours for summer, holiday, and semester breaks are posted at the TLC and on the TLC web page. For more information please call (336) 342-4261, ext. 2233.

Student Support Services Program

The TRiO Student Support Services Program is a federally-funded program that offers extra support and assistance for 140 qualified students each year. The program offers both one-to-one and group-based services and programs, all of which are at no cost to program participants. Program services include academic and career counseling, career exploration, individual tutorial services in various subject areas, and workshops and seminars to improve study skills, test-taking abilities, time management, and 'coping' skills. There are also programs and services related to financial literacy, college transfer advisement, and cultural enrichment.

Students are eligible for this program if they: are currently enrolled and registered for at least six (6) credit hours in a curriculum program; have a minimum cumulative GPA of 2.00; are first-generation college students (meaning that neither parent holds a bachelor's degree), meet the current requirements for low-income families, or have a documented disability that affects academic progress.

The Student Support Services Program is located in the Advanced Technologies Building, Room 106. (The Learning Center).

Gerald B. James Library

The Gerald B. James Library offers a wide variety of materials and services to the students and faculty of Rockingham Community College and the citizens of Rockingham County. Individuals are invited to come to the library to study, use a computer, get assistance with research, or for their own personal enrichment.

Library Materials and Services

The library houses more than 40,000 books, DVDs, periodicals, newspapers and other materials to support the instructional programs of the college. A staff member is always on hand to assist students in locating information. The library also provides electronic access to information including NCLive databases, ebooks, online newspapers and many periodicals. Off campus use of electronic resources requires a password which is emailed to students at the start of each semester. 32 desktop computers and 10 laptop computers are available for use in the library, or bring your own device and make use of the wireless network. Two scanners and a photocopier are also available.

Group Study Rooms

When not reserved, group study rooms are available to users on a first come, first served basis. Group reservations may be made in person at the main desk, by phone at 342-4261, ext. 2247, or online at the library webpage. Rooms may be booked in 1 hour increments for a maximum of 3 hours per day. Reservations are held no more than 10 minutes after the scheduled time.

Hours

Monday through Thursday: 7:45 a.m. to 7:00 p.m.

Friday: 7:45 a.m. to 3:00 p.m.

Closed Weekends

Hours for summer, holidays, or semester breaks or changes in hours are posted at the library and on the library web page. For more information, please call (336) 342-4261, ext. 2247 or visit us online at www.rockinghamcc.edu/library

Library Use Policy

The Gerald B. James Library is committed to maintaining a safe environment conducive to research and study. The library is open to the general public as well as the college community. Library users are expected to act in a responsible manner that is respectful of other library users, staff, materials, and facilities. Users are expected to conduct themselves in a manner in accordance with the policies outlined in this document as well as all applicable college policies, local, state, and federal laws.

Users will observe the following guidelines:

- Children under the age of 14 must be accompanied and supervised by an adult.
- The use of cell phones and library telephones is prohibited.
- No food is allowed in the library, including study rooms.
- Spill-proof beverage containers are permitted in the library.
- Smoking and the use of tobacco products are prohibited in the building.
- The use or possession of alcoholic beverages and/or drugs is prohibited.
- Weapons, simulated or real are prohibited.
- Shirts and shoes must be worn at all times.

Children

Children under the age of 14 entering the library must be accompanied and supervised by an adult over the age of 18. Parents and/or guardians are responsible for the conduct of their children and must provide close supervision at all times. The library does not censor library materials. Therefore, it is the parent's and/or the guardian's responsibility to determine whether the material their child is reading, viewing, or listening to is appropriate for their child.

Electronic Devices

Personal electronic and musical devices such as digital media and/or audio players and laptops are permitted in the library, but must be used with headphones. Library users will be responsible for supplying their own headphones or they may purchase ear buds at the circulation desk. The volume should be kept to a level that cannot be heard by other library users.

Food and Beverages

Food is not permitted in the library. Spill-proof beverage containers are permitted. Acceptable spill-proof beverage containers will be determined by the library staff. Examples of spill-proof beverage containers include water and soda bottles with screw cap lids, sports bottles and commuter mugs. Beverage containers not permitted include open mugs/cups, paper and Styrofoam cups (even with lids), aluminum cans and glass bottles. Users bringing food and/or non-secure beverage containers into the library will be asked to dispose of the items immediately. Do not place beverages near computers or equipment. If spills occur, please clean immediately. Please report large spills so proper cleanup can occur.

Fire and Tornado Alarms

All building occupants will respond immediately to building alarms by leaving the building in the case of fire or relocating to the basement of the building in the event of a tornado warning. Library staff will direct everyone to the nearest exit or the stairs to the lower level. Do not use the elevator. When staff receives the all-clear signal, everyone may return to their original locations in the building. The campus will be notified of the start of a tornado drill by one long blast of at least 30 seconds over the college's horn system. A fire alarm consists of one continuous shrill blast.

Unattended Items

Personal items should not be left unattended, even for a few minutes. Library staff is not responsible for lost, damaged, or stolen personal items; this includes personal items left at the circulation desk. Unattended items found by staff or library users will be placed in the library lost and found.

Disruptive Behavior

Users exhibiting disruptive behavior will be asked to cease the offending behavior or to leave the library. Specific examples of disruptive behaviors include but are not limited to excessive noise, horseplay, fighting, intimidating or abusive language, overt signs of drunkenness or other substance abuse, vandalism, inappropriate behavior, or harassment of any kind. It is expected that staff requests for compliance will be immediately and respectfully honored. If the behavior continues or resumes, campus security will be called. Depending on the seriousness of the infraction, refusal to comply with policies may result in refusal of future access to the library and/or suspension of library privileges. Questions or complaints should be addressed to Mary Gomez, Director of Library Services at gomezm@rockinghamcc.edu.

WebAdvisor

Currently enrolled students registering through WebAdvisor must see their advisors to obtain permission to register for classes and remove any restrictions that could prevent registration (such as unpaid accounts, unsatisfactory academic standing, and other restrictions).

Other Campus Services for Students

Bookstore

The Bookstore, on the upper level of Whitcomb Student Center, carries all instructional books and supplies for classes as well as a variety of paperbacks, pens, pencils, notebooks, gifts, and RCC clothing items. The Bookstore is open from 8:30 a.m. until 6:00 p.m. Mondays and Tuesdays; and from 8:30 a.m. until 3:30 p.m. on Wednesdays, Thursdays, and Fridays. The Bookstore is open additional hours during buyback and registration. Summer hours vary. Please visit the RCC website or call the bookstore at (336) 342-4261, ext. 2261, for more information.

Bookstore Refund Policy

If you are not satisfied with your purchase, the RCC Bookstore will issue a refund subject to the following policy:

1. Cash register receipt must accompany all returns for refund.
2. Merchandise must be in saleable condition (i.e., unopened package, not written in or otherwise defaced, not used or worn.)
3. Merchandise defective due to publisher's or manufacturer's error will always be replaced.
4. Textbook returns should be made within the first two weeks of class. Refunds will be mailed by the RCC Business Office and should be received within 3 weeks after the return. All returns are subject to the approval of bookstore personnel, and any exceptions to this policy must have the approval of the bookstore manager.

Campus Safety and Security

Rockingham Community College is committed to providing a safe educational environment that contributes to student learning and encourages students to progress to their maximum potential.

Campus Security officers are on campus 24 hours a day, 7 days a week, 365 days a year and may be reached directly by calling 342-4261, extension 2299. There are also red emergency telephones in campus buildings. Outside, on campus, 13 emergency telephones are located across campus. These phones are on blue poles marked with a blue light at the top of the pole.

Campus Security officers patrol campus buildings, grounds, and parking lots on a regular basis. They wear a casual uniform and are readily identifiable. Upon request they will escort students, employees, and guests to their vehicles. In addition, the Rockingham County Sheriff's Department responds to emergencies or investigations when requested by the College. Known and suspected violations of federal and North Carolina laws and other emergencies should be reported to the Director of Campus Security or the Vice President for Student Development.

Students and employees are urged to recognize the need to take steps to protect themselves from becoming the victim of a crime. Working together as a campus community is essential with regard to prevention. Park and walk in well-lit areas; avoid walking alone in the dark; lock your vehicle and place valuables in the trunk or out of sight; report suspicious activity to the Campus Security officers.

The annual Campus Crime Report is found on the RCC website.

Campus Safety Services

Vehicle Jump Start: If your vehicle has a dead battery, call Campus Security at 342-4261 ext. 2299, be prepared to describe your vehicle, including color, make, and license plate number, and also indicate where the vehicle is located on campus.

Vehicle Lock-out: If you are locked out of your vehicle, come to the Campus Security Office in the Student Center. Before we are permitted to assist you with either of these services, you will need to sign an Authorization and Hold Harmless Agreement that waives liability to the College for any damage to your vehicle that may result from accessing your vehicle or jump-starting the battery.

Campus Escort: At any time, feel free to contact Campus Security if you wish to be escorted to your vehicle. Call Campus Security at 342-4261, ext. 2299 (or ext. 2299 from any campus office phone).

Additional Questions/Concerns: Contact the Director of Campus Security, Student Center, 342-4261, ext. 2299, or the Vice President for Student Development, 342-4261, ext. 2110.

Campus Vehicle Regulations and Registration

Rockingham Community College offers adequate and convenient parking on campus for its students, faculty, staff, and visitors.

Speed Limits and Parking Areas

The speed limit on campus is 15 mph on all roads and 10 mph in all parking lots. The college maintains five large, paved parking lots. Parking on campus is permitted in designated areas. Most spaces on campus are designated for students and visitors. A limited number are marked for faculty and staff, and a few spaces are marked for visitors only. Students must not park in faculty/staff or visitor spaces, and faculty and staff must not park in student/visitor spaces. Parking regulations are in effect during day and evening hours. Parking in the ADM Building lot is primarily for visitors. Fifteen-minute parking is allowed in spaces in front of the building.

Visitors

Visitor parking is available in all five paved parking lots on campus. Temporary parking permits are available from the Information Desk in the Student Center, division Administrative Assistants, and Administration Building receptionist.

Handicapped Parking Permits

Parking in handicapped spaces requires use of the official 'handicapped/disabled' parking tag that is issued by the State, and which must be visible inside the vehicle when hanging from the interior rear-view mirror. The 'handicapped/disabled' parking tag must be registered to the individual parking in a 'disability access' parking space. Fines may be assessed to persons using 'handicapped/disabled' parking tags not registered to them for use in "disability access" parking spaces.

Vehicle Registration

All students, faculty and staff are required to register their motor vehicles. Students may register their vehicles at the Information Desk in Whitcomb Student Center and obtain parking stickers here upon presentation of a receipt for payment of tuition and fees. The parking sticker must be placed on the lower corner inside the windshield on the driver's side. Temporary permits must be used whenever it is necessary to drive an unregistered vehicle on campus and may also be obtained at the Information Desk as well.

Towing of Vehicles

Vehicles illegally parked in disability access spaces, on roadways/service roads, or in visitor and reserved spaces during normal operating hours Monday through Friday, are subject to being towed at the owner's expense. Vehicles registered to students that are parked in faculty/staff spaces also are subject to towing.

Parking Citations and Fines

Parking citations will be issued for failure to comply with campus regulations. Fines in the amount of \$5 are due for failure to display a parking sticker, parking sticker improperly displayed, prohibited parking (in roads, service roads, etc.), unauthorized parking in reserved spaces, and utilizing two parking spaces. Parking illegally in disability access space carries a maximum fine of \$250. This includes parking in a 'disability access' space with a tag registered to another person if the driver does not have a verified disability. Note that vehicles can be traced with or without a parking permit.

Payment of Parking Fines

Fines can be paid at the Switchboard receptionist desk in the Administration Building during normal business hours Monday through Friday. If you feel a parking citation was unjustly administered, you may appeal to the Vice President for Student Development, whose office is located in Whitcomb Student Center.

Consequences of Unpaid Parking Fines

Student records may be encumbered for failure to pay a parking fine, by the James Library for losses, damages, or unpaid fines, or by the Admissions Office for failure to provide all pertinent transcripts. Also, encumbrances may be issued by Whitcomb Student Center or by the Gym for damaged or lost equipment, and by the faculty for books or materials not returned to them. An encumbrance means that a student may not receive grades, have a transcript request processed, or register for courses until the encumbrance has been cleared. To clear an encumbrance, a student must contact the office issuing the encumbrance, satisfy the conditions of that office, and obtain a written release.

Food and Vending Service

Subway restaurant, located in the lower level of Whitcomb Student Center, provides sandwiches and other items on a daily basis. Operating hours are posted each semester. Special hours are in effect during breaks. Also, snacks and drinks are provided through vending machines located throughout campus.

Identification Cards

All curriculum students must have a student identification card. Cards are made at the beginning of each semester at times posted at the Information Desk in the Student Center and on campus monitors. Students must show proof of tuition and fee payment and present a photo ID to have the RCC student identification card made. The identification card must be validated each semester. Validation stickers are issued in the Business Office upon receipt of tuition payment or at the Information Desk in the Whitcomb Student Center with proof of payment.

Student Email

RCC student Email is the official means of communication with RCC students. A student's failure to receive or read official college communications sent to the student's official email address does not absolve the student from knowing and complying with the content of the official communication. Students will benefit by receiving timely, accurate, and up-to-date communication about matters including, but not limited to:

- financial aid and scholarships
- registration
- billing notification
- college policy statements
- college services and events
- course information
- degree completion and/or graduation
- administrative actions
- academic calendar
- tax information

Students can login to check email using last name first initial and last four digits of student ID number and the assigned password. Student email addresses consist of login information plus @students.rockinghamcc.edu (ex.smithj1234@students.rockinghamcc.edu).

Access Restriction

Access to and use of student email is considered a privilege accorded at the discretion of RCC. The college maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or college policies have occurred. In such cases, the alleged violation will be referred to the Vice-President for Student Development for further investigation and adjudication under the Code of Student Conduct. The range of sanctions for unacceptable use of student email includes expulsion from the college.

Prohibited Uses

Rockingham Community College Mail systems are not to be used for the following:

- Personal gain (Financial or otherwise to make a profit).
- Chain letters (*e.g., any communication which requests or demands the recipient forward the message to one or more individuals*)
- Solicitations for contributions for non-college sponsored entities.
- “Get rich quick or pyramid schemes”
- Deliberate acts associated with denying, interfering with, or disrupting networking or email service of Rockingham Community College Campus or that of any other agency.
- Attempts to perform mass mailings to the entire campus (or a large subset of the campus), or other agency of a non-official nature, which has a negative impact on the daily operation of the college.
- Intentionally e-mailing, transmitting, or posting links to obscene or sexually explicit materials, including but not limited to, sexually explicit images, messages, cartoons, jokes, and audio files.
- Any unlawful activity which would violate any U. S. or state law.

No one shall deliberately alter or attempt to conceal their true return email address or the origination location of the message. No one shall deliberately set forth to interfere with the reception of e-mail by an individual. No one shall deliberately set forth to intercept, receive, and/or view another individual’s e-mail without that user’s consent. Only authorized individuals of the RCC staff may at any time view a student’s email if that student is suspected of a violation of this email policy or the campus computing policy. Routine checks of server logs or high account activity that may raise suspicion can be considered grounds to review a student’s email.

Minor First Aid Services

A first aid and emergency station is located in the gymnasium. First aid kits are located at the college switchboard, the Information Desk at the Whitcomb Student Center, and at the secretarial stations in faculty office areas.

Emergencies

In case of fire, accident or other emergency, dial 0 on any office phone. State your name, location and nature of the accident or emergency. You may also call Campus Security, ext. 2299 from any college telephone, or 342-4261, ext. 2299, on your personal telephone.

Opportunities For Student Involvement

Student Life

Each student at Rockingham Community College is invited to take an active part in campus activities and organizations as a means of broadening his or her college experience. In addition to pursuing specific areas of interest as found in the various groups and clubs, students are invited to contribute ideas and suggestions that may improve the quality of life at the college. The college's intercollegiate athletic and recreational opportunities provide additional opportunities for participation beyond the classroom. Also, the college offers attractive facilities that expand opportunities for recreation on campus.

Student Clubs and Organizations

If you have an interest and want to have a part in planning student activities, get involved by joining the club or organization of your choice. To sign up, come by the information desk in WSC.

Clubs and Organizations Policy Statement:

The formation of service organizations, honor societies, educational clubs, support groups, and interest groups centered around academic pursuits and hobbies is encouraged. Social clubs, sororities and fraternities are prohibited. See the Director of Student Life & Athletics for more information.

Art Club is for students interested in the study of art and related subjects.

Alpha Kappa Pi chapter of Phi Theta Kappa is an honor society dedicated to scholarship, leadership, service, and fellowship. Members participate in community and campus projects that enhance the well being of others.

Associate Degree Nursing Club is for students enrolled in RCC's Associate Degree Nursing program.

Criminal Justice Club offers the chance for those involved in the Criminal Justice program and anyone who is interested in law enforcement to be involved in the community by doing community service and helping with area law enforcement agencies.

Early Childhood Education Club is open to all Early Childhood Education curriculum students who have successfully completed at least one semester and are maintaining a "C" average in classes. It offers leadership and advocacy development, networking and fellowship.

Industrial Technology Club is open particularly to students who are pursuing programs of study and careers in the Industrial Technology division.

International Studies Club offers students the opportunity to study other countries and their cultures. This club is also responsible for the monthly showing of videos about foreign countries which is open to the campus.

Musician's Guild is a club consisting of students with a love for music. Members enjoy playing instruments, singing together, and sponsoring concerts for the campus.

North Carolina Association of Nursing Students (NCANS) is a club for students enrolled in RCC's nursing programs.

Practical Nursing Club is for students enrolled in RCC's Practical Nursing program.

SAGA (Straight and Gay Alliance) is an organization that fosters a safe learning environment for the diverse community of students present at Rockingham Community College. SAGA provides opportunities for students and alumni to build friendships and encourages tolerance and developing responsible citizenship.

Sigma Kappa Delta is the national English honor society for two-year college students. Membership is by invitation according to criteria published in the RCC Catalog.

Student Government Association (SGA) members will receive leadership training, attend conventions, develop the student activities budget, and plan campus activities.

Students in Free Enterprise (SIFE) gives students an opportunity to venture into the business world. The club attends regional and international competitions with other SIFE organizations and participates in campus and community activities.

Sports and Recreational Opportunities

Intercollegiate Athletics

RCC offers women's volleyball and men's baseball. Individuals interested in playing intercollegiate athletics at RCC should call the Director of Student Life and Athletics. Students admitted to the college who plan to participate in intercollegiate athletics must meet all admissions criteria set forth in the college catalog. Athletic recruitment follows the guidelines set forth by the National Junior College Athletic Association and the potential student-athlete's ability to benefit from Rockingham Community College's program and services. Financial Aid for student-athletes is administered through the Financial Aid Office. Student-athletes are encouraged to apply for all the financial aid for which they may qualify. The institution currently awards no scholarships based purely on athletic participation. Student-athletes must maintain satisfactory progress in their chosen majors. This satisfactory progress is determined jointly by RCC's Academic Progress Policy and NJCAA eligibility guidelines.

Inter-organizational Competition

Inter-organizational competition among RCC students and between RCC students and representatives of non-RCC organizations is permitted when participation in such activities is judged to contribute to the educational objectives of college instructional and/or student activities programs. Inter-organizational competition refers to any organized competitive co-curricular activity involving RCC students. Such activities may involve team sports, individual sports such as golf or tennis, or recreational matches such as with chess and bridge.

Intramural Sports and Recreation

An intramural sports program is available to all RCC curriculum students. Participating in these sports is voluntary and college credit is not given. Interested students should call the Director of Student Life at (336) 342-4261, ext. 2230. The college maintains athletic fields, a gymnasium, and tennis course for recreational use at specified times.

Gymnasium

The Keys Gymnasium is open for free-play during specified times during the week when the college is in session. Times available for free-play are posted in the Gym and may vary from week to week. Students, faculty, staff, and employees of organizations that are in partnership agreement with RCC are eligible to use the Gym during free-play times. However, a current RCC ID card is required by all that wish to use the Gym. Qualified personnel may obtain their RCC ID cards at the Student Center during normal college hours. Expectations for use of the Gym are posted in the Gym lobby.

Fitness Center

The Fitness Center, located in the Gym, is open during specified times during the week when the college is in session. Times are posted in the Gym and may vary from week-to-week. Students, faculty, staff, and employees of organizations that are in a partnership agreement with RCC are eligible to use the Fitness Center during free-play times. However, a current RCC ID card is required. Qualified personnel may obtain their RCC ID cards at the Student Center. Regulations regarding the use of the Fitness Center are posted in the Fitness Center.

Important Policies and Procedures for Students

College Policies

Academic Integrity Policy

Rockingham Community College requires all members of its academic community to demonstrate and maintain high standards of academic integrity and personal conduct. In order to assure that Rockingham Community College is an institution of high scholarship, it is the responsibility of every member to be familiar with and adhere to the academic integrity policies of the College.

Academic integrity will not be compromised at Rockingham Community College. Students should act with personal integrity and honesty to help create and sustain an environment in which students are recognized for their own work. Students must not engage in or help others to commit acts of academic dishonesty, including cheating, plagiarism, lying, and gaining unfair advantage. Students are expected to report violations.

Definitions

Cheating is defined as providing, receiving or attempting to receive information, data, answers or other information not permitted by the instructor.

Plagiarism is defined as presenting another's work, words, ideas, opinions, theories, etc. either in whole or in part as though they were the student's own efforts.

In the context of academic integrity, lying is defined as intentionally providing false information to a fellow student or college employee. Gaining unfair advantage is defined as participation in any activity that intentionally or unintentionally gives a student an unfair advantage in the student's academic work over another student.

Procedure for Violations of Academic Integrity

It is the right and responsibility of instructors to maintain an atmosphere of high academic integrity within their classrooms. A charge of academic dishonesty and the assigned consequences thereof are the right of the instructor and must be outlined on the course syllabus. All cases for which an instructor has imposed an academic sanction or delivered a warning resulting from academic dishonesty must be reported to the Vice President for Student Development for the purpose of maintaining accurate records of the frequency of violations. In certain cases, the instructor may also file a formal complaint with the Vice President for Student Development for further disciplinary action beyond the classroom.

When an apparent violation of academic dishonesty has occurred, the instructor will retain related documentation and complete the Academic Integrity Violation Form. The instructor will notify the student within seven class days upon discovery of the alleged violation to discuss the academic dishonesty charge and explain the proposed consequences of the violation. When a face-to-face meeting is not possible for a student, the instructor will notify the student by official RCC email. The student is expected to sign the form, indicating whether he/she accepts the sanction or wishes to challenge the accusation or proposed sanction. Failure to obtain the student's signature does not interrupt the process.

A copy of the form will be provided to the student and the Academic Dean of the instructor's division. The Academic Dean will send a copy of the form to the Vice President for Student Development. The Vice President for Student Development will maintain and keep records of all cases involving violations of academic integrity. The initial and any subsequent violations are recorded in the student's permanent record, accumulate accordingly, and are never removed.

In any case, if the student wishes to challenge a charge of academic dishonesty or the sanction, he/she may file a Student Academic Grievance. The procedure for filing such a grievance is located in the RCC Student Handbook.

Student Withdrawals from Courses

Students may not drop a course in order to avoid a punitive grade after they have been charged with a violation of academic integrity. Students charged with a violation of the Academic Integrity Policy may receive a course grade of F or WF at any point during the semester.

Sanctions

First Offense

After the Vice President for Student Development confirms that the violation is a first time offense, students are subject to the following sanctions for a period of two consecutive academic terms:

1. The student is not eligible to hold an office or leadership position in a college or student organization, publication, activity or athletic team;
2. The student is not eligible to be elected to membership in any honor society or to receive any college award;
3. The student forfeits any stipend to be awarded in conjunction with an elected office or leadership position. If the student is a student-athlete, the student will not participate in two consecutive intercollegiate matches for volleyball, and four consecutive intercollegiate games for baseball.

In cases involving a second or further offense, the student will meet with the Vice President for Student Development to discuss the academic dishonesty charges on file and receive notification of the sanctions of the violation.

Second Offense

If the student has a second violation, the student will be immediately placed on Academic Suspension. The student will be withdrawn from the College and ineligible to enroll at the College for two consecutive semesters. Following the completion of two semesters of inactivity at the College, the student must apply for readmission.

Third Offense

If the student has a third violation, the student will be expelled from the College indefinitely.

Inclement Weather Policy

When the college is closed or classes are canceled or delayed due to adverse weather, appropriate announcements will be made via Eagle Alert, RCC website, Facebook, and local media. When the college has a delayed opening, students are to report to the class, lab, or shop as though the class was already in progress regardless of time remaining in the scheduled meeting. The instructor will be present and ready to teach or to answer questions and make assignments as time allows.

Rockingham Community College has an obligation to deliver the instructional services for which students pay tuition and fees. Therefore, class hours which are not delivered for any reason including adverse weather will be delivered to students based on how the missed learning objectives will be taught. The class hours may be rescheduled or an approved alternative assignment will be issued.

Part-Time Faculty Employment Policy

It is the goal of Rockingham Community College that no more than 40% of the total curriculum course sections offered during the academic year will be the responsibility of part-time faculty.

Grievance Procedures

Applicants, employees, and students of Rockingham Community College may lodge grievances involving alleged violations of their rights under the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 with the Equal Opportunity/Affirmative Action Officer at (336) 342-4261 or the Assistant Secretary, Office for Civil Rights, 330 C. Street S.W., Washington, D.C. 20202.

Intellectual Property Policy

Rockingham Community College encourages the development, writing, invention, and production of intellectual property designed to improve the productivity of the college and/or to enhance the teaching/learning environment. Intellectual property is defined as intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, inventions, etc. A student retains portfolio rights to works created by the student as a class assignment or as part of a pro-bono commission approved as a student project by an instructor. A pro-bono commission is work that an instructor may approve for students to undertake as a skill-building opportunity. Students may receive token payments provided by the person or group that commissions such a work. The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions.

Ownership Resides with the Employee or Student

1. Ownership resides with the employee or student if the following criteria are met:
 - The work is the result of individual initiative, not requested by the college.
 - The work is not the product of a specific contract or assignment made as a result of employment with the college.
 - The work is not prepared within the scope of the individual's college job duties.
 - The work does not involve use of college facilities, time, and/or other resources and is not derivative of any other college-owned copyright. (Students may not use college equipment or resources for works for hire.)
 - Inventions or discoveries made by the employee entirely on his/her personal time (e.g. made during non-working hours) and not involving the use of the college facilities or materials are the property of the inventor except as may be specified in any applicable agreement between the college and the federal or state government, or an agency thereof.
2. The employee shall disclose promptly to the college all discoveries and inventions made during the term of any agreement or contract. The duty to disclose arises as soon as the Employee has reason to believe, based on his or her own knowledge or upon information supplied by others, that the discovery or invention may be patentable. Certainty about patentability is not required before a disclosure is made. The employee shall execute such declarations, assignments, or other documents as may be necessary in the course of invention evaluation, patent prosecution, or protection of rights to insure that title to such inventions shall be held by the college.

Ownership Resides with the College

1. Ownership resides with the college if the following criteria apply:
 - The work is prepared within the scope of an employee's job duties.
 - The work is the product of a specific contract or assignment made in the course of the employee's employment with the college.

- The development of the work involved significant facilities, time, and/or other resources of the college including, but not limited to, released time, grant funds, college personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance, or is derivative of any other college-owned copyright.

2. Although an employee may not personally profit from college-owned property which he or she developed, the employee may include it as representative in a personal portfolio.

Copyright

If the employee does not satisfy all of the criteria set forth in Section II, “Ownership resides with the employee or student,” then the college asserts copyright ownership in all original works of authorship created by the employee during the term of any agreement or contract. All such works shall be deemed “works-for-hire” under the U. S. copyright law; but to the extent a work does not qualify as a “work-for-hire,” the employee hereby assigns to the college all rights, title and interest in and such to work throughout the world. Works subject to this provision include, but are not limited to, textbooks, course content as taught at the college, and course design materials used to present course content.

Patents

With the exception of inventions made on personal time, every invention or discovery or part thereof that results from research or other activities carried out at the college by the employee or that is developed by the employee with aid of the college’s facilities, staff or through funds administered by the college during any agreement or contract shall be the property of the college and, as a condition of employment, shall be assigned by the employee to the college in the manner prescribed by the college.

Joint Ownership

A. Joint ownership agreements should be negotiated prior to creation of the property. When it can be foreseen that commercially valuable property will be created, the college and the employee or the college and the student should negotiate an agreement for ownership and the sharing of benefits. The college and the employee or the college and the student may enter into an agreement for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the college for its costs and support. In all such joint ownership cases, the agreement shall provide that the college will have a perpetual license to use the work without compensation to the employee or student for such use.

B. If an employee is granted full or partial leave with pay (e.g. release time or educational leave), to write, develop, produce, or invent intellectual property, the employee and the college will share in any financial gain, and the college’s share will be negotiated prior to the time the leave is taken. Notwithstanding the provisions of this policy, in the case of a work created under a grant accepted by the college, the ownership provisions of the grant shall prevail.

Use of Revenue

The revenue derived from college-owned intellectual property is considered to be the same type of funding as that which allowed the development of the intellectual property, i.e. federal, state, county, or institutional. Revenue from intellectual property generated by more than one type of funding is allocated to that revenue source in the year it is received in the same proportion as the funding that allowed the property to be created. The college shall determine the use of the funding.

Liability Issues

All college faculty and staff will ensure that the courses and materials created by them are original except for such materials from copyrighted sources that are reproduced with the written permission of the copyright holder; that the courses or materials will in no way constitute a violation of or an infringement upon any copyright belonging to any other party; that the courses or materials will contain no information previously published or copyrighted by the faculty member unless such information is noted in the course or material; and that the course or material will contain no matter which is libelous or in any way contrary to law.

Disciplinary Action

Individuals are responsible and liable for their own actions in the creation, use, and distribution of intellectual property. Violations of this policy may also result in disciplinary action by the college including expulsion from the college and/or termination of employment.

Family Educational Rights and Privacy Act (FERPA)

What is FERPA?

FERPA is a federal law known as the Family Educational Rights and Privacy Act of 1974. This law protects the privacy of a student's educational records and applies to all educational agencies and institutions that receive funds under any program administered by the Secretary of Education in the U.S. Department of Education. As a general rule, under the Family Educational Rights and Privacy Act, personally identifiable information may not be released from a student's educational records without his or her prior written consent. Exceptions to this rule are set out in the FERPA regulations and the FERPA policy of Rockingham Community College.

What is "Directory Information?"

There is certain information pertaining to students that is known as "Directory Information." This information includes: the student's name, date and place of birth, major field of study, class, enrollment (full-time, half-time, or part-time), participation in officially recognized activities, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and weight and height of members of athletic teams. (Examples of ways in which some of this information is made public include: name of student who received honors and other awards, who is named to the Dean's List, or who holds an office. The annual commencement program publishes the names of degree, diploma, and certificate recipients.)

"Directory Information" may be disclosed by the college for any purpose, at its discretion. RCC never knowingly releases "Directory Information" to any requester for commercial purposes.

Students who do not wish to have any or all "Directory Information" made public without their consent must request this in writing by sending the request to the Vice President for Student Development. If a student requests that "Directory Information" be withheld, the enrollment of the student cannot be verified to external entities such as potential employers, colleges, or universities, or medical insurance companies. Also, the name of the student will not appear in any official college publication distributed to the public, such as a commencement program. And, the name of the student will not be included in any information submitted to the media when academic recognition announcements (such as Dean's List and President's List) are made. Students requesting this withholding of "Directory Information" must file the request by the end of the registration period of first enrollment or re-enrollment for a specific academic term. Such a request will be honored until the student graduates, ceases to attend, or the student withdraws the request, in writing.

What are “Educational Records?”

“Educational Records” refers to those records, files, documents, and other materials which contain information relating directly to a student and are maintained by the college or a person acting for the college. The term “Educational Records” does not include:

- Records of instructional, supervisory or administrative personnel, and educational personnel ancillary thereto which are in the sole possession of and maker thereof and which are not accessible or revealed to any other person except as a substitute;
- Records and documents of the college’s Campus Security Department which are kept apart and are maintained solely for law enforcement purposes and are not made available to persons other than Campus Security officers and, if necessary, law enforcement officials, all of which would be in need of said information in the conduct of official duty;
- Records on a student that are made or maintained by a physician, psychologist, psychiatrist, or other professional or paraprofessional acting in their professional or paraprofessional capacity, or assisting in that capacity, and which are made, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student’s choice.

Students’ rights with respect to their “Educational Records” are as follows:

- The right to inspect the student’s “Educational Records” within 45 days of the day the college receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) the student seeks to inspect. The appropriate college official will make arrangements for access and notify the student of the time and location where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. In the event the requested record includes information on more than one student, each student shall be entitled to review or be informed only of that part which pertains to him or her.
- The right to request the amendment of the student’s “Educational Records” in the event the student believes that there is inaccurate or misleading information. Students requesting the college to amend a record that they believe to be inaccurate or misleading must do so in writing to the college official responsible for maintaining the record. The written request should clearly identify the part of the record in question and specify that which is believed to be inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent (see the information following this section).
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.
- Students may not inspect financial records and statements of the parents, confidential letters of recommendation placed in their records before 1974 (with some exceptions), or confidential letters of recommendation placed in their records after January 1, 1974, if they have waived their rights to inspect and review such letters.

What Information About a Student May Be Released Without the Student’s Consent?

The law permits disclosure without consent to:

- School employees who have a legitimate educational interest (these persons are employed by the college in an administrative, supervisory, academic or research, or support staff position, including: Campus Security personnel, persons serving on the Board of Trustees, persons assisting another college official in performing his or her duties, and individuals – including students – serving on an official college committee such as a disciplinary, grievance, or appeals committee);

- Other schools, upon request, in which a student is seeking or intending to enroll;
- Accrediting organizations;
- Organizations performing certain studies for or on behalf of the college;
- Appropriate parties in connection with financial aid to the student, to determine eligibility, amount, or conditions of financial aid, or to enforce the terms and conditions of aid;
- Parents when a student over 18 is still a dependent (see additional information under parental rights);
- Certain governmental officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with an audit, authorized representatives of the U.S. Attorney General for law enforcement purposes, or state or federally-supported education programs;
- Individuals who obtained a judicial order or subpoena;
- School officials who have a legitimate need to know concerning disciplinary action taken against a student;
- Appropriate parties who need to know in cases of health and safety emergencies, when necessary, to protect the health and safety of the student and/or others;
- State and local authorities, within the juvenile justice system, pursuant to specific state law;
- Alleged victims of a crime of violence seeking the results of a disciplinary proceeding with respect to that crime;
- Parent or legal guardian of a student under the age of 21, pertaining to information regarding any violation of a college policy or state, federal or local law, governing the use or possession of alcohol or a controlled substance;
- Those requesting directory information on a student provided the student has not requested that his or her directory information be withheld.

Do Parents Have Rights Under FERPA?

Rights to access a student's educational records transfer to the student upon reaching 18 years of age or attending any school beyond the secondary level. The law allows parental access if a student is claimed as a dependent for federal income tax purposes, as defined/described in the IRS Code. Proof that a parent is including a student as a dependent under federal tax laws will be required to disclose (without a student's consent) information to the parents of a student 18 years or age or older. Access is granted both to the parent who claims the student as well as the parent not claiming the student. The parent must complete the Parental Request for Academic Information, available in the Student Development Office, each time information is requested. If a student is not claimed by either parent as a dependent according to the IRS Code, the parent may gain access to student information only if the student is willing to permit the release of the information. This permission occurs when the student signs the Student Consent for Release of Records, available in the Student Development Office, each time information is to be released.

Questions about FERPA should be addressed to the Vice President for Student Development in the Whitcomb Student Center. The text of FERPA and its regulations, the Rockingham Community College FERPA policy, and the required forms are available on the RCC web site and in the *Student Handbook*.

Electronic Technology and Communications Policies

Acceptable Use Policy (Computing at RCC)

Access to resources on campus, including use of college equipment, the campus network, and the Internet, is provided to support the research, educational, and administrative purposes of the College. All who use these services will do so responsibly, respecting the rights of other users, the integrity of the physical facilities and all applicable laws and regulations.

Responsible use includes, but is not limited to, the following:

Access to the campus network and Internet is a privilege and those granted privileges are responsible for using this resource in an ethical and lawful manner. Internet, campus network, and college-owned software and equipment are not to be used

for commercial purposes. Computer software is protected by the federal copyright law and most of it is proprietary and protected by legal binding agreements in addition to the copyright law. Users are responsible for any unauthorized software used on the system.

Creation and/or transmission of threatening, racist, sexist, obscene, offensive, annoying, or harassing language and/or material is prohibited. Display of the aforementioned language and material is permitted only as it pertains to academic objectives.

Intentional access to the college's network and Internet for the purposes of damaging systems or information is prohibited. This includes, but is not limited to, viruses, harmful files, and other methods of vandalism.

Anyone violating these guidelines may immediately be suspended from all computing resource privileges. Upon proof of such violations, RCC retains the right to permanently deny all future computing privileges and services. The college may impose other disciplinary actions, including suspension of student status or termination of employment.

Wireless Network Acceptable Use Policy

Rockingham Community College offers its wireless hotspot as a free, public service for users. Unlimited access will be granted to this wireless network in the designated hotspots areas as technology and network capacities allow. RCC does not provide personal technical support for users attempting to access its free public wireless network and does not guarantee specific rates of speed or uninterrupted service.

Users are responsible for ensuring they have the appropriate compliant wireless card (802.11b or g) and are running up-to-date antivirus and antispyware software on their wireless device.

Use of the RCC wireless network and the Internet in general is at the USER'S SOLE RISK. RCC is not liable for any loss, damage, security infringement or injury which the user may sustain as a result of being allowed access to the wireless network.

The user is responsible for any actions taken from their device, whether intentional or unintentional, that causes damages or otherwise affects other devices or users of the network.

The RCC network, wireless or hardwired, is not to be used for: commercial use malicious actions, such as denial of service attacks harassment of other computer users distribution of pornographic materials copyright violations offering of DHCP or Domain Name Services (DNS) file-sharing or other bandwidth intensive applications that may degrade quality of service

The wireless network is not secure (i.e., it is not encrypted using WEP, WPA, etc.). The level of security of your transactions, files on your hard drive and general web surfing will depend on the level of security precautions you have taken with your computer. Users must be aware that as they connect their devices through the wireless network they expose their devices to: worms, viruses, trojan horses, denial-of-service attacks, intrusions, packet-sniffing and other abuses by third-parties. RCC highly discourages the conducting of confidential transactions (such as online banking, credit card usage) over any wireless network, including our own. It is strongly recommended that you turn off file sharing on your operating system.

If the College receives complaints of improper activity, an immediate cessation of that activity is expected upon notification to the user. Ports may be disabled on an emergency basis to stop violations of acceptable use restrictions. Failure to abide by these policies may result in loss of access to network and computing resources, College disciplinary action and/or other legal action.

Electronic Signature Policy

RCC recognizes an electronic signature as a valid signature from faculty, staff, and students when communication occurs through a college-issued account. The Electronic Signature Policy is established to confirm and bind the identity of an individual to a process requiring his or her signature. This policy reflects the legal intent of the individual that the electronic signature has the same authority as his or her written signature.

Cell Phones and Other Electronic Devices

It is the intent to provide a distraction-free learning environment for all students. Therefore, as a general rule, students should silence all cell phones and other personal electronic devices not being used for coursework prior to entering the classroom or instructional areas. Please consult individual course syllabi for specific policies related to the use of electronic devices in the classroom, as they may vary depending upon the nature of the course or the guidelines of the instructor.

Drug-Free Campus Policy

RCC's Concern for the Health of Students (and Employees) Regarding Drug and Alcohol Use and Abuse

The basis for Rockingham Community College's policy regarding a drug-free campus stems from a concern for health and well-being of students and employees alike. Particularly for students, RCC encourages a lifestyle that is free from those elements that interfere with academic success and contribute to a variety of physical, social, and interpersonal problems.

The scope and impact of health risks from alcohol and drug abuse are both alarming and well-documented, ranging from mood-altering to life-threatening, with consequences that extend beyond the individual to family groups, organizations, and society at large. Alcohol and/or drug abuse may lead to the deterioration of physical health by causing or contributing to various health conditions. These include (but are not limited to) fatigue, nausea, personal injury, insomnia, pancreatitis, pathological organ damage, some forms of cancer, heart attack, respiratory depression, birth defects, convulsions, coma, and even death. Alcohol and drug abuse may also result in deterioration of mental health by causing or contributing to conditions such as increased aggression, hallucinations, depression, disorientation, and psychosis. Alcohol is strongly associated with the increased risk of cancers of the oral cavity, pharynx, and larynx. Other research indicates that chronic alcohol abuse may affect the immune system, which protects the body against infectious diseases.

Alcohol consumption causes a number of marked changes in behavior. Even low doses of alcohol may impair the judgment and coordination required to operate a vehicle safely, which increases the possibility or likelihood of an accident. Low to moderate doses of alcohol increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses may lead to respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence, sudden cessation of alcohol intake hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. In addition, research suggests that children of alcoholic parents may be at greater risk than other youngsters of becoming alcoholics.

Students don't usually set out to develop an addiction to alcohol or drugs. Rather, the addiction process often sneaks up on them and takes them by surprise. Due to the psychological and physiological processes involved, what starts out as moderate use may lead to a higher and higher tolerance for the substance, which then leads to a requirement for a larger amount of the drink or drug to achieve the same effects. This process is involved in the early stages of addiction and can often go by unnoticed to the user.

There are often 'milestones' in the addiction process, ones that are easier to detect if you know what to look for. Here are some common alcohol and drug-related problems that students may experience:

- Diminished academic performance
- Conflict in intimate and other interpersonal relationships
- Obvious mood swings
- Overreaction to mild criticism
- Unusual outbreaks of temper Depression
- Sleeping problems
- Unwanted sex, sexual coercion, or related difficulties
- Indifference to appearance and behavior
- Legal or campus judicial entanglements
- Health issues, such as chronic colds, infections, and others
- Alienation of friends or family members
- Financial concerns
- Loss of interest in former hobbies or pastimes
- Lack of pleasure from normal, positive things in life
- Stealing items from school, home, employer

Students are especially advised to be aware that the use of alcohol, nonprescription depressants (such as sedatives, sleeping pills, tranquilizers), and substances such as cocaine, marijuana, and certain prescription diet pills, can lead to lapses in attention, slowed reflexes and reaction time, poor peripheral vision, impaired visual tracking, and impaired short-term memory. Because the uses of these substances may harm a student mentally and/or physically, may interfere with a student's ability to carry on his or her academic and social life in a positive way, and may infringe upon the academic and social rights of others, the College has developed its policy for a drug-free campus, which is shown below.

If you are experiencing one or more of the problems resulting from your uses of alcohol and/or drugs, or if you know of someone in this situation who needs assistance, this is an early warning indicator for addiction. Don't wait until the warning signals grow! Do something now. Here are resources that are recommended for your use in seeking counseling and/or treatment.

Rockingham Community College Counseling Services: 342-4261, ext. 2308.

Rockingham County Mental Health: 336.634-3400.

Daymark: 704.633.3616.

Partnership for a Drug-Free North Carolina: 336.714.3376.

Youth Haven Services: 336.349.2233.

Community Choices, Inc.: 336.397.7500.

RCC's Policy for a Drug-Free Campus

The abuse and use of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex; there are no easy solutions. From a safety perspective, the users of drugs and alcohol may impair the well-being of all employees, students, and the public at large; drug and alcohol use may also result in damage to college property. Therefore, it is the policy of this college that it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or alcohol while on college premises, or as part of any college-sponsored activities. Likewise, openly displaying, consuming, or serving alcoholic beverages on college premises, or as part of any college-sponsored activities is prohibited (unless approved by the Trustees for specific events held off-campus). It is also the policy of RCC to prohibit being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind (except as directed by a qualified physician) on college premises, or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to prosecution.

The specifics of this policy are as follows: Rockingham Community College does not differentiate between drug users, drug pushers, or sellers. Any employee or student who possesses, uses, sells, gives away, or in any way transfers a controlled substance while on college premises, or as part of any college-sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

The term “controlled substance” means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the N.C. General Statutes. Generally, those are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and “crack.” They also include “legal drugs” that are not prescribed by a licensed physician.

If any employee or student is convicted of violating any criminal drug statute while on college premises, or as part of any college-sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish a drug abuse program, sponsored by an approved private or governmental institution, as a precondition for continued employment or enrollment at the college.

Each employee or student is required to inform the college in writing within five days after he or she is convicted for violation of any federal, state or local criminal drug statute where such violation occurred while on college premises, or as part of any college-sponsored activity. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal or state court. Convictions of employees working under federal grants, for violating drug laws while on college premises, or as part of any college-sponsored activity, shall be reported to the appropriate federal agency. The Director of Human Resources must notify the U.S. government agency with which the grant was made within ten days after receiving notice from the employee or otherwise receiving actual notice of a violation of a criminal drug statute occurring in the workplace. The college shall take appropriate disciplinary action within 30 days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

Any employee or student who illegally possesses, uses, sells, or transfers drugs to another person while on college premises, or as part of any college-sponsored activity, unless approved by Trustees for specific events held off-campus, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

If any employee or student is convicted of violating any alcoholic beverage control statute while on college premises, or as part of any college-sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish an alcohol rehabilitation program, sponsored by an approved private or governmental institution, as a precondition for continued employment or enrollment at the college.

The term “alcoholic beverage” includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes of North Carolina. Each employee or student is required to inform the college in writing within five days after he or she is convicted for violation of any alcoholic beverage control statute where such violation occurred while on college premises, or as part of any college-sponsored activity.

If any employee or student is determined to have violated any policy concerning open display, consumption, or serving of alcoholic beverages, and/or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind (except as directed by a qualified physician) while on college premises, or as part of any college-sponsored activities, he or she will be subject to disciplinary action up to and including termination or expulsion. Disciplinary action may be subject to review through procedural due process. Rockingham Community College does not differentiate between drug users, drug pushers, or processors as outlined in the Employee Handbook.

Any student employee under the Federal College Work-Study Program is considered to be an employee of the college if the work is performed for the college in which the student is enrolled. For work performed for a federal, state, or local public agency; a private nonprofit agency or a private for-profit company, the student is considered to be an employee of the college unless the agreement between the college and the organization specifies that the organization is considered to be the employer.

Tobacco-Free Campus Policy

Rockingham Community College is committed to providing a safe, healthy environment in which people learn, work, and engage in other pursuits. As an expression of this commitment, the College is “tobacco-free” as of March 14, 2011. “Tobacco-free” is defined as the total ban on the use of all tobacco products on all campus grounds, facilities and parking areas. For the purposes of this policy, tobacco products are defined as all tobacco-derived or tobacco-containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, and oral tobacco (spit and spitless, smokeless, chewing, and snuff). This definition does not include any product that has been approved by the U.S. Food and Drug Administration for sale as a medicinal product. Smoking is defined as burning any type of tobacco product including, but not limited to, cigarettes, electronic and/or vaporized cigarettes, cigars, cigarillos, pipes, and bidis.

The use of these tobacco products is prohibited in all campus buildings, facilities, or property owned or leased by the College, including College vehicles, and also on the campus grounds or in vehicles located on the property of the campus. The sale or free distribution of tobacco products on campus is also prohibited. This includes a ban on the use of ‘electronic’ tobacco-related or simulated products.

The College will provide appropriate signage and other notices of this policy to the campus community. Students, faculty, staff, vendors, and visitors who violate the policy may receive a verbal reminder of the policy. For students, any repeated offenses are subject to actions and sanctions as provided in the Student Code of Conduct, outlined elsewhere in this Student Handbook.

The College provides free, accessible tobacco cessation programs on campus, and information regarding other resources.

“Hold” on Student Records

Student records may be held by the Business Office for failure to pay any balance due including a parking fine; by the Gerald B. James Library for losses, damages, or unpaid fines; by the Business Office for unpaid bills or bad checks; by the Financial Aid Office; by the Student Development Office for failing to submit appropriate transcripts or for damaged or lost equipment; and by the faculty for books or materials not returned to them.

A “Hold” on a record means that the student may not receive or have access to a grade report, receive a transcript, register, participate in graduation ceremonies, or receive a certificate, diploma, or degree at RCC until the “Hold” has been removed. To clear a “Hold” record, a student must contact the office or offices initiating the “Hold.”

Sexual Harassment Policy

The Equal Employment Opportunity Commission (EEOC) has issued guidelines setting forth the Commission’s interpretation regarding sexual harassment as a violation of Title VII of the Civil Rights Act of 1964. These guidelines are consistent with the long-standing policy of Rockingham Community College that conduct creating an intimidating, hostile, or offensive environment for either employees or students will not be tolerated, and those violating this practice may be subject to disciplinary action up to and including termination of employment or student status.

The college investigates all allegations. Any person who believes that he/she has been subjected to sexual harassment may report all allegations to the appropriate college officer. Employees are encouraged to report allegations to their supervisor and/or the Director of Human Resources. Students are encouraged to report allegations to the Vice President for Student Development. All reports will be treated with the assurance of no reprisal to the person making the allegation. In the event a student files an allegation, the student must follow the Student Grievance Procedure for non-academic grievances as outlined in the Student Code of Conduct in the Student Handbook.

Sexual Assault Program and Response Procedures

Rockingham Community College sponsors presentations to students as well as faculty and staff in an effort to prevent sex offenses. Such presentations promote the awareness of rape, acquaintance rape, and other sex offenses.

The procedures below define and coordinate the efforts of Rockingham Community College to provide a caring and effective institutional response to student sexual assaults. Such definition and coordination is intended to make the institutional response “more than the sum of its parts” for the benefit of the survivor of assault and the community at large. While allowing flexibility, these procedures are intended to ensure continuity and consistency for both victims/survivors and accused perpetrators to receive needed support services.

These procedures are based on the following understanding of sexual assaults:

- Sexual assault is a term covering a range of coercive behaviors. The common element of these behaviors is use of coercion, force, or threat of force to obtain sexual contact against a person’s will. The type of coercion may range from unwanted sexual touching to intercourse. The perpetrator of sexual assault may often be known to the victim/survivor. The experience may severely traumatize the victim-survivor even when no force was used in the coercion.
- Victims/survivors of sexual assault need clear boundaries and role definitions in those professionals who offer help because their personal boundaries have been violated. Victims/survivors need to know what services are available and who provides them. Similarly, they need to know what is outside the scope of any given provider’s services, and they need to know that providers will stay within their roles.
- Victims/survivors of sexual assault need clearly defined choice points and options because they have been in a powerless position and denied choice. They need a chance to re-establish a sense of personal control.
- All actions undertaken by the college in a sexual assault incident should be completed in a timely manner.

- Trust in others may have been severely damaged, so all helping efforts should respect the victim's/survivor's need for safety and control. In general, the victim/survivor needs to be heard, needs to be respected, needs to understand options, and needs to move his or her pace through the process of recovery.
- The accused is known and is an RCC student and either the victim/survivor has given permission to identify the accused or a police investigation has begun, options and services should be offered to the accused as soon as possible. Referralsto campus and local counseling services should be made. One such local service is Help, Inc., at (336) 342-3331.

These procedures also recognize that the immediate community response it outlines is only part of the picture.

Sexual Assault Services Coordinator

RCC's Vice President for Student Development serves as the College Sexual Assault Services Coordinator (SASC) and oversees the implementation of these procedures. The SASC serves as a primary resource for the student reporting an assault. A telephone call will be made to the SASC immediately following the initial contact. If the student decides not to speak to the SASC, the SASC will still oversee the implementation of these procedures.

Campus Alert

If the SASC or county sheriff's department determines that a reported incident of sexual assault represents a potential danger to the campus community, the President will be contacted. The President will determine if a campus alert is warranted. The President will decide if a potential danger to the community exists, which is defined as follows:

- a pattern of acquaintance sexual assaults
- a stranger assault
- a violent or sadistic assault
- gang rape

Comprehensive Guidelines

The goal of these procedures is to provide the following information for the campus community, which constitutes the immediate support network for students involved in a case of sexual assault:

- boundaries of confidentiality
- services offered by the college
- options and choices available to the student
- statements about services offered by local sexual assault service agencies and law enforcement services

All reports are filed with the Sexual Assaults Services Coordinator. This report may be filed with the victim/survivor's name (if permission is granted) or with other identifying information. In cases which represent a clear danger to the community at large, a Campus Alert Notification may be released to protect the community while respecting the reporting student's right to anonymity. With the exception of the incident report, the student can speak confidentially with the Sexual Assault Services provider.

Use of any and all services by the student is fully voluntary. The Sexual Assault Services Coordinator will offer overall assistance and follow-up to the student.

Confidentiality

Except in the case of emergency medical treatment, the SASC first arranges a time and place to meet with the victim/survivor. The SASC will make certain that the selected location is confidential and safe for both parties. If the assault just happened, make sure that the accused perpetrator, if known, is absent from the scene. The SASC often establishes rapport and helps the victim/survivor to feel safe.

Information and Referral

The goal of all information and referral is to return control to the victim/survivor and to provide support services to both the victim/survivor and the accused perpetrator. The SASC will explain the options available to each student, concerning academics, law enforcement, and safety matters. The staff member will also encourage the victim/survivor to seek counseling, medical attention (immediate appointments or for the next working day can be arranged, if necessary), and consider filing an official police report. All final choices of each student will be supported, and information for future referral will be provided in writing.

Uniformity, consistency, and continuity are of the essence in the treatment of a sexual assault victim/survivor and accused perpetrator. These concepts are incorporated into the college's policy on sexual assault to assure a consistent and comprehensive message, and to assure that the victim/survivor and accused perpetrator receive exactly the same accurate information from the SASC and college officials involved in the case. In such a case, the SASC will provide information and support the choices of the victim/survivor (including decisions to take no actions at the present time) while facilitating referral and assistance in a confidential manner.

Student Code of Conduct

Rockingham Community College students are considered responsible adults and are expected to conduct themselves in accordance with generally acceptable standards of behavior that are pertinent to providing all members of the College community with a safe environment that demonstrates respect for other persons, respect for property, and that contributes to a positive learning environment.

This Student Code of Conduct identifies behaviors that are unacceptable, and, therefore, prohibited. Any action performed on the campus and all properties of Rockingham Community College, or at any off-campus activity sponsored by or officially sanctioned by the College, will be defined as a violation of standards of student behavior as specified in the Student Code of Conduct. Prohibited behaviors, as specified in the Student Code of Conduct, are typically those which: interfere with normal instructional activity; directly precipitate physical violence resulting in bodily injury or property damage; or are a violation or violations of the duly established regulations of the College, or the laws of the State of North Carolina, or of the United States.

In order to protect the learning environment, and safety and well-being of all students and other members of the College community, the following behaviors are explicitly prohibited (and are described below):

1. Academic Dishonesty: Taking or acquiring possession of any academic material from a College employee or another student without permission; receiving or giving help during tests or other assignments when such is not permitted by the instructor; submitting papers or reports as originals that are not the student's own; plagiarism (using another person's work, words, or ideas as one's own). (Refer to the Academic Integrity Policy, found elsewhere in this handbook.)

2. Misuse, Damage, or Theft of Property: Attempted or actual theft of, damage to, and/or misuse of property belonging to the College, other members of the College community, or campus visitors.

3. Unauthorized Entry: The unauthorized entry into a College facility, or unauthorized presence in a College facility after closing hours.

4. Drug and Alcohol Use: The use, possession, transport, manufacture, sale, or distribution of illegal drugs, alcoholic beverages or narcotics on the campus and all properties of the College, or at College-sponsored or sanctioned activities. This provision includes the recognition that no one under the influence of these substances is permitted to participate in College activities or be on the College premises. (Provisions related to alcohol produced in conjunction with specified educational activities, such as in brewing or fermentation courses, address these circumstances in a separate procedure that is approved by the Administration and/or Board of Trustees when necessary.)

5. Lewd, Indecent, or Offensive Apparel: Apparel that is threatening, intimidating, or offensive in nature, which goes beyond generally accepted bounds of good taste and contributes to the disruption of the learning process. Shoes are to be worn at all times. If, in the judgment of College officials, attire (including droops, the presence of gang colors, signs, and/or symbols, and/or body art) is threatening, intimidating, or offensive in nature, sanctions or other corrective measures may be imposed immediately.

6. Lewd, Indecent, or Offensive Conduct: Engaging in inappropriate behavior that interferes with the peace, order, and efficient and effective operation of the College. Such behavior includes, but is not limited to, harassment of another student or College employee, playing loud music that detracts from a peaceful learning environment, and the use of loud, threatening, and/or obscene language and/or gestures.

7. Use of Tobacco Products: (As of March 14, 2011) The use of all tobacco products while on the campus of Rockingham Community College, including all buildings, facilities, properties, and those operated by the College at other locations, and including College vehicles. Prohibited products include any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any means, or any component part or accessory of a tobacco product including but not limited to cigarettes and cigars of all types, smoking and chewing tobacco products in any form, snuff, refuse scraps, clippings, cuttings and sweepings of tobacco, pipes, e-cigarettes, hookah pipe/waterpipe devices, and other kinds and forms of tobacco.

8. Mental, Physical, or Psychological, Abuse: Mental, physical, or psychological abuse of any person in any form on College premises or at College-sponsored or College-sanctioned functions off campus, including verbal or physical actions that threaten or endanger the health or safety of any such persons or which promote hatred or racial or ethnic prejudice. Any act by an individual, group, or organization which is intended to annoy, antagonize, or exhaust other persons; such acts may include, but are not limited to: frequent name-calling, degradation of character acts communicated electronically in any form, or other activities which, by nature, are so profound as to cause or potentially cause mental anxiety, mental stress, panic, human degradation, public embarrassment, and/or humiliation. (Acts of hazing are also considered to be acts of mental, physical, or psychological abuse. Also, any unauthorized use of electronic or similar devices to create an audio or video record of any person without his or her knowledge or effective consent, when such a recording is likely to result in injury or distress, is prohibited.)

9. Sexual Harassment: Any comment, act, or behavior that is of a sexually suggestive or harassing nature and which in any way interferes with a student's or any employee's performance or creates an intimidating, hostile, or offensive environment. (Examples of such behavior include, but are not limited to: offensive sexual flirtation, advances, or propositions; graphic verbal commentary about an individual's body; the display of sexually suggestive objects or images; any unwelcome verbal or physical conduct of a sexual nature; the insinuation of educational, financial, or employment privileges exchanged for sexual favors; any and all electronic communications, including email, texting, and postings on social media that communicate messages that fall within this prohibited behavior.)

10. Hazing: Any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership, in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this prohibited behavior. (Hazing is also a misdemeanor under North Carolina law.)

11. Possession or Use of a Firearm, Incendiary Device, Explosive, or Other Weapon.

(Pursuant to the exceptions noted in N.C.G.S. Sec. 14-269[b] and 14-269.2[g]): Possessing or using a weapon on campus, on any property of the College, or at any College-sponsored or sanctioned off-campus event. This prohibition includes any gun, rifle, pistol, or other firearm of any kind; any explosive device (including fireworks); stun guns; and knives as defined by N.C.G.S. Sec. 14-269.2(e). N.C.G.S. Sec. 14-269.2(k) permits a limited exception to this prohibition. A firearm is permissible on a community college campus only under the following limited circumstances:

1. The firearm is a handgun; AND
2. The individual possessing the firearm has a valid concealed carry handgun permit or is exempt from the law requiring

a permit; AND

3.The handgun remains in either: a closed compartment or container within the locked vehicle of the individual who possesses a valid concealed carry handgun permit, or a locked container securely affixed to the vehicle of the individual who possesses a valid concealed carry handgun permit; AND4.The vehicle is only unlocked when the individual who possesses a valid concealed carry handgun permit is entering or exiting the vehicle; AND

5.The firearm remains in the closed compartment at all times.

The law does not permit the concealed carry permit holder to carry the handgun on campus. While on campus, the handgun must remain in the closed compartment or container within locked vehicle or within a locked container securely affixed to the individual's vehicle. The law provides that the only weapon a concealed carry permit holder may have on a community college campus is a handgun, not a rifle, shotgun, or gun of any other type, and that the handgun must be stored according to the requirements listed in #1-5 above. Even if the gun, other than a handgun, is in a closed compartment in the concealed carry permit holder's vehicle (as described in Sec. 14-269.2(k), and shown in #1-5 above, it is a violation of the law to have such a gun on campus.

6. Other limited exceptions as provided in N.C.G.S. 14-269 include:

Law enforcement personnel, firefighters, emergency service personnel, and military personnel carrying out their official duties;

A registered armored car service guard or registered armed courier service guard with the permission of the College;

A weapon used solely for educational or College-sanctioned ceremonial purposes as authorized by the President.

A person found to be in violation of this law is subject to both College sanctions and may be reported to local law enforcement for additional action.

12. Forgery: Forging, altering, or other misrepresentation on any College documents, records, or instruments of identification, including Rockingham Community College identification cards, with the intent to deceive.

13. Violation of the RCC 'Acceptable Use Policy' for Use of College Internet and Network Resources: This includes behaviors prohibited in the policy, which is found elsewhere in the Student Handbook and on the RCC web site.

14. Unauthorized Assembly: Participating in or conducting an assembly, demonstration, or gathering in a manner which: threatens or causes injury to person(s) or property; interferes with free access to, ingress or egress of College facilities; or is harmful or obstructive to the function of Rockingham Community College. This prohibited behavior also includes remaining at the scene of such an assembly or gathering after being asked to leave by a member of the College staff.

15. Tampering with Fire Safety Equipment: Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such an alarm or equipment.

16. Other: Any behavior deemed by College officials to be a violation of accepted standards or decency and safety, or which threatens the campus working or learning environment, or which are prohibited by local, state, or federal law.

Consequences of Unacceptable Behaviors (Disciplinary Actions)

The College reserves the right to maintain a safe and orderly educational environment for students, staff, and visitors. When a student's conduct disrupts or threatens to disrupt the college community, appropriate action will be taken to restore and protect the stability and security of that community.

If an act of misconduct threatens the health, well-being, function, or orderly conduct of a class, person, activity, or the College as a whole, the following actions may be taken:

A college official, faculty, or staff member may direct the student(s) involved to cease such conduct and advise them that failing to cease may result in immediate suspension.

Normal classroom discipline is the responsibility and privilege of the faculty member. Students are required to abide by the conduct policies stated in each class syllabus as well as the College's Student Code of Conduct. If classroom misconduct continues after a request or warning is issued by a faculty member, the faculty member may report the matter to the Vice President for Student Development (and, if necessary, to Campus Security personnel) and require that the student report to the Vice President before returning to the faculty member's class.

If misconduct outside the classroom continues after a request or warning is issued, a College official, faculty, or staff member, may report the matter to the Vice President for Student Development (and, if necessary, to Campus Security personnel) and require that the student report to the Vice President for Student Development.

Sanctions

The Vice President for Student Development, as a result of a confirmed act of student misconduct (such as a violation of the Student Code of Conduct or any of any other College policy or regulation), may impose any of the following sanctions, as is appropriate:

1. Reprimand. A reprimand is a written communication that gives official notice to the student that any subsequent infraction or violation of the Student Code of Conduct or any other College policy or regulation will result in more severe penalties due to the prior infraction that precipitated the reprimand. Corrective measures appropriate to the issue at hand may also be included.

2. Restitution. Payment for the damage, misuse, destruction, or loss of property belonging to the College, College personnel, students, or visitors to the campus

3. Fines. For Violation of the Tobacco-Free Policy. (Effective May 29, 2012) The following schedule of consequences and fines will be imposed for students who do not observe the College's tobacco-free policy:

First Offense—Written Warning; Second Offense—\$50 fine; Third Offense—\$100 fine;

Fourth Offense—\$200 fine; Each offense beyond the fourth offense—\$200 fine.

A student's record is not 'wiped clean' at the beginning of any calendar year or academic term, and continues to accumulate offenses if more than one violation occurs. Fines for violation of the tobacco-free policy are treated in the same way as fines for overdue library materials and unpaid parking violations—namely, a student with an unpaid fine will not be permitted to register for classes, receive final grades, or receive official transcripts until the fine is paid.

4. Campus Community Service. Depending upon the infraction and its severity, the Vice President for Student Development may determine if opportunity exists to assign the student to specified hours of campus community service to be completed as part of the sanction to be imposed. If available, this level of sanction would be considered for infractions that would be reasonably considered to be 'minor' in terms of overall scope and severity. Failure to comply with the conditions established for campus community service may lead to a more severe sanction. In situations when the appropriate sanction is that of restitution in order to repay financial losses, campus community service is normally not a substitute.

5. Probation. A student may be placed on Disciplinary Probation for a specified period of time. While on Disciplinary Probation, a student is normally permitted to attend class and may participate in other College activities unless any of these extra-curricular privileges have been removed during the time a student is on probation. Normally, while on Disciplinary Probation, a student is subject to further, more serious sanctions if further violations of College policies occur.

6. Interim Suspension. Exclusion from class and/or other privileges or activities as set forth in the sanction notice until a final decision has been made concerning the alleged violation (unless waived in connection with the review and appeal process).

7. Suspension. Exclusion from class(es) and/or all other privileges or activities of the College for a specified period of time. Students who receive this sanction must obtain specific written permission from the Vice President for Student Development in order to return to campus for a specified reason.

8. Expulsion. Dismissal from campus for an indefinite period of time. The student loses his or her status. The student may be readmitted to the college only with the approval of the Vice President for Student Development and the President of the College.

College Procedures

Grade (Final) Appeal

All students enrolled in classes at Rockingham Community College have the right to appeal a final course grade assigned to them. The following procedure will be followed by the student requesting a final course grade appeal:

1. Schedule an appointment with the instructor who has assigned the final course grade. Discuss the matter with the instructor, asking him/her to review the basis for assigning the final course grade. If the disagreement about the final course grade is resolved in this discussion, the instructor will process the *Grade Change Form*.
2. If not resolved, the student must submit a letter to the Dean of the academic division in which the course was taught. The letter should specify the reason(s) for which the student is appealing the final course grade. The student must also make an appointment with the division Dean in order for the dean to discuss the appeal with the student. (Prior to submitting the letter to the Dean, although not required, the student is encouraged to meet with a counselor or academic advisor, either of whom may assist the student in writing the letter explaining the student's appeal of the final course grade.)
3. If the matter is not resolved to the student's satisfaction by the academic division Dean, the student may appeal the final grade to the Vice President for Academic Affairs. The student must submit a new letter to the Vice President, explaining the reason(s) to appeal the final course grade. The Vice President may require an interview with the student as part of this review process, which will include consultation with the course instructor and academic division Dean.

The right to appeal a final course grade expires at the end of the academic term (fall, spring, summer) following the one in which the final course grade is assigned. The time limit will be waived only in unusual circumstances. When a student contests a grade assigned by an instructor no longer employed by the College, Step One (1) above does not apply.

Student Grievance Procedure

The purpose of the Student Grievance Procedure is to provide a means by which students may seek to resolve academic and non-academic complaints against College faculty, staff, other students, or other employees. Procedures for both categories of grievances appear on the following pages.

Academic Grievances

An academic grievance is a dispute related to an academic matter within a learning activity, course, or program of study pertaining to both credit and non-credit courses or programs. For example, an academic grievance may pertain to procedures such as instructor initiated withdrawals for violations of course policies or requirements as contained in the instructor's course syllabus, a dispute of academic dishonesty, instructor's requirements, or academic requirements of specific programs of study.

A student seeking to appeal a final course grade must follow the grade appeal policy that appears in the RCC Catalog.

The academic grievance procedure is based on the premise that informal resolution initiated by the student is the preferred outcome. If such resolution cannot be attained or if the student feels that an initial informal meeting with the instructor is not possible due to the nature of the concern, then the procedure will begin at Step 1 of the appeal procedure as outlined below.

In the following procedures, 'class days' are understood to follow a Monday through Friday sequence.

Grievance Procedure

A student seeking to appeal an academic matter related to a program of study (such as dismissal from an academic program) begins the process with at Step 1 of the appeal procedure (with the dean of the division in which the program is offered).

In the case of a grievance related to a course, the student must contact the instructor who made the decision and request a face-to-face meeting to discuss the concern. The student will initiate the contact in person, by telephone, or through the College email system within three (3) class days of the date on which the alleged issue occurred or was brought to the student's attention by the instructor.

The instructor must arrange a meeting with the student to be held within five (5) class days of the receipt of the student's request. The instructor will listen to the entirety of the student's concern and consider if a change of decision is warranted.

Within two (2) class days of reaching a decision, the instructor will communicate the decision to the student in writing and provide a copy to the dean of the instructor's division.

If there is no resolution of the grievance with the instructor, the student may initiate the appeal procedure at Step 1.

Appeal Procedure

Step 1 – Appeal to the Division Dean

If the concern was not resolved by the instructor (or, if the student was dismissed from a program of study), and the student seeks to pursue the matter further, the student must appeal the matter to the dean of the division.

The student will complete the Student Grievance Appeal Form available from the Office of Student Development and the academic division offices, attaching a letter that clearly addresses:

- The student's specific concerns · The date on which the student met with the instructor to seek resolution of the issue (if the student did not meet with the instructor, the student must explain the circumstances in the letter)
- The result of the discussion with the instructor
- The outcome that the student seeks

The student must submit the original Student Grievance Appeal Form and letter to the Vice President for Student Development within three (3) class days of the date on which the student learned of the instructor's decision or the decision regarding dismissal from a program of study. The form and letter will be processed and delivered immediately to the respective division dean by the Student Development Office.

The dean will contact the student immediately to establish a meeting with the student, to be held no later than five (5) class days after contacting the student. At this meeting, the dean will discuss with the student the concerns related to the appeal. The dean will have access to all information involved in the previous step of the procedure.

The dean will communicate a decision to the student, in writing, within two (2) class days of the date of the meeting. A copy of the communication will be provided to the instructor (as applicable) and Vice President for Academic Affairs.

Step 2 – Appeal to the Vice President for Academic Affairs

If the concern is not resolved by the dean of the division, the student may appeal to the Vice President for Academic Affairs. The student must submit a copy of the original Student Grievance Appeal Form and letter, along with a cover letter describing the process that has occurred to date, within three (3) class days of the date on which the student

learned of the dean's decision. The form and letter must be submitted to the Vice President for Student Development within the time frame noted. The form and letter will be processed and delivered immediately to the Vice President for Academic Affairs by the Student Development Office.

The Vice President for Academic Affairs will contact the student immediately to establish a meeting with the student. The meeting will be held no later than five (5) class days after contacting the student. At this meeting, the Vice President will discuss with the student the concerns related to the appeal. The Vice President will have access to all information involved in the prior steps of the procedure and may invite other persons who participated in the prior steps to attend the meeting with the student.

The Vice President will communicate a decision to the student, in writing, within two (2) class days of the date of the meeting. A copy of the communication will be provided to the instructor (as applicable) and dean of the division. The decision of the Vice President for Academic Affairs is final.

Non-Academic Grievances

A non-academic grievance is one that normally does not specifically pertain to academic issues. Examples of non-academic grievances include complaints by students that they have been treated unfairly in violation of students' rights that are listed in the College Catalog and Student Handbook; discrimination on the basis of age, sex, race, ethnicity, religious belief, national origin, disability, or other conditions or preferences; claims of sexual harassment by another student or College employee; or claims that a sanction or decision imposed as a result of a disciplinary infraction is unreasonable, unfair, excessive, or not in keeping with the sanctions prescribed in the Code of Conduct.

Similar to the procedure for academic grievances, the procedure for non-academic grievances is based on the premise that informal resolution of a grievance initiated by the student is the preferred outcome. If such resolution cannot be attained in this way, or if the student feels that an initial informal meeting with the person against whom the grievance is filed is not possible due to the nature of the concern, then student will follow the Grievance Procedure listed below. A student seeking to appeal a sanction or similar decision related to a disciplinary matter begins the process at Step 1 of the appeal procedure for non-academic grievances.

If the grievance pertains to a claim of sexual harassment, the student may first contact the Vice President for Student Development rather than the offending person, to begin the Grievance Procedure. The time periods shown for each phase of the process acknowledge the desire to provide ample time for the student to respond as well as the fact that timing of students' and others' weekly schedules will vary. In some cases at higher levels of appeal, personal schedules may necessitate an adjustment in the time frame for hearings and notifications, with the understanding that every effort will be made administratively to expedite the process. In the following procedures, 'class days' are understood to follow a Monday through Friday sequence.

Grievance Procedure

In the case of a non-academic grievance toward another student or College employee, if the matter cannot be resolved informally as initiated by the student, the student filing the grievance must contact the Vice President for Student Development within five (5) class days of the date on which the alleged issue occurred that resulted in the student's concern. This contact may be initiated in person, by telephone, or through the College email system. The student will then complete the Student Grievance Appeal Form, available from the Office of Student Development office, attaching a letter that clearly addresses:

- The student's specific concerns and date on which the incident giving rise to the grievance occurred,
- The date on which the student sought to resolve the issue (if the student did not meet with the offending student or College employee, the student must explain the circumstances in the letter), and the outcome that the student seeks.

- The Student Grievance Appeal Form and letter must be submitted to the Vice President for Student Development within the time period noted above.

The Vice President for Student Development will arrange a meeting with the student to be held within five (5) class days of the receipt of the student's grievance appeal form. The Vice President will endeavor to arrange this meeting as quickly as possible and will listen to the entirety of the student's concern and determine the course of action to be taken in resolving the matter.

In seeking a satisfactory resolution of the grievance, the Vice President for Student Development may include in this meeting the individual against whom the grievance was filed. Within three (3) class days of this meeting, the Vice President for Student Development will communicate a decision to the student in writing.

Appeal Procedure

Step 1 – Appeal to the College Appeals Committee

A. For a Concern Not Resolved in the Grievance Procedure

If the concern was not resolved by the Vice President for Student Development and the student seeks to pursue the matter further, the student may request a hearing before the College Appeals Committee.

The student must submit a copy of the original Student Grievance Appeal Form, along with a letter that describes the process that has occurred to date and that clearly addresses:

- The student's specific concerns related to the decision, and
- The outcome that the student seeks.

The student must submit the Student Grievance Appeal Form and letter to the Vice President for Student Development within three (3) class days of the date on which the student learned of the Vice President's decision.

B. For an Appeal of a Sanction or Decision Related to a Disciplinary Matter

A student seeking to appeal a sanction or similar decision related to a disciplinary matter may request a hearing before the College Appeals Committee.

The student must complete the Student Grievance Appeal Form available from the Office of Student Development office, attaching a letter that clearly addresses:

- The student's specific concerns related to the disciplinary sanction or decision, and
- The outcome the student seeks.

The student must submit the original Student Grievance Appeal Form and letter to the Vice President for Student Development within three (3) class days of the date on which the sanction or decision was imposed upon the student. (For either A or B above: The student's appeal is submitted to the Vice President for Student Development, who then forwards the appeal to Appeals Committee for its consideration.)

The Appeals Committee will be comprised of five persons appointed annually by the President of the College. These are: two faculty members, two staff members, and the President of the Student Government Association. If the President of the Student Government Association is unavailable due to timing of the appeal at any point during the year, the President may appoint either another student or a member of the College faculty or staff. Any member of the Appeals Committee who has a conflict of interest in the student's appeal, or is unable to participate for any reason in a hearing, will be excused and a substitute appointed by the President.

The Appeals Committee will endeavor to review within five (5) class days of receipt of the student's grievance the student's letter and all information pertinent to this matter, and determine a meeting date and time for a hearing with the student. The Committee chairperson will notify the Vice President for Student Development, who will then inform the student who filed the grievance appeal of the date, time, and location of the hearing. The student will also be provided with the procedures to be used during the hearing. The Appeals Committee may invite other persons who participated in the prior steps to attend the meeting with the student.

Upon completing the hearing, the Appeals Committee must render a decision within five (5) class days of the hearing. A copy of the Committee's decision will be provided in writing to the student and the Vice President for Student Development.

Step 2 –Appeal to the President of the College

The student may appeal the decision of the Appeals Committee to the President of the College. The student must submit a copy of the original Student Grievance Appeal Form, along with a letter describing the process that has occurred to date, and that clearly addresses:

- The student's specific concerns related to the disciplinary sanction or decision, and
- The student's disagreement with the Appeals Committee's decision, and
- The outcome that the student seeks.
- This letter must be delivered to the President's office within three (3) class days of the date on which the student learned of the Appeals Committee's decision.

The President will endeavor to review within five (5) class days of receipt of the student's grievance letter and all information pertinent to this matter. The President will have access to the information related to all prior levels of review and appeal.

The President at his or her discretion may execute either of the following actions:

Hold a hearing with the student, and may invite other persons who participated in the prior review process to attend the hearing. If the President elects to hold a hearing, the President will contact the student and others to be involved in the hearing no later than three (3) class days from the date of decision to hold the hearing. The hearing must be held within five (5) class days of notification to the various parties.

Remand the case to the College Appeals Committee for review and/or re-hearing if the President determined that procedural errors occurred at any level of previous review so as to affect the process of review; or if information deemed pertinent to the case was erroneously or incorrectly excluded from consideration; or if new information not available at prior levels of review is now available so as to merit consideration. If the case is remanded to the College Appeals Committee, the Committee shall schedule another review and hearing as quickly as possible after notification by the President, and shall render a decision based upon the factors leading to remand of the case to the Committee. An appeal of the Committee's decision in a second hearing or review may be appealed to the President following the procedure for appeal of an Appeals Committee decision.

After a complete review of the matter (with or without a hearing), the President may uphold or overturn the decision of the College Appeals Committee. The President will communicate a decision to the student, in writing, within five (5) class days of the President's completion of review. A copy of the communication will be provided to the Vice President for Student Development and chairperson of the College Appeals Committee. The appeal process concludes at the President's level (unless the President remands the case to the Appeals Committee and the Committee renders a subsequent decision).