



Rockingham
COMMUNITY COLLEGE

**2017 -2018 Catalog
and Student Handbook**

Rockingham Community College Catalog 2017 - 2018

P.O. Box 38 Wentworth, NC 27375

336-342-4261

TTY 336-634-0132

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.

8/21/17

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Academic Calendar 2017-2018

Fall Semester 2017

Monday, August 7	Convocation
Monday, August 14	16-week Session and First 8-Week Session Begin
Monday, August 14 – Tuesday, August 15	Drop/Add for First 8-week and 16-week Sessions
Monday, August 28	14-week Session Begins
Monday, August 28 – Tuesday, August 29	Drop/Add for 14-week Session
Monday, September 4	Labor Day Holiday
Tuesday, September 12	12-week Session Begins
Tuesday, September 12 – Wednesday, September 13	Drop/Add for 12-week Session
Friday, September 15	Last Day to receive a “W” Grade First 8-week Session
Friday, October 6	Classes End, First 8-week Session
Monday, October 9	First 8-week Session Grades DUE
Monday, October 9 – Tuesday, October 10	Fall Break for Students and Faculty
Thursday, October 12	Second 8-week Session Begins
Thursday, October 12 – Friday, October 13	Drop/Add for Second 8-week Session
Monday, October 23	Last Day to receive a “W” Grade for 16-week Session
Friday, October 27	Last Day to receive a “W” Grade for 14-week Session
Thursday, November 2	Last Day to receive a “W” Grade for 12-week Session
Tuesday, November 14	Last Day to receive a “W” Grade Second 8-week Session
Wednesday, November 22 – Friday, November 24	Thanksgiving Holiday for Students and Faculty
Thursday, November 23 – Friday, November 24	Thanksgiving Holiday for Staff
Monday, December 11	Fall Semester Ends
Wednesday, December 13	Fall Semester Grades DUE
Monday, December 25 – Monday, January 1	Christmas Break and New Year’s Holiday

SPRING SEMESTER 2018

Monday, January 8	16-week and First 8-week Session Begin
Monday, January 8 – Tuesday, January 9	Drop/Add for First 8-week and 16-week Sessions
Monday, January 15	Martin Luther King, Jr. Holiday
Tuesday, January 23	14-week Session Begins
Tuesday, January 23 – Wednesday, January 24	Drop/Add for 14-week Session
Tuesday, February 6	12-week Session Begins
Tuesday, February 6 – Wednesday, February 7	Drop/Add for 12-week Session
Friday, February 9	Last Day to receive a “W” Grade First 8-week Session
Monday, March 5	Classes End, First 8-week Session
Tuesday, March 6	First 8 week Session Grades DUE
Tuesday, March 6	Second 8-week Session Begins
Tuesday, March 6 – Wednesday, March 7	Drop/Add for Second 8-week Session
Thursday, March 15	Last Day to receive a “W” Grade 16-week Session
Wednesday, March 21	Last Day to receive a “W” Grade 14-week Session
Monday, March 26 – Friday, March 30	Spring Break and Easter Holidays, Students and Faculty
Thursday, March 29 – Friday, March 30	Easter Holidays, Staff
Monday, April 2	Classes Resume
Tuesday, April 3	Last Day to receive a “W” Grade 12-week Session
Friday, April 13	Last Day to receive a “W” Grade Second 8-week Session
Monday, May 7	Spring Semester Ends
Tuesday, May 8	Spring Semester Grades DUE
Friday, May 11	Commencement, 10 AM

SUMMER SESSION 2018

The summer session will be offered in 8 and 4 week sessions.

Monday, May 21	First 4-week and 8-week Session Begin
Monday, May 21 – Tuesday, May 22	Drop/Add for First 4-week and 8-week Sessions
Monday, May 28	Memorial Day Holiday
Wednesday, June 6	Last Day to Receive “W” Grade First 4-week Session
Monday, June 18	First 4-week Session Ends
Tuesday, June 19	First 4-week Session Grades DUE
Tuesday, June 19	Second 4-week Session Begins
Tuesday, June 19 – Wednesday, June 20	Drop/Add for Second 4-week Session
Friday, June 22	Last Day to Receive “W” Grade 8-Week Session
Wednesday, July 4	Independence Day Holiday
Thursday, July 5	Last Day to Receive “W” Grade Second 4-week Session
Tuesday, July 17	Second 4-week Session and 8-week Session End
Wednesday, July 18	Second 4-week and 8-week Session Grades DUE
Friday, July 20	Summer Commencement, 10 AM

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 Academic Resource 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 hike the Nature Trails, walk or run on the track, play tennis, enjoy some quiet time on our campus, 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. I wish you well as you pursue your career. We will challenge you to reach your potential, and we expect you to hold us to high standards in all that we do to provide instruction and support for you while you are here.

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

GOVERNANCE

State Board of Community Colleges

<i>Member</i>	<i>Appointment</i>
Mr. Scott Shook, Chair	Greenville – Region 6
Ms. Janet K. Lowder	Vice-Chair Albemarle – House
Dr. Breeden Blackwell	Senate
The Honorable Janet Cowell	Raleigh – State Treasure
Mrs. Lisa Estep	Governor, At Large
The Honorable Dan Forest	Charlotte – Lt. Governor
Mr. Jimmie E. Ford	Goldsboro – Region 5
Mr. Wade Bryan “Bobby” Irwin, Jr	Sparta – Region 2
Mr. Todd Johnson	House
Mr. Bill McBrayer	House
Mr. Ernest C. Pearson	Raleigh – House
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Mr. Lee Roberts	Governor, At Large
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Mr. Clark Twiddy	Senate
Mr. Jerry Vaughn	Region 4
Dr. Candler Willis	Region 1

North Carolina Community College System Dr. James C. Williamson, President

Rockingham Community College Board of Trustees

<i>Appointed by Rockingham County Board of Commissioners.</i>	<i>Expiration of Term</i>
Mrs. Janice R. Tate, Vice Chair	6/30/2018
Mrs. Rebecca G. “Becky” Price	6/30/2020
Mr. Robert W. “Bob” Shelton	6/30/2021
Mr. C. Grayson Whitt	6/30/2019

<i>Appointed by Rockingham County Board of Education</i>	<i>Expiration of Term</i>
Mr. Mark G. Collins	6/30/2018
Mr. Harold R. “Hal” Griffin	6/30/2019
Mrs. Randy D. Judkins	6/30/2021
Mr. Thomas R. Schoolfield	6/30/2020

<i>Appointed by Governor of North Carolina</i>	<i>Expiration of Term</i>
Mrs. Elizabeth H. “Libby” Maddrey, Chair	6/30/2019
Mr. R. Scott Barham	6/30/2018
Mr. Samuel F. Coates	6/30/2017
Mrs. G. Elaine McCollum	6/30/2020

Rockingham Community College

Dr. Mark O. Kinlaw, President
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Rockingham Community College Board of Trustees



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Mrs. Elizabeth H. Maddrey,
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Vice Chair
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Reidsville



Mrs. Randy D. Judkins,
Reidsville



Mrs. G. Elaine McCollum,
Stoneville



Mrs. Rebecca G. Price,
Stokesdale



Mr. Thomas R. Schoolfield,
Reidsville



Mr. Robert W. Shelton,
Stoneville



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

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

[Commission on Accreditation of Allied Health Education Programs](#)
1361 Park Street, Clearwater, FL 33756
717.210.2350

[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

[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

Statements of Mission, Purpose, Values, and Motto

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 and in their personal, career, and academic planning;
- courses for students who wish to complete the HSE (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 universities;
- 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.

Motto

Learning, Service, Leadership

Approved by the Board of Trustees, July 2017

2016 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: 34.5%

NCCCS Goal: 68.3%

RCC: 66.8%

B. Student Success Rate in College-Level English Courses

Percentage of first-time Associate Degree seeking and transfer pathway students passing a credit-bearing English course with a "C" or better within their first two academic years.

NCCCS Baseline: 23.8%

NCCCS Goal: 55.9%

RCC: 54.2%

C. Student Success Rate in College-Level Math Courses

Percentage of first-time Associate Degree seeking and transfer pathway students passing a credit-bearing Math course with a "C" or better within their first two academic years.

NCCCS Baseline: 10.1%

NCCCS Goal: 32.5%

RCC: 27.7%

D. 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: 54.1%

NCCCS Goal: 75.0%

RCC: 63.0%

E. 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: 35.9%

NCCCS Goal: 51.9%

RCC: 44.1%

F. 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: 69.9%

NCCCS Goal: 90.9%

RCC: 82.6%

G. 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 2.25 or better after two consecutive semesters within the academic year at the transfer institution.

NCCCS Baseline: 65.1%

NCCCS Goal: 87.6%

RCC: 83.5%

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 as 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 the [RCC Admissions Website](#), or College Foundation, [cfnc.org](#). 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 Application for Admission to the Admissions Office. Prospective students may complete the Application for Admission on the [RCC Admissions Website](#). The application may also be completed through [cfnc.org](#). Paper copies of the enrollment application are available upon request.

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”.

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.

New Student Orientation

New Student Orientation (NSO) is required for new curriculum freshmen, transfers, and readmitted students. All new and readmitted students are required to complete NSO prior to registering for classes. No other person, including parents and family members, is permitted to attend NSO in lieu of the student.

Orientation is designed to help make the transition to college as smooth as possible. The orientation process is designed to accomplish the following:

1. Acquaint students with campus regulations;
2. Introduce students to key personnel on campus;
3. Advise students of college support services;
4. Provide academic information; and,
5. Acquaint students with college survival skills.

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 course work; or,
- c) have completed at least 12 credit hours as an RCC Career and College Promise student.

NSO 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); or,
- c) have enrolled in at least one curriculum course at RCC within the last 12 months and were enrolled in a program of study.

Student Success Courses (ACA 111 and ACA 122)

Depending upon the academic program, students must enroll in one of the two academic success courses - ACA 111 College Student Success *or* ACA 122 College Transfer Success. These courses are an extension of new student orientation and give the student more detailed information about the college experience.

The ACA courses are designed to help students become more successful. Students must register for the success course the first semester of enrollment.

ACA 111, College Student Success, 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, is designed specifically for students enrolled in the University Transfer program. The course provides information and strategies necessary to develop clear academic strategies and professional goals beyond the community college experience. In addition to information about campus facilities and resources, policies, procedures, and programs, other topics include the CAA (Comprehensive Articulation Agreement), college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communication skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.

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 course work is valid for five years. After five 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 Admissions 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 Admissions 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 by completing a Program Change Form and consultation with an advisor, and notify the Financial Aid Office that such a change has been made.

Transcript Guidelines for Veteran Applicants

Applicants for veteran educational benefits must have all official transcripts on file in the Admissions 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 Veteran 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-DMA 080, DRE 096-DRE 098). The student’s test scores will indicate if developmental courses are needed prior to enrolling in college level courses. NCDAP ACCUPLACER scores are valid for five years. 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.

Retaking Placement Tests

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.

Because English and math developmental courses are valid for 5 years, students who have attempted or completed a developmental course will not be eligible to retake the placement test unless the attempted or completed course is more than five years old. At such time, these students will follow the retest policy.

Students may be subject to retake the placement test if their test scores expire after the date of application and prior to beginning a math or science course. During the admissions process, students whose test scores are close to expiring will be encouraged to retest to get a current evaluation of their academic skills.

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 they have 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. The following Multiple Measures criteria (verified by a North Carolina public high school transcript) must be met in order to waive placement tests and developmental courses. The student must have:

1. graduated within the last five years;
2. have first semester senior grades posted to the transcript;
3. a cumulative unweighted GPA of 2.6 or greater; and
4. completed an approved fourth math from among the options listed in the State Multiple Measures requirements.

Per the North Carolina Community College System [NCCCS] and North Carolina Department of Public Instruction [NCDPI] eligible 4th high school math courses for Multiple Measures Placement include: Advanced Functions and Modeling, AP Statistics, AP Calculus, Discrete Mathematics, Integrated Mathematics IV, International Baccalaureate Mathematics and Mindset Pre-Calculus. The approved Community College 4th Math Courses taken in Career & College Promise Pathways include: MAT 143 Quantitative Literacy, MAT 151 Statistics I, MAT 152 Statistical Methods I, MAT 155 Statistical Analysis, MAT 167 Discrete Mathematics, MAT 171 Pre-Calculus Algebra and MAT 172 Pre-Calculus Trigonometry.

Further, students may waive placement tests by way of submitting official documentation of SAT or ACT scores that are at or above the minimum score required for a waiver, as noted below:

SAT (Pre-March 2016)		SAT (March 2016 and Future)		ACT (effective 9/22/16)	
English	500	Evidence-Based Reading and Writing	480	English	18
Critical Reading	500	Mathematics	500	Reading	22
Mathematics	500		530	Mathematics	22

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

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 study 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.

Students who have been placed on Academic Suspension for academic deficiencies must complete specific requirements to be reenrolled in the College. Please refer to the Academic Suspension section 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 Application for Admission to the Admissions 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](#). 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.

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 course work 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 course work through one of the following agencies:

[Educational Credential Evaluators, Inc.](#)

PO Box 514070
Milwaukee, WI 53203-3470
USA 414.289.3400

[World Education Services](#)

PO Box 5087
Bowling Green Station New York, NY 10274-5087
212-966.6311

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 course work 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 course work 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: Licensed Practical Nursing, Associate Degree Nursing, Surgical Technology, Respiratory Therapy, Cosmetology, and 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. Career Technical (open to freshmen, sophomores, juniors and seniors): potential to earn credential, certificate, or diploma in a technical career
3. Cooperative 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 High School Connections section for information on eligibility requirements for high school students.

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 include: 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 who are no longer enrolled at RCC will have the contents of their student record file maintained in accordance with the North Carolina Community College System Records Retention and Disposition Schedule.

“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.”

Prerequisite and Corequisite Requirements

While admission to a community college is open to all adult citizens, some programs of study require students to meet certain standards or to have taken specific courses before being accepted into the program. Students who do not meet these standards may be required to enroll in developmental education courses to strengthen skills in specific areas. If a program or course denotes a required prerequisite, the course must be taken before entering a program or taking the course. If a course denotes a required corequisite, the course may be taken concurrently with or prior to another course(s). 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 or corequisite 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.

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. 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 at another college 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 to arrange for RCC's receipt of official transcripts received from other colleges by the end of RCC's exam schedule for the current semester.
- e. Courses requested must have been completed at institutions maintaining accreditation by one of the following regional accrediting agencies:

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

Higher Learning Commission (HLC)

Middle States Commission on Higher Education (MSCHE)

New England Association of Schools and Colleges Commission on Institutions of Higher Education (NEASC-CIHE)

Northwest Commission on Colleges and Universities (NWCCU)

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

WASC Senior College and University Commission (WSCUC)

- 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. The course must be taught by a qualified, credentialed faculty member and must meet 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

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 112
AP English Lit & Comp	3	3	ENG 111
AP English Lit & Comp	5	6	ENG 111 & ENG 112
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 Spanish	3	3	SPA 111
AP Spanish	5	6	SPA 111 & SPA 112
AP Statistics	3	4	MAT 152
AP US Government & Politics	3	3	POL 120
AP US History	3	3	HIS 131
AP US History	5	6	HIS 131 & 132
AP World History	3	3	HIS 111
AP World History	5	6	HIS 111 & HIS 112

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

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 standard tuition and fee scale applies to courses completed through Credit by Exam. Students may not receive financial aid for courses taken through Credit by Exam.

Credit by Exam may be granted to Rockingham Community College students who are enrolled at the time the Credit by Exam course is taken and are eligible to take the class under college regulations. Students who have previously completed or attempted (dropped or withdrawn status) the course are not permitted to obtain credit by exam. Students may attempt to earn credit by exam once.

Students interested in pursuing Credit by Exam should first discuss the option with their academic advisor. In order to attempt a course via Credit by Exam, the student must:

1. Register for the course.
2. Complete the Credit by Exam Application and submit to the Testing Center;
3. Contact the Testing Center to schedule an appointment to take the Credit by exam assessment.

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.

Credit by Exam “examinations” will be prepared by appropriate faculty and approved by the Department Chair and Dean. Courses eligible for credit by exam include CIS 110, GER 111, GER 112, SPA 111, SPA 112, SPA 211, and SPA 212. Such assessments are to be taken prior to the start of the classes, but not later than the semester census date (see Academic Calendar).

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. 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. Not 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. 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.

All examinations that will be used for Credit by Exams and the list of courses that may have a Credit by Exam option will be approved annually. The examinations and approved credit by exam application will be on file in the Records Office.

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

RCC offers distance learning courses in several different formats. Distance learning is an educational format that enables learning to occur when the student and the faculty member are physically separated from each other by time and place. There is no additional charge for distance learning courses.

A breakdown of the distance learning course types is as follows:

- **Online:** college credit or continuing education course where 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 at times determined appropriate by the instructor.
- **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.
- **Interactive Video conferencing:** college credit or continuing education course where 100% of the instruction is delivered by two- or more way video. Students may be required to have Internet access as a supplemental part of the course.

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 primary 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. These 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 ending in:

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

Online students "attend class" by accessing the class using the College's learning management system and completing assignments according to the class schedule. RCC's learning management system is Moodle. Students are required to complete assignments according to the class schedule, to maintain regular contact with the faculty member, and to participate in online class discussions. Students are subject to the same attendance policy as traditional, seated classes. Online courses are scheduled on the same semester schedule as traditional classes.

RCC's official entry into an online and hybrid class is defined as logging into the institution's learning management system and completing the Required Enrollment Activity (REA) on or before the term census date. Failure to attend class or complete the Required Enrollment Activity (REA) by the published dates, will result in removal from the course without an opportunity for reinstatement.

Admission and graduation requirements for students enrolled in distance learning courses are the same as for those students enrolled in traditional classes. 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. Students are encouraged to make use of the Moodle Basics Orientation. Students are auto-enrolled in this course and it can be found on the Moodle Dashboard once they are logged in to the application. This course provides guidance on how to navigate and utilize the College's learning management system.

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 [Distance Learning webpage](#).

Distance Learning (Out of State Students) and State Authorization

As a member of the North Carolina Community College System, Rockingham Community College works with the Southern Regional Education Board and individual states to ensure that this institution is authorized to serve students in other states. Rockingham Community College is working to achieve compliance to the U.S. Department of Education State Authorization Requirements as established in HEOA 600.9(c). This section states the following:

If an institution is offering postsecondary education through distance or correspondence education to students in a State in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, the institution must meet any State requirements for it to be legally offering postsecondary distance or correspondence education in that State. An institution must be able to document to the Secretary [of Education] the State's approval upon request. (Authority: 20 U.S.C. 1001 and 1002).

The states in which the college is authorized through the SREB electronic campus to serve students include those listed below.

Alabama	Arkansas	California	Delaware	Florida	Georgia	Idaho
Kentucky	Louisiana	Maryland	Michigan	Mississippi	New York	North Carolina
Oklahoma	South Carolina	Tennessee	Texas	Virginia	West Virginia	Wisconsin

If you reside in a state not on this list, you are not eligible to register for classes at RCC at this time.

If you have questions, please contact the office of Academic Affairs.

Registration, Tuition, and Fees

RCC operates on the semester system with a fall semester, spring semester, and summer session. Fall and spring semester are 16 weeks and the summer session is eight weeks. Some courses are offered on an alternative schedule (e.g. 14-week, eight-week, four-week, etc.) during the fall and spring semesters and summer session.

After completing all steps in the admission process to include placement testing, if needed, students begin the registration process by meeting 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. Refer to Counseling and Advisement Services for more information on the advising process.

After the advisor has approved a student's course selection, students register for classes using Student Planning in WebAdvisor. WebAdvisor is a comprehensive web-based tool that allows for online registration and access to other information via the Internet. All students are expected to register during the time set aside for registration purposes. 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. Students who register for courses but fail to meet financial obligations are removed from classes the day following the applicable payment deadline. Registration periods and payment deadlines are identified in the Academic Calendar.

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.

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 session. No student may enroll for more than 19 credit hours for Fall or Spring, or 12 credit hours for Summer session, 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 North Carolina 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 outlined below:

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

North Carolina law requires each person to be classified as a resident or nonresident for tuition purposes. North Carolina General Statute 116-143.1 mandates only those who can demonstrate a minimum of twelve months of uninterrupted domicile (legal residence) in North Carolina are eligible for in-state tuition. The statute also places the burden of proof on the student to establish, by a preponderance of evidence, that they are a bona fide domiciliary rather than mere residents of North Carolina.

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. 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. If the student has substantial reason to believe the determination following the reclassification review has been assigned in error, the decision of the Registrar may be appealed in writing to the Vice President for Student Development.

Upon implementation of the Residency Determination Service (RDS), residency determinations will occur by way of this statewide centralized process. Residency classifications will no longer be determined by RCC officials. The Residency Determination Service provides four separate processes to reach a residency classification. Most students are only required to complete the Initial Consideration process. The Reconsideration and Appeal processes are for those students who experience a change in circumstances (Reconsideration) or who have not had a change in status and believe their residency classification is incorrect (Appeal). The Residency Determination Service will enable students to use one residency determination for admissions applications to multiple North Carolina public colleges and universities and to demonstrate residency for state aid programs consideration at all (public and private) North Carolina colleges and universities.

Current and prospective students should refer to [the Establishment of Residency](#) information on the Records Office website for information regarding the RCC's current residency determination process. All students, parents, faculty, staff, and constituents of the North Carolina Community College System should refer to the [Residency website](#) for more details regarding the North Carolina Residency Determination Service, processes, and required residency guidelines.

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 Semester

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

College Access, Parking & Security Fee (CAPS) (paid by all students)

\$10.00 fall and spring semester

\$5.00 Summer session

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 faculty member. Failure to submit the required form for official withdrawal to the Records 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 is canceled 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

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 is canceled 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.

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 is canceled 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 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 will 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](#) 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 each year. Please use the link marked "[RCC Scholarship Application](#)" that is found on the financial aid section of RCC's webpage.

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 all 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 FAFSA 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:

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

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](#).

*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, the student 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 student academic progress (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. At that time, the students may 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](#) or visit the Financial Aid Office 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. The student must submit the appeal and non-returnable documentation to the Financial Aid Office for the Appeals Committee to review.

For maximum timeframe appeals, the student's academic advisor must include a list of the specific courses the student needs 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](#) for an appeal form. Students must explain in detail his or her reasons for returning to RCC to pursue a second degree. The student must submit the appeal to the Financial Aid Office for the Appeals Committee to review.

If appeals are approved, they are approved conditionally. The student must meet the following conditions:

- Achieve 2.0 GPA or better each semester,
- No withdrawals for any semester,
- No F grades for any semester,
- Take only those classes which are within the program,
- Follow the academic plan to graduate by the expected graduation date.

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's financial aid office 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 as well as 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, the student should discuss such plans 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 quantitative standard described above, as 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 only 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 course work is included in the SAP calculation. Also, there is a limit on the amount of developmental/remedial course work that can be included for financial aid purposes. A student can receive financial aid for up to 30 credit hours of developmental/remedial course work.

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

A student’s change of program may affect a student’s financial aid eligibility for the new program since SAP is cumulative and must include 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 that 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

(Amounts to be returned by the student to the federal grant programs receive a 50% discount)

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 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.

5. **Distance Learning** may affect Chapter 33 Post 9/11 GI Bill benefits.

6. **Course Substitutions**

The VA will allow course substitutions to be certified for VA benefits if the substitution is on file and approved by the college.

7. **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.

8. **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.

7. **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 W, WP 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. *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 6th 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 6th 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. According to the RCC SAP policy, 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. VA students are eligible to complete an RCC SAP appeal, they must receive academic counseling and they 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. 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.

Students generally may expect to earn a certificate, diploma, or degree in accordance with the curriculum requirements outlined in the catalog published at the time of initial enrollment if they remain continuously enrolled. A continuously enrolled student may request to change his/her program catalog to the current year; however, once the change has been approved and processed, it cannot be reversed. Catalog year change requests for the upcoming catalog year can be submitted no earlier than the beginning of the summer term. Catalog year change requests are initiated with the student's advisor via the Catalog Year Change Request form and must be approved by the applicable department chair.

Noncontinuous enrollment is defined as not being enrolled in curriculum/credit courses at RCC for more than one calendar year. A student who 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. Course substitution requests are submitted by the student's advisor via the Credit Verification Form and must be approved by the applicable department chair, dean, and 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. Scholastic standards at RCC is based one maintenance of an overall "C" average (GPA 2.0), the minimum standard of progress toward graduation or transfer.

Grading System

Operating under the "Open Door" policy, RCC accepts all students who make application and can benefit from any of the programs offered. 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 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 academic goal attainment. In order to fulfill their primary purpose of enhancing learning, grades must serve a communicating and motivating purpose. Student grades are maintained in the course learning management system site. Course syllabi outline assessment activities and how grades are determined.

Grade Reports

Final grades are available online to students at the end of each semester. Records of progress are kept by this institution on veteran and non-veteran students alike. Online progress records are provided at the end of each scheduled term.

Academic Grading System

At the end of each semester, students will receive final grades based upon the following ten-point system. A 4.00 grade point average system is used to calculate student grade point averages per credit hour.

<u>Grade</u>	<u>Numerical Equivalency</u>	<u>Explanation</u>	<u>Grade Points Per Credit Hour</u>
A	90%-100%	Excellent	4
B	80%-89%	Good	3
C	70%-79%	Average	2
D	60%-69%	Poor	1
F	Below 60%	Failing	0
W	Withdrew	Withdrawal	(no grade points calculated)
WP	Withdrawal Passing	Withdrawal	(no grade points calculated)
WF	Withdrawn Failing	Withdrawal	(no grade points calculated)
I	Incomplete	Grade Pending	(no grade points calculated)

The incomplete work associated with an “I” grade must be completed within six (6) weeks of the next semester, otherwise, the “I” grade will change to a punitive grade of “F”.

Academic Record Symbols

The following academic record symbols are used to calculate grade point average [GPA]: 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 faculty of record administratively withdraws a student after the 60th percent point or its equivalent in an abbreviated semester due to extenuating circumstances that include, but are not limited to: classroom behavior/student incivility, academic integrity violations, medical emergency, family emergency, etc. All administrative withdrawals must be approved by the appropriate Department Chair and Dean. This symbol does not count as hours attempted or as hours earned. This symbol counts as hours attempted but not as hours earned. 0 per sem. hr.

The following academic record symbols are not used to calculate grade point average [GPA]: 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 6th 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 prior to the 60 percent point or its equivalent in an abbreviated semester. This symbol does not count as hours attempted or as hours earned. 0 per sem. hr.
- WP** The faculty of record administratively withdraws a student after the 60 percent point or its equivalent in an abbreviated semester due to extenuating circumstances that include, but are not limited to: classroom behavior/student incivility, academic integrity violations, medical emergency, family emergency, etc. All administrative withdrawals must be approved by the appropriate Department Chair and Dean. 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. 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.

Not used in GPA Computation

- 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 coursework independently within the designated time period. An “I” does not count as hours attempted or hours earned. The student has until the end of the 6th week of the subsequent fall or spring semester to complete the course requirements. If the instructor does not remove the “I” grade nor request a time extension by the “I” grade expiration date, the “I” grade will change to an “F”.

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 coursework with minimal assistance from the faculty member. An “I” does not count as hours attempted or hours earned.
2. Students must make arrangements with the faculty of record to receive an incomplete grade prior to the end of the semester.
3. The faculty of record will complete the Report of Incomplete Grade form describing the requirement(s) to remove an “I” grade and submit the form a minimum of one week prior to the final grading deadline. This form is routed for approval through the applicable department chair and dean and is filed in the student’s permanent record upon approval.
4. If approved, the Records Office will enter a grade of “I” for the student in the course when processing the Report of Incomplete Grade form and include the applicable grade expiration date as designated on the Academic Calendar (Deadline to remove “I” grade). If not approved, the instructor will assign the grade earned for the course in final grading.
5. The student has until the end of the 6th week of the subsequent fall or spring semester to complete the course requirements. If the faculty of record does not remove the “I” grade nor request a time extension by the “I” grade expiration date, the “I” grade will change to an “F”.
6. Students cannot register for the same course when an “I” has been issued.
7. After the course work is completed, the assignment of the earned grade is the responsibility of the faculty of record and will be submitted on a Grade Change Form to the Records Office for processing. When removing the “I”, the faculty of record cannot submit a grade change of “W”, “WP”, “WF”, or “NC”.

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. Program GPA is the grade points earned divided by the number of credit hours attempted in courses required for the selected program of study.

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. Transfer credit and credit by examination are not included in grade point average.

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, or 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 RCC 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.
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 RCC.
4. Approval of Grade Forgiveness applies to RCC 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 Appeal Process

It is the policy of RCC that students shall have the right to appeal a grade whether derived from singular course event or the final grade issued for the course. Grades for individual class assignments as well as final grades are to be determined by the course faculty of record in accordance with the grading guidelines distributed in the course syllabus at the beginning of a course. Appeals for individual class assignments or final course grade must be made within three working days from the date the graded material is returned or final grade is made known to the student.

(Appeal of Grade for Individual Course Assignment)

A student may appeal a grade derived from a singular course event as outlined below:

1. Any student who has an issue with a grade resulting from an individual course event (i.e. test, pop quiz, term paper, etc.) must attempt to resolve the matter with the faculty member who assigned the grade. Appeals must be made, in writing to include a rationale, within three working days from the date the grade is returned or made known to the student.
2. In the event the matter cannot be resolved, the student may appeal the grade following the outline below:
 - a. The student shall present the appeal in writing to the Department Chair/Program Director of the area in which the contested grade was awarded within three working days of the faculty member's response.
 - b. The Department Chair/Program Director shall confer with the student and the faculty of record to seek a resolution of the appeal within three working days of receipt of appeal. If the faculty of record happens to also be the Department Chair/Program Director, then the appeal should be submitted to the appropriate Dean providing administrative supervision for the course.
 - c. Should the Department Chair/Program Director and student fail to reach a satisfactory resolution; the Department Chair/Program Director shall forward the appeal to the appropriate Dean providing administrative supervision for the course within three working days.
 - d. The decision of the Dean providing administrative supervision for the course shall be made within three working days and the decision shall be considered final.

(Appeal of Final Course Grade)

1. Students may appeal a final course grade as outlined below:
 - a. Any student who has an issue with the final course grade should attempt to resolve the matter with the faculty member who assigned the grade. Appeals must be made, in writing to include a rationale, within three working days from the receipt of the final grade in WebAdvisor.
 - b. A student cannot appeal a final course grade based upon a previously appealed individual course assignment.
 - c. In the event the matter cannot be resolved, the student may appeal the grade following the procedure outlined below:
 - i. The student shall present the grade appeal in writing to the Department Chair/Program Director of the area within which the contested grade was awarded. Appeals must be made within three (3) working days of the decision reached by the faculty member.
 - ii. The Department Chair/Program Director shall confer with the student and instructor to seek a resolution of the appeal within three working days of the receipt of the appeal. If the instructor happens to also be the Department Chair/Program Director, then the appeal should be submitted to the appropriate Dean providing administrative supervision for the course.

- iii. Should the Department Chair/Program Director and student fail to reach a satisfactory resolution; the Department Chair/Program Director shall forward the appeal to the appropriate Dean providing administrative supervision for the course for review within three working days.
- iv. The appropriate Dean providing administrative supervision for the course shall convene a hearing before a College Appeals Committee within three working days. The Dean providing administrative supervision for the course shall serve as the committee chair. The Committee shall consist of four faculty members who serve on the College Appeals Committee. If one of those four members is the faculty of record in the course for which the grade is being appealed, the Dean shall appoint a substitute for this review purpose only, with the approval of the Vice President for Academic Affairs. The Committee shall meet to discuss the grade appeal and may hear from the student, the faculty of record, and any other individuals that the Committee deems appropriate.

If the Committee finds the grade received was inappropriate, the Committee shall determine a method by which the grade will be re-evaluated. The resulting grade, if different, must be submitted within College guidelines and may not be appealed further. Should the Committee find the grade received by the student is appropriate, the Committee shall direct that no action be taken to change the final grade, and the findings shall be submitted to the Vice President for Academic Affairs within two working days. The Vice President shall notify the student of the Committee's findings within three working days.

- v. In cases where the Grade Appeal Committee finds that the grade received by the student was appropriate, the student may submit a written appeal to the Vice President for Academic Affairs within three working days. The Vice President shall review all evidence related to the appeal, conduct any interviews deemed appropriate, and render a decision within three working days. The decision rendered by the Vice President for Academic Affairs will be considered final.
2. Failure of a student to pursue a grade appeal in accordance with the provisions of this policy or any publications derived there from shall be deemed unacceptable and the grade assigned will be the grade of record.
 3. This policy shall apply to all credit, noncredit and High School Equivalency courses offered by the College regardless of length, credit awarded, method of delivery, time of delivery, or other similar factors.

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. A student is 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 to request approval from the Department Chair responsible for the course. A fourth attempt requires approval from the Dean of the division in which the course is taught. If the student is unsuccessful after the fourth attempt, the student must schedule an appointment with the Vice President for Academic Affairs to request permission to repeat the course. 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 program of study should contact the Student Advising Center or their advisor when considering the change. Once the decision is made, the Student Advising Center or advisor will assist the student with preparing and submitting the appropriate forms. Forms must be submitted at least two weeks prior to registration to allow ample time for any necessary placement testing and processing.

Program changes are effective the following term and are not official until the necessary forms are processed by Student Development. Once processed, notification will be sent to the new and former academic advisor.

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

Regular attendance is essential to receiving maximum benefit from the educational experiences. Students are expected to attend and be on time for all class, lab, shop, work experience and clinical sessions, and be prepared to engage in the teaching and learning process.

In cases of an absence, students are responsible for all materials covered and all assignments made in class. Each faculty member is responsible for providing the student with a written attendance policy in the course syllabus.

Official enrollment at RCC is defined as class attendance on or before the course census date for seated, traditional classes. Official enrollment for online and hybrid courses is defined as completion of the Enrollment Assignment on or before the term census date. Failure to attend class or complete the required Enrollment Assignment by the published dates, will result in removal from the course without an opportunity for reinstatement.

In general, absences due to official college activities and events will not be included as absences within an individual faculty member's attendance policy, provided that the student submits appropriate documentation to the faculty of record 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 faculty member 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 are responsible for contacting the faculty member to make arrangement for 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.

Military leave of absences will not be counted as an absence when the faculty of record has received prior official notification. The responsibility for initiating such notices resides with the student. Military personnel must be able to enter the course prior to the term census date. Any military leave that interferes with the course entry before the term census date will require that the individual be dropped from the class.

In exceptional cases faculty may be unavoidably detained. If there is no written or verbal communication that the faculty member is unavoidably detained, students are required to wait fifteen minutes for the faculty member or designee to arrive. If the faculty member or designee does not arrive during this time frame, students may assume that scheduled class time will not take place that day. In said cases, students are required to check the course Moodle site for information regarding rescheduled class time and/or alternate class assignments to complete. Students who fail to complete the Moodle assignment will be marked absent. If there is written or verbal communication that the faculty will begin class at a delayed time, students are required to wait unless otherwise notified.

Religious Observance

RCC recognizes the diversity in religious beliefs. Out of respect for individual religious convictions, students may be granted two (2) business 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).

Withdrawal Procedures

In all cases of withdrawals from courses, a student or faculty member 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 there are situations when students need to withdraw from a course; however, students are 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. Withdrawal from a course results in a grade of W, WP, or WF assigned for the course. The withdrawal period begins the day after the 10 percent census point of the semester/term or its equivalent in an abbreviated semester. Students may withdraw from a course prior to the 60 percent point of the semester or its equivalent in an abbreviated semester. Students are not allowed to initiate withdrawals after the 60 percent point. Students can request withdrawals after the 60 percent point of the semester or its equivalent in an abbreviated semester in cases where justifiable reasons exist (i.e. extenuating circumstances). In such cases, students are required to meet with the faculty of record to request an administrative withdrawal.

Students who are found guilty of academic dishonesty may not withdraw from the course in order to avoid penalty of an "F" or "WF" given by the faculty of record as a result of the academic dishonesty.

The following steps must be completed for a student-initiated withdrawal prior to the 60% point of the course:

Students will:

1. Obtain the withdrawal form. Forms are available from the Records Office (in person and online) and division administrative assistants.
2. It is recommended students discuss intention to withdraw with his/her advisor and faculty of record to discuss the ramifications of withdrawal on a student's program progression and other options available to them.
3. Submit the completed form to the Records Office. Withdrawal is not final until the completed form is submitted to the Records Office and processed.

Administrative Withdrawals

Faculty may administratively withdraw students for extenuating circumstances with the approval of the appropriate Department Chair and Dean. A faculty initiated administrative withdrawal may be granted due to extenuating circumstances that include, but are not limited to: classroom behavior/student incivility, academic integrity violations, medical emergency, family emergency, etc. All administrative withdrawals must be approved by the appropriate Department Chair and Dean. Note: Students who disrupt class may be administratively withdrawn from the course after the faculty member has taken corrective measures.

If the administrative withdrawal is prior to the 60 percent point, the faculty member will assign a grade of W. If the administrative withdrawal is after the 60 percent point, the faculty member will assign a grade WP, or WF. The Department

Chair and Dean must approve the administrative withdrawal request form and submit the completed form including the documentation of the extenuating circumstance to the Record's Office.

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 faculty, discuss the option of taking a course through Independent Study, complete the appropriate sections of the Independent Study Approval Form, and secure the faculty signature.
3. Have the Independent Study Approval Form endorsed by his/her academic advisor, Department Chair and the appropriate Dean, 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. The college encourages participation in the graduation ceremony, but if a student chooses to not participate, he/she may obtain the earned degree, diploma, or certificate from the Records Office during regular office hours beginning the day following the graduation ceremony or posted pick up time.

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. Additionally, 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 the semester/term in which the student expects to graduate from RCC.

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 in 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 or July graduate. The student is selected based on academic excellence, contribution to the College community, and potential for continued study or occupational advancement. Nominees must have a cumulative GPA of 3.25 or higher. The recipient is selected by a committee of faculty representing each academic division and is recognized at commencement.

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 based on program GPA for diploma and degree programs of study. Only those courses used to meet graduation requirements in the selected diploma or degree program are used in computing the GPA for academic honors at graduation. Graduation academic honors are as follows: Permanent Dean's List (Program GPA of 3.25-3.39); Honors (Program GPA of 3.40-3.69); and High Honors (Program 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 course work
- Minimum overall GPA of 3.3

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 the [ECU website](#). Courses may be completed on the campus of ECU or online. For more information, contact the Director of Educational Partnerships.

[Greensboro College](#) - [Bachelor's Degree Birth-Kindergarten](#)

Candidates for these programs are students who have completed or who are near completion of the Associate's Degree in Early Childhood Education, students who have completed two years of college transfer studies, and lateral entry candidates or teacher assistants. For more information, contact the Director of Educational Partnerships.

[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 the Director of Educational Partnerships.

RN to BSN

The RN-BSN Uniform Articulation Agreement promotes educational advancement opportunities for registered nurses moving between North Carolina community colleges and the constituent institutions of The University of North Carolina in order to complete Bachelor of Science in Nursing degrees.

The Registered Nurse to Bachelor of Science in Nursing Articulation Agreement (RN to BSN AA) is between the State Board of North Carolina Community Colleges and The University of North Carolina Board of Governors. It applies to all NC community colleges that operate associate degree nursing programs and to those eleven constituent institutions of the The University of North Carolina that operate RN to BSN Programs (Appalachian State University, Fayetteville State University, East Carolina University, North Carolina Agricultural & Technical University, North Carolina Central University, UNC-Charlotte, UNC-Greensboro, UNC-Pembroke, UNC-Wilmington, Western Carolina University and Winston-Salem State University).

[University of North Carolina at Charlotte](#) [Bachelor of Science in Engineering Technology \(B.S.E.T\)](#) [Bachelor of Science in Construction Management \(B.S.C.M.\)](#)

Matriculate as Transfer Student with AAS degree from Rockingham Community College. Each of the programs can be accessed as the second half of a "2+2" arrangement. Students may complete the first two years of the program by completing the A.A.S. degree in Electronic Engineering at RCC. Upon completion of the A.A.S., a student then matriculates to UNC Charlotte to complete their Junior and Senior years of study. All transfer students with an approved A.A.S. degree are given a maximum of 64 semester hours of transfer credit when proof of the A.A.S. degree is presented.

[University of North Carolina Charlotte](#) [Bachelor of Science in Respiratory Therapy \(B.S.R.T.\)](#)

Candidates for this program are students who have complete their associate's degree in Respiratory Therapy. Students must successfully complete an A.A.S. in Respiratory Therapy, possess an active Registered Respiratory Therapy (RRT) credential from the National Board for Respiratory Care (NBRC), and hold a current unencumbered license in North Carolina.

Workforce Continuing Education

Workforce Continuing Education provides continuing educational training programs designed to provide instructional opportunities for individuals seeking to gain new and/or upgrade current job-related skills. Training programs can be delivered as a single course or bundled as a series of courses and provide instruction around skill competencies that lead to a recognized credential (licensure, certification, renewal, registry listing) and/or meet local workforce labor needs.

Through Continuing Education, Rockingham Community College serves the county by providing relevant skill-based training programs. 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 (formerly known as GED), and ELA (English Language Acquisition) classes.
- 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.

Class Schedules are available in the [continuing education](#) portion of the RCC website

Minor Enrollment Policy

Students between the ages of 16 and 18 may be admitted to certain continuing education courses upon the consent of their parents and approval by public school officials. The full registration payment is required for continuing education courses.

Occupational Extension

Occupational Extension courses through the Workforce Development 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 Workforce Development Division maintains a working relationship with community agencies and businesses to assess, sponsor, and provide quality programs towards demand occupations.

Occupational extension classes prepare students for any of 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 College

Career College is an entry-level, one-semester program leading to a certificate. The hands-on practicum experience within a specific program of study provides a foundation for the students to transition into a career or to pursue additional course work. Additionally, students further develop their reading, math, computer, and other job skills. Adults with intellectual or developmental disabilities are strongly encouraged to apply. Students may enroll themselves into the program or be referred by Vocational Rehabilitation Counselors, High School Exceptional Children's Teachers, Transition Coordinators, Occupational Extension Enterprises, Academic Advisors, Guidance Counselors, Academic and Career Readiness Instructors and Social Workers/Case Managers. A Greenhouse/Nursery Assistant program is currently available, with more programs to be offered in the future. For questions about our disability services, contact the Academic Advising & Disabilities department. Students must be at least 18 years old.

Ed2Go

Hundreds of these instructor-facilitated, online Continuing Education courses are available through Rockingham Community College. These user-friendly classes begin monthly and run for six weeks. Learn new computer skills, supervisory skills or explore new areas of interest, such as starting a home-based business or grant writing. These classes are also a great way to earn continuing education or professional development hours. For course listing and registration go to the [RCC website](#).

Career Readiness Certificate (CRC)

Successful completion of the WorkKeys® Career Readiness Certificate (CRC) exam is a national portable credential that promotes skills and career development for individuals and confirms to employers that the individual possesses 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 a national initiative whose purpose is to strengthen the workforce in America, and is transferrable to other states.

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 to meet needs 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 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.

Self-Supporting Courses

Self-supporting courses are funded exclusively by student tuition and fees. Registration fees are determined by the operational and supply costs for the class. These courses tend to be recreational or enrichment based in nature but could also be occupational or academic depending on unique circumstances.

Eaglemania: College for Kids

Eaglemania: College for Kids is RCC's summer youth program. Courses are offered to students from the 1st through 12th grades. Sessions are offered over a four to six-week period and may include sports, art, dance, science, pottery and much more. Fees are set based on the dollar amount required to operate the courses, and therefore, there are no fee exemptions.

College and Career Readiness

Adult Basic Skills, Adult High School, High School Equivalency—GED® and HiSET®, and English Language Acquisition

All classes within the College and Career Readiness program are free. You must be at least 16 years old to enroll in one of our programs. If you are under 18 years old, we require a Rockingham Community College release form, which can be picked up at RCC in the Bishopric Lifelong Learning Center or downloaded from [RCC website](#). New students and students who are returning after six months must attend a mandatory orientation session before enrolling in class. Orientation sessions are held on campus at RCC.

Classes are offered at many locations throughout Rockingham County, including the RCC campus, Eden Goodwill Community Resource Center, Reidsville Goodwill Community Resource Center, and NCWorks Career Center (located inside the Madison Post Office building). Online classes and other distance education programs are also available. Day and evening classes are offered.

Adult Basic Education (ABE)

The Adult Basic Education program is designed to help students who need to improve their reading, writing, speaking, problem solving, and math skills. These classes can help students prepare for working toward a high school equivalency diploma, advancing in developmental math and English courses, or even just functioning more effectively in society, on a job, or in the family.

High School Equivalency (HSE)

Two Tests—One Diploma: Rockingham Community College offers two assessment options for earning a high school equivalency diploma. Students can take either the General Education Development (GED®) Test or the High School Equivalency Test (HiSET®). Students who pass either test are awarded the same High School Equivalency Diploma by the North Carolina Board of Community Colleges. Free preparation classes are offered to give students an opportunity to gain the skills and knowledge needed to successfully pass either test.

Adult High School (AHS)

The Adult High School diploma program is for anyone who wants to complete his/her high school education and earn a high school diploma. Students must pass required high school level courses. Students are awarded credit for previously completed high school courses.

English Language Acquisition (ELA)

Formerly known as ESL, these free classes will help English language learners with speaking, reading, listening, and understanding of the English language. Students also learn about American customs and history.

Developmental Studies

Developmental Education

Developmental Education courses are designed to increase students' likelihood of success by building their foundational reading, writing, and mathematics skills before students enter into their curriculum courses. Any person who has a high school diploma or a high school equivalency diploma may enroll in Developmental Education courses. The number of courses needed and, consequently, the length of time required to complete the courses will vary. Some students may need only one course while other students may take several semesters to complete a series of courses. Depending on their individual circumstances and with the approval of their academic advisor, students may take a combination of Developmental Education and regular curriculum courses during the same term. Developmental Education courses are offered every term, both day and evening.

Placement

Students are placed in Developmental Education courses on the basis of test scores, recommendation of their advisor or curriculum faculty member, or voluntary selection of courses. Once students are assigned to the appropriate courses and levels, students must adhere to the exit criteria for Developmental Education courses.

Exit Criteria for Developmental Education Courses

A student taking required Developmental Education courses must earn a grade of "P" in order to progress to the curriculum course or to the next Developmental Education course level. A grade of "R" requires the student to repeat the course.

Students enrolled in a Developmental Education course will not earn traditional letter grades (A, B, C, D or F). Grades for all Developmental Education courses will be "P" (Pass), "R" (Re-enroll) or "W" (Withdraw).

For all Developmental Education courses, when a student demonstrates mastery, a grade of "P" will be awarded. The "P" grade is not included in the computation of the GPA. However, for financial aid purposes, a grade of "P" means that a student has made satisfactory academic progress.

A grade of "R" is given when a student has not demonstrated mastery and will have to re-enroll in the Developmental Education course. The "R" grade is considered a non-punitive grade and is not included in the computation of the GPA. However, for financial aid purposes, a grade of "R" means that a student has not made satisfactory academic progress. Financial aid will be affected by a grade of "R." A grade of "W" is awarded if a student is withdrawn within the first 60% of the term.

Developmental Reading and English (DRE) Courses

DRE 096, DRE 097, and DRE 098 are offered in 8 week (mini) sessions. Students will be scheduled to meet face-to-face and complete required assignments in the learning management system (Moodle) and publisher's learning platform (MyLabsPlus). In order to be successful, students must have access to a computer with internet access outside of class.

DRE 099 is offered in 16-week sessions and is an alternative to DRE 098. Students whose place into the upper 50% of DRE 098 (a DRE Composite score of 143 to 150) will have the option of taking a 16-week DRE 099 and a 16-week ENG 111 class together. ENG 111 is a corequisite of DRE 099; students must enroll in both at the same time, and students who drop or are withdrawn from one course must be dropped or withdrawn from the other.

The options for DRE classes are listed below:

<u>Course Prefix and Number</u>	<u>Credit Hours</u>	<u>Contact Hours</u>	<u>8-Week Course</u>
DRE 096	3	56	7 hours per week
DRE 097	3	56	7 hours per week
DRE 098	3	56	7 hours per week

This option allows eligible students to take DRE 099 and ENG 111 together as corequisites:

<u>Course Prefix and Number</u>	<u>Credit Hours</u>	<u>Contact Hours</u>	<u>16-Week Course</u>
DRE 099	2	32	2 hours per week
ENG 111	3	48	3 hours per week

Developmental Mathematics Shell (DMS) Courses

The DMS shell is a course in which students complete a subset of one or more DMA modules DMA 010 - DMA 060. Some shells are offered in a minimester format, and some are full semester courses. Students are scheduled to meet face-to-face and complete required online activities using MyLabsPlus. Students who demonstrate mastery of a module will advance to the next module, allowing them to work at a flexible pace.

The last number of the course indicates the credit hours, and the number of modules a student must successfully complete in order to receive a grade of “P.” Upon successful completion of selected DMS courses with a grade of “P”, students will have met the prerequisite for the first curriculum mathematics, science, and/or economics courses.

DMS 003 - Students must successfully complete three DMA modules to receive a grade of “P.”

DMS 002 - Students must successfully complete two DMA modules to receive a grade of “P.”

DMS 001 – Students must successfully complete one DMA module to receive a grade of “P.”

The three (3) versions of the DMS shell courses are listed below:

Course Prefix and Number	Credit Hours	Contact Hours	4-Week Course	8-Week Course	16-Week Course	Purpose
DMS 001	1	20	5 hours per week	2.5 hours per week	N/A	Holds any one DMA
DMS 002	2	40	N/A	5 hours per week	2.5 hours per week	Holds any two DMAs
DMS 003	3	60	N/A	N/A	3.75 hours per week	Holds any three DMAs

A local letter suffix is used to identify enrollment in another DMS shell course composed of different DMA modules. For example, a student needing four DMA modules may enroll in DMS 002F in the fall and DMS 002G in the spring. These suffix letters will change each semester.

DMA 065 Algebra for Precalculus

Students who do not place out of DMA 060 on the NC DAP and whose math requirement is MAT 171 are required to enroll in DMA 065. Students who successfully complete DMA 065 are considered to have completed DMA 060, DMA 070 and DMA 080 in terms of meeting prerequisites for curriculum courses. Unlike DMS shell courses, DMA 065 is taught in a lecture format and is, therefore, not flexibly paced. DMA 065 is offered as a full semester course.

Developmental Studies Course Descriptions

Course Numbers

Course numbers appear before the course titles. Courses numbered with a 0 as the first digit are Developmental Education and cannot be applied toward a degree, diploma, or certificate.

Course Credits

Course credits are provided after the course titles.

Course Hours

The number of lecture, laboratory, and credit hours are shown at the end of each course title. The total number of lecture and laboratory hours are referred to as “contact hours” since it reflects the time spent each week under the supervision of a faculty member.

Prerequisites and Corequisites

Prerequisites are identified before the course description and must be met prior to enrollment in a course.

If a corequisite is identified, it means the two courses must be taken at the same time.

DMA 010	Operations with Integers State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	Class	Lab	Credit
		0.75	0.50	1
	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.			
DMA 020	Fractions and Decimals State Prerequisites: State Corequisites: Local Prerequisites: DMA 010 Local Corequisites:	Class	Lab	Credit
		0.75	0.50	1
	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.			
DMA 030	Propor/Ratio/Rate/Percent State Prerequisites: State Corequisites: Local Prerequisites: DMA 010 and DMA 020 Local Corequisites:	Class	Lab	Credit
		0.75	0.50	1
	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.			

DMA 040	Express/Lin Equat/Inequal State Prerequisites: State Corequisites: Local Prerequisites: DMA 010, DMA 020 and DMA 030 Local Corequisites:	Class 0.75	Lab 0.50	Credit 1
<p>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.</p>				
DMA 050	Graphs/Equations of Lines State Prerequisites: State Corequisites: Local Prerequisites: DMA 010, DMA 020, DMA 030 and DMA 040 or equivalent Local Corequisites:	Class 0.75	Lab 0.50	Credit 1
<p>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.</p>				
DMA 060	Polynomial/Quadratic Appl State Prerequisites: State Corequisites: Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050 or equivalent Local Corequisites:	Class 0.75	Lab 0.50	Credit 1
<p>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.</p>				
DMA 065	Algebra for Precalculus State Prerequisites: State Corequisites: Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050 or equivalent Local Corequisites:	Class 1.5	Lab 1	Credit 1
<p>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. FA, SP</p>				
DMA 070	Rational Expressions/Equations State Prerequisites: State Corequisites: Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, or equivalent Local Corequisites:	Class 0.75	Lab 0.50	Credit 1
<p>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.</p>				
DMA 080	Radical Expressions/Equations State Prerequisites: State Corequisites: Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, and DMA 070 or equivalent Local Corequisites:	Class 0.75	Lab 0.50	Credit 1
<p>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.</p>				

		Class	Lab	Credit
DMS 001	Developmental Math Shell 1	0.75	0.50	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			
<p>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. FA, SP, SU</p>				

		Class	Lab	Credit
DMS 002	Developmental Math Shell 2	1.5	1	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			
<p>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. FA, SP, SU</p>				

		Class	Lab	Credit
DMS 003	Developmental Math Shell 3	2.25	1.5	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			
<p>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. FA, SP, SU</p>				

		Class	Lab	Credit
DRE 096	Integrated Reading and Writing	2.5	1	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			
<p>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. FA, SP, SU</p>				

		Class	Lab	Credit
DRE 097	Integrated Reading Writing II	2.5	1	3
	State Prerequisites: DRE 096			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			
<p>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. FA, SP, SU</p>				

		Class	Lab	Credit
DRE 098	Integrated Reading Writing III	2.5	1	3
	State Prerequisites: DRE 097			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

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. **FA, SP, SU**

		Class	Lab	Credit
DRE 099	Integrated Reading Writing III	2	0	2
	State Prerequisites: DRE 097			
	State Corequisites: ENG 111			
	Local Prerequisites:			
	Local Corequisites:			

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. **FA, SP, SU**

Programs of Study

College Transfer Programs

Associate in Arts
Associate in Science
Associate in Fine Arts in Visual Arts
Associate in General Education Nursing

Associate in Applied Science Degree

Accounting
Associate Degree Nursing
Associate Degree Nursing – *LPN to ADN option*
Brewing, Distillation and Fermentation – *Equipment, Packaging and Maintenance*
Brewing, Distillation and Fermentation – *Specialty Agriculture for Fermentation*
Business Administration
Computer - Integrated Machining
Cosmetology
Criminal Justice Technology
Early Childhood Education
Electrical Systems Technology
Electronics Engineering Technology
General Occupational Technology
Horticulture Technology
Information Technology
Medical Office Administration – *Medical Billing and Coding*
Medical Office Administration – *Patient Services Representative*
Office Administration
Respiratory Therapy
Surgical Technology

Associate in General Education

Associate in Prehealth Respiratory Therapy
Associate in Prehealth Surgical Technology

Diploma Programs

Air Conditioning, Heating & Refrigeration Technology

Computer-Integrated Machining

Cosmetology

Electronics Engineering Technology

Horticulture Technology

Industrial Systems Technology

Medical Office Administration

Nurse Aide: Therapeutic and Diagnostic Services

(Effective Spring 2018 pending State Board Community College and Southern Association Colleges and Schools Commission on Colleges notification)

Office Administration

Practical Nursing

Surgical Technology

Welding Technology *(Pending Approval for Financial Aid Funding)*

Certificate Programs

Eligible for Title IV Financial Aid Funds

Basic Law Enforcement Training (BLET)
Brewing, Distillation and Fermentation – Brewing Specialty Agriculture
Brewing, Distillation and Fermentation – Craft Brewing
Computer-Integrated Machining – Computer-Integrated Machining Fundamentals
Electrical Systems Technology – Mechatronics
Electrical Systems Technology – Programmable Logic Controllers
Electronics Engineering Technology – Basic Electronics
Electronics Engineering Technology – Engineering Technology Fundamentals *(Pending Approval for Financial Aid Funding)*
Electronics Engineering Technology – Industrial Electronics
Horticulture Technology – Horticultural Crop Production Certificate *(Pending Approval for Financial Aid Funding)*
Industrial Systems Technology – Trouble Shooting
Medical Office Administration – Medical Office Billing and Coding
Medical Office Administration – Medical Office Patient Services Representative
Office Administration – Administrative Assistant *(Pending Approval for Financial Aid Funding)*
Office Administration – Advanced Office Software *(Pending Approval for Financial Aid Funding)*
Office Administration – Customer Service *(Pending Approval for Financial Aid Funding)*
Welding Technology *(Pending Approval for Financial Aid Funding)*

Certificate Programs

Not eligible for Title IV Financial Aid Funds

Air Conditioning, Heating & Refrigeration Technology – Air Conditioning & Refrigeration
Criminal Justice Technology – Criminal Justice Human Services
Criminal Justice Technology – Criminal Justice Management
Early Childhood Education
Electrical Systems Technology - Industrial Wiring
Electrical Systems Technology – Robotics
Horticulture Technology – General Horticultural Certificate
Information Technology – Mobile App Developer
Nurse Aide
(Effective Spring 2018 pending State Board Community College and Southern Association Colleges and Schools Commission on Colleges notification)
Phlebotomy

High School Connections (Career and College Promise Programs)

College Transfer Pathways

- College Transfer Pathway leading to the Associate in Arts
- College Transfer Pathway leading to the Associate in Science
- Career and College Promise Associate Degree Nursing (ADN) Pathway

Career and Technical Education Certificate Pathways

- Computer-Integrated Machining Fundamentals
- Cosmetology
- Criminal Justice Technology Generalist Pathway
- Early Childhood Education
- Electrical Systems Technology - *Mechatronics Pathway*
- Electronics Engineering Technology – *Engineering Technology Fundamentals*
- Information Technology – Mobile App Developer
- Nurse Aide Certificate
(Pending State Board of Community College Approval and Southern Association of Colleges and Schools Commission on Colleges notification)
Effective Spring 2018
- Welding Technology Fundamentals

Workforce Continuing Education Programs

- Agriculture and Natural Resources
- Business and Computer Training
- Education and Language
- Employability Skills/Human Resource Development
- EMS – *Emergency Medical Services*
- Allied Health
- Industrial/Manufacturing
- Service Occupations
- TRAILS – Outdoor Adventure & Leadership
- TRAILS – Trail Recreation and Adventure Institute for Leadership & Service
- Transport Technology

College and Career Readiness

- Adult Basic Education
- Adult High School Diploma
- English Language Acquisition
- GED® or HISET Preparation Courses

University Transfer Programs

Associate in Arts, Associate in Science and Associate in Fine Arts

The University Transfer degree programs are designed for students planning to transfer to a four-year institution. The programs consist of three components: the universal general education transfer component (UGETC); general education courses in communication and humanities/fine arts, social/behavioral sciences, natural sciences, and mathematics; and premajor courses in fields such as accounting, criminal justice, and physical education. Graduates are awarded the Associate in Arts (AA) or Associate in Science (AS) degree.

The Associate in Arts Program is designed for students who want to pursue a four-year degree in one of the liberal arts disciplines or training at a professional school that requires a strong liberal arts background. In addition to the UGETC and general education courses, students complete transfer courses based on their intended academic study plan, for a total of 60 semester hour credits.

The Associate in Science Program is designed for students who want to pursue a four-year degree in areas of study such as computer science, engineering, mathematics, the sciences, or professional programs that require strong mathematics and science backgrounds. In addition to the UGETC and general education courses, students must take additional natural sciences and mathematics transfer courses based on their intended academic study plan, for a total of 60-61 semester hour credits.

The college also offers the Associate in Fine Arts (AFA) – Visual Arts degree. The AFA degree, with a concentration in Visual Arts, is designed for students who wish to transfer into baccalaureate degree programs to complete a Bachelor in Fine Arts (BFA) degree or a Bachelor of Arts (BA) degree with a major in Art. The program has a concentration in the studio arts which includes courses in two and three dimensional design, drawing, painting, and ceramics. Upon completion, students with an AFA should be able to present a portfolio of work that is strong enough to allow them to continue their work as juniors and begin an area of concentration at the senior transfer institution to which they have been admitted.

The programs of study for AA, AS, and AFA programs provide opportunities for students to study the philosophy, literature, and art of their own culture and other cultures; to apply theories of math and science; and to communicate effectively. Also, the program of study helps students achieve competencies in written and oral communication, fundamental mathematical skills, and basic computer usage. Students are responsible for reviewing the requirements of the four-year university to which they plan to transfer for completion of their degree. Counselors and academic advisors are available to assist students in planning their programs accordingly. The AA, AFA, and AS programs require ACA 122, which assists students in identifying universities to which they may transfer and in the creation of an educational plan, two-year to four-year. It is recommended that all AA and AS students complete ACA 122 during their first semester of study in order to develop an appropriate course of study for their intended major. To ensure maximum transferability of credits, students should select a transfer major and preferred transfer university before completing 30 semester hours of credit.

The North Carolina Comprehensive Articulation Agreement

The North Carolina Comprehensive Articulation Agreement (CAA) is a statewide agreement governing the transfer of credits between NC community colleges and NC public universities. Its objective is the smooth transfer of students. The CAA is applicable to all North Carolina community college students who successfully complete a course designated as transferable or graduate with an AA or AS degree and transfer to a constituent institution of The University of North Carolina.

Students who earn the Associate in Arts or Associate in Science degree are guaranteed admission to one of the UNC system universities provided they have an overall GPA of at least 2.0 on a 4.0 scale, as calculated by RCC, and have earned a grade of “C” or better in all CAA courses. Students admitted to the university transfer with junior status and are considered to have fulfilled the UNC institution’s lower-division general education requirements.

If students elect not to obtain an associate degree, they may still transfer UGETC courses, provided that they have earned a “C” or better in each course, earned an overall grade-point average of “C” or better, and obtained acceptance to a North Carolina University. If students do not earn an AA or AS degree, receiving institutions will evaluate the transfer credits on a course-by course basis; and students are expected to satisfy general education requirements of the receiving institution.

Note: The AFA degree is not part of the Comprehensive Articulation Agreement (CAA) and is not uniformly transferable to all 16 state universities and colleges in the North Carolina University System. The articulation of Associate in Fine Arts may be handled on a bilateral articulation agreement basis rather than on a state-wide basis. Under bilateral agreements, individual universities and one or more community colleges may join in a collaborative effort to facilitate the transfer of students from an AFA programs to baccalaureate degree programs.

Note: For all AA and AS students, it is recommended that first-semester AA and AS students register for **ACA 122**, College Transfer Success. In this course, students will research majors and transfer guidelines to develop academic plans for their course work at RCC. First-semester students are also encouraged to register for appropriate English and math courses. Academic advisors will assist students with remaining course selections based upon the intended major and the transfer university.

Associate in General Education Nursing

RCC offers an Associate in General Education Nursing degree program for students interested in pursuing a four year degree in Nursing. The Associate in General Education (AGE) Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing based on the *Uniform Articulation Agreement between the University of North Carolina’s Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs*. The AGE-Nursing consists of a minimum of 60 semester hours of credit (SHC) of transferable CAA courses. A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the (AGE)-Nursing degree, who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is *guaranteed* admission to the program of his or her choice.

Associate in Arts (A10100)

The Associate in Arts degree is designed for students planning to pursue a four-year degree in liberal arts or training at a professional school that requires a strong liberal arts background. In addition to the UGETC and general education courses, students complete transferable courses based on their intended major at the University for a total of 60 semester hour credits.

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 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.

ACADEMIC TRANSITION (required)		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 122	College Transfer Success	0	2	1

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT

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

		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ENGLISH COMPOSITION (6 semester hours)				
ENG 111	Writing & Inquiry	3	0	3
ENG 112	Writing/Research in Disciplines	3	0	3

COMMUNICATIONS/HUMANITIES/FINE ARTS (9 semester hours)

Select three courses from at least two different disciplines.

ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
COM 231	Public Speaking	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
MUS 112	Introduction to Jazz	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

MATHEMATICS (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.*

	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BIO 110 Principles of Biology	3	3	4
BIO 111 General Biology	3	3	4
CHM 151 General Chemistry I	3	3	4
PHY 110/A Conceptual Physics & Lab	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 or UGETC within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

NOTE: If MAT 143 is selected in the mathematics category above, students must complete 14 semester hours in the additional General Education category.

Other Required Hours (14 semester hours)**Physical Education and Health (2 semester hours)**

Choose 2 hours from courses with PED and HEA prefixes.

Electives (12 semester hours)

An additional 12 semester hours of courses should be selected from courses classified as pre-major, elective, general education or UGETC 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)

The Associate in Science degree is designed for students planning to pursue a four-year degree in areas of study such as computer science, engineering, mathematics, the sciences, or professional programs that require strong backgrounds in mathematics and science. In addition to the UGETC and general education courses, students complete additional natural sciences and mathematics transfer courses based on their intended major at the University for a total of 60-61 semester hour credits.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in 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.

ACADEMIC TRANSITION (required)		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 122	College Transfer Success	0	2	1

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT

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

ENGLISH COMPOSITION (6 semester hours)		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ENG 111	Writing & Inquiry	3	0	3
ENG 112	Writing/Research in Discipline	3	0	3

COMMUNICATIONS/HUMANITIES/FINE ARTS (6 semester hours)

Select two courses from two different disciplines.

ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
COM 231	Public Speaking	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
MUS 112	Introduction to Jazz	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 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

		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
MATHEMATICS (8 semester hours)				
<i>Select two courses from the following.</i>				
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	General Biology I	3	3	4
BIO 112	General Biology II	3	3	4
CHM 151	General Chemistry I	3	3	4
CHM 152	General Chemistry II	3	3	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
BIO 110	Principles of Biology	3	3	4
PHY 110/A	Conceptual Physics & Lab	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 or UGETC within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and Transfer University.

Other Required Hours (14 semester hours)

Physical Education and Health (1 semester hour)

Choose one course with a PED or HEA prefix.

Electives (13 semester hours)

An additional 13 semester hours of courses should be selected from courses classified as pre-major, elective, general education or UGETC within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

Semester Hours: 60-61

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.

UGETC

ART	111	Art Appreciation
ART	114	Art History Survey I
ART	115	Art History Survey II
BIO	110	Principles of Biology
BIO	111	General Biology I
BIO	112	General Biology II
CHM	151	General Chemistry I
CHM	152	General Chemistry II
COM	231	Public Speaking
ECO	251	Principles of Microeconomics
ECO	252	Principles of Macroeconomics
ENG	111	Writing and Inquiry
ENG	112	Writing/Research in the Disciplines
ENG	231	American Literature I
ENG	232	American Literature II
ENG	241	British Literature I
ENG	242	British Literature II
HIS	111	World Civilizations I
HIS	112	World Civilizations II
HIS	131	American History I
HIS	132	American History II
MAT	143	Quantitative Literacy
MAT	152	Statistical Methods I
MAT	171	Precalculus Algebra
MAT	172	Precalculus Trigonometry
MAT	263	Brief Calculus
MAT	271	Calculus I
MAT	272	Calculus II
MUS	110	Music Appreciation
MUS	112	Introduction to Jazz
PHI	215	Philosophical Issues
PHI	240	Introduction to Ethics
PHY	110	Conceptual Physics
PHY	110A	Conceptual Physics Lab
PHY	151	College Physics I
PHY	152	College Physics II
PHY	251	General Physics I
PHY	252	General Physics II
POL	120	American Government
PSY	150	General Psychology
SOC	210	Introduction to Sociology

GEN ED

ANT	210	General Anthropology
BIO	140	Environmental Biology
BIO	140A	Environmental Biology Lab
CHM	131	Introduction to Chemistry
CHM	131A	Introduction to Chemistry Lab
CIS	110	Introduction to Computers
COM	110	Introduction to Communication
COM	120	Introduction Interpersonal Communication
ENG	113	Literature-Based Research
ENG	114	Prof Research & Reporting
GEO	111	World Regional Geography
GER	111	Elementary German I
GER	112	Elementary German II
GER	211	Intermediate German I
GER	212	Intermediate German II
HIS	121	Western Civilization I
HIS	122	Western Civilization II
HUM	110	Technology and Society
HUM	115	Critical Thinking
MAT	273	Calculus III
PSY	241	Developmental Psychology
PSY	281	Abnormal Psychology
REL	110	World Religions
REL	211	Introduction to Old Testament
SOC	213	Sociology of the Family
SPA	111	Elementary Spanish I
SPA	112	Elementary Spanish II
SPA	211	Intermediate Spanish I
SPA	212	Intermediate Spanish II

NOTE: UGETC courses may be used to fulfill requirements within the Gen Ed category for transfer programs.

Pre-Major/Electives

Note: UGETC and Gen Ed courses may be used to fulfill requirements within the Pre-Major/Electives category.

ACC 120	Principles of Financial Accounting	CJC 111	Introduction to Criminal Justice
ACC 121	Principles of Managerial Accounting	CJC 121	Law Enforcement Operations
ART 121	Two-Dimensional Design	CJC 141	Corrections
ART 122	Three-Dimensional Design	CTS 115	Information Systems Business Concepts
ART 131	Drawing I	ENG 125	Creative Writing
ART 132	Drawing II	HEA 110	Personal Health/Wellness
ART 135	Figure Drawing I	HIS 167	The Vietnam War
ART 171	Computer Art I	HIS 221	African-American History
ART 214	Portfolio and Resume	HIS 226	The Civil War
ART 240	Painting I	PED 110	Fit and Well for Life
ART 241	Painting II	PED 111	Physical Fitness I
ART 242	Landscape Painting	PED 113	Aerobics I
ART 243	Portrait Painting	PED 117	Weight Training
ART 244	Watercolor	PED 119	Circuit Training
ART 281	Sculpture I	PED 120	Walking for Fitness
ART 282	Sculpture II	PED 121	Walk, Jog, Run
ART 283	Ceramics I	PED 122	Yoga I
ART 284	Ceramics II	PED 123	Yoga II
ART 285	Ceramics III	PED 128	Golf-Beginning
ART 286	Ceramics IV	PED 130	Tennis-Beginning
ART 288	Studio	PED 137	Badminton
BIO 163	Basic Anatomy & Physiology	PED 139	Bowling-Beginning
BIO 168	Anatomy and Physiology I	PED 142	Lifetime Sports
BIO 169	Anatomy and Physiology II	PED 143	Volleyball-Beginning
BUS 110	Introduction to Business	PED 145	Basketball-Beginning
BUS 115	Business Law I	PED 152	Swimming-Beginning
BUS 137	Principles of Management	PED 154	Swimming for Fitness
CHM 130	General, Organic, & Biochemistry	PED 165	Sport Science as a Career
CHM 130A	General, Organic, & Biochemistry Lab	PED 210	Team Sports

Associate in Fine Arts Visual Arts Degree (A10600)

The Associate in Fine Arts (AFA) degree, with a concentration in Visual Arts, is designed for students who wish to transfer into baccalaureate degree programs to complete a Bachelor in Fine Arts (BFA) degree or a Bachelor of Arts (BA) degree with a major in Art. The program has a concentration in the studio arts which includes courses in two and three dimensional design, drawing, painting, and ceramics.

Upon completion, students with an AFA should be able to present a portfolio of work that is strong enough to allow them to continue their work as juniors and begin an area of concentration at the senior transfer institution to which they have been admitted.

Note: The AFA degree is not part of the Comprehensive Articulation Agreement (CAA) and is not uniformly transferable to all 16 state universities and colleges in the North Carolina University System. The articulation of Associate in Fine Arts may be handled on a bilateral articulation agreement basis rather than on a state-wide basis. Under bilateral agreements, individual universities and one or more community colleges may join in a collaborative effort to facilitate the transfer of students from an AFA programs to baccalaureate degree programs.

<i>Fall Semester</i>	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ART 114 Art History I	3	0	3
ART 121 Two-Dimensional Design	0	6	3
ART 131 Drawing I	0	6	3
ART Elective	0	6	3
ENG 111 Writing and Inquiry	<u>3</u>	<u>0</u>	<u>3</u>
	6	18	15
<i>Spring Semester</i>			
ACA 122 College Transfer Success	0	2	1
ART 115 Art History II	3	0	3
ART 122 Three-Dimensional Design	0	6	3
ART Elective	0	6	3
ENG 112 Writing/Research in the Disciplines	3	0	3
Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
	9	14	16
<i>Fall Semester</i>			
ART 214 Portfolio & Resume	0	2	1
ART Elective	0	6	3
ART Elective	0	6	3
Communications/Humanities/Fine Arts Elective	3	0	3
Math Elective	2-3	2	3-4
Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
	8-9	16	16-17
<i>Spring Semester</i>			
ART Elective	0	6	3
ART Elective	0	6	3
Science Elective	3	2-3	4
Communications/Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
	6	14-15	13
TOTAL CREDITS: 60-61			

Art Electives - Choose six of the following: ART 132, ART 135, ART 171, ART 240, ART 241, ART 242, ART 243, ART 244, ART 281, ART 282, ART 283, ART 284, ART 285, ART 286, ART 288

Communications/Humanities - Choose two of the following: ART 111, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240 (from two different disciplines)

Mathematics - Choose one of the following: MAT 143, MAT 152, MAT 171

Science - Choose one of the following: BIO 110, BIO 111, CHM 151, PHY 110/110A

Social/Behavioral Science - Choose two of the following: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210 (from two different disciplines)

Associate in General Education Nursing (A1030N)

Associate in General Education

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on **Blocks 1 through 3** of *the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs* approved by the State Board of Community Colleges and the UNC Board of Governors. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is *guaranteed* admission to the program of his or her choice.

The semester by semester outline of courses is outlined on the next page: Courses will be offered traditional, blended or online format. The course selection is based on **Blocks 1 through 3** of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs. The semester outline is organized to assist students in meeting RCC's Associate Degree and Practical Nursing program required course prerequisites.

For additional information about **Blocks 4 and 5** (which contain nursing courses) of the Five Block Degree Plan located within the Uniform Articulation Agreement between the University of North Carolina RN to BSN please visit: [NC Community College website](#).

NOTE: Individual UNC RN to BSN nursing programs may require a maximum of two courses totaling no more than six credits to meet school specific degree requirements that are not a part of the RN to BSN Articulation Agreement. In no case will these additional requirements necessitate completing more than 128 credits in order to earn a BSN. Each UNC RN to BSN institution will develop, publish, and maintain on their website a RN to BSN degree plan that identifies specific degree requirements that are not part of the RN to BSN AA.

Associate in General Education Nursing

<i>Fall Semester</i>		<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA 122	College Transfer Success	0	2	0	1
BIO 168	Human Anatomy and Physiology I	3	3	0	4
ENG 111	Writing and Inquiry	3	0	0	3
MAT 152	Statistical Methods I	3	2	0	4
PSY 150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	7	0	15

<i>Spring Semester</i>					
BIO 169	Human Anatomy and Physiology II	3	3	0	4
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
ENG 112	Writing/Research in the Disciplines	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	6	0	17

<i>Fall Semester</i>					
ENG 231	American Literature I	3	0	0	3
or					
ENG 232	American Literature II	3	0	0	3
MAT 171	Precalculus Algebra	3	2	0	4
SOC 210	Introduction to Sociology	3	0	0	3
	History Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>
		12	5	0	13

<i>Spring Semester</i>					
BIO 175	General Microbiology	2	2	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
or					
ECO 252	Principles of Macroeconomics	3	0	0	3
HEA 110	Personal Health/Wellness	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	2	0	15

TOTAL CREDITS: 60-61

Humanities/Fine Arts Elective - Choose two of the following:

UGETC: ART 111, ART 114, ART 115, ENG 231, MUS 110, MUS 112, PHI 215, PHI 240
Gen. Ed: HUM 115

History Elective – Choose one of the following:

UGETC: HIS 111, HIS 112, HIS 131, HIS 132

Note: Applicants for the Associate Degree Nursing program must have a cumulative grade point average (GPA) from all colleges attended in the past 7 years of 2.5 or better. In addition, if you have attended RCC, your RCC cumulative GPA must also be 2.5 or better. GPA will not be “rounded up” to meet Admissions Standards.

Associate in Applied Science Degrees

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 in Applied Science Degree

Accounting

Associate Degree Nursing

Associate Degree Nursing – LPN to ADN option

Brewing, Distillation and Fermentation – *Equipment, Packaging and Maintenance*

Brewing, Distillation and Fermentation – *Specialty Agriculture for Fermentation*

Business Administration

Computer – Integrated Machining

Cosmetology

Criminal Justice Technology

Early Childhood Education

Electrical Systems Technology

Electronics Engineering Technology

General Occupational Technology

Horticulture Technology

Information Technology

Medical Office Administration – *Medical Coding and Billing*

Medical Office Administration – *Patient Services Representative*

Office Administration

Respiratory Therapy

Surgical 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.

<i>Fall Semester</i>		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111	College Student Success	1	0	1
ACC 120	Principles of Financial Accounting	3	2	4
BUS 110	Introduction to Business	3	0	3
BUS 115	Business Law I	3	0	3
ENG 111	Writing and Inquiry	3	0	3
CIS 110	Introduction to Computers	<u>2</u>	<u>2</u>	<u>3</u>
		15	4	17
<i>Spring Semester</i>				
ACC 121	Principles of Managerial Accounting	3	2	4
ACC 150	Accounting Software Applications	1	2	2
BUS 116	Business Law II	3	0	3
CTS 130	Spreadsheet	2	2	3
ENG 114	Prof Research & Reporting	<u>3</u>	<u>0</u>	<u>3</u>
		12	6	15
<i>Summer Semester</i>				
	Humanities/Fine Arts Elective	3	0	3
	Mathematics Elective	<u>2-3</u>	<u>2</u>	<u>3-4</u>
		5-6	2	6-7
<i>Fall Semester</i>				
ACC 220	Intermediate Accounting I	3	2	4
ACC 140	Payroll Accounting	1	2	2
BUS 121	Business Math	2	2	3
ECO 252	Prin of Macroeconomics	3	0	3
	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		12	6	15
<i>Spring Semester</i>				
ACC 129	Individual Income Taxes	2	2	3
ACC 221	Intermediate Accounting II	3	2	4
BUS 225	Business Finance	2	2	3
ECO 251	Principles of Microeconomics	3	0	3
BUS 151	People Skills	<u>3</u>	<u>0</u>	<u>3</u>
		13	6	16
TOTAL CREDITS: 69-70				

Humanities/Fine Arts Elective - Choose one of the following:

UGETC: ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, PHI 215, PHI 240

Gen Ed: HUM 110, HUM 115, REL 110, REL 211

Mathematics Elective - Choose one of the following: UGETC: MAT 143, MAT 152, MAT 171

Social/Behavioral Science Elective - Choose one of the following:

UGETC: HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

Gen Ed: ANT 210, GEO 111, HIS 121, HIS 122, SOC 213

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 Performance Standards

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, auscultator 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 Program

Program Prerequisites: Students admitted to the Nursing Program must successfully complete the following courses with a "C" or higher prior to enrolling in the first nursing class:

- BIO 168 Human Anatomy & Physiology I (4) credit hrs.
- BIO 169 Human Anatomy & Physiology II (4) credit hrs.
- CHM 130 General, Organic & Biochemistry and (4)
- CHM 130A General, Organic & Biochemistry Lab or
- CHM 131 Introduction to Chemistry and (4) credit hrs.
- CHM 131A Introduction to Chemistry Lab or
- CHM 151 General Chemistry I (4) credit hrs.
- Certification of completion of Nurse Aide I and current listing on NC Registry without substantive findings.

<i>Fall Semester</i>		<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ENG 111	Writing and Inquiry	3	0	0	3
NUR 111	Introduction to Health Concepts	4	6	6	8
NUR 117	Pharmacology	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		8	9	6	13
<i>Spring Semester</i>					
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	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	0	12	15
<i>Summer Semester</i>					
NUR 114	Holistic Health Concepts	3	0	6	5
PSY 241	Developmental Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	6	8
<i>Fall Semester</i>					
ENG 114	Professional Research & Reporting	3	0	0	3
NUR 211	Health Care Concepts	3	0	6	5
NUR 212	Health System Concepts	<u>3</u>	<u>0</u>	<u>6</u>	<u>5</u>
		9	0	12	13
<i>Spring Semester</i>					
NUR 213	Complex Health Concepts	4	3	15	10
	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		7	3	15	13

TOTAL CREDITS: 74

Humanities/Fine Arts Elective - Choose one of the following:

UGETC: ART 111, ART 114, ART 115, MUS 110, MUS 112, PHI 215, PHI 240

Gen Ed: HUM 115

Associate Degree Nursing Program Costs

Associate Degree Nursing students should be prepared to incur additional expenses beyond college fees and tuition.

Outlined below are estimated expenses and are subject to change:

	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	\$300
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	\$1,800	\$1,000
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	

Associate Degree Nursing: LPN to ADN Option (A45110L)

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 Performance Standards

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, auscultator 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: LPN to ADN Option

The LPN to ADN curriculum is designed for students who have already met the requirements to be a Licensed Practical Nurse (LPN) and wish to further their education to earn an Associate Degree in Nursing (ADN). Students admitted to the LPN to ADN option must successfully complete the following courses with a “C” or higher prior to enrolling in the first nursing class:

BIO 168 Human Anatomy and Physiology I	(4 shc)	ENG 111 Writing and Inquiry	(3 shc)
BIO 169 Human Anatomy and Physiology II	(4 shc)	ENG 114 Professional Research & Reporting	(3 shc)
CHM 130/130A General, Organic & Biochemistry and General, Organic & Chemistry Lab	or	PSY 150 General Psychology	(3 shc)
CHM 131/131A Introduction to Chemistry Introduction to Chemistry Lab	or	PSY 241 Developmental Psychology	(3 shc)
CHM 151 General Chemistry	(4 shc)	Humanities/Fine Arts Elective	(3 shc)

Fall Semester

NUR 117 Pharmacology	1	3	0	2
NUR 221 LPN to ADN Concepts I	<u>6</u>	<u>0</u>	<u>2</u>	<u>2</u>
	7	3	9	11

Spring Semester

NUR 118 Nutrition/Diet Therapy	2	0	0	2
NUR 223 LPN to ADN Concepts II	<u>6</u>	<u>0</u>	<u>2</u>	<u>2</u>
	8	0	9	11

TOTAL CREDITS: 74

Humanities/Fine Arts Elective - Choose one of the following:

UGETC: ART 111, ART 114, ART 115, MUS 110, MUS 112, PHI 215, PHI 240

Gen Ed: HUM 115

LPN to ADN Program Costs

Associate Degree Nursing students in the LPN to ADN program should be prepared to incur additional expenses beyond college fees and tuition.

Outlined below are estimated expenses and are subject to change:

	First Year
Medical Exam	\$100
* Drug Screening (nonrefundable)	\$ 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
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	\$1,800
Textbooks	
Online educational services	
NCLEX Review	
Student Accident Insurance	\$ 6
Malpractice Insurance	\$ 16
CPR	\$ 30 - 50
Graduation Fee	\$25
Nursing Pin, Lamp, and Cap (optional)	\$75

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.

A 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.

Students enrolling in this program must purchase accident insurance.

*** This program involves the production of alcoholic beverages. Students must be 21 or older to enroll in the program.**

BDF: Equipment, Packaging, and Maintenance (A15250EP)

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111	College Student Success		1	0	1
BDF 111	BDF Safety & Sanitation		1	2	2
BDF 125	Brewing Tech and Calculations		1	3	2
BDF 220	Applied Craft Beverage Chemistry		3	2	4
ENG 110	Freshman Composition		3	0	3
or					
ENG 111	Writing and Inquiry		3	0	3
MAT 110	Math Measurement & Literacy (or higher)		<u>2</u>	<u>2</u>	<u>3-4</u>
			14	9	15-16
<i>Spring Semester</i>					
BDF 112	Survey of Fermented Products		3	3	4
BDF 114	Craft Beer Brewing		1	3	2
BDF 115	Applied Craft Bev Microbiology		3	2	4
COM 110	Introduction to Communication		3	0	3
or					
ENG 114	Professional Research & Reporting		<u>3</u>	<u>0</u>	<u>3</u>
			10	8	13
<i>Summer Semester</i>					
ELC 112	DC/AC Electricity		<u>3</u>	<u>6</u>	<u>5</u>
			3	6	5
<i>Fall Semester</i>					
BDF 110	Fermentation Production		2	4	4
ELC 117	Motors and Controls		2	6	4
Humanities/Fine Arts Elective			<u>3</u>	<u>0</u>	<u>3</u>
			7	10	11

<i>Spring Semester</i>		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BDF 261	Beverage Marketing & Sales	3	0	3
ELC 128	Intro to PLC	2	3	3
HOR 245	Horticulture Specialty Crops	2	2	3
ISC 112	Industrial Safety	2	0	2
Social/Behavioral Science Elective		<u>3</u>	<u>0</u>	<u>3</u>
		12	5	14

<i>Summer Semester</i>				
WLD 214	Sanitary Welding	<u>2</u>	<u>6</u>	<u>4</u>
		2	6	4

<i>Fall Semester</i>				
BDF 236	Brewing & Packaging Maintenance	<u>2</u>	<u>4</u>	<u>4</u>
		2	4	4

TOTAL CREDITS: 66-67

Humanities/Fine Arts Elective - Choose one of the following:

UGETC: ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240

Gen Ed: HUM 110, HUM 115, REL 110, REL 211

Social/Behavioral Science Elective - Choose one of the following:

UGETC: ANT 210, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

Gen Ed: HIS 121, HIS 122, PSY 241, PSY 281, SOC 213

BDF: Specialty Agriculture for Fermentation (A15250SA)

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111	College Student Success		1	0	1
BDF 111	BDF Safety & Sanitation		1	2	2
BDF 125	Brewing Tech and Calculations		1	3	2
BDF 220	Applied Craft Bev Chemistry		3	2	4
ENG 110	Freshman Composition		3	0	3
or					
ENG 111	Writing and Inquiry		3	0	3
MAT 110	Mathematical Measurement (or higher)		<u>2</u>	<u>2</u>	<u>3-4</u>
			14	9	15-16

<i>Spring Semester</i>					
BDF 112	Survey of Fermented Products		3	3	4
BDF 114	Craft Beer Brewing		1	3	2
BDF 115	Applied Craft Bev Microbiology		3	2	4
COM 110	Introduction to Communications		3	0	3
or					
ENG 114	Prof Research & Reporting		<u>3</u>	<u>0</u>	<u>3</u>
			10	8	13

<i>Summer Semester</i>					
BDF 210	Hops Selection and Production		<u>2</u>	<u>4</u>	<u>4</u>
			2	4	4

<i>Fall Semester</i>					
BDF 110	Fermentation Production		2	4	4
HOR 162	Applied Plant Science		2	2	3
HOR 166	Soils & Fertilizers		2	2	3
Humanities/Fine Arts Elective			<u>3</u>	<u>0</u>	<u>3</u>
			9	8	13

<i>Spring Semester</i>					
BDF 213	Malting		2	4	4
BDF 261	Beverage Marketing & Sales		3	0	3
HOR 245	Horticulture Specialty Crops		2	2	3
ISC 112	Industrial Safety		2	0	2
Social/Behavioral Science Elective			<u>3</u>	<u>0</u>	<u>3</u>
			12	6	15

<i>Summer Semester</i>					
WLD 214	Sanitary Welding		<u>2</u>	<u>6</u>	<u>4</u>
			2	6	4

<i>Fall Semester</i>					
BDF 230	Advanced Brewing		2	2	3
BDF 230A	Advanced Brewing Lab		<u>0</u>	<u>2</u>	<u>1</u>
			2	4	4

TOTAL CREDITS: 68-69

Humanities/Fine Arts Elective - Choose one of the following:

UGETC: ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240
Gen Ed: HUM 110, HUM 115, REL 110, REL 211

Social/Behavioral Science Elective - Choose one of the following:

UGETC: ANT 210, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 131, HIS 132,
POL 120, PSY 150, SOC 210
Gen Ed: HIS 121, HIS 122, PSY 241, PSY 281, SOC 213

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>Class</i>	<i>Lab</i>	<i>Credit</i>
<i>Fall Semester</i>					
ACA 111	College Student Success		1	0	1
ACC 120	Principles of Financial Accounting		3	2	4
BUS 110	Introduction to Business		3	0	3
BUS 115	Business Law I		3	0	3
CIS 110	Introduction to Computers		2	2	3
ENG 111	Writing & Inquiry		<u>3</u>	<u>0</u>	<u>3</u>
			15	4	17
<i>Spring Semester</i>					
ACC 121	Principles of Managerial Accounting		3	2	4
BUS 116	Business Law II		3	0	3
BUS 151	People Skills		3	0	3
ECO 251	Principles of Microeconomics		3	0	3
MKT 120	Principles of Marketing		<u>3</u>	<u>0</u>	<u>3</u>
			15	2	16
<i>Summer Semester</i>					
ENG 114	Professional Research & Reporting		3	0	3
	Mathematics Elective		<u>2-3</u>	<u>2</u>	<u>3-4</u>
			5-6	2	6-7
<i>Fall Semester</i>					
BUS 121	Business Math		2	2	3
BUS 125	Personal Finance		3	0	3
BUS 137	Principles of Management		3	0	3
ECO 252	Principles of Macroeconomics		3	0	3
INT 110	International Business		<u>3</u>	<u>0</u>	<u>3</u>
			14	2	15
<i>Spring Semester</i>					
BUS 153	Human Resource Management		3	0	3
BUS 225	Business Finance		2	2	3
BUS 239	Business Applications Seminar		2	2	2
	Humanities/Fine Arts Elective		3	0	3
	Major Elective		<u>2</u>	<u>2</u>	<u>3</u>
			12	6	14
TOTAL CREDITS: 68-69					
Humanities/Fine Arts Elective - Choose one of the following: UGETC: ART 111, MUS 110, PHI 240 Gen Ed: HUM 110, HUM 115					
Major Elective - Choose one of the following: ACC 129, CTS 130					
Mathematics Elective - Choose one of the following: UGETC: MAT 143, MAT 152, MAT 171					

Computer-Integrated Machining (A50210)

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.

Course work may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

Students enrolling in this program must purchase student accident insurance.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111	College Student Success		1	0	1
BPR 111	Blueprint Reading		1	2	2
ISC 112	Industrial Safety		2	0	2
ISC 113	Industrial Specifications		1	0	1
MAC 111	Machining Technology I		2	12	6
MAC 114	Intro to Metrology		2	0	2
MAC 122	CNC Turning		<u>1</u>	<u>3</u>	<u>2</u>
			10	17	16
<i>Spring Semester</i>					
BPR 121	Blueprint Reading: Mechanical		1	2	2
DFT 119	Basic CAD		1	2	2
ENG 110	Freshman Composition		3	0	3
	or				
ENG 111	Writing & Inquiry		3	0	3
MAC 112	Machining Technology II		2	12	6
MAC 124	CNC Milling		1	3	2
MAT 110	Math Measurement & Literacy		<u>2</u>	<u>2</u>	<u>3</u>
			10	21	18
<i>Summer Semester</i>					
MAC 113	Machining Technology III		<u>2</u>	<u>12</u>	<u>6</u>
			2	12	6
<i>Fall Semester</i>					
COM 110	Intro to Communication		3	0	3
	or				
ENG 114	Prof. Research & Reporting		3	0	3
DFT 154	Intro to Solid Modeling		2	3	3
MAC 222	Advanced CNC Turning		1	3	2
MAC 231	CAM: NCC Turning		1	4	3
WBL 110	World of Work		1	0	1
	Humanities/Fine Arts Elective		3	0	3
	Social/Behavioral Science Elective		<u>3</u>	<u>0</u>	<u>3</u>
			14	10	18

Spring Semester

		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
DDF 252	Advanced Solid Modeling	2	2	3
MAC 224	Advanced CNC Milling	1	3	2
MAC 232	CAM: CNC Milling	1	4	3
MAC 248	Production Procedures	1	2	2
WLD 112	Basic Welding Processes	1	3	2
or				
WBL 111	Work-Based Learning I	0	10	1
and				
WBL 121	Work-Based Learning II	<u>0</u>	<u>10</u>	<u>1</u>
		6	14-31	12

TOTAL CREDITS: 70**Humanities/Fine Arts Elective** - Choose one of the following:

UGETC: ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240

Gen Ed: HUM 110, HUM 115, REL 110, REL 211

Social/Behavioral Science Elective - Choose one of the following:

UGETC: ANT 210, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

Gen Ed: HIS 121, HIS 122, PSY 241, PSY 281, SOC 213

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.

	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
Fall Semester			
ACA 111 Success & Study Skills	0	2	1
COS 111 Cosmetology Concepts I	4	0	4
COS 112 Salon I	<u>0</u>	<u>24</u>	<u>8</u>
	4	26	13
Spring Semester			
COS 113 Cosmetology Concepts II	4	0	4
COS 114 Salon II	0	24	8
ENG 111 Writing and Inquiry	3	0	3
Major Elective	<u>1</u>	<u>3</u>	<u>2</u>
	8	27	17
Summer Semester			
COS 115 Cosmetology Concepts III	4	0	4
COS 116 Salon III	0	12	4
COS 250 Computerized Salon Operations	<u>1</u>	<u>0</u>	<u>1</u>
	5	12	9
Fall Semester			
COS 117 Cosmetology Concepts IV	2	0	2
COS 118 Salon IV	0	21	7
MAT 110 Math Measurement & Literacy (or Higher)	2	2	3
Major Elective	<u>1</u>	<u>3</u>	<u>2</u>
	5	24	14
Spring Semester			
CIS 110 Intro to Computers	2	2	3
COM 120 Intro Interpersonal Communications	3	0	3
or			
ENG 112 Writing/Research in the Discipline	3	0	3
or			
ENG 114 Prof Research & Reporting	3	0	3
HUM Humanities/Fine Arts Elective	3	0	3
PSY 150 General Psychology	3	0	3
or			
SOC 210 Intro to Sociology	<u>3</u>	<u>0</u>	<u>3</u>
	11	2	12

TOTAL CREDITS: 65

Humanities/Fine Arts Elective - Choose one of the following:

UGETC: ART 111, PHI 240

Gen Ed: HUM 110, HUM 115

Major Elective - Choose one of the following:

COS 223, COS 224, COS 225, COS 240

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.

Fall Semester			Class	Lab	Credit
ACA 111	College Student Success		1	0	1
CJC 111	Intro to Criminal Justice		3	0	3
CJC 112	Criminology		3	0	3
CJC 131	Criminal Law		3	0	3
CJC 122	Community Policing		3	0	3
ENG 111	Writing and Inquiry		<u>3</u>	<u>0</u>	<u>3</u>
			16	0	16

Spring Semester					
CIS 110	Intro to Computers		2	2	3
CJC 113	Juvenile Justice		3	0	3
CJC 132	Courts and Evidence		3	0	3
CJC 141	Corrections		3	0	3
MAT 143	Quantitative Literacy (or Higher)		<u>2-3</u>	<u>2</u>	<u>3-4</u>
			13-14	4	15-16

Summer Semester					
CJC 213	Substance Abuse		3	0	3
CJC 215	Organization & Administration		<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

Fall Semester					
ENG 112	Writing/Research in the Discipline		3	0	3
	or				
ENG 114	Professional Research & Reporting		3	0	3
CJC 221	Investigative Principles		3	2	4
CJC 231	Constitutional Law		3	0	3
COM 231	Public Speaking		3	0	3
Major Elective			<u>3</u>	<u>0</u>	<u>3</u>
			15	2	16

Spring Semester					
CJC 212	Ethics & Comm Relations		3	0	3
CJC 214	Victimology		3	0	3
CJC 222	Criminalistics		3	0	3
PSY 150	General Psychology		3	0	3
WBL 110	World of Work		1	0	1
Humanities/Fine Arts Elective			<u>3</u>	<u>0</u>	<u>3</u>
			16	0	16

TOTAL CREDITS: 69-70

Humanities/Fine Arts Elective - Choose one of the following:

UGETC: ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240
Gen Ed: HUM 110, HUM 115, REL 110, REL 211

Major Electives - Choose one of the following: CJC 121, CJC 211, CJC 225

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

CJC 121	Law Enforcement Operations
CJC 131	Criminal Law
CJC 132	Court Procedure & Evidence
CJC 221	Investigative Principles
CJC 225	Crisis Intervention
CJC 231	Constitutional Law

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.

This program includes field experience assignments. In addition to tuition, books and fees, students who are not already employed in an early childhood facility or school-based classroom can expect to incur additional fees (TB test, physical, drug screening, background check) ranging from \$150 to \$300 depending on the provider.

<i>Fall Semester</i>		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111	College Student Success	1	0	1
ENG 111	Writing and Inquiry	3	0	3
EDU 119	Early Childhood Education	4	0	4
EDU 144	Child Development I	3	0	3
EDU 151	Creative Activities	<u>3</u>	<u>0</u>	<u>3</u>
		14	0	14

<i>Spring Semester</i>				
ENG 112	Writing/Research in the Disciplines	3	0	3
EDU 131	Child, Family, Community	3	0	3
EDU 145	Child Development II	3	0	3
EDU 146	Child Guidance	3	0	3
EDU 184	Early Childhood Intro Practicum	<u>1</u>	<u>3</u>	<u>2</u>
		13	3	14

<i>Summer Semester</i>				
EDU 153	Health, Safety & Nutrition	3	0	3
	Mathematics Elective	<u>2-3</u>	<u>2</u>	<u>3-4</u>
		5-6	2	6-7

<i>Fall Semester</i>				
EDU 221	Children/Exceptionalities	3	0	3
EDU 234	Infants, Toddlers & Twos	3	0	3
EDU 280	Language & Literacy Experiences	3	0	3
	Major Elective	3	0	3
	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

<i>Spring Semester</i>				
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
	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		12	11	16

TOTAL CREDITS: 65-66

Humanities/Fine Arts Elective - Choose one of the following:

UGETC: ART 111, MUS 110, MUS 112, PHI 215, PHI 240

Major Elective - Choose one of the following:

ART 111, BUS 110, BUS 125, COM 110, COM 120, COM 231, HEA 110, HUM 115, REL 110, SOC 213, SPA 111

Mathematics Elective - Choose one of the following:

UGETC: MAT 143, MAT 152, MAT 171

Social/Behavioral Science Elective - Choose one of the following:

UGETC: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

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.

Course work, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems. Students enrolling in this program must purchase student accident insurance.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111	College Student Success		1	0	1
BPR 135	Schematics and Diagrams		2	0	2
ISC 112	Industrial Safety		2	0	2
MAT 110	Math Measurement & Literacy (or higher)		2	2	3
Major Elective			<u>2</u>	<u>6</u>	<u>4</u>
			9	8	12

<i>Spring Semester</i>					
ELC 112	DC/AC Electricity		3	6	5
HYD 110	Hydraulics & Pneumatics		2	3	3
MEC 130	Mechanisms		2	2	3
ELC 119	NEC Calculation		<u>1</u>	<u>2</u>	<u>2</u>
			8	13	13

<i>Summer Semester</i>					
BPR 130	Blueprint Reading Construction		3	0	3
ENG 110	Freshman Composition		3	0	3
or					
ENG 111	Writing and Inquiry		<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

<i>Fall Semester</i>					
ELC 117	Motor and Controls		2	6	4
MNT 160	Industrial Fabrication		1	3	2
WLD 112	Basic Welding Processes		<u>1</u>	<u>3</u>	<u>2</u>
			4	12	8

<i>Spring Semester</i>					
ELC 128	Introduction to PLC		2	3	3
ELN 110	Survey of Electronics		2	2	3
MNT 110	Intro to Maintenance Procedures		1	3	2
MNT 240	Industrial Equipment Troubleshooting		<u>1</u>	<u>3</u>	<u>2</u>
			6	11	10

<i>Summer Semester</i>					
ELC 228	PLC Applications		<u>2</u>	<u>6</u>	<u>4</u>
			2	6	4

Fall Semester

ATR 212	Industrial Robots	2	3	3
ELC 213	Instrumentation	3	2	4
COM 110	Introduction to Communications	3	0	3
or				
ENG 114	Prof Research & Reporting	3	0	3
Humanities/Fine Arts or Social/Behavioral Science Elective		<u>3</u>	<u>0</u>	<u>3</u>
		11	5	13

Spring Semester

ELC 229	Applications Project	1	3	2
Humanities/Fine Arts or Social/Behavioral Science Elective		<u>3</u>	<u>0</u>	<u>3</u>
		4	3	5

TOTAL CREDITS: 71

Humanities/Fine Arts Elective - Choose one of the following:

UGETC: ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112,
PHI 215, PHI 240

Gen Ed: HUM 110, HUM 115, REL 110, REL 211

Major Elective - Choose one of the following:

ELC 113, ELC 114, ELC 115

Social/Behavioral Science Elective - Choose one of the following:

UGETC: ANT 210, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210
Gen Ed: HIS 121, HIS 122, PSY 241, PSY 281, SOC 213

Electronics Engineering Technology (A40200)

Associate in Applied Science

The Electronics Engineering Technology program is 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.

<i>Fall Semester</i>	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111 College Student Success	1	0	1
CET 111 Computer Upgrade/Repair I	2	3	3
EGR 131 Intro to Electronics Tech	1	2	2
ELC 138 DC Circuit Analysis	3	3	4
ENG 111 Writing and Inquiry	3	0	3
or ENG 110 Freshman Composition	<u>3</u>	<u>0</u>	<u>3</u>
	10	8	13
 <i>Spring Semester</i>			
ELC 139 AC Circuit Analysis	3	3	4
ELN 131 Analog Electronics	3	3	4
ELN 133 Digital Electronics	3	3	4
ISC 112 Industrial Safety	2	0	2
MAT 121 Algebra/Trigonometry I	<u>2</u>	<u>2</u>	<u>3</u>
	13	11	17
 <i>Summer Semester</i>			
CSC 133 C Programming	2	3	3
ELC 117 Motor and Controls	<u>2</u>	<u>6</u>	<u>4</u>
	4	9	7
 <i>Fall Semester</i>			
ATR 112 Intro to Automation	2	3	3
ATR 211 Robot Programming	2	3	3
ELC 128 Introduction to PLC	2	3	3
ELN 232 Intro to Microprocessors	3	3	4
ELN 237 Local Area Networks	<u>2</u>	<u>3</u>	<u>3</u>
	11	15	16
 <i>Spring Semester</i>			
ATR 214 Advanced PLC	3	3	4
ELN 275 Troubleshooting	1	3	2
ENG 114 Professional Research & Reporting	3	0	3
or COM 120 Introduction to Communication			
Humanities/Fine Arts Elective	3	0	3
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	<u>0</u>	<u>10</u>	<u>1</u>
	13	10-26	17

TOTAL CREDITS: 70

Humanities/Fine Arts Elective - Choose one of the following:

UGETC: PHI 240

Gen Ed: HUM 110, HUM 115

Social/Behavioral Science Elective - Choose one of the following:

UGETC: ECO 251, GEO 111, PSY 150, SOC 210

General Occupational Technology (A55280)

Associate in Applied Science

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs. A minimum of fifteen hours of the program must include at least six semester hours of communication and one course from each of the following areas: Humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Rockingham Community College also encourages the inclusion of basic computer literacy.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses (100-189 or 200-289) offered by the College.

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.

Programs must be planned by student and advisor in advance for approval by the registrar, as designee of the chief academic officer.

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

TOTAL CREDITS: 66-67

Horticulture Technology (A15240)

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>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111	College Student Success		1	0	1
ENG 110	Freshman Composition		3	0	3
or					
ENG 111	Writing and Inquiry		3	0	3
HOR 160	Plant Materials I		2	2	3
HOR 162	Applies Plant Science		2	2	3
HOR 164	Hort. Pest Management		2	2	3
HOR 166	Soils & Fertilizers		2	2	3
ISC 112	Industrial Safety		<u>2</u>	<u>0</u>	<u>2</u>
			14	8	18
<i>Spring Semester</i>					
AGR 139	Intro. to Sustainable Ag.		3	0	3
COM 110	Intro to Communication		3	0	3
or					
ENG 114	Professional Research & Reporting		3	0	3
HOR 116	Landscape Management		2	2	3
HOR 134	Greenhouse Operation		2	2	3
HOR 168	Plant Propagation		2	2	3
HOR 245	Hort. Specialty Crops		<u>2</u>	<u>2</u>	<u>3</u>
			14	8	18
<i>Summer Semester</i>					
HOR 152	Horticulture Practice		0	3	1
BDF 210	Hops Selection & Production		2	4	4
or					
BDF 213	Malting		<u>2</u>	<u>4</u>	<u>4</u>
			2	7	5
<i>Fall Semester</i>					
AGR 111	Basic Farm Maintenance		1	3	2
or					
WBL 111	Work Based Learning I		1	0	1
and					
WBL 121	Work Based Learning II		1	0	1
HOR 112	Landscape Design I		2	3	3
HOR 138	Greenhouse Veg. Production		1	2	2
TRF 210	Turfgrass Equipment Management		1	4	3
Humanities/Fine Arts Elective			3	0	3
Math/Science Elective			<u>2-3</u>	<u>2</u>	<u>3-4</u>
			10-12	11-14	16-17

Spring Semester

AGR 130	Alternative Ag Production	3	0	3
AGR 263	Vegetable Production	2	2	3
HOR 217	Landscape Mgmt. II	1	3	2
HOR 235	Greenhouse Production	2	2	3
Social/Behavioral Science Elective		<u>3</u>	<u>0</u>	<u>3</u>
		11	7	14

TOTAL CREDITS: 71

Humanities/Fine Arts Elective - Choose one of the following:

UGETC: ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112,
PHI 215, PHI 240

Gen Ed: HUM 110, HUM 115, REL 110, REL 211

Math/Science Elective – Choose one of the following:

BIO 140 or CHM 131 & CHM 131A or Mat 110 or higher

Social/Behavioral Science Elective - Choose one of the following:

UGETC: ANT 210, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

Gen Ed: HIS 121, HIS 122, PSY 241, PSY 281, SOC 213

Information Technology (A25590I)

Associate in Applied Science

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, and business intelligence.

Course work includes development of students' 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 that rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

<i>Fall Semester</i>	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111 College Student Success	1	0	1
CIS 110 Intro to Computers	2	2	3
CTI 110 Web Program, & Database Foundation	2	2	3
ENG 111 Writing and Inquiry	3	0	3
NOS 110 Operating Systems Concepts	2	3	3
WEB 141 Mobile Interface Design	<u>2</u>	<u>2</u>	<u>3</u>
	12	9	16
<i>Spring Semester</i>			
CTI 120 Network & Sec Foundations	2	2	3
CTI 141 Cloud & Storage Concepts	1	4	3
CTS 130 Spreadsheet	2	2	3
DBA 110 Database Concepts	2	3	3
WEB 151 Mobile App Developer I	<u>2</u>	<u>2</u>	<u>3</u>
	9	13	15
<i>Summer Semester</i>			
Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
	3	0	3
<i>Fall Semester</i>			
CTS 120 Hardware/Software Support	2	3	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
Mathematics Elective	<u>2-3</u>	<u>2</u>	<u>3-4</u>
	11-12	9	15-16
<i>Spring Semester</i>			
CTS 115 Info Sys Business Concepts	3	0	3
ENG 114 Prof Research and Reporting	3	0	3
MKT 223 Customer Service	3	0	3
NOS 230 Windows Admin I	2	2	3
Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
	14	2	15

TOTAL CREDITS: 64-65

Humanities/Fine Arts Elective - Choose one of the following:

UGETC: ART 111, MUS 110, PHI 240

Gen Ed: HUM 110, HUM 115

Mathematics Elective - Choose one of the following:

UGETC: MAT 143, MAT 152, MAT 171

Gen Ed: MAT 110

Social/Behavioral Science Elective - Choose one of the following:

UGETC: ECO 251, ECO 252, POL 120, PSY 150, SOC 210

Medical Office Administration Medical Billing and Coding (A25310C)

Associate in Applied Science

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

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

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

<i>Fall Semester</i>	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111 College Student Success	1	0	1
BIO 163 Basic Anatomy and Physiology	4	2	5
CIS 110 Intro to Computers	3	0	3
ENG 111 Writing and Inquiry	3	0	3
OST 136 Word Processing	2	2	3
OST 286 Professional Development	<u>3</u>	<u>0</u>	<u>3</u>
	16	4	18
<i>Spring Semester</i>			
MAT 143 Quantitative Literacy	2	2	3
MED 121 Medical Terminology I (1 st 8 wks)	3	0	3
MED 122 Medical Terminology II (2 nd 8 wks)	3	0	3
OST 148 Medical Insurance and Billing	3	0	3
OST 164 Office Editing	<u>3</u>	<u>0</u>	<u>3</u>
	14	2	15
<i>Summer Semester</i>			
OST 289 Office Administration Capstone	<u>2</u>	<u>2</u>	<u>3</u>
	2	2	3
<i>Fall Semester</i>			
OST 149 Medical Legal Issues	3	0	3
OST 247 Procedure Coding	2	2	3
OST 248 Diagnostic Coding	2	2	3
MKT 223 Customer Service	3	0	3
Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
	13	4	15
<i>Spring Semester</i>			
PSY 150 General Psychology	3	0	3
or			
SOC 210 Introduction to Sociology	3	0	3
ENG 114 Prof Research & Reporting	3	0	3
OST 249 Med Coding Certification Prep	2	3	3
OST 260 Adv. Coding Methodologies	2	2	3
OST 280 Electronic Health Records	2	2	3
WBL 110 World of Work	<u>1</u>	<u>0</u>	<u>1</u>
	13	7	16
TOTAL CREDITS: 67			

Humanities/Fine Arts Elective - Choose one of the following:

UGETC: ART 111, MUS 110, PHI 240

Gen Ed: HUM 110, HUM 115

Medical Office Administration Patient Services Representative (A25310P)

Associate in Applied Science

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

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

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

<i>Fall Semester</i>	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111 College Student Success	1	0	1
CIS 110 Intro to Computers	2	2	3
ENG 111 Writing and Inquiry	3	0	3
MAT 143 Quantitative Literacy	2	2	3
OST 136 Word Processing	2	2	3
OST 286 Professional Development	<u>3</u>	<u>0</u>	<u>3</u>
	13	6	16
<i>Spring Semester</i>			
MED 121 Medical Terminology I (1 st 8 wks)	3	0	3
MED 122 Medical Terminology II (2 nd 8 wks)	3	0	3
OST 148 Medical Insurance and Billing	3	0	3
OST 164 Office Editing	3	0	3
OST 184 Records Management	<u>2</u>	<u>2</u>	<u>3</u>
	14	2	15
<i>Summer Semester</i>			
OST 289 Office Administration Capstone	<u>2</u>	<u>2</u>	<u>3</u>
	2	2	3
<i>Fall Semester</i>			
ACC 120 Principles of Financial Accounting	3	2	4
BUS 121 Business Math	2	2	3
MKT 223 Customer Service	3	0	3
OST 149 Medical Legal Issues	3	0	3
OST 248 Diagnostic Coding	<u>2</u>	<u>2</u>	<u>3</u>
	13	6	16
<i>Spring Semester</i>			
BUS 260 Business Communication	3	0	3
ENG114 Prof Research & Reporting	3	0	3
OST 280 Electronic Health Records	2	2	3
PSY 150 General Psychology	3	0	3
or			
SOC 210 Introduction to Sociology	3	0	3
WBL 110 World of Work	1	0	1
Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
	15	2	16
TOTAL CREDITS: 66			

Humanities/Fine Arts Elective Choose one of the following:

UGETC: Choose one of the following: ART 111, MUS 110, PHI 240

Gen Ed: Choose one of the following: HUM 110, HUM 115

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.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111	College Student Success		1	0	1
CIS 110	Intro to Computers		2	2	3
ENG 111	Writing and Inquiry		3	0	3
OST 136	Word Processing		2	2	3
OST 236	Advanced Word Processing		2	2	3
OST 286	Professional Development		<u>2</u>	<u>0</u>	<u>2</u>
			13	6	16
<i>Spring Semester</i>					
CTS 130	Spreadsheet		2	2	3
DBA 110	Database Concepts & Apps		2	3	3
OST 134	Text Entry & Formatting		2	2	3
OST 164	Office Editing		3	0	3
OST 184	Records Management		<u>2</u>	<u>2</u>	<u>3</u>
			11	9	15
<i>Summer Semester</i>					
ENG 114	Prof. Research and Reporting		3	0	3
OST 289	Office Admin Capstone		<u>2</u>	<u>2</u>	<u>3</u>
			5	2	6
<i>Fall Semester</i>					
ACC 120	Principles of Financial Accounting		3	2	4
BUS 110	Introduction to Business		3	0	3
BUS 121	Business Math		2	2	3
CTS 125	Presentation Graphics		2	2	3
MKT 223	Customer Service		<u>3</u>	<u>0</u>	<u>3</u>
			13	6	16
<i>Spring Semester</i>					
BUS 260	Business Communication		3	0	3
WBL 110	World of Work		1	0	1
Humanities/Fine Arts Elective			3	0	3
Mathematics Elective			2-3	2	3-4
Social/Behavioral Science Elective			<u>3</u>	<u>0</u>	<u>3</u>
			12-13	2	13-14

TOTAL CREDITS: 66-67

Humanities/Fine Arts Elective - Choose one of the following:

UGETC: ART 111, MUS 110, PHI 240
Gen Ed: HUM 110, HUM 115

Mathematics Elective - Choose one of the following:

UGETC: MAT 143, MAT 152, MAT 171
Gen Ed: MAT 110

Social/Behavioral Science Elective - Choose one of the following:

UGETC: ECO 251, ECO 252, PSY 150, SOC 210

Respiratory Therapy (A45720)

Associate in Applied Science

The Respiratory Therapy curriculum prepares individuals to function as respiratory therapists through demonstrated competence in the cognitive, psychomotor, and affective learning domains of respiratory care practice. Graduates perform diagnostic and therapeutic procedures with exposure to current and emerging practice settings.

The curriculum prepares graduates to operate within inter-professional teams and effectively communicate with clients/patients of various ages, ethnicities, and cultures. Application of problem solving strategies, applying ethical decision making, and understanding professional responsibilities are emphasized.

Graduates are eligible to complete the credentialing process through the National Board for Respiratory Care, which will qualify them for a license to practice in a variety of healthcare settings with responsibilities for assessment, treatment, management and education of patients with cardiopulmonary diseases.

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 judgment. 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.

<i>Fall Semester</i>		<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO 168	Anatomy and Physiology I	3	3	0	4
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
RCP 110	Intro to Respiratory Care	3	3	0	4
RCP 113	RCP Pharmacology	2	0	0	2
RCP 114	C-P Anat. & Phys.	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	9	0	17

<i>Spring Semester</i>					
BIO 169	Anatomy & Physiology II	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
RCP 111	Therapeutics/Diagnostics	4	3	0	5
RCP 115	C-P Pathophysiology	2	0	0	2
RCP 146	Clinical Practice II	<u>0</u>	<u>0</u>	<u>18</u>	<u>6</u>
		12	6	18	20

Summer Semester first 5 weeks

RCP 123	Special Practice Lab	0	3	0	1
RCP 152	Clinical Practice III	<u>0</u>	<u>0</u>	<u>6</u>	<u>2</u>
		0	3	6	3

Fall Semester

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
RCP 210	Critical Care Concepts	3	3	0	4
RCP 213	Neonatal/Pediatric Concepts	2	0	0	2
RCP 236	Clinical Practice IV	<u>0</u>	<u>0</u>	<u>18</u>	<u>6</u>
		11	3	18	18

Spring Semester

RCP 211	Advanced Monitoring/Procedures	3	3	0	4
RCP 215	Career Prep-Adv. Level	0	3	0	1
RCP 223	Special Practice Lab	0	3	0	1
RCP 246	Clinical Practice V	0	0	18	6
Humanities/Fine Arts Elective		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	9	18	15

TOTAL CREDITS: 73

CLINICAL CONTACT HOURS: 894

RESPIRATORY LAB HOURS: 381

Humanities/Fine Arts Elective - Choose one of the following:

UGETC: ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240

Gen Ed: HUM 110, HUM 115, REL 110, REL 211

Respiratory Therapy Program Costs

Respiratory Therapy students should be prepared to incur additional expenses beyond tuition and college fees.

Outlined below are estimated expenses and are subject to change:

First Year

CPR Certification	\$10
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)	\$35
Miscellaneous Supplies	\$100

Second Year

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

Surgical Technology (A45740)

Associate in Applied Science

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 (NBS TSA) within a four week period prior to or after graduation.

Surgical Technology Program Performance Standards

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.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO 163	Basic Anatomy & Physiology		4	2	0	5
ENG 111	Writing and Inquiry		3	0	0	3
SUR 110	Intro to Surg Tech		3	0	0	3
SUR 111	Periop Patient Care		<u>5</u>	<u>6</u>	<u>0</u>	<u>7</u>
			15	8	0	18

<i>Spring Semester</i>						
BIO 170	Intro to Microbiology (or higher microbiology)		3	3	0	4
SUR 122	Surgical Procedures I		5	3	0	6
SUR 123	Sur Clinical Practice I		<u>0</u>	<u>0</u>	<u>21</u>	<u>7</u>
			8	6	21	17

<i>Summer Semester</i>						
SUR 134	Surgical Procedures II		5	0	0	5
SUR 135	Sur Clinical Practice II		<u>0</u>	<u>0</u>	<u>12</u>	<u>4</u>
			5	0	12	9

<i>Fall Semester</i>						
BUS 137	Principles of Management		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	2	2
	Humanities/Fine Arts Elective		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	0	8	13

<i>Spring Semester</i>						
CIS 110	Introduction to Computers		2	2	0	3
ECO 251	Principles of Microeconomics		3	0	0	3
ENG 114	Prof Research & Reporting		3	0	0	3
SUR 137	Prof Success Prep		<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
			9	2	0	10

TOTAL CREDITS: 66-67

Humanities/Fine Arts Elective - Choose one of the following:

UGETC: ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240
 Gen Ed: HUM 110, HUM 115, REL 110, REL 211

Surgical Technology Program Costs

Surgical Technology program students should be prepared to incur additional expenses beyond tuition and college fees.

Outlined below are estimated expenses and are subject to change:

CPR Certification	\$10
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

General Education (A10300)

Associate in General Education

The Associate in General Education (AGE) curriculum is designed for individuals wishing to broaden their education with emphasis on personal interest, growth and development. The two-year General Education program provides students opportunities to study English, literature, fine arts, philosophy, social science, science and mathematics at the college level.

All courses in the program are college-level courses—course number 110 or higher. Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer.

Counselors are available to assist students in planning their programs. Programs must be planned by student and counselor in advance for approval by the registrar as designee of the chief academic officer at least ten (10) working days prior to the start of classes.

Associate in General Education

Associate in Prehealth Respiratory Therapy

Associate in Prehealth Surgical Technology

Prehealth Respiratory Therapy (A10300RT)

Associate in General Education

The Associate in General Education (AGE) curriculum is designed for individuals wishing to broaden their education, with emphasis on personal interest, growth, and development. The AGE-Prehealth curriculum is specifically designed for students who are attempting to enter a competitive health science program. Courses offered in the curriculum provide a foundation for success and meet general education requirements in the health science programs. Completion of this program does not guarantee admission to any academic program.

The Health Science programs at RCC have a competitive admissions process and do not directly admit students. Students interested in Respiratory Therapy are placed in A10300RT to take required general education courses for competitive admission to the program. Academic advisors will assist you in creating an education plan and timeline for admission so that you may complete your general education courses and know the requirements for the competitive admissions process for your respective health science program.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111	College Student Success		1	0	1
or					
HSC 110	Orientation to Health Careers		1	0	1
BIO 168	Human Anatomy & Physiology I		3	3	4
ENG 111	Writing and Inquiry		3	0	3
MAT 143	Quantitative Literacy		2	2	3
PSY 150	General Psychology		<u>3</u>	<u>0</u>	<u>3</u>
			12	5	14
<i>Spring Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BIO 169	Human Anatomy & Physiology II		3	3	4
CHM 131	Introduction to Chemistry		3	0	3
CHM 131A	Introduction to Chemistry Lab		0	3	1
or					
CHM 151	General Chemistry		3	3	4
ENG 112	Writing/Research in the Disciplines		3	0	3
	Humanities/Fine Art Elective		<u>3</u>	<u>0</u>	<u>3</u>
			12	6	14

TOTAL CREDITS: 28

Humanities/Fine Arts Elective - Choose one of the following:

UGETC: ART 111, ART 114, ART 115, MUS 110, MUS 112, PHI 215, PHI 240

Gen Ed: HUM 115

Other Major Hours (36 – 37) – These hours must be approved by the students' assigned academic advisor prior to enrolling in courses other than those listed above. **Note:** Students completing the above sequence and who have not been accepted into the Respiratory Therapy program must see their assigned advisor to explore other degree options before enrolling in additional courses.

TOTAL AGE PROGRAM HOURS REQUIRED 64 – 65

Prehealth Surgical Technology (A10300ST)

Associate in General Education

The Associate in General Education (AGE) curriculum is designed for individuals wishing to broaden their education, with emphasis on personal interest, growth, and development. The AGE-Prehealth curriculum is specifically designed for students who are attempting to enter a competitive health science program. Courses offered in the curriculum provide a foundation for success and meet general education requirements in the health science programs. Completion of this program does not guarantee admission to any academic program.

The Health Science programs at RCC have a competitive admissions process and do not directly admit students. Students interested in Surgical Technology are placed in A10300ST to take required general education courses for competitive admission to the program. Academic advisors will assist you in creating an education plan and timeline for admission so that you may complete your general education courses and know the requirements for the competitive admissions process for your respective health science program.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111	College Student Success		1	0	1
or					
HSC 110	Orientation to Health Careers		1	0	1
BIO 163	Basic Anatomy & Physiology I		4	2	5
BUS 137	Principles of Business Management		3	0	3
ENG 111	Writing and Inquiry		3	0	3
PSY 150	General Psychology		<u>3</u>	<u>0</u>	<u>3</u>
			15	2	15

<i>Spring Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BIO 170	Intro to Microbiology		3	3	4
or					
BIO 175	General Microbiology		2	2	3
CIS 110	Introduction to Computers		2	2	3
ECO 251	Principles of Microeconomics		3	0	3
ENG 112	Writing/Research in the Disciplines		3	0	3
	Humanities/Fine Art Elective		<u>3</u>	<u>0</u>	<u>3</u>
			13	4-5	15-16

TOTAL CREDITS: 30-31

Humanities/Fine Arts Elective - Choose one of the following:

UGETC: ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240

Gen Ed: HUM 110, HUM 115, REL 110, REL 211

Other Major Hours (34 – 35) – These hours must be approved by the students assigned academic advisor prior to enrolling in courses other than those listed above. **Note:** Students completing the above sequence and who have not been accepted into the Surgical Technology program must see their assigned advisor to explore other degree options before enrolling in additional courses.

TOTAL AGE PROGRAM HOURS REQUIRED 64 – 65

Diploma Programs

This section provides a listing of Rockingham Community College's diploma degree programs. The College's programs are subject to change. For an up to date list, please visit the [College's web site](#).

Diploma programs are designed to provide entry-level employment. Diploma 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.

The diploma programs at RCC include a minimum of six (6) general education core courses in English composition, humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics that introduce content and skills students have in common, regardless of their major or degree program. In addition to discipline specific content, these courses introduce general intellectual skills, such as critical thinking, communication and quantitative reasoning.

Student competencies in general intellectual skills are introduced and assessed in general education courses; however, curriculum major courses also teach these skills embedded in program specific content. It is the reinforcement of these competencies across disciplines and in program specific courses that advance qualified students.

RCC's General Education Outcomes are defined as follows:

Communication: Students will communicate using the conventions appropriate for the intended academic or professional audiences.

Information Literacy: Students will locate, evaluate, and use appropriate information for academic and professional tasks.

Critical Thinking: Students will analyze information and ideas and develop reasoned solutions to academic or professional problems.

Upon completion of a diploma degree, graduates will have had the opportunity to develop competency in written communication, information literacy, and critical thinking. These areas provide the academic foundation required to succeed in their academic and professional careers.

Diploma Programs

Air Conditioning, Heating & Refrigeration Technology

Computer-Integrated Machining

Cosmetology

Electronics Engineering Technology

Horticulture Technology

Industrial Systems Technology

Medical Office Administration

Nurse Aide: Therapeutic and Diagnosis Services *(Effective Spring 2018 pending State Board Community College and Southern Association Colleges and Schools Commission on Colleges notification)*

Office Administration

Practical Nursing

Surgical Technology

Welding Technology *(Pending Approval for Financial Aid Funding)*

Air Conditioning, Heating & Refrigeration Technology (D35100)

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

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools, and instruments. Diploma graduates should be able to assist in the startup, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

Students enrolling in this program must purchase student accident insurance.

<i>Fall Semester</i>	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111 College Student Success	1	0	1
AHR 110 Introduction to Refrigeration	2	6	5
AHR 111 HVACR Electricity	2	2	3
AHR 151 HVAC Duct Systems I	1	3	2
CIS 111 Basic PC Literacy	1	2	2
ISC 110 Workplace Safety	1	0	1
SST 140 Green Building Design & Concepts	<u>3</u>	<u>0</u>	<u>3</u>
	11	13	17
<i>Spring Semester</i>			
AHR 112 Heating Technology	2	4	4
AHR 113 Comfort Cooling	2	4	4
AHR 114 Heat Pump Technology	2	4	4
AHR 115 Refrigeration Systems	1	3	2
AHR 160 Refrigeration Certification	1	0	1
AHR 210 Residential Building Code	<u>1</u>	<u>2</u>	<u>2</u>
	9	17	17
<i>Summer Semester</i>			
AHR 211 Residential System Design	2	2	3
COM 110 Introduction to Communication	3	0	3
or			
ENG 110 Freshman Composition	3	0	3
PSY 101 Applied Psychology	<u>3</u>	<u>0</u>	<u>3</u>
	8	2	9

TOTAL CREDITS: 43

Computer-Integrated Machining Diploma (D50210)

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

Course work may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

Students enrolling in this program must purchase student accident insurance.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111	College Student Success		1	0	1
BPR 111	Blueprint Reading		1	2	2
ISC 112	Industrial Safety		2	0	2
ISC 113	Industrial Specifications		1	0	1
MAC 111	Machining Technology I		2	12	6
MAC 114	Intro to Metrology		2	0	2
MAC 122	CNC Turning		<u>1</u>	<u>3</u>	<u>2</u>
			10	17	16
<i>Spring Semester</i>					
BPR 121	Blueprint Reading: Mechanical		1	2	2
DFT 119	Basic CAD		1	2	2
COM 110	Introduction to Communication		3	0	3
	or				
ENG 110	Freshman Composition		3	0	3
MAC 112	Machining Technology		2	12	6
MAC 124	CNC Milling		1	3	2
MAT 110	Math Measurement & Literacy		<u>2</u>	<u>2</u>	<u>3</u>
			10	21	18
<i>Summer Semester</i>					
MAC 113	Machining Technology III		<u>2</u>	<u>12</u>	<u>6</u>
			2	12	6

TOTAL CREDITS: 40

Cosmetology Diploma (D55140)

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.

<i>Fall Semester</i>	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
COS 111 Cosmetology Concepts I	4	0	4
COS 112 Salon I	0	24	8
ENG 111 Writing and Inquiry	<u>3</u>	<u>0</u>	<u>3</u>
	7	24	15
<i>Spring Semester</i>			
COM 120 Intro to Interpersonal Communication	3	0	3
COS 113 Cosmetology Concepts II	4	0	4
COS 114 Salon II	<u>0</u>	<u>24</u>	<u>8</u>
	7	24	15
<i>Summer Semester</i>			
COS 115 Cosmetology Concepts III	4	0	4
COS 116 Salon III	0	12	4
COS 250 Computerized Salon Ops	<u>1</u>	<u>0</u>	<u>1</u>
	5	12	9
<i>Fall Semester</i>			
COS 117 Cosmetology Concepts IV	2	0	2
COS 118 Salon IV	<u>0</u>	<u>21</u>	<u>7</u>
	2	21	9

TOTAL CREDITS: 48

Electronics Engineering Technology Diploma (D40200)

The Electronics Engineering Technology program is 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.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111	College Student Success		1	0	1
CET 111	Computer Upgrade/Repair I		2	3	3
EGR 131	Intro to Electronics Tech		1	2	2
ELC 138	DC Circuit Analysis		3	3	4
ENG 110	Writing and Inquiry		3	0	3
or					
COM 110	Introduction to Communication		<u>3</u>	<u>0</u>	<u>3</u>
			10	8	13
<i>Spring Semester</i>					
ELC 139	AC Circuit Analysis		3	3	4
ELN 131	Analog Electronics		3	3	4
ELN 133	Digital Electronics		3	3	4
MAT 121	Algebra/Trigonometry I		<u>2</u>	<u>2</u>	<u>3</u>
			11	11	15
<i>Summer Semester</i>					
CSC 133	C Programming		2	3	3
ELC 117	Motor and Controls		<u>2</u>	<u>6</u>	<u>4</u>
			4	9	7
<i>Fall Semester</i>					
ELC 128	Introduction to PLC		2	3	3
ELN 232	Intro to Microprocessors		<u>3</u>	<u>3</u>	<u>4</u>
			5	6	7

TOTAL CREDITS: 42

Horticulture Technology Diploma (D15240)

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>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111	College Student Success		1	0	1
HOR 160	Plant Materials I		2	2	3
HOR 162	Applies Plant Science		2	2	3
HOR 164	Hort Pest Management		2	2	3
HOR 166	Soils & Fertilizers		2	2	3
ISC 112	Industrial Safety		<u>2</u>	<u>0</u>	<u>2</u>
			11	8	15
<i>Spring Semester</i>					
AGR 139	Intro to Sustainable Ag.		3	0	3
COM 110	Introduction to Communication		3	0	3
	or				
ENG 110	Freshman Composition		3	0	3
HOR 116	Landscape Management		2	2	3
HOR 134	Greenhouse Operation		2	2	3
HOR 168	Plant Propagation		2	2	3
HOR 245	Hort. Specialty Crops		<u>2</u>	<u>2</u>	<u>3</u>
			14	8	18
<i>Summer Semester</i>					
HOR 152	Horticulture Practice		<u>0</u>	<u>3</u>	<u>1</u>
			0	3	1
<i>Fall Semester</i>					
AGR 111	Basic Farm Maintenance		1	3	2
	or				
WBL 111	Work Based Learning I		1	0	1
	and				
WBL 121	Work Based Learning II		1	0	1
HOR 112	Landscape Design I		2	3	3
HOR 138	Greenhouse Veg. Production		1	2	2
Math/Science Elective			<u>3</u>	<u>0</u>	<u>3</u>
			7-8	5-8	10

TOTAL CREDITS: 44

Math/Science Elective - BIO 140 or CHM 131 & CHM 131A or MAT 110 or higher.

Industrial Systems Technology (D50240)

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.

		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
<i>Fall Semester</i>				
ACA 111	College Student Success	1	0	1
BPR 130	Blueprint Reading Construction	3	0	3
BPR 135	Schematics and Diagrams	2	0	2
ELC 115	Industrial Wiring	2	6	4
ISC 112	Industrial Safety	2	0	2
MAT 110	Math Measurement and Literacy (or higher)	2	2	3
MEC 130	Mechanisms	<u>2</u>	<u>2</u>	<u>3</u>
		14	10	18
<i>Spring Semester</i>				
COM 110	Introduction to Communication	3	0	3
	or			
ENG 110	Freshman Composition	3	0	3
ELC 112	DC/AC Electricity	3	6	5
HYD 110	Hydraulics/Pneumatics	2	3	3
MNT 160	Industrial Fabrication	1	3	2
WLD 112	Basic Welding Processes	<u>1</u>	<u>3</u>	<u>2</u>
		10	15	15
<i>Summer Semester</i>				
ELC 117	Motors and Controls	<u>2</u>	<u>6</u>	<u>4</u>
		2	6	4
<i>Fall Semester</i>				
MNT 110	Intro to Maintenance Procedures	1	3	2
MNT 240	Industrial Equipment Troubleshooting	<u>1</u>	<u>3</u>	<u>2</u>
		2	6	4

TOTAL CREDITS: 41

Medical Office Administration Diploma (D25310A)

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

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

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

<i>Spring Semester</i>		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CIS 110	Intro to Computers	3	0	3
ENG 111	Writing and Inquiry	3	0	3
MED 121	Medical Terminology I (1 st 8 weeks)	3	0	3
MED 122	Medical Terminology II (2 nd 8 weeks)	3	0	3
OST 148	Medical Coding and Billing	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15
<i>Fall Semester</i>				
MKT 223	Customer Service	3	0	3
OST 149	Medical Legal Issues	3	0	3
OST 247	Procedure Coding	2	2	3
OST 248	Diagnostic Coding	<u>2</u>	<u>2</u>	<u>3</u>
		10	4	12
<i>Spring Semester</i>				
OST 249	Med Coding Certification Prep	2	3	3
OST 260	Adv Coding Methodologies	2	2	3
OST 280	Electronic Health Records	2	2	3
PSY 150	General Psychology	3	0	3
or				
SOC 210	Introduction to Sociology	<u>3</u>	<u>0</u>	<u>3</u>
		9	7	12

TOTAL CREDITS: 39

Nurse Aide: Therapeutic and Diagnostic Services (D45840)

(Effective Spring 2018 pending State Board of Community College approval and Southern Association of Colleges and Schools Commission on Colleges notification)

Nurse Aide Diploma

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO 168	Anatomy & Physiology I		3	3	0	4
CHM 131	Introduction to Chemistry		3	0	0	3
CHM 131A	Intro to Chemistry Lab		0	3	0	1
ENG 111	Writing and Inquiry		3	0	0	3
HSC 110	Orientation to Health Careers		1	0	0	1
MED 120	Survey of Medical Terminology		2	0	0	2
PSY 150	General Psychology		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	6	0	17
<i>Spring Semester</i>						
BIO 169	Anatomy & Physiology II		3	3	0	4
ENG 112	Writing/Research in the Disciplines		3	0	0	3
NAS 101	Nurse Aide I		3	4	3	6
PHI 250	Introduction to Ethics		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	7	3	16
<i>Summer Semester</i>						
NAS 103	Home Health Care Nurse Aide		4	4	0	6
PSY 241	Developmental Psych		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			7	4	0	9

TOTAL CREDITS: 48

Office Administration Diploma (D25370)

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.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111	College Student Success		1	0	1
CIS 110	Intro to Computers		2	2	3
OST 136	Word Processing		2	2	3
OST 236	Advanced Word Processing		2	2	3
OST 286	Professional Development		3	0	3
MKT 223	Customer Service		<u>3</u>	<u>0</u>	<u>3</u>
			13	6	16
<i>Spring Semester</i>					
CTS 130	Spreadsheet		2	2	3
ENG 111	Writing and Inquiry		3	0	3
OST 134	Text Entry & Formatting		2	2	3
OST 164	Office Editing		3	0	3
OST 184	Records Management		<u>2</u>	<u>2</u>	<u>3</u>
			12	6	15
<i>Summer Semester</i>					
ENG 114	Prof. Research and Reporting		3	0	3
OST 289	Office Admin Capstone		<u>2</u>	<u>2</u>	<u>3</u>
			5	2	6

TOTAL CREDITS: 37

Practical Nursing Diploma (D45660)

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults. Students will participate in assessment, planning, implementing, and evaluating nursing care. Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN), which is required for practice as a Licensed Practical Nurse. Employment opportunities include acute care rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Program Prerequisites: Students admitted to the Practical Nursing Program must successfully complete the following courses with a "C" or higher prior to enrolling in the first nursing class:

- BIO 168 Human Anatomy & Physiology I (4) credit hrs.
- BIO 169 Human Anatomy & Physiology II (4) credit hrs.
- CHM 130 General, Organic & Biochemistry and (4) credit hrs.
- CHM 130A General, Organic & Biochemistry Lab or
- CHM 131 Introduction to Chemistry and (4) credit hrs.
- CHM 131A Introduction to Chemistry Lab or
- CHM 151 General Chemistry I (4) credit hrs.

Fall Semester

ENG 111	Expository Writing	3	0	0	3
NUR 101	Practical Nursing I	<u>7</u>	<u>6</u>	<u>6</u>	<u>11</u>
		10	6	6	14

Spring Semester

NUR 102	Practical Nursing II	7	0	9	10
PSY 150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	0	9	13

Summer Semester

NUR 103	Practical Nursing III	<u>6</u>	<u>0</u>	<u>9</u>	<u>9</u>
		6	0	9	9

TOTAL CREDITS: 48

Practical Nursing 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.

Practical Nursing Program Costs

Practical Nursing program students should be prepared to incur additional expenses beyond tuition and college fees. **Outlined below are estimated expenses and are subject to change:**

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)	\$35
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

Surgical Technology Diploma (D45740)

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.

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.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO 163	Basic Anatomy & Physiology		4	2	0	5
ENG 111	Writing and Inquiry		3	0	0	3
SUR 110	Intro to Surg Tech		3	0	0	3
SUR 111	Periop Patient Care		5	6	0	7
			15	8	0	18
<i>Spring Semester</i>						
BIO 170	Introductory Microbiology (or 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
			7-8	5-6	21	16-17
<i>Summer Semester</i>						
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
			6	0	12	10

TOTAL CREDITS: 44-45

Surgical Technology Program Costs

Surgical Technology program students should be prepared to incur additional expenses beyond tuition and college fees.

Outlined below are estimated expenses and are subject to change:

CPR Certification	\$10
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

Welding Technology Diploma (D50420)

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal 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.

		<i>Class</i>	<i>Lab</i>	<i>Wk. Exp.</i>	<i>Credit</i>
Fall Semester					
ACA 111	College Student Success	1	0	0	1
ISC 112	Industrial Safety	2	0	0	2
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 116	SMAW (Stick) Plate/Pipe	<u>1</u>	<u>2</u>	<u>0</u>	<u>4</u>
		7	21	0	14
Spring Semester					
COM 110	Introduction to Communication	3	0	0	3
or					
ENG 110	Freshman Composition	3	0	0	3
MAT 110	Math Measurement & Literacy (or higher)	2	2	0	3
WLD 121	GMAW/FCAW Plate	2	6	0	4
WLD 131	GTAW(TIG) Plate	2	6	0	4
WLD 141	Symbols & Specifications	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		11	16	0	17
Summer Semester					
WBL 110	World of Work	1	0	0	1
WLD 132	GTAW Plate/Pipe	1	6	0	3
WLD 261	Certification Practices	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		3	9	0	6

TOTAL CREDITS: 37

Certificate Programs

This section provides a listing of Rockingham Community College's certificate programs. The College's programs are subject to change. For an updated list, please visit the College's web site at [Rockingham Community College Programs](#). Certificate programs range from 12 to 18 semester hour credits and in some cases can be completed in one semester. Associate degree level courses within a certificate program may also be applied toward a diploma or an associate in applied science.

Certificate Programs - *Eligible for Title IV Financial Aid Funds*

Basic Law Enforcement Training (BLET)

Brewing, Distillation and Fermentation – Brewing Specialty Agriculture

Brewing, Distillation and Fermentation – Craft Brewing

Computer-Integrated Machining – Computer-Integrated Machining Fundamentals

Cosmetology

Electrical Systems Technology – Mechatronics

Electrical Systems Technology – Programmable Logic Controllers

Electronics Engineering Technology – Basic Electronics

Electronics Engineering Technology – Engineering Technology Fundamentals *(Pending Approval for Financial Aid Funding)*

Electronics Engineering Technology – Industrial Electronics

Horticulture Technology – Horticultural Crop Production Certificate *(Pending Approval for Financial Aid Funding)*

Industrial Systems Technology – Trouble Shooting

Medical Office Administration – Medical Office Billing and Coding

Medical Office Administration – Medical Office Patient Services Representative

Office Administration – Administrative Assistant *(Pending Approval for Financial Aid Funding)*

Office Administration – Advanced Office Software *(Pending Approval for Financial Aid Funding)*

Office Administration – Customer Service *(Pending Approval for Financial Aid Funding)*

Welding Technology *(Pending Approval for Financial Aid Funding)*

Certificate Programs - *Not eligible for Title IV Financial Aid Funds*

Air Conditioning, Heating & Refrigeration Technology – Air Conditioning & Refrigeration

Criminal Justice Technology – Criminal Justice Human Services

Criminal Justice Technology – Criminal Justice Management

Early Childhood Education

Electrical Systems Technology - Industrial Wiring

Electrical Systems Technology – Robotics

Horticulture Technology – General Horticultural Certificate

Information Technology – Mobile App Developer

Nurse Aide

(Effective Spring 2018 pending State Board Community College and Southern Association Colleges and Schools Commission on Colleges notification)

Phlebotomy

Air Conditioning, Heating & Refrigeration Technology

Air Conditioning and Refrigeration Certificate (C35100A)

This certificate program is designed to provide individuals with entry-level competencies in residential and light, commercial HVAC and in domestic refrigeration. Upon successful completion, graduates should be able to braze, leak test, recover refrigerant, charge a unit, pass the CFC certification exam, use meters and read wiring diagrams. Courses within this certificate may be applied toward a Diploma in Air Conditioning, Heating & Refrigeration Technology.

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

TOTAL CREDITS: 13

Basic Law Enforcement Training Certificate (C55120)

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

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations. 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 121, CJC 131, CJC 132, CJC 221, CJC 225, CJC 231 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 |

Offered Fall, Spring, & Summer Semester

	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CJC 100 Basic Law Enforcement Training	<u>39</u>	<u>0</u>	<u>19</u>
	39	0	19

TOTAL CREDITS: 19

Brewing, Distillation, and Fermentation

Brewing Specialty Agriculture Certificate (C15250SA)

This certificate program is designed to provide individuals with entry-level competencies in the understanding of selection and cultivation of hops and grains and the processes and technologies of malting to produce fermented products. Upon successful completion, graduates should be able to qualify for entry level employment opportunities in the brewing, distillation and fermentation industry, both at large distillers and smaller microbreweries or commercial farming operations. Students can complete additional certificates. Courses within these certificates may be applied toward an Associate Degree in Brewing, Distillation, & Fermentation

*** This program involves the production of alcoholic beverages. Students must be 21 or older to enroll in the program.**

<i>Fall Semester</i>	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
HOR 162 Applied Plant Science	2	2	3
HOR 166 Soils & Fertilizers	<u>2</u>	<u>2</u>	<u>3</u>
	4	4	6
<i>Spring Semester</i>			
BDF 213 Malting	2	4	4
HOR 245 Horticulture Specialty Crops	<u>2</u>	<u>2</u>	<u>3</u>
	4	6	7
<i>Summer Semester</i>			
BDF 210 Hops Selection and Production	<u>2</u>	<u>4</u>	<u>4</u>
	2	4	4

TOTAL CREDITS: 17

Craft Brewing Certificate (C15250)

This certificate program is designed to provide individuals with entry-level competencies in craft beer brewing production, concentrating on understanding the microbiology and fermentation process, safety and sanitation, practices and techniques, and the equipment of the craft brewing process. Upon successful completion, graduates should be able to qualify for entry level employment opportunities in the brewing, distillation and fermentation industry, both at large distillers and smaller microbreweries. Students can complete additional certificates. Courses within these certificates may be applied toward an Associate Degree in Brewing Distillation & Fermentation.

*** This program involves the production of alcoholic beverages. Students must be 21 or older to enroll in the program.**

<i>Fall Semester</i>	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BDF 111 BDF Safety & Sanitation	1	2	2
BDF 125 Brewing Tech and Calculations	1	3	2
BDF 220 Applied Craft Bev Chemistry	<u>3</u>	<u>2</u>	<u>4</u>
	5	8	8
<i>Spring Semester</i>			
BDF 114 Craft Beer Brewing	1	3	2
BDF 112 Survey of Fermented Products	3	3	4
BDF 115 Applied Craft Bev Microbiology	<u>3</u>	<u>2</u>	<u>4</u>
	7	7	10

TOTAL CREDITS: 18

Computer-Integrated Machining

Computer-Integrated Machining Fundamentals Certificate (C50210C)

This certificate program is designed to provide individuals with entry-level competencies in basic machining, basic CNC operation, blueprint reading and measurement. Upon successful completion, graduates should be able to set up and produce simple parts on basic machine tools. Courses within these certificates may be applied toward an Associate Degree in Computer Integrated Machining.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BPR 111	Blueprint Reading		1	2	2
ISC 112	Industrial Safety		2	0	2
MAC 111	Machining Technology I		2	12	6
MAC 114	Intro to Metrology		2	0	2
MAC 122	CNC Turning		<u>1</u>	<u>3</u>	<u>2</u>
			8	17	14

<i>Spring Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
MAC 124	CNC Milling		<u>1</u>	<u>3</u>	<u>2</u>
			1	3	2

TOTAL CREDITS: 16

Cosmetology

Cosmetology Certificate (C55140)

This certificate program is designed to provide individuals with entry-level competencies in cosmetology. Upon successful completion of the certificate, graduates can continue their coursework towards a Diploma or Associate's degree. Graduates with a Diploma or Associate's degree 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.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
COS 111	Cosmetology Concepts I		4	0	4
COS 112	Salon I		<u>0</u>	<u>24</u>	<u>8</u>
			4	24	12

<i>Spring Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
COS 113	Cosmetology Concepts II		4	0	4
COS 114	Salon II		<u>0</u>	<u>24</u>	<u>8</u>
			4	24	12

<i>Summer Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
COS 115	Cosmetology Concepts III		4	0	4
COS 116	Salon III		<u>0</u>	<u>12</u>	<u>4</u>
			4	12	8

TOTAL CREDITS: 34

COS Elective - Choose one of the following: COS 223, COS 224, COS 225, COS 240

Early Childhood Education

Early Childhood Education Certificate (C55220E)

This certificate program is designed to provide individuals with the skills for careers in Early Childhood Education, birth to kindergarten, through courses that cover the physical and psychological development of children, strategies for classroom management, and development of age-appropriate classroom activities. Students apply their knowledge through hands-on experience (practicum) at a daycare facility. Upon successful completion, graduates will earn an Early Childhood credential which enables them to work in childcare facilities in North Carolina. Courses within this certificate may be applied to an Associate Degree in Early Childhood.

<i>Fall Semester</i>		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
EDU 119	Early Childhood Education	4	0	4
EDU 144	Child Development I	<u>3</u>	<u>0</u>	<u>3</u>
		7	0	7
<i>Spring Semester</i>				
EDU 145	Child Development II	3	0	3
EDU 146	Child Guidance	3	0	3
EDU 184	Early Childhood Intro Practicum	<u>1</u>	<u>3</u>	<u>2</u>
		7	3	8

TOTAL CREDITS: 15

Criminal Justice Technology

Criminal Justice Human Services Certificate (C55180H)

This certificate program is designed to provide individuals with entry level competencies in criminal justice human services management and skills in a criminal justice setting while counseling persons and victims of crimes with special emphasis on dealing with crisis situations and persons in crisis. Upon successful completion, graduates should be able to counsel and provide assistance to victims of crimes and their immediate family members and those traumatized by situations arising from criminal justice and criminal encounters. Students can complete additional certificates. Courses within these certificates may be applied to the Criminal Justice Technology Associate Degree.

<i>Fall Semester</i>	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CJC 111 Intro to Criminal Justice	<u>3</u>	<u>0</u>	<u>3</u>
	3	0	3
<i>Spring Semester</i>			
CJC 211 Counseling	3	0	3
CJC 214 Victimology	3	0	3
CJC 225 Crisis Intervention	<u>3</u>	<u>0</u>	<u>3</u>
	9	0	9
<i>Fall Semester</i>			
CJC 213 Substance Abuse	<u>3</u>	<u>0</u>	<u>3</u>
	3	0	3
TOTAL CREDITS: 15			

Criminal Justice Management Certificate (C55180M)

This certificate program is designed to provide individuals with entry level competencies in criminal justice management and leadership skills in the organizational and management of criminal justice agencies with special emphasis on dealing with crisis situations and persons in crisis. Upon successful completion, graduates should be able to manage and lead law enforcement officers in ethical, community relations building with the general public as well as before mentioned criminal justice leadership management. Students can complete additional certificates. Courses within these certificates may be applied to the Criminal Justice Technology Associate Degree.

<i>Fall Semester</i>	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CJC 111 Intro to Criminal Justice	3	0	3
CJC 122 Community Policing	<u>3</u>	<u>0</u>	<u>3</u>
	6	0	6
<i>Spring Semester</i>			
CJC 212 Ethics & Comm Relations	3	0	3
CJC 215 Organization & Administration	<u>3</u>	<u>0</u>	<u>3</u>
	6	0	6
<i>Summer Semester</i>			
CJC 225 Crisis Intervention	<u>3</u>	<u>0</u>	<u>3</u>
	3	0	3
TOTAL CREDITS: 15			

Electrical Systems Technology

Industrial Wiring Certificate (C35130W)

This certificate program is designed to provide individuals with entry-level competencies in the National Electrical Code, as well as residential and industrial wiring methods. Upon successful completion, graduates should be able to work in an industrial setting, on equipment for power distribution, circuits, switches, enclosures, panels, fuses, and circuit breakers. Students can complete additional certificates. Courses within these certificates may be applied toward an Associate in Applied Science in Electrical Systems Technology.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BPR 135	Schematics and Diagrams		2	0	2
ELC 115	Industrial Wiring		2	6	4
ISC 112	Industrial Safety		<u>2</u>	<u>0</u>	<u>2</u>
			6	6	8
<i>Spring Semester</i>					
ELC 112	DC/AC Electricity		3	6	5
ELC 119	NEC Calculations		<u>1</u>	<u>2</u>	<u>2</u>
			4	8	7

TOTAL CREDITS: 15

Mechatronics Certificate (C35130M)

This certificate program is designed to provide individuals with entry-level competencies in electrical and mechanical skills needed to work on complex systems found in the manufacturing environment. Upon completion, graduates should be able to demonstrate an understanding of automated industrial machines and be able to maintain the equipment. Students can complete additional certificates. Courses within these certificates may be applied toward an Associate Degree in Electrical Systems Technology.

<i>Spring Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ELC 112	DC/AC Electricity		3	6	5
MEC 130	Mechanisms		<u>2</u>	<u>2</u>	<u>3</u>
			5	8	8
<i>Fall Semester</i>					
ISC 112	Industrial Safety		2	0	2
ELC 117	Motor and Controls		<u>2</u>	<u>6</u>	<u>4</u>
			4	6	6
<i>Spring Semester</i>					
ELC 128	Introduction to PLC		<u>2</u>	<u>3</u>	<u>3</u>
			2	3	3

TOTAL CREDITS: 17

Programmable Logic Controllers Certificate (C35130PL)

This certificate program is designed to provide individuals with entry-level competencies in programming and troubleshooting Programmable Logic Controllers (PLC) in an industrial environment. Upon successful completion, graduates should be able to write, document, store, edit and debug ladder logic programs that are essential to the operation of factories, plants and other manufacturing facilities. Students can complete additional certificates. Courses within these certificates may be applied toward an Associate Degree in Electrical Systems Technology.

	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
Spring Semester			
ELC 112 DC/AC Electricity	<u>3</u>	<u>6</u>	<u>5</u>
	3	6	5
Fall Semester			
ELC 117 Motor and Controls	<u>2</u>	<u>6</u>	<u>4</u>
	2	6	4
Spring Semester			
ELC 128 Introduction to PLC	<u>2</u>	<u>3</u>	<u>3</u>
	2	3	3
Summer Semester			
ELC 228 PLC Applications	<u>2</u>	<u>6</u>	<u>4</u>
	2	6	4

TOTAL CREDITS: 16

Robotics Certificate (C35130RB)

This certificate program is designed to provide individuals with entry-level competencies in the concepts of industrial robots and explain how they are used in a plant or manufacturing system. Upon successful completion, graduates should be able to apply theoretical and laboratory instruction to allow for the programming, testing, and debugging of robot-control systems. Students can complete additional certificates. Courses within these certificates may be applied toward an Associate Degree in Electrical Systems Technology.

	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
Spring Semester			
ELC 112 DC/AC Electricity	<u>3</u>	<u>6</u>	<u>5</u>
	3	6	5
Fall Semester			
ELC 117 Motor and Controls	<u>2</u>	<u>6</u>	<u>4</u>
	2	6	4
Spring Semester			
ELC 128 Introduction to PLC	<u>2</u>	<u>3</u>	<u>3</u>
	2	3	3
Fall Semester			
ATR 212 Industrial Robots	<u>2</u>	<u>3</u>	<u>3</u>
	2	3	3

TOTAL CREDITS: 15

Electronics Engineering Technology

Basic Electronics Certificate (C40200)

This certificate program is designed to provide individuals with entry-level competencies in engineering technology. Upon successful completion, graduates should be able to calculate construct, and trouble shoot electronic circuits. Students can complete additional certificates that may be applies toward an Associate's Degree in Electronics Engineering Technology.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
EGR 131	Intro to Electronics Tech		1	2	2
ELC 138	DC Circuit Analysis		<u>3</u>	<u>3</u>	<u>4</u>
			4	5	6
<i>Spring Semester</i>					
ELC 139	AC Circuit Analysis		3	3	4
ELN 131	Analog Electronics		3	3	4
ELN 133	Digital Electronics		<u>3</u>	<u>3</u>	<u>4</u>
			9	9	12

TOTAL CREDITS: 18

Engineering Technology Fundamentals Certificate (C40200F)

This certificate program is designed to provide individuals with the fundamentals of engineering technology. Upon successful completion of all courses in this pathway, graduates will be awarded an Electronics Engineering Technology: Certificate in Engineering Technology Fundamentals. Students can complete additional certificates and earn an Associate's Degree in Electronics Engineering Technology.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CET 111	Computer Upgrade and Repair		2	3	3
EGR 131	Intro to Electronics Tech		1	2	2
ELC 138	DC Circuit Analysis		<u>3</u>	<u>3</u>	<u>4</u>
			6	8	9
<i>Spring Semester</i>					
ELC 139	AC Circuit Analysis		3	3	4
ELN 131	Analog Electronics		<u>3</u>	<u>3</u>	<u>4</u>
			6	6	8

TOTAL CREDITS: 17

Industrial Electronics Certificate (C40200I)

This certificate program is designed to provide individuals with entry-level competencies in DC/AC circuits, machine controls, and automation as found in industry. Upon successful completion, graduates should be able to calculate, design, build, troubleshoot, and modify industrial control systems. Students can complete additional certificates and earn an Associate's Degree in Electronics Engineering Technology.

	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
<i>Fall Semester</i>			
EGR 131 Intro to Electronics Tech	1	2	2
ELC 138 DC Circuit Analysis	<u>3</u>	<u>3</u>	<u>4</u>
	4	5	6
<i>Spring Semester</i>			
ELC 139 AC Circuit Analysis	<u>3</u>	<u>3</u>	<u>4</u>
	3	3	4
<i>Summer Semester</i>			
ELC 117 Motor and Controls	<u>2</u>	<u>6</u>	<u>4</u>
	2	6	4
<i>Fall Semester</i>			
ATR 112 Intro to Automation	<u>2</u>	<u>3</u>	<u>3</u>
	2	3	3
TOTAL CREDITS: 17			

Horticulture Technology

General Horticultural Certificate (C15240GH)

This certificate program is designed to provide individuals with entry-level competencies in general horticultural practices, plant nomenclature and soil science. Upon successful completion, graduates should be able to qualify for entry level employment opportunities in nurseries, garden centers, greenhouses, landscape operations, gardens, governmental agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Students can complete additional certificates. Courses within these certificates may be applied toward an Associate in Degree Horticulture Technology.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111	College Student Success		1	0	1
ISC 112	Industrial Safety (online)		2	0	2
HOR 160	Plant Materials I		2	2	3
HOR 162	Applies Plant Science		2	2	3
HOR 164	Hort Pest Management		2	2	3
HOR 166	Soils & Fertilizers		<u>2</u>	<u>2</u>	<u>3</u>
			11	8	15

TOTAL CREDITS: 15

Horticultural Crop Production Certificate (C15240A)

This certificate program is designed to provide individuals with entry-level competencies in the understanding of selection, cultivation, and propagation of horticultural crops in outdoor and indoor controlled environment. Upon successful completion, graduates should be able to qualify for entry level employment opportunities in nurseries, garden centers, greenhouses, landscape operations, gardens, governmental agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Students can complete additional certificates. Courses within these certificates may be applied toward an Associate Degree in Horticulture Technology.

<i>Spring Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111	College Student Success		1	0	1
AGR 139	Intro Sustainable Ag (online)		3	0	3
ISC 112	Industrial Safety (online)		2	0	2
HOR 116	Landscape Management		2	2	3
HOR 168	Plant Propagation		2	2	3
HOR 235	Greenhouse Production		2	2	3
HOR 245	Hort Specialty Corps		<u>2</u>	<u>2</u>	<u>3</u>
			14	8	18

TOTAL CREDITS: 18

Industrial Systems Technology

Trouble Shooting Certificate (C50240T)

This certificate program is designed to provide individuals with entry-level competencies in the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Upon completion, graduates should be able to troubleshoot and repair industrial equipment. Students can complete additional certificates. Courses within these certificates may be applied toward a Diploma in Industrial Systems Technology and an Associate Degree in Electrical Systems Technology.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BPR 135	Schematics and Diagrams		<u>2</u>	<u>0</u>	<u>2</u>
			2	0	2
<i>Spring Semester</i>					
ELC 112	DC/AC Electricity		3	6	5
MEC 130	Mechanisms		<u>2</u>	<u>2</u>	<u>3</u>
			5	8	8
<i>Fall Semester</i>					
ELC 117	Motors and Controls		<u>2</u>	<u>6</u>	<u>4</u>
			2	6	4
<i>Spring Semester</i>					
MNT 110	Intro to Maintenance Procedures		1	3	2
MNT 240	Industrial Equipment Troubleshooting		<u>1</u>	<u>3</u>	<u>2</u>
			2	6	4

TOTAL CREDITS: 18

Information Technology

Mobile App Developer Certificate (C25590M)

This certificate program is designed to provide individuals with entry-level competencies in standards for design and development of user interface for mobile devices, programming technologies related to mobile applications, introduction to mark-up languages on the Internet, and Cloud Storage. Upon successful completion, graduates should be able to develop application software for mobile devices, such as digital assistants or mobile phones. Courses within this certificate may be applied toward an Associate Degree in Information Technology.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CTI 110	Web, Pgm, & DB Foundation		2	2	3
WEB 141	Mobile Interface Design		<u>2</u>	<u>2</u>	<u>3</u>
			4	4	6
<i>Spring Semester</i>					
CTI 141	Cloud & Storage Concepts		1	4	3
WEB 151	Mobile Application Dev I		<u>2</u>	<u>2</u>	<u>3</u>
			3	6	6

TOTAL CREDITS: 12

Medical Office Administration

Medical Office Billing & Coding Certificate (C25310B)

This certificate program is designed to provide individuals with an introduction to basic coding with emphasis based on CPT, ICD-10-CM, and ICD-10PCS coding. Upon successful completion of all courses, graduates should be able to properly code diagnosis and procedures in an inpatient and outpatient setting. Students will also be eligible to take the American Health Information Management Certified Coding Association (CCA) examination. Students can complete additional certificates. Courses within these certificates may be applied toward a Diploma and Associate degrees.

<i>Spring Semester</i>		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
MED 121	Medical Terminology I (1 st 8 weeks)	3	0	3
MED 122	Medical Terminology II (2 nd 8 weeks)	3	0	3
OST 148	Medical Coding and Billing	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9
<i>Fall Semester</i>				
OST 247	Procedure Coding	1	2	2
OST 248	Diagnostic Coding	<u>1</u>	<u>2</u>	<u>2</u>
		2	4	4
<i>Spring Semester</i>				
OST 249	CPC Certification	<u>3</u>	<u>2</u>	<u>4</u>
		3	2	4
TOTAL CREDITS: 17				

Medical Office Patient Service Representative Certificate (C25310A)

This certificate program is designed to provide individuals with an introduction to basic coding with emphasis based on CPT, ICD-10-CM, and ICD-10PCS coding. Upon successful completion, graduates should be able to properly code diagnosis and procedures in an inpatient and outpatient setting. Students can complete additional certificates. Courses within these certificates may be applied toward a Diploma and Associate degrees.

<i>Spring Semester</i>		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ENG 111	Writing & Inquiry	3	0	3
MED 121	Medical Terminology I (1 st 8 weeks)	3	0	3
OST 148	Medical Coding and Billing	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9
<i>Fall Semester</i>				
OST 248	Diagnostic Coding	2	2	3
OST 286	Professional Development	3	0	3
WBL 110	World of Work	<u>1</u>	<u>0</u>	<u>1</u>
		4	2	7
TOTAL CREDITS: 16				

Nurse Aide

Nurse Aide Certificate (C45840NP)

(Effective Spring 2018 pending State Board of Community College approval and Southern Association of Colleges and Schools Commission on Colleges notification)

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages. Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills. Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

Fall Semester

	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
NAS 101 Nurse Aide	<u>3</u> 3	<u>4</u> 4	<u>3</u> 3	<u>6</u> 6

Spring Semester

NAS 103 Home Health Care Nurse Aide	<u>4</u> 4	<u>4</u> 4	<u>0</u> 0	<u>6</u> 6
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TOTAL CREDITS: 12

Office Administration

Administrative Assistant Certificate (C25370A)

This certificate program is designed to provide individuals with entry-level competencies in office procedure, word processing, and records management. Upon successful completion, graduates should be able to perform various clerical duties in an office setting. Students can complete additional certificates. Courses within these certificates may be applied toward an Associate Degree in Office Administration.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CIS 110	Intro to Computers		2	2	3
OST 136	Word Processing		2	2	3
OST 286	Professional Development		<u>3</u>	<u>0</u>	<u>3</u>
			7	4	9
<i>Spring Semester</i>					
OST 134	Text Entry & Formatting		2	2	3
OST 164	Text Editing Applications		3	0	3
OST 184	Records Management		<u>2</u>	<u>2</u>	<u>3</u>
			7	4	9

TOTAL CREDITS: 18

Advanced Office Software Certificate (C25370D)

This certificate program is designed to provide individuals with a concentration in Microsoft Office software applications including Word, PowerPoint, Excel, and Access. Upon successful completion, graduates should be able to demonstrate proficiency in the latest Microsoft Office applications, and will have the computer and software skills necessary to pass the Microsoft Office Specialist (MOS) certification exams. Students can complete additional certificates. Courses within these certificates may be applied toward an Associate Degree in Office Administration.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CIS 110	Intro to Computers		2	2	3
CTS 125	Presentation Graphics		2	2	3
OST 136	Word Processing		2	2	3
OST 236	Advanced Word Processing		<u>2</u>	<u>2</u>	<u>3</u>
			8	8	12
<i>Spring Semester</i>					
DBA 110	Database Concepts		2	3	3
CTS 130	Spreadsheet		<u>2</u>	<u>2</u>	<u>3</u>
			4	5	6

TOTAL CREDITS: 18

Customer Service Certificate (C25370C)

This certificate program is designed to provide individuals with entry-level competencies in office procedure and communication skills. Upon successful completion, graduates should be able to demonstrate effective communication with customers and utilize standard office software. Students can complete additional certificates. Courses within these certificates may be applied toward an Associate Degree in Office Administration.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
MKT 223	Customer Service		3	0	3
OST 136	Word Processing		2	2	3
OST 286	Professional Development		<u>3</u>	<u>0</u>	<u>3</u>
			8	2	9
<i>Spring Semester</i>					
CIS 110	Intro to Computers		2	2	3
OST 134	Text Entry & Formatting		2	2	3
OST 164	Text Editing Applications		<u>3</u>	<u>0</u>	<u>3</u>
			7	4	9

TOTAL CREDITS: 18

Phlebotomy

Phlebotomy Certificate (C45600)

The Phlebotomy curriculum provides individuals with the skills 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.

Fall and Spring Semester

			<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
PBT	100	Phlebotomy Technology	5	2	0	6
PBT	101	Phlebotomy Practicum	0	0	9	3
PSY	150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			8	2	9	12

TOTAL CREDITS: 12

Phlebotomy Program 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.

Phlebotomy Program Costs

Phlebotomy program students should be prepared to incur additional expenses beyond tuition and college fees.

Outlined below are estimated expenses and are subject to change:

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 Screen and Criminal Background check	\$75.

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.

Welding

Welding Technology Certificate (C50420)

This certificate program is designed to provide individuals with entry-level competencies in basic Stick, MIG and TIG welding as well as in blueprint reading. Upon successful completion, graduates should be able to build weldments per specifications using multiple welding procedures. Courses within this certificate may be applied toward a Diploma in Welding Technology.

Fall Semester

	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
WLD 121 GMAW/FCAW Plate	2	6	4
WLD 141 Symbols & Specifications	<u>2</u>	<u>2</u>	<u>3</u>
	4	8	7

Spring Semester

WLD 115 SMAW (Stick) Plate	2	9	5
WLD 131 GTAW (TIG) Plate	<u>2</u>	<u>6</u>	<u>4</u>
	4	15	9

TOTAL CREDITS: 16

High School Connections (Career and College Promise Programs)

High School Connections or Career and College Promise provides seamless dual enrollment educational opportunities for eligible North Carolina high school students, to include Home School, in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. Rockingham Community College offers Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education.

Career & College Promise (CCP) offers North Carolina high school students a clear path to success in college or in a career. The program is tuition free to all students who meet eligibility requirements. CCP is a commitment to helping every qualified student gain access to an affordable college education. Through a partnership of the North Carolina Community College System, the Department of Public Instruction, the University of North Carolina System and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a community college campus at no tuition cost to them or their families. However, fees, books and supplies are the responsibility of the student.

There are three pathways that offer students an opportunity to earn credit:

- 1) The College Transfer Pathway, which leads to transferable credit toward Universal General Education Transfer Components [UGETC] of the Comprehensive Articulation Agreement [CAA]. UGETC courses meet the lower general education course requirements in the areas of humanities, social/behavioral sciences, math and English for all 16 four-year public and independent North Carolina institutions.
- 2) A Career and Technical Education Pathway which leads to a Certificate;
- 3) The Cooperative Innovative High Schools Program, offers the potential to earn a high school diploma and two years of college credit through the Rockingham Early College High School.

Note: Home School Students

Home School students are eligible for CCP enrollment and are subject to the same policies as traditional high school students.

The home school administrator must provide proof that the home school is certified by the North Carolina Department of Non-Public Instruction. Specifically, the home school administrator must provide a school approval number if applicable, a charter for the school, or any evidence that denotes approval from the North Carolina Department of Non-Public Instruction. Home school certification must accompany the official RCC admission application. In addition, the home school administrator must provide an official home school transcript. The transcript must be provided on the school's official letterhead; denote specific courses completed or in progress for each year attended and the grade received for each course, the original signature of the home school administrator, and if the student has graduated, and the date of graduation. If the home school administrator and/or the student do not have the proper certification, the student cannot register for any credit courses at the College. If the student cannot obtain proper certification, the student can obtain a general education development (GED) certificate from RCC's Continuing Education Division. Upon completion of a GED, the home school student is eligible for degree program enrollment.

Session Law 2011-145, the Appropriations Act of 2011, authorized the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, effective January 1, 2012.

College Transfer Pathway

The Career and College Promise Pathway allows the completion of at least thirty semester hours of transfer courses, including English and mathematics and ACA 122, College Transfer Success.

1. To be eligible for enrollment, a high school student must meet the following criteria:
 - a. be a high school junior or senior;
 - b. have a weighted GPA of 3.0 on high school courses; and
 - c. demonstrate college readiness on an assessment or placement test (see below). A student must demonstrate college readiness in English, reading and mathematics to be eligible for enrollment in a College Transfer Pathway.
2. A high school junior or senior who does not demonstrate college-readiness on an approved assessment or placement test may be provisionally enrolled in a **College Transfer Pathway**.

To qualify for Provisional Status, a student must meet the following criteria:

- a. have a weighted GPA of 3.5;
 - b. have completed two years of high school English with a grade of ‘C’ or higher;
 - c. have completed high school Algebra II or Math III (or a higher level math class) with a grade of ‘C’ or higher;
 - d. obtain the written approval of the high school principal or his/her designee; and,
 - e. obtain the written approval of the community college president or his/her designee.
3. A Provisional Status student may register only for college mathematics (MAT) and college English (ENG) courses within the chosen Pathway. To be eligible to register for other courses in the Pathway, the student must first successfully complete mathematics and English courses with a grade of “C” or higher.

Students who meet all the requirements listed above may:

- a. enroll in English and/or mathematics courses in a college transfer pathway as provisional students without placement or other testing.
- b. after successfully completing ENG 111 with a ‘C’ or higher, may enroll in ENG 112.
- c. after successfully completing MAT 171 with a “C” or higher, may enroll in MAT 172, in the Associate in Science pathway.
- d. register for college mathematics (MAT) and college English (ENG) courses within the chosen Pathway only.

Provisional students cannot enroll in any additional courses in the pathway until they are no longer considered provisional.

In order to no longer be considered provisional, the student must successfully complete the first mathematics and English course in the pathway with a grade of “C” or higher.

4. To maintain eligibility for continued enrollment, a student must
 - a. continue to make progress toward high school graduation, and
 - b. maintain a 2.0 GPA in college course work after completing two courses.

A student who falls below a 2.0 GPA after completing two college courses will be subject to the college’s policy for satisfactory academic progress.

5. A student must enroll in one College Transfer Pathway program of study and may not substitute courses in one program for courses in another.
6. A student may change his or her program of study with approval of the high school principal or his/her designee and the college’s chief student development administrator.
7. With approval of the high school principal or his/her designee and the college’s chief student development administrator, a student who completes a College Transfer Pathway, while still enrolled in high school, may continue to earn college transfer credits leading to the completion of the Associate in Arts, Science or Engineering. The AA/AS/AE may not be awarded prior to high school graduation verification.

8. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education program of study.

Career and Technical Education Pathway (Juniors and Seniors)

The Career and College Promise Career Technical Education (CTE) Pathway for juniors and seniors leads to a certificate or diploma aligned with a high school Career Cluster.

1. To be eligible for enrollment, a high school student must meet the following criteria:
 - a. be a high school junior or senior;
 - b. have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee; and
 - c. have received career pathway information outlining program requirements for completion of the certificate or diploma.
 - d. demonstrate college readiness if required by pathway.
3. High school counselors should consider students' PLAN scores in making pathway recommendations.
4. College Career and Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.
5. To maintain eligibility for continued enrollment, a student must continue to make progress toward high school graduation, and maintain a 2.0 in college course work after completing two courses. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.
6. A student may be awarded a certificate or diploma prior to high school graduation. The AAS may not be awarded prior to high school graduation verification.
7. A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study with approval of the high school principal or his/her designee and the college's chief student development administrator.
8. A student may concurrently enroll in two CTE programs of study, provided the exception has been approved by the college's Chief Academic Officer or his/her designee. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education program of study.
9. A CTE student is not required to demonstrate college readiness on an assessment or placement test to be eligible for the program. However, some required courses within the program may have developmental course pre-requisite requirements which must be met. When this is the case, the student should demonstrate college readiness via an approved assessment or placement test (See Attachment A) prior to enrolling in the course. Students are encouraged to complete college readiness assessments prior to entry to the program. CCP students may not enroll in developmental courses.
10. A student who completes the CTE certificate or diploma may continue in the same AAS as long as the student is still eligible for CCP. In order to continue, the program code should be changed to reflect the AAS. The student type will remain CCPP and their student code will remain CTE.
11. The colleges are responsible for adhering to external agency guidelines that may restrict CCP students from enrolling in specific programs.

Cooperative Innovative High Schools Program

Rockingham Community College currently has one program that qualifies as a Cooperative Innovative High School and that is the Rockingham Early College High School (RECHS). RECHS prepares students for college, work and life through rigorous and relevant academics while building school and community relationships. Rockingham Early College High School is a five-year program that combines high school and college, students have the opportunity to graduate with both a high school diploma and an associate’s degree. Applicants must live in Rockingham County. The application process is easy; 8th grade students simply obtain an application from their middle school guidance counselor or visit the [RECHS website](#). Rising 10th and rising 11th grade students who are interested in transferring to RECHS should visit the RECHS website as noted above for information about transfer requirements. For more information, visit the RECHS [website](#) or call 336.342.4261 ext. 2605.

Student Application Procedures

1. The high school will document eligibility criteria (high school GPA and PLAN or other assessment scores) on the student’s transcript. A home school or non-public high school student must submit a transcript and official test scores from an approved assessment test.
2. Students must complete a college application to be admitted into a Career and College Promise pathway “[Registration Steps](#)”.

College Readiness* Benchmarks on Approved Diagnostic Assessment Tests

Students must achieve a minimum of each score below to demonstrate college readiness.

TEST	PLAN **	PSAT **	NC DAP
English	15	45	
Reading	18	47	Composite score of 151 or higher
Mathematics	19	47	7 on each assessment for DMA 010 thru 060***

In addition to the diagnostic assessments, colleges may use the following SAT and ACT scores recommended by the testing companies as benchmarks for college readiness:*

SAT (Pre-March 2016)		SAT (March 2016 and Future)		Pre-ACT (effective 9/22/16)		ACT	
English	500	Evidence-Based Reading and Writing	480	English	18	18	
Critical Reading	500			Reading	22	22	
Mathematics	500	Mathematics	530	Mathematics	22	22	

*To be eligible for enrollment in a College Transfer Pathway, students must demonstrate college readiness in English, reading, and mathematics on an approved test or tests. Eligibility may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student may combine a 19 on PLAN math with an 18 and 22 on ACT English and Reading to demonstrate college readiness.

**PLAN and PSAT scores are recommended by ACT and College Board as indicators of college readiness.

***The Reading and English part of the NC DAP is an integrated assessment of reading and English skills; meeting the composite cut score for placement into ENG 111 is one way to demonstrate college readiness in order to participate in the College Transfer Pathway. For more information on testing, check out [High School Connections](#), College Readiness Benchmarks on Diagnostic Assessment tests.

Tuition and Fees

1. All curriculum courses taken by Career and College Promise students at community colleges in accordance with in G.S. 115D-20(4) are tuition-waived except courses offered on a self-supporting basis.
2. Textbooks and supplies are a student's responsibility; however, there may be local provisions for them. A student's high school, the school district, or another local organization may cover these costs. Students should check with their principal or counselor to verify how these costs are paid.
3. Student fees (e.g., technology fees and insurance fees) are not waived for Career and College Promise students. However, local school districts and community colleges should work together to determine whether and how student fees will be paid for CCP participants.
4. Transportation funding is not available for Career and College Promise students who are enrolled in transfer pathway and/or a Career and Technical Education pathway. Cooperative Innovative High Schools (including early college high schools, middle college high schools, and other CIHS models) receive transportation funds as part of a larger funding allotment at each district.

College Transfer Pathways

The NC Career and College Promise (CCP) College Transfer Pathway leading to the Associate in Arts is designed for high school juniors and seniors who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major. The courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college courses with Universal General Education Transfer Component (UGETC) course designation to transfer as a lower level general education course equivalency at every public four year institution in North Carolina. Students must obtain a grade of “C” or better in each course.

High school students in the CCP College Transfer Pathway Leading to an Associate in Arts must complete the entire pathway before taking additional courses in the Associate in Arts (AA) degree.

Pathway Leading to an Associate in Arts (P1012C)

GENERAL EDUCATION The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) component of the Comprehensive Articulation Agreement.

ACADEMIC TRANSITION (required)	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 122 College Transfer Success	0	2	1

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT
(All UGETC - Universal General Education Transfer Component courses - will transfer for equivalency credit.)

ENGLISH COMPOSITION (6 semester hours)	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ENG 111 Writing & Inquiry	3	0	3
ENG 112 Writing/Research in Disciplines	3	0	3

COMMUNICATIONS/HUMANITIES/FINE ARTS (9 semester hours)

Select three courses from at least two different disciplines.

ART 111 Art Appreciation	3	0	3
ART 114 Art History Survey I	3	0	3
ART 115 Art History Survey II	3	0	3
COM 231 Public Speaking	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
MUS 112 Introduction to Jazz	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

MATHEMATICS (3-4 semester hours)		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
<i>Select one course from the following.</i>				
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)				
<i>Select one course from the following.</i>				
BIO 110	Principles of Biology	3	3	4
BIO 111	General Biology	3	3	4
CHM 151	General Chemistry I	3	3	4
PHY 110/A	Conceptual Physics & Lab	3	2	4

Pathway Leading to an Associate in Arts (P1012C)

Course Schedule

First Semester (Fall)

ACA 122, ENG 111, MAT 171, SOC 210

Second Semester (Spring)

ENG 112, MAT 143 or MAT 172, PSY 150

Third Semester (Fall)

BIO 110 or BIO 111, ENG 231 or ENG 241, HIS 111 or HIS 131, MUS 110

Fourth Semester (Spring)

ART 111, COM 231, HIS 132

See Credit Course Schedule for additional Pathway options.

Pathway Leading to an Associate in Science (P1042C)

The NC Career and College Promise (CCP) College Transfer Pathway leading to the Associate in Science is designed for high school juniors and seniors who wish to begin study toward the Associate in Science degree and a baccalaureate degree in a STEM or technical major. The courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college courses with Universal General Education Transfer Component (UGETC) course designation to transfer as a lower level general education course equivalency at every public four year institution in North Carolina. Students must obtain a grade of “C” or better in each course.

High school students in the CCP College Transfer Pathway Leading to an Associate in Science must complete the entire pathway before taking additional courses in the Associate in Science (AS) degree.

GENERAL EDUCATION The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) component of the Comprehensive Articulation Agreement.

ACADEMIC TRANSITION (required)	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 122 College Transfer Success	0	2	1

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT

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

	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ENGLISH COMPOSITION (6 semester hours)			
ENG 111 Writing & Inquiry	3	0	3
ENG 112 Writing/Research in Discipline	3	0	3

COMMUNICATIONS/HUMANITIES/FINE ARTS (6 semester hours)

Select two courses from two different disciplines.

ART 111 Art Appreciation	3	0	3
ART 114 Art History Survey I	3	0	3
ART 115 Art History Survey II	3	0	3
COM 231 Public Speaking	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
MUS 112 Introduction to Jazz	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 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

	<i>Class</i>	<i>Lab</i>	<i>Credit</i>	
MATHEMATICS (8 semester hours)				
<i>Select two courses from the following.</i>				
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)				
<i>Select one pair of courses.</i>				
BIO 111	General Biology I	3	3	4
BIO 112	General Biology II	3	3	4
CHM 151	General Chemistry I	3	3	4
CHM 152	General Chemistry II	3	3	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
BIO 110	Principles of Biology	3	3	4
PHY 110/A	Conceptual Physics & Lab	3	2	4

Pathway Leading to an Associate in Science (P1042C)

Course Schedule

First Semester (Fall)

ACA 122, ENG 111, MAT 171, SOC 210

Second Semester (Spring)

ENG 112, MAT 172, PSY 150

Third Semester (Fall)

ART 111 or MUS 110, BIO 111 or CHM 151, ENG 231 or ENG 241

Fourth Semester (Spring)

BIO 112, or CHM 152, COM 231, HIS 132

See Credit Course Schedule for additional Pathway options.

Career and College Promise Associate Degree Nursing (ADN) Pathway (P1032C)

The Career and College Promise (CCP) ADN Pathway is designed for high school juniors and seniors who wish to begin their educational studies toward the Associate in Nursing degree and a Baccalaureate degree in Nursing. The Pathway is based on **Blocks 1 through 3** of the *Uniform Articulation Agreement between the University of North Carolina's Registered Nurse to Bachelor of Science in Nursing programs and the North Carolina Community College Associate Degree Nursing Programs* which was approved by the State Board of Community Colleges and the UNC Board of Governors.

A student who completes an Associate in Applied Science (AAS) in Nursing, which includes the courses listed below, with a GPA of at least 2.0 and a grade of C or better and completes the courses in Blocks 2-3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse to Bachelor of Science in Nursing programs and the North Carolina Community College Associate Degree Nursing Programs with a GPA of at least 2.0 and a grade of C or better, and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice.

NOTE: The minimum GPA for RCC's Associate Degree program is 2.5 in general education courses. Applicants must have a GPA of 2.5 or greater in the Associate Degree and Nursing program general education courses by the published deadline date for submitting complete program checklists to the Admissions Office.

Associate Degree Nursing (ADN) Pathway (P1032C)

GENERAL EDUCATION (23 SHC)

These courses are contained in **Block 1** of the Five Block Degree Plan located within the RN to BSN Articulation Agreement.

English Composition (6 SHC)

The following English composition course is required.

* ENG 111 Writing and Inquiry (3 SHC)

*Select **one** course from the following (3 SHC)*

* ENG 112 Writing/Research in the Disciplines (3 SHC) or

* ENG 114 Prof Research & Reporting (3 SHC)

Humanities/Fine Arts (3 SHC)

*Select **one** course from the following (3 SHC):*

* ART 111 Art Appreciation (3 SHC) * ART 114 Art History Survey I (3 SHC) * ART 115 Art History Survey II (3 SHC)

* MUS 110 Music Appreciation (3 SHC) * MUS 112 Introduction to Jazz (3 SHC) * PHI 215 Philosophical Issues (3 SHC)

* PHI 240 Introduction to Ethics (3 SHC) * HUM 115 Critical Thinking (3 SHC)

Social/Behavioral Sciences (6 SHC)

The following courses are required (6 SHC):

* PSY 150 General Psychology (3 SHC) and * PSY 241 Developmental Psychology (3 SHC)

Natural Sciences (8 SHC) Select one sequence from the following (8 SHC)

The following courses are required (8 SHC):

* BIO 168 Anatomy and Physiology I (4 SHC) and * BIO 169 Anatomy and Physiology II (4 SHC)

Other Required Hours (1 SHC)

Academic Transition (1 SHC)

The following course is required:

ACA 122 College Transfer Success (1 SHC)

Total Semester Hours Credit (SHC) in Pathway: 24 SHC

*Denotes courses (23 Semester Hours of Credit) in **Block 1** of the Five Block Degree Plan that are completed as part of the North Carolina Community College AAS Nursing degree.

For additional information about **Blocks 2 and 3** of the Five Block Degree Plan located within the [Uniform Articulation Agreement between the University of North Carolina RN to BSN](#)

High school students in the CCP Associate Degree Nursing Pathway leading to the Associate in General Education Nursing (A1030N) program must complete the **entire** pathway before taking additional courses in the Associate in General Education Nursing (A1030N).

The semester by semester outline of courses is outlined below: Courses will be offered traditional, blended or online format. The course selection is based on **Blocks 1** of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs. The semester outline is organized to assist students in meeting RCC's Associate Degree and Practical Nursing program required course prerequisites.

NOTE: The minimum GPA for RCC's Associate Degree program is 2.5 in general education courses applicants must have a GPA of 2.5 or greater in the Associate Degree and Nursing program general education courses by the published deadline date for submitting complete program checklists to the Admissions Office.

Course Schedule

First Semester (Fall)

ACA 122, BIO 168

Second Semester (Spring)

BIO 169, PSY 150

Third Semester (Fall)

ENG 111 and PSY 241

Fourth Semester (Spring)

ENG 112 and Humanities/Fine Arts Elective

Humanities/Fine Arts Elective - Choose one of the following:

UGETC: ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110,
MUS 112, PHI 215, PHI 240

Gen Ed: HUM 110, HUM 115, REL 110, REL 211

Career Technical Education Pathways

RCC offers ten Career Technical Education Pathways for high school students interested in earning a certificate or course credit for a technical degree. All of the courses in the certificate Courses may be applied to an applicable Diploma of Associate in Applied Science Degree.

The Career Technical Education Pathways and semester outlines are listed below:

Computer – Integrated Machining Fundamentals Certificate	C50210MP
Cosmetology	C55140CP
Criminal Justice Technology Generalist Pathway Certificate	C55180GP
Early Childhood Education Certificate	C55280EP
Electrical Systems Technology – <i>Mechatronics Pathway Certificate</i>	C35130MP
Electronics Engineering Technology – <i>Engineering Technology Fundamentals</i>	C40200EP
Information Technology – <i>Mobile App Developer</i>	C25590MP
Nurse Aide Certificate <i>(Effective Spring 2018 pending State Board of Community College approval and Southern Association of Colleges and Schools Commission on Colleges notification)</i>	C45840P
Welding Technology Certificate	C50420WP

Computer-Integrated Machining

Computer-Integrated Machining Fundamentals Certificate (C50210MP)

This certificate program is designed to provide individuals with an introduction to basic machining principles and technical skills. Upon successful completion of all courses in this pathway, the student will be awarded a Computer Integrated Machining: Certificate in Essential Computer Integrated Machining Fundamentals. Students can complete additional certificates and earn an Associate's Degree in Computer-Integrated Machining.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BPR 111	Blueprint Reading		1	2	2
ISC 112	Industrial Safety		2	0	2
MAC 111AB	Machining Technology I		1	6	3
MAC 114	Intro to Metrology		<u>2</u>	<u>0</u>	<u>2</u>
			6	8	9

<i>Spring Semester</i>					
MAC 111BB	Machining Technology I		1	6	3
MAC 122	CNC Turning		1	3	2
MAC 124	CNC Milling		<u>1</u>	<u>3</u>	<u>2</u>
			3	12	7

TOTAL CREDITS: 16

Cosmetology

Cosmetology Certificate (C55140CP)

This certificate program is designed to provide individuals with entry-level competencies in cosmetology. Upon successful completion of the certificate, students can continue their course work towards a Diploma or Associate's degree. Graduates with a Diploma or Associate's degree qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
COS 111	Cosmetology Concepts I		4	0	4
COS 112	Salon I		0	24	8
COS 223	Contemp Hair Coloring		<u>1</u>	<u>3</u>	<u>2</u>
			5	27	14

<i>Spring Semester</i>					
COS 113	Cosmetology Concepts II		4	0	4
COS 114	Salon II		<u>0</u>	<u>24</u>	<u>8</u>
			4	24	12

<i>Summer Semester</i>					
COS 115	Cosmetology Concepts III		4	0	4
COS 116	Salon III		<u>0</u>	<u>12</u>	<u>4</u>
			4	12	8

TOTAL CREDITS: 34

Criminal Justice Technology

Criminal Justice Technology Generalist Pathway Certificate (C55180GP)

This certificate program is designed to provide individuals with entry-level competencies in criminal justice technology in addition to the basic skills and knowledge to begin a career in criminal justice field. Upon successful completion, graduates should be able to perform basic criminal justice functions and be able to discuss the roles of criminal justice professionals in the fields of criminology, juvenile justice and corrections. Students can complete additional certificates. Courses within these certificates may be applied to an Associate's Degree in Criminal Justice Technology.

<i>Fall Semester</i>	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CJC 111 Intro to Criminal Justice	3	0	3
CJC 112 Criminology	<u>3</u>	<u>0</u>	<u>3</u>
	6	0	6
<i>Spring Semester</i>			
CJC 113 Juvenile Justice	3	0	3
CJC 141 Corrections	<u>3</u>	<u>0</u>	<u>3</u>
	6	0	6
<i>Fall Semester</i>			
CJC 131 Criminal Law	<u>3</u>	<u>0</u>	<u>3</u>
	3	0	3
<i>Spring Semester</i>			
CJC 121 Law Enforcement Operations	<u>3</u>	<u>0</u>	<u>3</u>
	3	0	3

TOTAL CREDITS: 18

Early Childhood Education

Early Childhood Education Certificate (C55220EP)

This certificate program is designed to provide individuals with the skills for careers in Early Childhood Education, birth to kindergarten, through courses that cover the physical and psychological development of children, strategies for classroom management, and development of age-appropriate classroom activities. Students apply their knowledge through hands-on experience (practicum) at a daycare facility. Upon successful completion, graduates will earn an Early Childhood credential which enables them to work in childcare facilities in North Carolina. Courses within this certificate may be applied to an Associate Degree in Early Childhood.

<i>Fall Semester</i>	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
EDU 119 Early Childhood Education	4	0	4
EDU 144 Child Development I	<u>3</u>	<u>0</u>	<u>3</u>
	7	0	7
<i>Spring Semester</i>			
EDU 145 Child Development II	3	0	3
EDU 146 Child Guidance	3	0	3
EDU 184 Early Childhood Intro Practicum	<u>1</u>	<u>3</u>	<u>2</u>
	7	3	8

TOTAL CREDITS: 15

Electrical Systems Technology

Mechatronics Pathway Certificate (C35130MP)

This certificate program is designed to provide individuals with entry-level competencies in electrical and mechanical skills needed to work on complex systems found in the manufacturing environment. Upon completion, students should be able to demonstrate an understanding of automated industrial machines and be able to maintain the equipment. Students can complete additional certificates. Courses within these certificates may be applied toward an Associate Degree in Electrical Systems Technology.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ISC 112	Industrial Safety		2	0	2
ELC 112	DC/AC Electricity		3	6	5
MEC 130	Mechanisms		<u>2</u>	<u>2</u>	<u>3</u>
			7	8	10

<i>Spring Semester</i>					
ELC 117	Motor and Controls		2	6	4
ELC 128	Introduction to PLC		<u>2</u>	<u>3</u>	<u>3</u>
			4	9	7

TOTAL CREDITS: 17

Electronics Engineering Technology

Engineering Technology Fundamentals Certificate (C40200EP)

This certificate program is designed to provide individuals with the fundamentals of engineering technology. Upon successful completion, the student will be awarded an Electronics Engineering Technology: Certificate in Engineering Technology Fundamentals. Students can complete additional certificates and earn a Diploma or Associate's Degree in Electronics Engineering Technology.

<i>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
CET 111	Computer Upgrade and Repair		2	3	3
EGR 131	Intro to Electronics Tech		1	2	2
ELC 138	DC Circuit Analysis		<u>3</u>	<u>3</u>	<u>4</u>
			6	8	11

<i>Spring Semester</i>					
ELC 139	AC Circuit Analysis		3	3	4
ELN 131	Analog Electronics		<u>3</u>	<u>3</u>	<u>4</u>
			6	6	8

TOTAL CREDITS: 17

Information Technology

Mobile App Developer Certificate (C25590MP)

This certificate program is designed to provide individuals with entry-level competencies in standards for design and development of user interface for mobile devices, programming technologies related to mobile applications, introduction to mark-up languages on the Internet, and Cloud Storage. Upon successful completion, graduates should be able to develop application software for mobile devices, such as digital assistants or mobile phones. Courses within this certificate may be applied toward an Associate Degree in Information Technology.

Fall Semester			Class	Lab	Credit
CTI 110	Web, Pgm, & DB Foundation		2	2	3
WEB 141	Mobile Interface Design		<u>2</u>	<u>2</u>	<u>3</u>
			4	4	6

Spring Semester			Class	Lab	Credit
CTI 141	Cloud & Storage Concepts		1	4	3
WEB 151	Mobile Application Dev I		<u>2</u>	<u>2</u>	<u>3</u>
			3	6	6

TOTAL CREDITS: 12

Nurse Aide

Nurse Aide Certificate (C45840P)

(Effective Spring 2018 pending State Board of Community College approval and Southern Association of Colleges and Schools Commission on Colleges notification)

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages. Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills. Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

Fall Semester			Class	Lab	Clinical	Credit
NAS 101	Nurse Aide		<u>3</u>	<u>4</u>	<u>3</u>	<u>6</u>
			3	4	3	6

Spring Semester			Class	Lab	Clinical	Credit
NAS 103	Home Health Care Nurse Aide		<u>4</u>	<u>4</u>	<u>0</u>	<u>6</u>
			4	4	0	6

TOTAL CREDITS: 12

Welding

Welding Technology Fundamentals (C50420WP)

This certificate program is designed to introduce individuals to basic welding principles and technical skills. Upon successful completion of all courses in this pathway, the student will be awarded a Welding Technology: Certificate in Welding Technology Fundamentals. Courses within this certificate may be applied toward a Diploma in Welding Technology.

<i>Fall Semester</i>		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
WLD 115	SMAW (Stick) Plate	2	9	5
WLD 141	Symbols & Specifications	<u>2</u>	<u>2</u>	<u>3</u>
		4	11	8
 <i>Spring Semester</i>				
WLD 121	GMAW (MIG) FCAW/Plate	2	6	4
WLD 131	GTAW (TIG) Plate	<u>2</u>	<u>6</u>	<u>4</u>
		4	12	8

TOTAL CREDITS: 16

Curriculum Course Descriptions

Course descriptions provide a brief introduction of the course to include the scope, purpose and relevance of the course to the program of study.

Course Numbers

Course numbers appear before the course titles. Courses numbered with a 0 as the first digit are developmental and cannot be applied toward a degree, diploma, or certificate.

Course Credits

Course credits are provided after the course titles.

Course Hours

The number of lecture, laboratory, clinical and work experience hours is shown at the end of each course title. The total number of lecture, laboratory, clinical and work experience hours is referred to as “contact hours” since it reflects the time spent each week under the supervision of a faculty member.

Prerequisites and Corequisites

Prerequisites are identified after the course description and must be met prior to enrollment in a course. If a corequisite is identified, it means the two courses may be taken at the same time.

COURSE DESCRIPTION

Course Prefix and Number	Course Title	Class	Lab	Credit
ELC 115	Industrial Wiring	2	6	4
	State Prerequisites: Appropriate placement scores			
	State Corequisites:			
	Local Prerequisites:			
	Local 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.				

		Class	Lab	Credit
ACA 111	College Student Success State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	1	0	1
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. FA, SP, SU				

		Class	Lab	Credit
ACA 122	College Transfer Success State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	0	2	1
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i> FA, SP, SU				

		Class	Lab	Credit
ACC 120	Prin of Financial Accounting	3	2	4
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DMA 010, 020, 030			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA**

		Class	Lab	Credit
ACC 121	Prin of Managerial Accounting	3	2	4
	State Prerequisites: ACC 120			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **SP**

		Class	Lab	Credit
ACC 129	Individual Income Taxes	2	2	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DMA 010,020,030			
	Local 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. **SP**

		Class	Lab	Credit
ACC 140	Payroll Accounting	1	2	2
	State Prerequisites: ACC 120			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

		Class	Lab	Credit
ACC 150	Accounting Software Appl	1	2	2
	State Prerequisites: ACC 120			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

ACC 220	Intermediate Accounting I	Class	Lab	Credit
		3	2	4
	State Prerequisites: ACC 120			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

ACC 221	Intermediate Acct II	Class	Lab	Credit
		3	2	4
	State Prerequisites: ACC 220			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

AGR 111	Basic Farm Maintenance	Class	Lab	Credit
		1	3	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

AGR 130	Alternative Ag Production	Class	Lab	Credit
		3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

AGR 139	Intro to Sustainable Ag	Class	Lab	Credit
		3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

AGR 263	Vegetable Production	Class	Lab	Credit
		2	2	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

		Class	Lab	Credit
AHR 110	Intro to Refrigeration State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	2	6	5
<p>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. FA</p>				

		Class	Lab	Credit
AHR 111	HVACR Electricity State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	2	2	3
<p>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. SP</p>				

		Class	Lab	Credit
AHR 112	Heating Technology State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	2	4	4
<p>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. SP</p>				

		Class	Lab	Credit
AHR 113	Comfort Cooling State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	2	4	4
<p>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. FA</p>				

		Class	Lab	Credit
AHR 114	Heat Pump Technology State Prerequisites: AHR 110 or AHR 113 State Corequisites: Local Prerequisites: Local Corequisites:	2	4	4
<p>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. SU</p>				

		Class	Lab	Credit
AHR 115	Refrigeration Systems State Prerequisites: AHR 110 State Corequisites: Local Prerequisites: Local Corequisites:	1	3	2

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. **SP**

		Class	Lab	Credit
AHR 151	HVAC Duct Systems I State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	1	3	2

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. **SP**

		Class	Lab	Credit
AHR 160	Refrigerant Certification State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	1	0	1

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. **SU**

		Class	Lab	Credit
AHR 210	Residential Building Code State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	1	2	2

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. **SU**

		Class	Lab	Credit
AHR 211	Residential System Design State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	2	2	3

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. **SP**

		Class	Lab	Credit
ANT 210	General Anthropology State Prerequisites: State Corequisites: Local Prerequisites: DRE 098 Local Corequisites:	3	0	3

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 CAA and ICAA as a general education course in Social/Behavioral Sciences* **FA, SP**

		Class	Lab	Credit
ART 111	Art Appreciation	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 097			
	Local 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 CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course. FA, SP, SU*

		Class	Lab	Credit
ART 114	Art History Survey I	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 098			
	Local 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 CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course. FA*

		Class	Lab	Credit
ART 115	Art History Survey II	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 098			
	Local 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 CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course. SP*

		Class	Lab	Credit
ART 121	Two-Dimensional Design	0	6	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement. FA*

		Class	Lab	Credit
ART 122	Three Dimensional Design	0	6	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement. SP*

ART 131	Drawing I	Class	Lab	Credit
	State Prerequisites:	0	6	3
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA**

ART 132	Drawing II	Class	Lab	Credit
	State Prerequisites: ART 131	0	6	3
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **SP**

ART 135	Figure Drawing I	Class	Lab	Credit
	State Prerequisites: ART 131	0	6	3
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **SP (Even Years)**

ART 171	Computer Art I	Class	Lab	Credit
	State Prerequisites:	0	6	3
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **SP (odd years)**

ART 214	Portfolio and Resume	Class	Lab	Credit
	State Prerequisites:	0	2	1
	State Corequisites:			
	Local Prerequisites: ART 121 or ART 131			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA**

ART 240	Painting I	Class	Lab	Credit
	State Prerequisites:	0	6	3
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA**

ART 241	Painting II	Class	Lab	Credit
	State Prerequisites: ART 240	0	6	3
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **SP**

ART 242	Landscape Painting	Class	Lab	Credit
	State Prerequisites: ART 240	0	6	3
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **SP (even years)**

ART 243	Portrait Painting	Class	Lab	Credit
	State Prerequisites: ART 240	0	6	3
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **SP (odd years)**

ART 244	Watercolor	Class	Lab	Credit
	State Prerequisites:	0	6	3
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA**

		Class	Lab	Credit
ART 281	Sculpture I	0	6	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement. (on demand)*

		Class	Lab	Credit
ART 282	Sculpture II	0	6	3
	State Prerequisites: ART 281			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement. (on demand)*

		Class	Lab	Credit
ART 283	Ceramics I	0	6	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement. FA, SP*

		Class	Lab	Credit
ART 284	Ceramics II	0	6	3
	State Prerequisites: ART 283			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement. FA, SP*

		Class	Lab	Credit
ART 285	Ceramics III	0	6	3
	State Prerequisites: ART 284			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement. FA, SP*

ART 286	Ceramics IV	Class	Lab	Credit
		0	6	3
	State Prerequisites: ART 285			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA, SP**

ART 288	Studio	Class	Lab	Credit
		0	6	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: ART 131 or ART 240 or ART 283			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **(on demand)**

ATR 112	Intro to Automation	Class	Lab	Credit
		2	3	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: ELC 117			
	Local 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. **FA**

ATR 211	Robot Programing	Class	Lab	Credit
		2	3	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites: ATR 112			

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. **FA**

ATR 212	Industrial Robots	Class	Lab	Credit
		2	3	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: ELC 128			
	Local 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. **FA**

		Class	Lab	Credit
ATR 214	Advanced PLCs State Prerequisites: State Corequisites: Local Prerequisites: ELC 128 Local Corequisites:	3	3	4
<p>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. SP</p>				

		Class	Lab	Credit
BDF 110	Fermentation Production State Prerequisites: State Corequisites: Local Prerequisites: BDF 112 Local Corequisites:	2	4	4
<p>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. FA</p>				

		Class	Lab	Credit
BDF 111	BDF Safety & Sanitation State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	1	2	2
<p>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. FA</p>				

		Class	Lab	Credit
BDF 112	Survey of Fermented Products State Prerequisites: State Corequisites: Local Prerequisites: BDF 125 Local Corequisites:	3	3	4
<p>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. SP</p>				

		Class	Lab	Credit
BDF 114	Craft Beer Brewing State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites: BDF 125	1	3	2
<p>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. SP</p>				

		Class	Lab	Credit
BDF 115	Applied Craft Bev Microbiology State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites: BDF 114	3	2	4
<p>This course provides an introduction to microbiology and laboratory practices in the brewing industry. Emphasis is placed on yeast biology, fermentation, microorganisms in breweries/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. SP</p>				

		Class	Lab	Credit
BDF 125	Bev Tech & Calculations State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	1	3	2
<p>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. FA</p>				

		Class	Lab	Credit
BDF 210	Hops Selection and Production State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	2	4	4
<p>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. SU</p>				

		Class	Lab	Credit
BDF 213	Malting State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites: HOR 245	2	4	4
<p>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. SP</p>				

		Class	Lab	Credit
BDF 220	Applied Craft Bev Chemistry State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites: BDF 125	3	2	4
<p>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. FA</p>				

		Class	Lab	Credit
BDF 230	Advanced Brewing State Prerequisites: BDF 114 State Corequisites: Local Prerequisites: BDF 110, HOR 245 Local Corequisites:	2	2	3
<p>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. FA</p>				

		Class	Lab	Credit
BDF 230A	Advanced Brewing Lab	0	2	1
	State Prerequisites:			
	State Corequisites: BDF 230			
	Local Prerequisites:			
	Local Corequisites:			

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 demonstrate the proper application of high volume brewing in a production facility. **FA**

		Class	Lab	Credit
BDF 236	Brewing/Packaging Maintenance	2	4	4
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: ELC 128, BDF 110			
	Local 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. **FA**

		Class	Lab	Credit
BDF 261	Bev Marketing & Sales	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: BDF 110			
	Local 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. **SP**

		Class	Lab	Credit
BIO 110	Principles of Biology	3	3	4
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DMA 010, DMA 020, DMA 30, and DRE 098			
	Local 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 CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.* **FA, SP, SU**

		Class	Lab	Credit
BIO 111	General Biology I	3	3	4
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098			
	Local 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 CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.* **FA, SP**

		Class	Lab	Credit
BIO 112	General Biology II	3	3	4
	State Prerequisites: BIO 111			
	State Corequisites:			
	Local Prerequisites: Grade of C or better in BIO 111			
	Local 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 CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.* **SP**

		Class	Lab	Credit
BIO 140	Environmental Biology	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098			
	Local 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 CAA and ICAA as a general education course in Natural Science.* **SP (Even years)**

		Class	Lab	Credit
BIO 140A	Environmental Biology Lab	0	3	1
	State Prerequisites:			
	State Corequisites: BIO 140			
	Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098			
	Local Corequisites:			

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 CAA and ICAA as a general education course in Natural Science.* **SP (Even years)**

		Class	Lab	Credit
BIO 163	Basic Anat & Physiology	4	2	5
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DMA 010, DMA 020, DMA 030 and DRE 098			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA**

		Class	Lab	Credit
BIO 168	Anatomy and Physiology I	3	3	4
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DMA 010, DMA 020, DMA 030, and DRE 098			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA, SP**

		Class	Lab	Credit
BIO 169	Anatomy and Physiology II State Prerequisites: BIO 168 State Corequisites: Local Prerequisites: Grade of C or better in BIO 168 Local Corequisites:	3	3	4

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.* **FA, SP**

		Class	Lab	Credit
BIO 170	Intro to Microbiology State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	3	3	4

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. **SP**

		Class	Lab	Credit
BIO 175	General Microbiology State Prerequisites: BIO 110, BIO 111, or BIO 168 State Corequisites: Local Prerequisites: Local Corequisites:	2	2	3

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.* **SP**

		Class	Lab	Credit
BPR 111	Print Reading State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	1	2	2

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. **FA**

		Class	Lab	Credit
BPR 121	Blueprint Reading-Mech State Prerequisites: BPR 111 or MAC 131 State Corequisites: Local Prerequisites: Local Corequisites:	1	2	2

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. **SP**

		Class	Lab	Credit
BPR 130	Print Reading-Construction State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	3	0	3

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. **SU**

BPR 135	Schematics & Diagrams	Class 2	Lab 0	Credit 2
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State Prerequisites:
State Corequisites:
Local Prerequisites:
Local 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. **FA**

BUS 110	Introduction to Business	Class 3	Lab 0	Credit 3
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State Prerequisites:
State Corequisites:
Local Prerequisites: **DRE 097**
Local Corequisites:

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.* **FA, SP, SU**

BUS 115	Business Law I	Class 3	Lab 0	Credit 3
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State Prerequisites:
State Corequisites:
Local Prerequisites: **DRE 097**
Local 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 identify ethical issues that arise in business decisions and the laws that apply to them. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.* **FA**

BUS 116	Business Law II	Class 3	Lab 0	Credit 3
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State Prerequisites: **BUS 115**
State Corequisites:
Local Prerequisites:
Local Corequisites:

This course includes the study of the legal and ethical framework of business. Business Organizations, property law, intellectual property law, agency and employment law, consumer law, secured transactions, and bankruptcy are examined. Upon completion, the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. **SP**

BUS 121	Business Math	Class 2	Lab 2	Credit 3
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State Prerequisites:
State Corequisites:
Local Prerequisites: **DRE 097; DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050**
Local 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. **FA**

BUS 125	Personal Finance	Class 3	Lab 0	Credit 3
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State Prerequisites:
State Corequisites:
Local Prerequisites:
Local 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. **FA**

		Class	Lab	Credit
BUS 137	Principles of Management	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA**

		Class	Lab	Credit
BUS 151	People Skills	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns. **SP**

		Class	Lab	Credit
BUS 153	Human Resource Management	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

		Class	Lab	Credit
BUS 225	Business Finance	2	2	3
	State Prerequisites: ACC 120			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

		Class	Lab	Credit
BUS 239	Business Applications Seminar	1	2	2
	State Prerequisites: ACC 120, BUS 115, BUS 137, MKT 120 and one of ECO 251, ECO 252			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

		Class	Lab	Credit
BUS 260	Business Communication	3	0	3
	State Prerequisites: ENG 110 or ENG 111			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

CET 111	Computer Upgrade/Repair I	Class	Lab	Credit
		2	3	3

State Prerequisites:
 State Corequisites:
 Local Prerequisites:
 Local 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. **FA**

CHM 130	Gen, Org, & Biochemistry	Class	Lab	Credit
		3	0	3

State Prerequisites:
 State Corequisites:
 Local Prerequisites: **DRE 098, DMA 010 DMA 020, and DMA 030**
 Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA**

CHM 130A	Gen, Org, & Biochem Lab	Class	Lab	Credit
		0	2	1

State Prerequisites:
 State Corequisites: **CHM 130**
 Local Prerequisites:
 Local Corequisites:

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. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.* **FA**

CHM 131	Introduction to Chemistry	Class	Lab	Credit
		3	0	3

State Prerequisites:
 State Corequisites:
 Local Prerequisites: **DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098**
 Local 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 CAA and ICAA as a general education course in Natural Science.* **FA, SP, SU**

CHM 131A	Introduction to Chemistry Lab	Class	Lab	Credit
		0	3	1

State Prerequisites:
 State Corequisites: **CHM 131**
 Local Prerequisites: **DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098**
 Local Corequisites:

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 CAA and ICAA as a general education course in Natural Science.* **FA, SP, SU**

CHM 151	General Chemistry I	Class	Lab	Credit
	State Prerequisites:	3	3	4
	State Corequisites:			
	Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080, DRE 098, and one of CHM 092, CHM 130, CHM 131			
	Local 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 CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.* **FA, SP**

CHM 152	General Chemistry II	Class	Lab	Credit
	State Prerequisites: CHM 151	3	3	4
	State Corequisites:			
	Local Prerequisites: Grade of C or better in CHM 151			
	Local 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 CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.* **SP**

CIS 110	Introduction to Computers	Class	Lab	Credit
	State Prerequisites:	2	2	3
	State Corequisites:			
	Local Prerequisites:			
	Local 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 for transfer under the CAA and ICAA as a general education course in mathematics (Quantitative Option).* **FA, SP, SU**

CIS 111	Introduction to Computers	Class	Lab	Credit
	State Prerequisites:	1	2	2
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

CJC 100	Basic Law Enforcement Training	Class	Lab	Credit
	State Prerequisites:	9	30	19
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA, SP**

		Class	Lab	Credit
CJC 111	Intro to Criminal Justice	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 097			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA, SP**

		Class	Lab	Credit
CJC 112	Criminology	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites: DRE 097			

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. **FA**

		Class	Lab	Credit
CJC 113	Juvenile Justice	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites: DRE 097			

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. **FA, SP**

		Class	Lab	Credit
CJC 121	Law Enforcement Operations	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 097			
	Local 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).* **SP**

		Class	Lab	Credit
CJC 122	Community Policing	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites: DRE 097			

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. **FA**

		Class	Lab	Credit
CJC 131	Criminal Law	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites: DRE 097			

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. **FA**

CJC 132	Court Procedure & Evidence State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites: DRE 097	Class 3	Lab 0	Credit 3
<p>This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. SP</p>				
CJC 141	Corrections State Prerequisites: State Corequisites: Local Prerequisites: DRE 097 Local Corequisites:	Class 3	Lab 0	Credit 3
<p>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. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i> FA, SP</p>				
CJC 211	Counseling State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites: DRE 097	Class 3	Lab 0	Credit 3
<p>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. FA</p>				
CJC 212	Ethics & Comm Relations State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites: DRE 097	Class 3	Lab 0	Credit 3
<p>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. SP</p>				
CJC 213	Substance Abuse State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites: DRE 097	Class 3	Lab 0	Credit 3
<p>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. SU</p>				
CJC 214	Victimology State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites: DRE 097	Class 3	Lab 0	Credit 3
<p>This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs. SP</p>				

		Class	Lab	Credit
CJC 215	Organization & Administration State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites: DRE 097	3	0	3
<p>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. SU</p>				

		Class	Lab	Credit
CJC 221	Investigative Principles State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites: DRE 097	3	2	4
<p>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. FA</p>				

		Class	Lab	Credit
CJC 222	Criminalistics State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites: DRE 097	3	0	3
<p>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. SP</p>				

		Class	Lab	Credit
CJC 225	Crisis Intervention State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites: DRE 097	3	0	3
<p>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. SP</p>				

		Class	Lab	Credit
CJC 231	Constitutional Law State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites: DRE 098	3	0	3
<p>The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. FA</p>				

		Class	Lab	Credit
COM 110	Introduction to Communication	3	0	3
State Prerequisites: State Corequisites: Local Prerequisites: DRE 097 Local Corequisites:				
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in the interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition.</i> FA, SP, SU				

		Class	Lab	Credit
COM 120	Intro Interpersonal Communication	3	0	3
State Prerequisites: State Corequisites: Local Prerequisites: DRE 098 Local 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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition.</i> FA, SP				

		Class	Lab	Credit
COM 231	Public Speaking	3	0	3
State Prerequisites: State Corequisites: Local Prerequisites: DRE 098 Local 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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.</i> FA, SP, SU				

		Class	Lab	Credit
COS 111	Cosmetology Concepts I	4	0	4
State Prerequisites: State Corequisites: COS 112 Local Prerequisites: DRE 097 Local Corequisites:				
COS 111AB		2	0	2
State Prerequisites: State Corequisites: Local Prerequisites: DRE 097 Local Corequisites: COS 112AB				
COS 111BB		2	0	2
State Prerequisites: State Corequisites: Local Prerequisites: COS 111AB Local Corequisites: COS 112BB				
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. FA				

		Class	Lab	Credit
COS 112	Salon I	0	24	8
	State Prerequisites:			
	State Corequisites: COS 111			
	Local Prerequisites: DRE 097			
	Local Corequisites:			

	COS 112AB	0	12	4
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 097			
	Local Corequisites: COS 111AB			

	COS 112BB	0	12	4
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: COS 112AB			
	Local Corequisites: COS 111BB			

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. **FA**

		Class	Lab	Credit
COS 113	Cosmetology Concepts II	4	0	4
	State Prerequisites: COS 111 or COS 111AB and COS 111BB			
	and COS 112 or COS 112AB and COS 112BB			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites: COS 114			

	COS 113AB	2	0	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

	COS 113BB	2	0	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: COS 113AB			
	Local Corequisites:			

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. **SP**

		Class	Lab	Credit
COS 114	Salon II State Prerequisites: COS 111 or COS 111AB and COS 111BB and COS 112 or COS 112AB and COS 112BB State Corequisites: Local Prerequisites: Local Corequisites:	0	24	8
	COS 114AB State Prerequisites: State Corequisites: Local Prerequisites: COS 112 or 112AB and COS 112BB Local Corequisites:	0	12	4
	COS 114BB State Prerequisites: State Corequisites: Local Prerequisites: COS 114AB Local Corequisites:	0	12	4

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. **SP**

		Class	Lab	Credit
COS 115	Cosmetology Concepts III State Prerequisites: COS 111 or COS 111AB and COS 111BB COS 112 or COS 112AB and COS 112BB State Corequisites: Local Prerequisites: Local Corequisites: COS 116	4	0	4

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting. Note: The combination of COS-115AC and COS-115BC and COS-115CC equates to COS-115. **SU**

		Class	Lab	Credit
COS 116	Salon III State Prerequisites: COS 111 or COS 111AB and COS 111BB COS 112 or COS 112AB and COS 112BB State Corequisites: Local Prerequisites: Local Corequisites:	0	12	4

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services. Note: The combination of COS-116AC and COS-116BC and COS-116CC equates to COS-116. **SU**

		Class	Lab	Credit
COS 117	Cosmetology Concepts IV State Prerequisites: COS 111 or COS 111AB and COS 111BB COS 112 or COS 112AB and COS 112BB State Corequisites: Local Prerequisites: COS 113, COS 115 Local Corequisites:	2	0	2

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. **FA**

COS 118	Salon IV State Prerequisites: COS 111 or COS 111AB and COS 111BB COS 112 or COS 112AB and COS 112BB State Corequisites: Local Prerequisites: COS 114 and COS 116 Local Corequisites:	Class 0	Lab 21	Credit 7
<p>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. FA</p>				
COS 223	Contemp Hair Coloring State Prerequisites: COS 111, COS 112 State Corequisites: Local Prerequisites: Local Corequisites:	Class 1	Lab 3	Credit 2
<p>This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems. FA</p>				
COS 224	Trichology & Chemistry State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	Class 1	Lab 3	Credit 2
<p>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. FA</p>				
COS 225	ADV Contemporary Hair Coloring State Prerequisites: COS 223 State Corequisites: Local Prerequisites: Local Corequisites:	Class 1	Lab 3	Credit 2
<p>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. SP</p>				
COS 240	Contemporary Design State Prerequisites: COS 111, COS 112 State Corequisites: Local Prerequisites: Local Corequisites:	Class 1	Lab 3	Credit 2
<p>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. SP</p>				
COS 250	Computerized Salon Ops State Prerequisites: State Corequisites: Local Prerequisites: COS 111 Local Corequisites:	Class 1	Lab 0	Credit 1
<p>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. SP</p>				

CTI 110	Web, Pgm, & Db Foundation State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	Class 2	Lab 2	Credit 3
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This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table. **FA**

CTI 120	Network & Sec Foundation State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	Class 2	Lab 2	Credit 3
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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. **SP**

CTI 141	Cloud & Storage Concepts State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	Class 1	Lab 4	Credit 3
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This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems. **SP**

CTS 115	Info Sys Business Concepts State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	Class 3	Lab 0	Credit 3
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The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.* **SP**

CTS 120	Hardware/Software Support State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	Class 2	Lab 3	Credit 3
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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. **FA**

CTS 125	Presentation Graphics	Class	Lab	Credit
		2	2	3

State Prerequisites:
State Corequisites:
Local Prerequisites:
Local 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. **FA**

CTS 130	Spreadsheet	Class	Lab	Credit
		2	2	3

State Prerequisites:
State Corequisites:
Local Prerequisites: **CIS 110**
Local 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. **SP**

CTS 285	Systems Analysis & Design	Class	Lab	Credit
		3	0	3

State Prerequisites:
State Corequisites:
Local Prerequisites:
Local 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. **FA**

DBA 110	Database Concepts	Class	Lab	Credit
		2	3	3

State Prerequisites:
State Corequisites:
Local Prerequisites: **CIS 110**
Local 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. **SP**

DDF 252	Advanced Solid Modeling	Class	Lab	Credit
		2	2	3

State Prerequisites: **DFT 153 or DFT 154**
State Corequisites:
Local Prerequisites:
Local 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. **SP**

DFT 119	Basic CAD	Class	Lab	Credit
		1	2	2

State Prerequisites:
State Corequisites:
Local Prerequisites: **BPR 111**
Local 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. **SP**

		Class	Lab	Credit
DFT 154	Intro Solid Modeling	2	3	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DFT 119			
	Local Corequisites:			
<p>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. FA</p>				

		Class	Lab	Credit
DMA 010	Operations with Integers	0.75	0.50	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			
<p>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.</p>				

		Class	Lab	Credit
DMA 020	Fractions and Decimals	0.75	0.50	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DMA 010			
	Local Corequisites:			
<p>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.</p>				

		Class	Lab	Credit
DMA 030	Propor/Ratio/Rate/Percent	0.75	0.50	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DMA 010 and DMA 020			
	Local Corequisites:			
<p>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.</p>				

		Class	Lab	Credit
DMA 040	Express/Lin Equat/Inequal	0.75	0.50	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DMA 010, DMA 020 and DMA 030			
	Local Corequisites:			
<p>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.</p>				

		Class	Lab	Credit
DMA 050	Graphs/Equations of Lines	0.75	0.50	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DMA 010, DMA 020, DMA 030 and DMA 040 or equivalent			
	Local Corequisites:			
<p>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.</p>				

		Class	Lab	Credit
DMA 060	Polynomial/Quadratic Appl	0.75	0.50	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050 or equivalent			
	Local 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	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050 or equivalent			
	Local 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. **FA, SP**

		Class	Lab	Credit
DMA 070	Rational Expressions/Equations	0.75	0.50	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, or equivalent			
	Local 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 Expressions/Equations	0.75	0.50	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, and DMA 070 or equivalent			
	Local 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.

		Class	Lab	Credit
DMS 001	Developmental Math Shell 1	0.75	0.50	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

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. **FA, SP, SU**

		Class	Lab	Credit
DMS 002	Developmental Math Shell 2	1.5	1	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

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. **FA, SP, SU**

		Class	Lab	Credit
DMS 003	Developmental Math Shell 3	2.25	1.5	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

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. **FA, SP**

		Class	Lab	Credit
DRE 096	Integrated Reading and Writing	2.5	1	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

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. **FA, SP, SU**

		Class	Lab	Credit
DRE 097	Integrated Reading Writing II	2.5	1	3
	State Prerequisites: DRE 096			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

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. **FA, SP, SU**

		Class	Lab	Credit
DRE 098	Integrated Reading Writing III	2.5	1	3
	State Prerequisites: DRE 097			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

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. **FA, SP, SU**

		Class	Lab	Credit
DRE 099	Integrated Reading Writing III	2	0	2
	State Prerequisites: DRE 097			
	State Corequisites: ENG 111			
	Local Prerequisites:			
	Local Corequisites:			

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. **FA, SP, SU**

		Class	Lab	Credit
ECO 251	Principles of Microeconomics	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DRE 097			
	Local 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 CAA and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course. FA, SP, SU*

		Class	Lab	Credit
ECO 252	Principles of Macroeconomics	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DRE 097			
	Local 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 CAA and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course. FA, SP*

		Class	Lab	Credit
EDU 119	Intro to Early Child Educ	4	0	4
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA, SP, SU**

		Class	Lab	Credit
EDU 131	Child, Family, & Commun	3	0	3
	State Prerequisites:			
	State Corequisites: DRE 097			
	Local Prerequisites: DRE 097			
	Local Corequisites:			

This course covers the development of partnerships between culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child. **SP**

		Class	Lab	Credit
EDU 144	Child Development I	3	0	3
	State Prerequisites:			
	State Corequisites: DRE 097			
	Local Prerequisites: DRE 097			
	Local Corequisites:			

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. **FA**

		Class	Lab	Credit
EDU 145	Child Development II	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: EDU 144			
	Local Corequisites:			

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. **SP**

		Class	Lab	Credit
EDU 146	Child Guidance	3	0	3
	State Prerequisites:			
	State Corequisites: DRE 097			
	Local Prerequisites: DRE 097			
	Local Corequisites:			

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, and the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development. **SP**

		Class	Lab	Credit
EDU 151	Creative Activities	3	0	3
	State Prerequisites:			
	State Corequisites: DRE 097			
	Local Prerequisites: DRE 097			
	Local Corequisites:			

This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse. **FA**

		Class	Lab	Credit
EDU 153	Health, Safety and Nutrition	3	0	3
	State Prerequisites:			
	State Corequisites: DRE 097			
	Local Prerequisites: DRE 097			
	Local Corequisites:			

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments. **SU**

		Class	Lab	Credit
EDU 184	Early Child Intro Pract	1	3	2
	State Prerequisites: EDU 119			
	State Corequisites: DRE 097			
	Local Prerequisites: DRE 097			
	Local 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. **SP**

		Class	Lab	Credit
EDU 221	Children with Exceptionalities	3	0	3
	State Prerequisites: EDU 144, EDU 145, and DRE 098			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. **FA**

		Class	Lab	Credit
EDU 234	Infants, Toddlers, & Twos	3	0	3
	State Prerequisites: EDU 119			
	State Corequisites: DRE 098			
	Local Prerequisites: EDU 119, EDU 144			
	Local Corequisites:			

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, positive early learning experiences, supporting and engaging diverse families, providing safe, warm and nurturing interactions, and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months. **FA**

		Class	Lab	Credit
EDU 251	Exploration Activities	3	0	3
	State Prerequisites:			
	State Corequisites: DRE 098			
	Local Prerequisites: DRE 098			
	Local Corequisites:			

This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children. **SP**

		Class	Lab	Credit
EDU 259	Curriculum Planning	3	0	3
	State Prerequisites: EDU 119			
	State Corequisites: DRE 098			
	Local Prerequisites: DRE 098, EDU 119, EDU 145, EDU 151			
	Local Corequisites:			

This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs. **SP**

		Class	Lab	Credit
EDU 271	Educational Technology	2	2	3
	State Prerequisites:			
	State Corequisites: DRE 098			
	Local Prerequisites: DRE 098			
	Local Corequisites:			

This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology. **SP**

		Class	Lab	Credit
EDU 280	Language/Literacy Experiences	3	0	3
	State Prerequisites:			
	State Corequisites: DRE 098			
	Local Prerequisites: DRE 098, EDU 151			
	Local Corequisites:			

This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse. **FA**

		Class	Lab	Credit
EDU 284	Early Child Capstone Practicum	1	9	4
	State Prerequisites: EDU 119, EDU 144, EDU 145, EDU 146, EDU 151			
	State Corequisites:			
	Local Prerequisites: DRE 098			
	Local Corequisites:			

This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments. **SP**

		Class	Lab	Credit
EGR 131	Intro to Electronics Tech	1	2	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites: ELC 138			

This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/de-soldering, 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/de-solder, operate test equipment, apply problem-solving techniques, and use a scientific calculator. **SP**

		Class	Lab	Credit
EGR 285	Design Project	0	4	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: ATR 111 or ATR 112			
	Local 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. **SP**

		Class	Lab	Credit
ELC 112	DC/AC Electricity	3	6	5
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

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. **SP, SU**

		Class	Lab	Credit
ELC 115	Industrial Wiring	2	6	4
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

		Class	Lab	Credit
ELC 117	Motors and Controls	2	6	4
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: ELC 112 or ELC 139			
	Local 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. **SU, FA**

		Class	Lab	Credit
ELC 119	NEC Calculations	1	2	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

		Class	Lab	Credit
ELC 128	Intro to PLC	2	3	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: ELC 117			
	Local 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. **FA, SP**

		Class	Lab	Credit
ELC 138	DC Circuit Analysis	3	3	4
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: A minimum of any three: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060			
	Local 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. **FA**

		Class	Lab	Credit
ELC 139	AC Circuit Analysis	3	3	4
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: ELC 138			
	Local 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. **SP**

		Class	Lab	Credit
ELC 213	Instrumentation State Prerequisites: State Corequisites: Local Prerequisites: ELC 228 Local Corequisites:	3	2	4

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. **FA**

		Class	Lab	Credit
ELC 228	PLC Applications State Prerequisites: State Corequisites: Local Prerequisites: ELC 128 Local Corequisites:	2	6	4

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. **SU**

		Class	Lab	Credit
ELC 229	Applications Project State Prerequisites: State Corequisites: Local Prerequisites: ATR 212 Local Corequisites:	1	3	2

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. **SP**

		Class	Lab	Credit
ELC 233	Energy Management State Prerequisites: State Corequisites: Local Prerequisites: ELC 117 Local Corequisites:	2	2	3

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. **FA**

		Class	Lab	Credit
ELN 110	Survey of Electronics State Prerequisites: State Corequisites: Local Prerequisites: ELC 112 or ELC 138 and ELC 139 Local Corequisites:	2	2	3

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. **SP**

		Class	Lab	Credit
ELN 131	Analog Electronics I State Prerequisites: State Corequisites: Local Prerequisites: ELC 138 Local Corequisites:	3	3	4

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. **SP**

		Class	Lab	Credit
ELN 133	Digital Electronics	3	3	4
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: ELC 112 or ELC 131 or ELC 138			
	Local 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. **SP**

		Class	Lab	Credit
ELN 232	Intro to Microprocessors	3	3	4
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment. **FA**

		Class	Lab	Credit
ELN 237	Local Area Networks	2	3	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: CET 111			
	Local 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. **FA**

		Class	Lab	Credit
ELN 275	Troubleshooting	1	3	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: ELN 131 and ELN 133			
	Local 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. **SP**

		Class	Lab	Credit
ENG 110	Freshman Composition	3	0	3
	State Prerequisites: DRE 097			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

This course is designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers. **FA, SP**

		Class	Lab	Credit
ENG 111	Writing and Inquiry	3	0	3
	State Prerequisites: DRE 098			
	State Corequisites:			
	Local Prerequisites:			
	Local 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, and effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course. FA, SP, SU*

		Class	Lab	Credit
ENG 111A	Writing and Inquiry Lab	0	2	1
	State Prerequisites: DRE 098			
	State Corequisites: ENG 111			
	Local Prerequisites:			
	Local Corequisites:			

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. **(on demand)**

		Class	Lab	Credit
ENG 112	Writing/Research in the Disc	3	0	3
	State Prerequisites: ENG 111			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course. FA, SP, SU*

		Class	Lab	Credit
ENG 114	Prof Research & Reporting	3	0	3
	State Prerequisites: ENG 111			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a general education course in English Composition. FA, SP, SU*

		Class	Lab	Credit
ENG 125	Creative Writing I	3	0	3
	State Prerequisites: ENG 111			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

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 CAA and ICAA as a premajor and/or elective course requirement. SP (odd years)*

ENG 231	American Literature I State Prerequisites: ENG 112 or ENG 114 State Corequisites: Local Prerequisites: Local Corequisites:	Class 3	Lab 0	Credit 3
<p>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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.</i> FA</p>				
ENG 232	American Literature II State Prerequisites: ENG 112 or ENG 114 State Corequisites: Local Prerequisites: Local Corequisites:	Class 3	Lab 0	Credit 3
<p>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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.</i> SP, SU</p>				
ENG 241	British Literature I State Prerequisites: ENG 112 or ENG 114 State Corequisites: Local Prerequisites: Local Corequisites:	Class 3	Lab 0	Credit 3
<p>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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.</i> FA</p>				
ENG 242	British Literature II State Prerequisites: ENG 112 or ENG 114 State Corequisites: Local Prerequisites: Local Corequisites:	Class 3	Lab 0	Credit 3
<p>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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.</i> SP</p>				
GEO 111	World Regional Geography State Prerequisites: State Corequisites: Local Prerequisites: DRE 097 Local Corequisites:	Class 3	Lab 0	Credit 3
<p>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. <i>This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences. (on demand)</i></p>				

		Class	Lab	Credit
GER 111	Elementary German I	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 098			
	Local 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 CAA and ICAA as a general education course in Humanities/Fine Arts.* **FA**

		Class	Lab	Credit
GER 112	Elementary German II	3	0	3
	State Prerequisites: GER 111			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a general education course in Humanities/Fine Arts.* **SP**

		Class	Lab	Credit
GER 211	Intermediate German I	3	0	3
	State Prerequisites: GER 112			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.* **(on demand)**

		Class	Lab	Credit
GER 212	Intermediate German II	3	0	3
	State Prerequisites: GER 211			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.* **(on demand)**

		Class	Lab	Credit
HEA 110	Personal Health/Wellness	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 097			
	Local Corequisites:			

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.* **FA, SP**

		Class	Lab	Credit
HIS 111	World Civilizations I	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 098			
	Local 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 CAA and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course. FA*

		Class	Lab	Credit
HIS 112	World Civilizations II	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 098			
	Local 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 CAA and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course. SP*

		Class	Lab	Credit
HIS 121	Western Civilization I	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 098			
	Local 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 CAA and ICAA as a general education course in Social/Behavioral Sciences. (on demand)*

		Class	Lab	Credit
HIS 122	Western Civilization II	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 098			
	Local 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 CAA and ICAA as a general education course in Social/Behavioral Sciences. (on demand)*

		Class	Lab	Credit
HIS 131	American History I	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 098			
	Local 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 CAA and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course. FA*

		Class	Lab	Credit
HIS 132	American History II	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 098			
	Local 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 CAA and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course. SP*

		Class	Lab	Credit
HIS 167	The Vietnam War	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement. SP*

		Class	Lab	Credit
HIS 221	African-American History	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 098			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement. FA (even years)*

		Class	Lab	Credit
HIS 226	The Civil War	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 098			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement. FA (odd years)*

		Class	Lab	Credit
HOR 112	Landscape Design I	2	3	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

		Class	Lab	Credit
HOR 116	Landscape Management I	2	2	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

		Class	Lab	Credit
HOR 134	Greenhouse Operations	2	2	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops. **SP**

		Class	Lab	Credit
HOR 138	Greenhouse Veg Production	1	2	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

		Class	Lab	Credit
HOR 152	Horticulture Practices	0	3	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

This course covers the maintenance of ornamental plantings and production areas. Topics include maintenance of flower beds, vegetable gardens, greenhouses, and container and field nursery stock using sound horticultural practices. Upon completion, students should be able to apply the principles and practices of maintaining ornamental landscape plantings. **SU**

		Class	Lab	Credit
HOR 160	Plant Materials I	2	2	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

		Class	Lab	Credit
HOR 162	Applied Plant Science	2	2	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

		Class	Lab	Credit
HOR 164	Hort Pest Management	2	2	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

		Class	Lab	Credit
HOR 166	Soils & Fertilizers	2	2	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

		Class	Lab	Credit
HOR 168	Plant Propagation	2	2	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

		Class	Lab	Credit
HOR 217	Landscape Management II	1	3	2
	State Prerequisites: HOR 110 or HOR 116			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

		Class	Lab	Credit
HOR 235	Greenhouse Production	2	2	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

		Class	Lab	Credit
HOR 245	Horticulture Specialty Crops	2	2	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

		Class	Lab	Clinical	Credit
HSC 110	Orientation to Health Careers	1	0	0	1
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites:				
	Local Corequisites:				

This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able to demonstrate an understanding of the health care professions and be prepared to make informed career choices. **FA, SP, SU**

		Class	Lab	Clinical	Credit
HSC 140	Transcultural Healthcare	2	0	0	2
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites:				
	Local Corequisites:				

This course is designed to introduce students to healthcare issues related to care of diverse populations. Topics include historical and theoretical foundations of transcultural healthcare, delivering services across the lifespan and caring for diverse persons in various healthcare settings. Upon completion, students should be able to provide culturally competent healthcare to individuals, families, groups, communities and institutions. **FA, SP, SU**

		Class	Lab	Credit
HUM 110	Technology and Society	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 098			
	Local 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 CAA and ICAA as a general education course in Humanities/Fine Arts.* **FA, SP**

		Class	Lab	Credit
HUM 115	Critical Thinking	3	0	3
	State Prerequisites: DRE 098			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a general education course in Humanities/Fine Arts.* **FA, SP**

		Class	Lab	Credit
HYD 110	Hydraulics/Pneumatics I	2	3	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

INT 110	International Business	Class	Lab	Credit
		3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: BUS 110 or MKT 120			
	Local 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. **FA**

ISC 110	Workplace Safety	Class	Lab	Credit
		1	0	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA, SU**

ISC 112	Industrial Safety	Class	Lab	Credit
		2	0	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA, SP, SU**

ISC 113	Industrial Specifications	Class	Lab	Credit
		1	0	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

MAC 111	Machining Technology I	Class	Lab	Credit
		2	12	6
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

*NOTE: MAC 111AB AND MAC 111BB Equals MAC 111

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. **FA**

MAC 112	Machining Technology II	Class	Lab	Credit
		2	12	6
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

		Class	Lab	Credit
MAC 113	Machining Technology III	2	12	6
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: MAC 111 or MAC 112 or MAC 141 or MAC 142			
	Local 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. **SU**

		Class	Lab	Credit
MAC 114	Intro to Metrology	2	0	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

		Class	Lab	Credit
MAC 122	CNC Turning	1	3	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA, SP**

		Class	Lab	Credit
MAC 124	CNC Milling	1	3	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

		Class	Lab	Credit
MAC 152	Adv Machining Calc	1	2	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

		Class	Lab	Credit
MAC 222	Advanced CNC Turning	1	3	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: MAC 122			
	Local 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. **FA**

		Class	Lab	Credit
MAC 224	Advanced CNC Milling	1	3	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: MAC 124			
	Local 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. **SP**

		Class	Lab	Credit
MAC 231	CAM: CNC Turning	1	4	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: MAC 121 or MAC 122			
	Local 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. **FA**

		Class	Lab	Credit
MAC 232	CAM: CNC Milling	1	4	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: MAC 121 or MAC 124			
	Local 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. **SP**

		Class	Lab	Credit
MAC 248	Production Procedures	1	2	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

This course covers product planning and control and scheduling and routing of operations. Topics include cost-effective production methods, dimensional and statistical quality control, and the tooling and machines required for production. Upon completion, students should be able to plan, set up, and produce cost-effective quality machined parts. **SP**

		Class	Lab	Credit
MAT 001P	Math Skills Support	0	2	1
	State Prerequisites:			
	State Corequisites: MAT 171			
	Local Prerequisites:			
	Local Corequisites:			

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. *This course is required for MAT 171 students entering under multiple measures with a GPA of 2.6-2.9.* **FA, SP**

		Class	Lab	Credit
MAT 001Q	Math Skills Support	0	2	1
	State Prerequisites:			
	State Corequisites: MAT 143			
	Local Prerequisites:			
	Local Corequisites:			

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. **(on demand)**

		Class	Lab	Credit
MAT 001S	Math Skills Support	0	2	1
	State Prerequisites:			
	State Corequisites: MAT 152			
	Local Prerequisites:			
	Local Corequisites:			

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. **(on demand)**

		Class	Lab	Credit
MAT 110	Math Measurement & Literacy	2	2	3
	State Prerequisites: DMA 010, DMA 020, and DMA 030			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

		Class	Lab	Credit
MAT 121	Algebra/Trigonometry I	2	2	3
	State Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 060			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

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. **SP**

		Class	Lab	Credit
MAT 143	Quantitative Literacy	2	2	3
	State Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DRE 098			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

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, and dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.* **FA, SP, SU**

		Class	Lab	Credit
MAT 152	Statistical Methods I	3	2	4
	State Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DRE 098			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course. FA, SP*

		Class	Lab	Credit
MAT 171	Precalculus Algebra	3	2	4
	State Prerequisites: DMA 010, 020, 030, 040, 050, 060, 070, 080 or MAT 121			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course. FA, SP*

		Class	Lab	Credit
MAT 172	Precalculus Trigonometry	3	2	4
	State Prerequisites: MAT 171			
	State Corequisites:			
	Local Prerequisites: C or better in MAT 171			
	Local Corequisites:			

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course. FA, SP*

		Class	Lab	Credit
MAT 263	Brief Calculus	3	2	4
	State Prerequisites: MAT 171			
	State Corequisites:			
	Local Prerequisites: C or better in MAT 171			
	Local 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 CAA and ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course. SP (Even years)*

MAT 271	Calculus I	Class	Lab	Credit
		3	2	4
	State Prerequisites: MAT 172			
	State Corequisites:			
	Local Prerequisites: C or better in MAT 172			
	Local Corequisites:			

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.* **SP**

MAT 272	Calculus II	Class	Lab	Credit
		3	2	4
	State Prerequisites: MAT 271			
	State Corequisites:			
	Local Prerequisites: C or better in MAT 271			
	Local Corequisites:			

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This is a Math/AS Universal General Education Transfer Component (UGETC) course.* **FA**

MAT 273	Calculus III	Class	Lab	Credit
		3	2	4
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: C or better in MAT 272			
	Local Corequisites:			

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 CAA and ICAA as a general education course in Mathematics (Quantitative).* **SP**

MEC 130	Mechanisms	Class	Lab	Credit
		2	2	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA, SP**

MED 120	Survey of Medical Terminology	Class	Lab	Credit
		2	0	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define medical terms. **FA, SP**

		Class	Lab	Credit
MED 121	Medical Terminology I	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 098			
	Local 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.

FA, SP

		Class	Lab	Credit
MED 122	Medical Terminology II	3	0	3
	State Prerequisites: MED 121			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA, SP**

		Class	Lab	Credit
MKT 120	Principles of Marketing	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

		Class	Lab	Credit
MKT 223	Customer Service	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA, SP**

		Class	Lab	Credit
MNT 110	Intro to Maint Procedures	1	3	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: MEC 130			
	Local 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. **SP**

		Class	Lab	Credit
MNT 160	Industrial Fabrication	1	3	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

		Class	Lab	Credit
MNT 240	Indust Equip Troubleshoot	1	3	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: ELC 117			
	Local 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. **SP**

		Class	Lab	Credit
MUS 110	Music Appreciation	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 097			
	Local 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 CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.* **FA, SP, SU**

		Class	Lab	Credit
MUS 112	Intro to Jazz	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 097			
	Local Corequisites:			

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.* **FA, SP**

		Class	Lab	Clinical	Credit
NAS 101	Nurse Aide I	3	4	3	6
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites:				
	Local Corequisites:				

This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry. **SP**

		Class	Lab	Clinical	Credit
NAS 103	Home Health Care Nurse Aide	4	4	0	6
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites:				
	Local Corequisites:				

This course provides advanced training for the currently listed Nurse Aide I enhancing specific skills needed when working in the home care setting. Topics include person-centered care, nutrition, hydration, patient and personal safety, mental health, dementia, behavioral challenges, pain management, palliative care, and stress management. Upon completion, students are eligible to test for listing as a home care nurse aide with the North Carolina Nurse Aide Registry. **SP**

NOS 110	Operating System Concepts	Class	Lab	Credit
		2	3	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems. **FA**

NOS 130	Windows Single User	Class	Lab	Credit
		2	2	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: NOS 110 or CET 211			
	Local 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. **FA**

NOS 230	Windows Admin I	Class	Lab	Credit
		2	2	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: NOS 130			
	Local 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. **SP**

NUR 101	Practical Nursing I	Class	Lab	Clinical	Credit
		7	6	6	11
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites: Admission Practical Nursing program, BIO 168 and BIO 169				
	Local 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. **FA**

NUR 102	Practical Nursing II	Class	Lab	Clinical	Credit
		7	0	9	10
	State Prerequisites: NUR 101				
	State Corequisites:				
	Local Prerequisites: PSY 150 and ENG 111				
	Local 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. **SP**

NUR 103	Practical Nursing III	Class	Lab	Clinical	Credit
		6	0	9	9
	State Prerequisites: NUR 101				
	State Corequisites:				
	Local Prerequisites: NUR 102, PSY 150				
	Local 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. **SU**

NUR 111	Intro to Health Concepts	Class	Lab	Clinical	Credit
		4	6	6	8
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites: Admission to ADN Program BIO 168 and BIO 169				
	Local 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. **FA**

NUR 112	Health-Illness Concepts	Class	Lab	Clinical	Credit
		3	0	6	5
	State Prerequisites: NUR 111				
	State Corequisites:				
	Local Prerequisites:				
	Local 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. **SP**

NUR 113	Family Health Concepts	Class	Lab	Clinical	Credit
		3	0	6	5
	State Prerequisites: NUR 111				
	State Corequisites:				
	Local Prerequisites:				
	Local Corequisites: NUR 112 and 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. **SP**

NUR 114	Holistic Health Concepts	Class	Lab	Clinical	Credit
		3	0	6	5
	State Prerequisites: NUR 111				
	State Corequisites:				
	Local Prerequisites: NUR 113				
	Local 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. **SU**

		Class	Lab	Clinical	Credit
NUR 117	Pharmacology	1	3	0	2
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites:				
	Local 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, and pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely. **FA**

		Class	Lab	Clinical	Credit
NUR 118	Nutrition Diet Therapy	2	0	0	2
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites:				
	Local Corequisites:				

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. **SP**

		Class	Lab	Clinical	Credit
NUR 211	Health Care Concepts	3	0	6	5
	State Prerequisites: NUR 111				
	State Corequisites:				
	Local Prerequisites:				
	Local Corequisites: ENG 114 and 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. **FA**

		Class	Lab	Clinical	Credit
NUR 212	Health System Concepts	3	0	6	5
	State Prerequisites: NUR 111				
	State Corequisites:				
	Local Prerequisites:				
	Local 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. **FA**

		Class	Lab	Clinical	Credit
NUR 213	Complex Health Concepts	4	3	15	10
	State Prerequisites: NUR 111				
	State Corequisites: NUR 112, NUR 113, NUR 114, NUR 211, NUR 212				
	Local Prerequisites:				
	Local Corequisites: Humanities/Fine Arts Elective				

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. **SP**

		Class	Lab	Clinical	Credit
NUR 221	LPN to ADN Concepts I	6	0	9	9
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites:				
	Local Corequisites:				

This course is designed for the LPN to ADN student to explore the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of safety, perfusion, inflammation, oxygenation, mood/affect, behavior, development, family, health-wellness-illness, sensory perception, stress/coping, cognition, self, violence, and professional behaviors. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. **SP**

		Class	Lab	Clinical	Credit
NUR 223	LPN to ADN Concepts II	6	0	9	9
	State Prerequisites: NUR 221				
	State Corequisites:				
	Local Prerequisites:				
	Local Corequisites:				

This course is designed for the LPN to ADN student to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, thermoregulation, oxygenation, tissue integrity, infection, perfusion, mobility, reproduction, sexuality, health-wellness-illness, professional behaviors, accountability, advocacy, and collaboration. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care. **SP**

		Class	Lab	Credit
OST 134	Text Entry & Formatting	2	2	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

		Class	Lab	Credit
OST 136	Word Processing	2	2	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

		Class	Lab	Credit
OST 148	Med Insurance & Billing	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE-098			
	Local Corequisites:			

This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. **SP**

		Class	Lab	Credit
OST 149	Med Legal Issues	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 098			
	Local 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. **FA**

		Class	Lab	Credit
OST 164	Office Applications	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

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. **SP**

		Class	Lab	Credit
OST 184	Records Management	2	2	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

		Class	Lab	Credit
OST 236	Adv Word. Processing	2	2	3
	State Prerequisites: OST 136			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

This course develops proficiency in the utilization of advanced word processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents. **FA**

		Class	Lab	Credit
OST 247	Procedure Coding	2	2	3
	State Prerequisites: MED 121 or OST 141			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

		Class	Lab	Credit
OST 248	Diagnostic Coding	2	2	3
	State Prerequisites: MED 121 or OST 141			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

		Class	Lab	Credit
OST 249	Med Coding Certification Prep State Prerequisites: OST 247, OST 248 State Corequisites: Local Prerequisites: Local Corequisites:	2	2	3

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. **SP**

		Class	Lab	Credit
OST 260	Adv Coding Methodologies State Prerequisites: OST 247 and OST 248 State Corequisites: Local Prerequisites: Local Corequisites:	2	2	3

This course provides advanced instruction in a variety of emergent methodologies in medical coding. Topics include advanced outpatient coding, inpatient coding, risk adjustment coding, online encoder software, Correct Coding Initiatives (CCI), and advanced record abstraction. Upon completion, students should be able to perform advanced coding in a healthcare facility. **SP**

		Class	Lab	Credit
OST 280	Electronic Health Records State Prerequisites: CIS 110, CIS 111 or OST 137 State Corequisites: Local Prerequisites: Local Corequisites:	2	2	3

This course focuses on the use of electronic health records in medical documentation and patient management. Emphasis is placed on creating and maintaining patient medical information, scheduling patient appointments, documenting patient encounters, and billing/insurance claim processing. Upon completion, students should be able to perform the required software tasks following a patient visit from start to finish. **SP**

		Class	Lab	Credit
OST 286	Professional Development State Prerequisites: State Corequisites: Local Prerequisites: DRE 097 Local Corequisites:	3	0	3

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. **FA**

		Class	Lab	Credit
OST 289	Office Admin Capstone State Prerequisites: OST 164 and one of the following OST 134 or OST 136 State Corequisites: Local Prerequisites: Local Corequisites:	2	2	3

This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communications skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment. **SU**

		Class	Lab	Clinical	Credit
PBT 100	Phlebotomy Technology State Prerequisites: State Corequisites: PBT 101 Local Prerequisites: Enrollment in the Phlebotomy Technology Program Local Corequisites:	5	2	0	6

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. **FA, SP**

		Class	Lab	Clinical	Credit
PBT 101	Phlebotomy Practicum	0	0	9	3
	State Prerequisites:				
	State Corequisites: PBT 100				
	Local Prerequisites: Enrollment in the Phlebotomy Technology Program				
	Local Corequisites:				

This course provides supervised experience in the performance of venipuncture and micro collection 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. **FA, SP**

		Class	Lab	Credit
PED 110	Fit and Well for Life	1	2	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 097			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA, SP**

		Class	Lab	Credit
PED 111	Physical Fitness I	0	3	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **SP**

		Class	Lab	Credit
PED 113	Aerobics I	0	3	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **SP (Even Years)**

		Class	Lab	Credit
PED 117	Weight Training I	0	3	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA, SP**

		Class	Lab	Credit
PED 119	Circuit Training	0	3	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA, SP**

		Class	Lab	Credit
PED 120	Walking for Fitness	0	3	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA, SP**

		Class	Lab	Credit
PED 121	Walk, Jog, Run	0	3	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **SP (Odd Years)**

		Class	Lab	Credit
PED 122	Yoga I	0	2	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **SP (Odd Years)**

		Class	Lab	Credit
PED 123	Yoga II	0	2	1
	State Prerequisites: PED 122			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **SP (Odd Years)**

		Class	Lab	Credit
PED 128	Golf-Beginning	0	2	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **SP**

		Class	Lab	Credit
PED 130	Tennis-Beginning	0	2	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA, SP**

		Class	Lab	Credit
PED 137	Badminton	0	2	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **SP**

		Class	Lab	Credit
PED 139	Bowling-Beginning	0	2	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA**

		Class	Lab	Credit
PED 142	Lifetime Sports	0	2	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA**

		Class	Lab	Credit
PED 143	Volleyball-Beginning	0	2	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **SP (Odd Years)**

		Class	Lab	Credit
PED 145	Basketball-Beginning	0	2	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA**

		Class	Lab	Credit
PED 152	Swimming-Beginning	0	2	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA**

		Class	Lab	Credit
PED 154	Swimming for Fitness	0	3	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: Ability to swim 100 yards without stopping			
	Local Corequisites:			

This course introduces lap swimming, aquatics, 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 CAA and ICAA as a premajor and/or elective course requirement.* **SP**

		Class	Lab	Credit
PED 165	Sport Science as a Career	3	0	3
	State Prerequisites: DRE 097			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 sub disciplines of the field, and possible career choices. Upon completion, students should have an understanding of the sub disciplines and employment opportunities within an Exercise and Sport Science program. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.* **SP**

		Class	Lab	Credit
PED 210	Team Sports	0	3	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a premajor and/or elective course requirement.* **FA**

		Class	Lab	Credit
PHI 215	Philosophical Issues	3	0	3
	State Prerequisites: ENG 111			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.* **FA, SP**

		Class	Lab	Credit
PHI 240	Introduction to Ethics	3	0	3
	State Prerequisites: ENG 111			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.* **FA, SP, SU**

		Class	Lab	Credit
PHY 110	Conceptual Physics	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 098; DMA 010, DMA 020, DMA 030, DMA 040, DMA 050			
	Local 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 CAA as a general education course in Natural Science. This is a Universal General Education Transfer component (UGETC) course.* **FA, SP, SU**

		Class	Lab	Credit
PHY 110A	Conceptual Physics Lab	0	2	1
	State Prerequisites:			
	State Corequisites: PHY 110			
	Local Prerequisites: DRE 098; DMA 010, DMA 020, DMA 030, DMA 040, DMA 050			
	Local Corequisites:			

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 CAA as a general education course in Natural Science. This is a Universal General Education Transfer component (UGETC) course.* **FA, SP, SU**

		Class	Lab	Credit
PHY 151	College Physics I	3	2	4
	State Prerequisites: MAT 171			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course. FA*

		Class	Lab	Credit
PHY 152	College Physics II	3	2	4
	State Prerequisites: PHY 151			
	State Corequisites:			
	Local Prerequisites: Grade of C or better in PHY 151			
	Local 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, magneto static 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 CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course. SP*

		Class	Lab	Credit
PHY 251	General Physics I	3	3	4
	State Prerequisites: MAT 271			
	State Corequisites: MAT 272			
	Local Prerequisites:			
	Local Corequisites:			

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 CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

FA (even years)

		Class	Lab	Credit
PHY 252	General Physics II	3	3	4
	State Prerequisites: MAT 272, PHY 251			
	State Corequisites:			
	Local Prerequisites: MAT 272 and a grade of C or better in PHY 251			
	Local 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 CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course. SP (odd years)*

		Class	Lab	Credit
POL 120	American Government	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 097			
	Local 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 CAA and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course. (on demand)*

		Class	Lab	Credit
PSY 101	Applied Psychology	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

		Class	Lab	Credit
PSY 150	General Psychology	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 098			
	Local 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 CAA and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.* **FA, SP, SU**

		Class	Lab	Credit
PSY 241	Developmental Psych	3	0	3
	State Prerequisites: PSY 150			
	State Corequisites:			
	Local Prerequisites: Grade of "C" or better in PSY 150			
	Local 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 CAA and ICAA as a general education course in Social/Behavioral Sciences.* **FA, SP**

		Class	Lab	Credit
PSY 281	Abnormal Psychology	3	0	3
	State Prerequisites: PSY 150			
	State Corequisites:			
	Local Prerequisites: Grade of "C" or better in PSY 150			
	Local 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 CAA and ICAA as a general education course in Social/Behavioral Sciences.* **SP**

		Class	Lab	Clinical	Credit
RCP 110	Intro to Respiratory Care	3	3	0	4
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites: Enrollment in the Respiratory Therapy Program				
	Local Corequisites: RCP 113, RCP 114				

This course introduces the role of the respiratory care practitioner within inter-professional teams and interacting with diverse populations. Topics include medical gas administration, basic patient assessment, infection control, and medical terminology using proper written and oral communication methods to prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations. Additional course topics will address basic theories and corresponding applications related to physics and chemistry for respiratory care. **FA**

RCP 111	Therapeutics/Diagnostics	Class	Lab	Clinical	Credit
		4	3	0	5
	State Prerequisites: RCP 110				
	State Corequisites:				
	Local Prerequisites:				
	Local Corequisites: RCP 146, RCP 115				

This course provides emphasis on therapeutic and diagnostic procedures. Topics include applying problem solving strategies in the patient care setting, applying ethical principles in decision making, and practicing professional responsibilities, which will prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations. **SP**

RCP 113	RCP Pharmacology	Class	Lab	Clinical	Credit
		2	0	0	2
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites:				
	Local Corequisites: RCP 110, RCP 114				

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. **FA**

RCP 114	C-P Anatomy & Physiology	Class	Lab	Clinical	Credit
		3	0	0	3
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites:				
	Local Corequisites: RCP 110, RCP 113				

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. **FA**

RCP 115	C-P Pathophysiology	Class	Lab	Clinical	Credit
		2	0	0	2
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites: RCP 110				
	Local Corequisites: RCP 111, RCP 146				

This course introduces the etiology, pathophysiology, clinical signs and symptoms, diagnoses, prognoses, complications, and management of cardiopulmonary diseases. Emphasis is placed on developing, evaluating, and modifying respiratory care plans based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in cardio-pulmonary disease concepts through written evaluations. The course will provide a comprehensive overview of microbiology with an emphasis on cardiopulmonary diseases. **SP**

RCP 123	Special Practice Lab	Class	Lab	Clinical	Credit
		0	3	0	1
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites: RCP 146				
	Local Corequisites: RCP 152				

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. **SU**

		Class	Lab	Clinical	Credit
RCP 146	RCP Clinical Practice II	0	0	18	6
	State Prerequisites:				
	State Corequisites: RCP 111				
	Local Prerequisites: RCP 110				
	Local Corequisites: RCP 115				

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. **SP**

		Class	Lab	Clinical	Credit
RCP 152	RCP Clinical Practice III	0	0	6	2
	State Prerequisites: RCP 111				
	State Corequisites:				
	Local Prerequisites: RCP 146				
	Local Corequisites: RCP 123				

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. **SU**

		Class	Lab	Clinical	Credit
RCP 210	Critical Care Concepts	3	3	0	4
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites: RCP 152				
	Local Corequisites: RCP 236, RCP 213				

This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the application and management of mechanical ventilation, assessment underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written, laboratory and/or clinical simulation evaluations. **FA**

		Class	Lab	Clinical	Credit
RCP 211	Adv Monitoring/Procedures	3	3	0	4
	State Prerequisites: RCP 210				
	State Corequisites:				
	Local Prerequisites: RCP 236				
	Local Corequisites: RCP 215, RCP 223, RCP 246				

This course includes advanced information gathering and decision making for the respiratory care professional using evidence-based respiratory care protocols. Topics include advanced cardiac monitoring, special procedures, respiratory care protocols, and disease management. Upon completion, students should be able to assess, recommend, and independently modify respiratory care protocols through written, laboratory and/or clinical simulation evaluations. **SP**

		Class	Lab	Clinical	Credit
RCP 213	Neonatal/Pediatric Concepts	2	0	0	2
	State Prerequisites: RCP 111				
	State Corequisites:				
	Local Prerequisites: RCP 152				
	Local Corequisites: RCP 210, RCP 236				

This course provides comprehensive coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on pathophysiology, patient assessment and special therapeutic needs of neonates and children based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in the neonatal and pediatric respiratory care concepts through written evaluations. **FA**

		Class	Lab	Clinical	Credit
RCP 215	Career Preparation	0	3	0	1
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites: RCP 236				
	Local Corequisites: RCP 211, RCP 223, RCP 246				

This course provides an overview of respiratory therapy concepts in preparation for credentialing exam. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of respiratory therapy and be prepared for successful completion of the credentialing process. **SP**

		Class	Lab	Clinical	Credit
RCP 223	Special Practice Lab	0	3	0	1
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites: RCP 236				
	Local 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. **SP**

		Class	Lab	Clinical	Credit
RCP 236	RCP Clinical Practice IV	0	0	18	6
	State Prerequisites: RCP 111				
	State Corequisites: RCP 210				
	Local Prerequisites: RCP 152				
	Local Corequisites: 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. **FA**

		Class	Lab	Clinical	Credit
RCP 246	RCP Clinical Practice V	0	0	18	6
	State Prerequisites: RCP 210				
	State Corequisites: RCP 211				
	Local Prerequisites:				
	Local Corequisites: 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. **SP**

		Class	Lab	Credit
REL 110	World Religions	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 098			
	Local 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.* **FA**

		Class	Lab	Credit
REL 211	Intro to Old Testament	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 098			
	Local 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.* **SP**

		Class	Lab	Credit
SEC 110	Security Concepts	2	2	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

		Class	Lab	Credit
SOC 210	Introduction to Sociology	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 097			
	Local 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 CAA and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.* **FA, SP**

		Class	Lab	Credit
SOC 213	Sociology of the Family	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 097			
	Local 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 CAA and ICAA as a general education course in Social/Behavioral Sciences.* **FA, SP**

		Class	Lab	Credit
SPA 111	Elementary Spanish I	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: DRE 097			
	Local 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 CAA and ICAA as a general education course in Humanities/Fine Arts.* **FA, SP**

		Class	Lab	Credit
SPA 112	Elementary Spanish II	3	0	3
	State Prerequisites: SPA 111			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a general education course in Humanities/Fine Arts.* **FA, SP**

SPA 211	Intermediate Spanish I	Class	Lab	Credit
		3	0	3
	State Prerequisites: SPA 112			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a general education course in Humanities/Fine Arts. (on demand)*

SPA 212	Intermediate Spanish II	Class	Lab	Credit
		3	0	3
	State Prerequisites: SPA 211			
	State Corequisites:			
	Local Prerequisites:			
	Local 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 CAA and ICAA as a general education course in Humanities/Fine Arts. (on demand)*

SST 140	Green BLDG & Design Concepts	Class	Lab	Credit
		3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

SUR 110	Intro to Surg Tech	Class	Lab	Clinical	Credit
		3	0	0	3
	State Prerequisites:				
	State Corequisites: SUR 111				
	Local Prerequisites: Enrollment in the Surgical Technology Program				
	Local Corequisites:				

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. **FA**

SUR 111	Periop Patient Care	Class	Lab	Clinical	Credit
		5	6	0	7
	State Prerequisites:				
	State Corequisites: SUR 110				
	Local Prerequisites: Enrollment in the Surgical Technology Program				
	Local Corequisites:				

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. **FA**

		Class	Lab	Clinical	Credit
SUR 122	Surgical Procedures I	5	3	0	6
	State Prerequisites: SUR 110, SUR 111				
	State Corequisites: SUR 123				
	Local Prerequisites:				
	Local Corequisites:				

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. **SP**

		Class	Lab	Clinical	Credit
SUR 123	SUR Clinical Practice I	0	0	21	7
	State Prerequisites: SUR 110, SUR 111				
	State Corequisites: SUR 122				
	Local Prerequisites:				
	Local Corequisites:				

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. **SP**

		Class	Lab	Clinical	Credit
SUR 134	Surgical Procedures II	5	0	0	5
	State Prerequisites: SUR 123				
	State Corequisites:				
	Local Prerequisites:				
	Local Corequisites:				

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. **SU**

		Class	Lab	Clinical	Credit
SUR 135	SUR Clinical Practice II	0	0	12	4
	State Prerequisites: SUR 123				
	State Corequisites: SUR 134				
	Local Prerequisites:				
	Local Corequisites:				

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. **SU**

		Class	Lab	Clinical	Credit
SUR 137	Prof Success Prep	1	0	0	1
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites:				
	Local 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. **SP, SU**

		Class	Lab	Clinical	Credit
SUR 210	Adv. SUR Clinical Practice	0	0	6	2
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites:				
	Local 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. **FA**

		Class	Lab	Clinical	Credit
SUR 211	Advanced Theoretical Concepts	2	0	0	2
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites:				
	Local 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. **FA**

		Class	Lab	Credit
TRF 210	Turf Grass Eqmt Mgmt	1	4	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

This course covers the operation and maintenance of specialized turf grass management equipment. Topics include small engine use and repair; operation, maintenance, and repair of turf grass management equipment; organization of shop areas; and safety considerations. Upon completion, students should be able to operate and maintain turf grass management equipment. **FA**

		Class	Lab	Credit
WBL 110	World of Work	1	0	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work. **FA, SP, SU**

		Class	Lab	Credit
WBL 111	Work-Based Learning I	0	10	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA, SP, SU**

		Class	Lab	Credit
WBL 121	Work-Based Learning II	0	10	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA, SP**

		Class	Lab	Credit
WEB 141	Mobile Interface Design	2	2	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA**

		Class	Lab	Credit
WEB 151	Mobile Application Dev I	2	2	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

		Class	Lab	Credit
WLD 110	Cutting Processes	1	3	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness. **FA**

		Class	Lab	Credit
WLD 112	Basic Welding Processes	1	3	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **FA, SP**

		Class	Lab	Credit
WLD 115	SMAW (stick) Plate	2	9	5
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local 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. **SP**

		Class	Lab	Credit
WLD 116	SMAW (stick) Plate/Pipe	1	9	4
	State Prerequisites: Take WLD-115			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites:			

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions. **FA**

WLD 121	GMAW (MIG) FCAW/Plate State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	Class 2	Lab 6	Credit 4
<p>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. SP</p>				
WLD 131	GTAW (TIG) Plate State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	Class 2	Lab 6	Credit 4
<p>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. SP, SU</p>				
WLD 132	GTAW (TIG) Plate State Prerequisites: WLD 131 State Corequisites: Local Prerequisites: Local Corequisites:	Class 1	Lab 6	Credit 3
<p>This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry. SU</p>				
WLD 141	Symbols & Specifications State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	Class 2	Lab 2	Credit 3
<p>This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding. FA, SP</p>				
WLD 214	Sanitary Welding State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	Class 2	Lab 6	Credit 4
<p>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. SU</p>				
WLD 261	Certification Practices State Prerequisites: WLD 115, WLD 121, and WLD 131 State Corequisites: Local Prerequisites: Local Corequisites:	Class 1	Lab 3	Credit 2
<p>This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes. SU</p>				

Faculty and Staff Directory

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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. New student advisors 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.

New Student Advisors

New students begin their academic advising experience with a new student advisor 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 new student advisor, who will assist them during their first semester at RCC. In the first semester, the new student advisor will review the first semester advising syllabus with students. The syllabus outlines advising objectives, student learning outcomes, and expected roles of the new student advisor 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 new student advisor/faculty advisor and student are listed at the end of this section.

With the help of a new student advisor, 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 new student advisor. 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.

New student advisors 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 may be transitioned from their new student advisor in 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. Students assigned to a new student advisor in the Student Advising Center but who have not completed all developmental course requirements will normally remain with their new student advisor until developmental requirements are complete. 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 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 Roles of the New Student Advisor/Faculty Advisor are to:

- 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 Roles of the Student are to:

- Schedule and keep appointments with new student advisor/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 in the Student Advising Center 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. New student advisors 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 NC Works, a virtual jobs board that is linked to RCC's College Transfer and Career Services page. This jobs board allows students and alumni to search and apply for jobs directly with the employer. There is also a resume builder available for registered users. The career counselor also sends out employment opportunities directly to students via RCC email.

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 ARC (The Academic Resource Centers)

The Academic Resource Centers (the ARC) are academic support centers committed to providing academic support that supplements classroom instruction. Specific tutoring by professional and peer tutors is available in a wide range of subjects including, but not limited to, math, reading, English, writing, and science. Tutoring is a free service provided to all RCC students. Appointments are available, but walk-ins are welcome. In addition to face-to-face tutoring services, there are computers available for student use with qualified assistants on hand to help students in their operation. At the center, students can check email, communicate with faculty, write papers, work on group projects, or study independently. The ARC is located in the Science Building, Room 113B.

Online tutoring is also available to RCC students through a link in their Moodle courses.

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).

Rockingham Community College also offers a mentoring-based program for students known as the "Paying It Forward" Program. Funded as a part of a statewide Minority Male Success Initiative, this program is open to both men and women. This is an opportunity for students to connect with a faculty or staff mentor that will contribute to a student's growth academically and in assisting the student to develop leadership, networking, self-advocacy, and services skills for their future success. The program also provides opportunities for students to develop practical skills in time management, goal-setting, and career planning, and to learn from visits to four-year institutions, business, and industry.

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 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 the Director of Library Services.

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. RCC employees register their vehicles at the switchboard/receptionist desk in the Administration Building during normal business hours.

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

O'Kelly's 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 Administrative Assistants’ in the various academic buildings.

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 on 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 (Sexuality and Gender 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 contact 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 (NJCAA) and the potential student-athlete's ability to benefit from Rockingham Community College's program and services. Student-athletes are encouraged to apply for all the financial aid for which they may qualify. RCC is a Division III-level NJCAA program that does not provide scholarships for participation in intercollegiate athletics. 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. All users are subject to completion of a brief orientation/overview of the Fitness Center prior to initial use of the facilities.

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. It is the responsibility of every student, faculty and staff member to be familiar with and adhere to the academic integrity policies of the College.

RCC is committed to excellence in teaching and to providing an environment for students to excel in learning. It is the expectation of the College that all students adhere to an academic code of integrity and honesty. Students must not engage in or help others to commit acts of academic dishonesty, including, but not limited to, cheating, plagiarism, falsification, complicity, and gaining unfair advantage. Students are expected to report violations. There are many forms of academic dishonesty, and it is the responsibility of the student to ensure that all academic work submitted is free of any type of dishonesty. Examples of academic dishonesty, include, but are not limited to:

***Cheating** is defined as providing, receiving or attempting to receive information, data, answers or other information not permitted by the faculty. This may include the use of unauthorized electronic devices.*

***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. This may include submitting one's own work done in another class, whether at RCC or another institution.*

***Falsification** includes providing false information, spoken or written, concerning academic work or school activities to a fellow student or college employee. Unauthorized changing of grades/ scores for academic work is also a form of falsification.*

***Complicity** in a violation of academic integrity includes an awareness that a violation of any academic standard, regulation, law, or ordinance is about to occur or is taking place. Students who are aware that a violation of academic integrity is about to occur or is taking place are expected to notify a faculty or staff member. Students who fail to report such incidents are considered complicit and may face a charge of academic dishonesty themselves.*

*Any activity that intentionally or unintentionally gives a student an **unfair advantage** in the student's academic work is considered a violation of academic integrity.*

RCC prides itself on advancing qualified graduates; therefore, all instances of academic dishonesty will be considered serious violations of the academic integrity.

Procedure for Violations of Academic Integrity

It is the right and responsibility of faculty 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 faculty and must be outlined in the course syllabus. All cases for which a faculty has imposed an academic sanction or delivered a warning resulting from academic dishonesty must be reported to the Vice President for Student Development. The Vice President for Student Development will maintain records of the frequency of violations. In egregious cases of academic dishonesty, the faculty may also file a formal complaint with the Vice President for Academic Affairs for further disciplinary action beyond the classroom.

When an apparent violation of academic dishonesty has occurred, the faculty will retain related documentation and complete the Academic Integrity Violation Form. The faculty will notify the student within seven business 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 faculty 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, the Department Chair and the appropriate Dean. The Dean will forward a copy of the form to the Vice President for Student Development with a copy to the Vice President for Academic Affairs. 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 and maintained in the student's permanent record.

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 Following a Charge of Academic Dishonesty

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.

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 faculty member 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, lab, and clinical hours which are not delivered for any reason, to include adverse weather, will be delivered to students. The class, lab, or clinical 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 a faculty member. A pro-bono commission is work that a faculty member 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

Information Technology Acceptable Use Policy

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.

The following guidelines describe the college's expectations and the users' responsibilities regarding acceptable use of college electronics resources:

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. The campus network and college-owned software, resources, and equipment are not to be used for commercial purposes. Computer software is protected by the federal copyright law and by legal binding agreements. Users are responsible for any unauthorized software used on the system.

Creation and/or transmission of threatening, racist, sexist, obscene, or harassing language and/or material is prohibited. Display and viewing of the aforementioned language and/or material is permitted only as it pertains to academic objectives. Additionally, any violation of the Code of Student Conduct effectuated by the use of RCC technology violates both this policy and the Code of Student Conduct.

Intentional access to the College's network or resources for the purposes of damaging or altering systems or information is prohibited and unlawful. This includes, but is not limited to, the introduction of viruses or harmful files, hacking, and other methods of vandalism. Users of the unsecured RCC wireless network are responsible for ensuring they have the appropriate compliant wireless card and are running up-to-date antivirus and antispyware software on their wireless devices. The level of security of transactions, hard drive files, and general web surfing will depend on the level of security precautions users have taken with their computers. Users must protect all RCC-owned or authorized data on both personal and RCC-owned portable computing devices, removable storage components, and removable computer media from unauthorized access.

RCC will block all known high risk websites that pose a threat of introducing viruses, harmful files, and other methods of vandalism into the campus network. If, at any time access to a site needed for research, educational, or administrative purposes is found to be blocked, the Director of Technology Support Services should be notified. Every effort will be made to accommodate your needs while protecting the integrity of the RCC network.

Anyone violating these guidelines or those policies found in the Code of Student Conduct through use of RCC technology 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. Violators will be subject to 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 or 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 course work 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 faculty member.

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: 336.342.4261, 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

Rockingham Community College does not differentiate between drug users, drug pushers, or process 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 spit less, smokeless, chewing, and snuff). This definition does not include any product that has been approved by the U.D. 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 building, 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.

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. Referrals to 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. There are many forms of academic dishonesty, and it is the responsibility of the student to ensure that all academic work submitted is free of any type of dishonesty. Examples of academic dishonesty, include, but are not limited to:

***Cheating** is defined as providing, receiving or attempting to receive information, data, answers or other information not permitted by the faculty. This may include the use of unauthorized electronic devices.*

***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. This may include submitting one's own work done in another class, whether at RCC or another institution.*

***Falsification** includes providing false information, spoken or written, concerning academic work or school activities to a fellow student or college employee. Unauthorized changing of grades/scores for academic work is also a form of falsification.*

***Complicity** in a violation of academic integrity includes an awareness that a violation of any academic standard, regulation, law, or ordinance is about to occur or is taking place. Students who are aware that a violation of academic integrity is about to occur or is taking place are expected to notify a faculty or staff member. Students who fail to report such incidents are considered complicit and may face a charge of academic dishonesty themselves.*

*Any activity that intentionally or unintentionally gives a student an **unfair advantage** in the student's academic work is considered a violation of academic integrity.*

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. Reckless, dangerous, disorderly, illegal, lewd or obscene conduct: Engaging in violent, forceful, threatening, intimidating or disruptive conduct that interferes with the normal operation, function, or activity of the College or any of its

organizations, personnel, students or guests. Engaging in conduct, or inciting others to engage in conduct that improperly restrains freedom of movement, speech, assembly or access to premises or activities by any individual who is a member of the College community or guest. Such behavior includes, but is not limited to, harassment of another student, College employee or guest, playing loud music that detracts from a peaceful learning environment, and the use of loud, threatening, and/or obscene language and/or gestures.

6. **Discrimination and Harassment:** Consistent with federal and state law, the College prohibits discrimination and harassment based on the protected classes of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status. Discrimination means any unlawful distinction, preference, or detriment to an individual as compared to others that is based on an individual's membership in one of the protected classes identified herein and that is sufficiently serious to unreasonably interfere with or limit a student's or admission applicant's ability to participate in, access, or benefit from educational programs, services, or activities provided by or afforded by the College. Harassment is a type of discrimination that occurs when verbal, physical, electronic, or other conduct based on an individual's membership in a protected class that is sufficiently severe and pervasive such that impedes and/or interferes with that individual's legitimate participation in any College sponsored or sanctioned activities on or off the College premises.

7. Sexual and/or gender discrimination and harassment takes many forms which may not be readily apparent. In an attempt to clearly identify such prohibited activity without intending for these descriptions to be exhaustive with regard to all the possible prohibited acts that may constitute sexual or gender discrimination and harassment, the College identifies the following prohibited activities which:

1) include unwelcome sexual advances, requests for sexual favors and other verbal, physical, or electronic conduct of a sexual nature that creates a hostile, intimidating, or abusive 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.

2) involve verbal, physical, or electronic conduct based on Sex, Gender, Sexual Orientation, or sex-stereotyping that creates a hostile, intimidating, or abusive environment, even if those acts do not involve conduct of a sexual nature; or

3) include harassment for exhibiting what is perceived as a stereotypical characteristic for one's *Sex* or for failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived Sex, Gender, Sexual Orientation, Gender Identity, or Gender Expression of the individuals involved.

8. **Sexual Assault, Violence and Exploitation:**

1) **Sexual Assault or Sexual Violence**

Any activity *that* involves having or attempting to have sexual contact with another individual without that person's consent.

2) **Sexual Exploitation**

Sexual Exploitation is a form of *Sexual or Gender-Based Harassment* that involves one or more of the following behaviors committed for any purpose, including sexual arousal or gratification, financial gain, or other personal benefit:

(a) taking sexual advantage of another person without consent;

- (b) taking advantage of another's sexuality; or
- (c) extending the bounds of consensual *Sexual Contact* without the knowledge of the other individual.

Examples of Sexual Exploitation include, but are not limited to: threatening to disclose an individual's Sexual Orientation, Gender Identity, or Gender Expression; observing another individual's nudity or Sexual Contact, or allowing another to observe the same, without the knowledge and *Consent* of all parties involved; non-consensual streaming of images, photography, video, or audio recording of Sexual Contact or nudity, or distribution of such without the knowledge and *Consent* of all parties involved; prostituting another individual; knowingly exposing another individual to a sexually-transmitted infection, without the individual's knowledge; knowingly failing to use contraception without the other party's knowledge; and inducing Incapacitation for the purpose of taking sexual advantage of another person.

9. 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. 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.)
10. 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.
11. 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.)
12. 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; AND
- 4) 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:

- a) Law enforcement personnel, firefighters, emergency service personnel, and military personnel carrying out their official duties;
- b) 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.
- c) 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.

13. 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.
14. 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.
15. 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.
16. 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.
17. 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.

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 and programs. For example, an academic grievance may pertain to procedures such as penalties for violations of course policies or requirements as contained in the faculty's course syllabus, a dispute of academic dishonesty, faculty's requirements, and academic requirements of specific programs of study.

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 faculty is not possible due to the nature of the concern, then the procedure will begin at Step 1 of the appeal procedure with the appropriate Department Chair.

Academic Grievance Procedure

A student seeking to appeal an academic matter related to a program of study begins the process at Step 1 of the appeal procedure.

In the case of a grievance related to a course, the student must contact the faculty of record 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 business days of 1) the date on which the alleged issue occurred, 2) the date the student was notified of the issue by the faculty.

The faculty must arrange a meeting with the student to be held within three business days of the receipt of the student's request. The faculty will listen to the entirety of the student's concern and consider if a change of decision is warranted.

Within three business days of reaching a decision, the faculty will communicate the decision to the student, in writing, and provide a copy to the faculty's Department Chair.

If there is no resolution of the grievance with the faculty, the student may initiate the appeal procedure at Step 1.

Appeal Procedure

Step 1 – Appeal to the Department Chair

If the concern was not resolved by the faculty of record and the student seeks to pursue the matter further, the student

must appeal the matter to the Department Chair of the department in which the course is taught.

The student will complete the Student Grievance Appeal Form available from the Office of Student Development, attaching a letter that clearly addresses:

- the student's specific concerns
- the date on which the student met with the faculty to seek resolution of the issue
- the result of the discussion with the faculty
- the outcome that the student seeks

The student must submit the original Student Grievance Appeal Form and letter to the Office of Student Development within three business days of the date on which the student learned of the faculty's decision. The form and letter will be processed and delivered to the appropriate Department Chair.

The Department Chair will contact the student to schedule a meeting with the student, to be held not later than three business days after contacting the student. At this meeting, the Department Chair will discuss the appeal with the student.

The Department Chair will communicate a decision to the student, in writing, within three business days of the meeting. A copy of the communication will be provided to the faculty, the Dean, and the Vice President for Academic Affairs.

Step 2 – Appeal to the Division Dean

If the concern was not resolved by the Department Chair, and the student seeks to pursue the matter further, the student must appeal the matter to the Dean of the division.

The student will submit a letter to the Dean which clearly addresses:

- the student's specific concerns
- the date on which the student met with the faculty to seek resolution of the issue and the date the student met with the Department Chair
- the result of the discussions with the faculty and with the Department Chair
- the outcome that the student seeks

The student must submit the letter to the Office of Student Development within three business days of the date on which the student learned of the Department Chair's decision. The form and letter will be processed and delivered to the respective division Dean.

The Dean will contact the student to schedule a meeting with the student, to be held not later than three business days after contacting the student. At this meeting, the Dean will discuss with the appeal with the student.

The Dean will communicate a decision to the student, in writing, within three business days of the date of the meeting. A copy of the communication will be provided to the faculty, the Department Chair, and the Vice President for Academic Affairs.

Step 3 – 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 business days of the date on which the student learned of the Dean's decision. The form and letter must be submitted to the Office of Student Development. The documents will be processed and delivered to the Vice President for Academic Affairs.

The Vice President for Academic Affairs will contact the student to schedule a meeting with the student, to be held not later than three business days after contacting the student. At this meeting, the Vice President will discuss with the appeal with the student.

The Vice President for Academic Affairs will communicate a decision to the student, in writing, within three business days of the date of the meeting. A copy of the communication will be provided to the faculty, the Department Chair, and the division Dean. The Vice President for Academic Affairs decision will be considered 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 that follows. 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, "business 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) business 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 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) business

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) business 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

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) business days of the date on which the student learned of the Vice President's decision.

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 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) business 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 the 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) business 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) business 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) business days of the date on which the student learned of the Appeals Committee's decision.

The President will endeavor to review, within five (5) business 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, to which he/she may invite other persons who participated in the prior review process. 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) business days from the date of decision to hold the hearing. The hearing must be held within five (5) business 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) business 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).