



**Rockingham**  
COMMUNITY COLLEGE

**2018 -2019 Catalog  
and Student Handbook**

**2018 – 2019**  
**Rockingham Community College Catalog**  
**and Student Handbook**

**P.O. Box 38 Wentworth, NC 27375**  
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**TTY 336-634-0132**  
**[rockinghamcc.edu](http://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.

10/18/2018

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# ROCKINGHAM COMMUNITY COLLEGE

## Academic Calendar 2018-2019

### FALL SEMESTER 2018

Wednesday, August 8	Convocation
Wednesday, August 15	16 Week Session and First 8-Week Session Begins
Wednesday, August 15 – Thursday, August 16	Drop/Add First 8-week and 16-week Session
Friday, August 24	Last day to receive a refund for 16-week Session
<b>Monday, September 3</b>	<b>Labor Day Holiday</b>
Thursday, September 6	Classes Begin for 13-Week Session
Thursday, September 6 – Friday September 7	Drop/Add 13-week Session
Tuesday, September 18	Last Day to receive a “W” Grade for 8-week Session
Wednesday, October 10	Classes End, First 8-week Session
<b>Thursday, October 11 – Friday, October 12</b>	<b>Fall Break, Faculty and Students</b>
Monday, October 15	Classes Resume
Monday, October 15	Classes Begin for Second 8-Week Session
Monday, October 15 - Tuesday, October 16	Drop/Add for Second 8-week Session
Wednesday, October 24	Last Day to receive a “W” Grade for 16-week Session
Thursday, November 1	Last Day to receive a “W” Grade for 13-week Session
Thursday, November 15	Last Day to receive a “W” Grade Second 8-week Session
Wednesday, November 21	College open from 8 am to 3pm No classes for Faculty and Students
<b>Thursday, November 22 and Friday, November 23</b>	<b>Thanksgiving Holidays</b>
Wednesday, December 12	Fall Semester Ends
Thursday, December 13	Fall Semester Grades DUE
<b>Monday December 23, Tuesday December 24 Wednesday December 25, Thursday December 26</b>	<b>Christmas Holidays</b>
Monday, December 24 – Monday, December 31	College Closed for Christmas Break

## ***SPRING SEMESTER 2019***

### **Tuesday, January 1**

Monday, January 7

Monday, January 7 – Wednesday, January 9

Wednesday, January 16

### **Monday, January 21**

Tuesday, January 29

Tuesday, January 29 - Wednesday, January 30

Friday, February 8

Wednesday, March 6

Thursday, March 7

Thursday, March 7 – Friday, March 8

Thursday, March 14

### **Monday, March 18 – Wednesday, March 20**

Thursday, March 21

Wednesday, March 27

Friday, April 12

### **Thursday, April 18**

### **Friday, April 19**

Monday, April 22

Monday, May 6

Tuesday, May 7

Friday, May 10

### **New Year's Holiday**

16 Week and First 8-Week Session Begins

Drop/Add First 8-week and 16-week Session

Last day to receive a refund for 16-week Session

### **Martin Luther King, Jr. Holiday**

Classes Begin for 13-Week Session

Drop/Add for 13-week Session

Last Day to receive a “W” Grade for 8-week Session

Classes End, First 8-Week Session

Classes Begin for Second 8-Week Session

Drop/Add for Second 8-week Session

Last Day to receive a “W” Grade 16-week Session

### **Spring Break, Faculty and Students**

Classes Resume

Last Day to receive a “W” Grade 13-week Session

Last Day to receive a “W” Grade Second 8-week Session

### **No Classes for Faculty and Students**

### **Easter (Good Friday) Holiday**

Classes Resume

Spring Semester Ends

Spring Semester Grades DUE

Commencement, 10 AM

## ***SUMMER SESSION 2019***

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

Wednesday, May 22	Classes for First 4-week and 8-week Session Begin
Wednesday, May 22 - Thursday, May 23	Drop/Add First 4-week and 8-week Session
Thursday, May 23	Last day to receive a refund for 1 <sup>st</sup> 4-week Session
<b>Monday, May 27</b>	<b>Memorial Day Holiday</b>
Tuesday, May 28	Last day to receive a refund for 8-week Session
Friday, June 7	Last Day to receive a “W” Grade for First 4-week Session
Wednesday, June 19	First 4-week Session Ends
Thursday, June 20	Grades Due First 4-week Session
Thursday, June 20	Second 4-week Session Begins
Thursday, June 20 – Friday, June 21	Drop/Add Second 4-week and 8-week Session
Tuesday, June 25	Last Day to receive a “W” Grade for 8-week Session
<b>Thursday, July 4</b>	<b>Independence Day Holiday</b>
Friday, July 5	College open from 7:30 am to 12 pm No classes for Faculty and Students
Monday, July 8	Last Day to Receive Grade of “W” for the Second 4-week Session
Tuesday, July 23	Second 4-week Session and 8-week Session Ends
Wednesday, July 24	Grades Due Second 4-week and 8-week Session
Friday, July 26	Summer Commencement, 10 AM



**ROCKINGHAM COMMUNITY COLLEGE**  
**HOLIDAY SCHEDULE 2019**

Tuesday, January 01	New Year's Day Holiday
Monday, January 21	Martin Luther King, Jr. Holiday
Friday, April 19	Easter Holiday
Monday, May 27	Memorial Day Holiday
Thursday, July 4	Independence Day Holiday
Monday, September 2	Labor Day Holiday
Thursday, November 28 – Friday, November 29	Thanksgiving Holidays
Monday, December 23, Tuesday, December 24 Wednesday, December 25 and Thursday, December 26	Christmas Holidays

## 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 .....	Governor, Regional – Region 6
Dr. Breeden Blackwell .....	Senate – Region 4
Mrs. Lisa Estep .....	Governor, At Large – Region 5
The Honorable Dale Folewill .....	State Treasurer
Mr. Jimmie E. Ford .....	Governor, Regional - House – Region 5
The Honorable Dan Forest .....	Lt. Governor
Mr. Roderick Gooden .....	N4CSGA
Mr. William Holder .....	Governor, At Large – Region 3
Mr. Wade Bryan “Bobby” Irwin, Jr .....	Senate – Region 2
Mr. Frank Johnson .....	Governor, Regional – Region 2
Mr. Todd Johnson .....	House – Region 4
Mr. Bill McBrayer .....	House – Region 2
Mr. Ernest C. Pearson .....	House – Region 3
Dr. Samuel Powell .....	Governor, Regional – Region 3
Mr. Edward “Lynn” Raye .....	Senate – Region 4
Mr. James Rose .....	Governor, At Large – Region 3
Mr. Robert Stephens .....	Governor, At Large – Region 3
Mr. Burr Sullivan .....	House – Region 3
Mr. Clark Twiddy .....	Senate – Region 6
Mr. Jerry Vaughn .....	Governor, Regional - Region 4
Ms. Ann Whitford .....	Governor, Regional - House – Region 5
Dr. Candler Willis .....	Governor, Regional - Region 1

*North Carolina Community College System* ..... Mr. Peter Hans, 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 .....	6/30/2022
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 .....	6/30/2022
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  
 Mrs. Lynne S. Dickerson, Executive Assistant to the President

# Rockingham Community College Board of Trustees



**Chair**  
Mrs. Elizabeth H. Maddrey,  
Eden



**Vice Chair**  
Mrs. Janice R. Tate,  
Madison



Mr. R. Scott Barham,  
Eden



Mr. Samuel F. Coates,  
Eden



Mr. Mark G. Collins,  
Reidsville



Mr. Harold R. Griffin,  
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 Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Rockingham Community College. To learn more about the college's accreditation status with SACSCOC or to find out more about the accreditation process, please visit the [SACSCOC](http://www.sacscoc.org) website.

The Commission's contact information is provided to allow interested constituents to: (1) learn more about the accreditation status of the institution, (2) file a third-party comment at the time of the institution's decennial review, or (3) file a complaint against the institution for alleged non-compliance with a standard or requirement. The Commission expects individuals to attempt to resolve the issue through all means available to the complainant, including following the institutions published grievance procedures, before submitting a complaint to the Commission. Normal inquiries about Rockingham Community College such as admission requirements, financial aid or educational programs should be directed to Rockingham Community College, not to the Commission's office. The college's Associate Vice President for Technology and Institutional Effectiveness coordinates all College related SACSCOC activities.

The **Associate Degree Nursing Program** is approved by the  
North Carolina Board of Nursing (NCBON)  
P.O. Box 2129, Raleigh, NC 27602-2129  
[www.ncbon.com](http://www.ncbon.com) 919-782-3211

The **Basic Law Enforcement Training Program** is accredited by the  
North Carolina Department of Justice Criminal Justice Education and Training Standards Commission  
P.O. Drawer 149, Raleigh, NC 27602  
[www.ncdoj.gov](http://www.ncdoj.gov) 919-661-5980

The **Cosmetology Program** is approved by the  
North Carolina State Board of Cosmetic Arts  
1207 Front Street, Suite 110, Raleigh, NC 27609  
[www.nccosmeticarts.com](http://www.nccosmeticarts.com) 919-733-4117

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  
1313 L Street, NW, Suite 500, Washington, DC 20005-4101  
[www.naeyc.org](http://www.naeyc.org) 202-232-8777

The **Emergency Medical Services Program** is approved by the  
North Carolina Division of Health Service Regulation Office of Emergency Medical Services  
Physical Address: 1201 Umstead Drive, Raleigh, North Carolina 27603-2008  
Mailing Address: 2707 Mail Service Center, Raleigh, NC 27699-2707  
919-855-3935

The **Nurse Aide Program** is approved by the  
North Carolina Department of Health and Human Services Division of  
Health Regulation Health Care Personnel Registry Section Center for Aide and Education (CARE)  
Center for Aide Regulation and Education  
2709 Mail Service Center, Raleigh, NC 27699-2709  
[www.ncnar.org](http://www.ncnar.org) 919-855-3969

The **Phlebotomy Program** is approved by the  
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)  
5600 N. River Road Suite 720, Rosemont, IL 60018  
[www.naacls.org](http://www.naacls.org) 773-714-8880

The **Practical Nursing Program** is approved by the  
North Carolina Board of Nursing (NCBON)  
P.O. Box 2129, Raleigh, NC 27602-2129  
[www.ncbon.com](http://www.ncbon.com) 919-782-3211

The **Respiratory Therapy Program** is accredited by the  
Commission on Accreditation for Respiratory Care (CoARC)  
~~1248 Harwood Road, Bedford TX 76021-4244~~ P.O. Box 54876 Hurst, TX 76054-4876  
[www.coarc.com](http://www.coarc.com) 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 Surgical Technology and Surgical Assisting (ARC/STSA).  
Commission on Accreditation of Allied Health Education Programs  
1361 Park Street, Clearwater, FL 33756  
[www.caahep.org](http://www.caahep.org) 717-210-2350

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

Additionally, The North Carolina Community College System approves the programs of study for all degrees, diplomas and certificates offered by Rockingham Community College. The college has also been fully approved for payment of veterans' benefits by the U.S. Department of Veterans Affairs and North Carolina State Approving Agency for eligible veterans.



# 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*

# 2017 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: 76.2%

## **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: 51.1%

## **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: 29.1%

## **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: 66.5%

## **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: 40.9%

## **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: 79.2%

## **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: 85.4%



## **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 of North Carolina, [cfnc.org](http://cfnc.org). If needed, individual appointments with an admissions officer may be made.

## Admission to Curriculum Programs

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

**1. Complete the RCC application process.** Prospective students must complete the application process prior to enrolling in RCC curriculum courses. The first step in the application process is to complete an interview with the North Carolina Residency Determination Service. The RDS interview will determine your state residency and is required for all North Carolina community college students. The RDS interview may be found [online](#) or through the Admissions tab on the RCC homepage. The second step in the admissions process is to complete the RCC Application for Admission. The application may be completed through the Admissions tab on the RCC homepage or the [CFNC](#) webpage. Please remember to use the same login and password for the RDS interview and the RCC application.

**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 recognize transcripts from only 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 have an admissions hold placed on their student account. Students with an admissions hold will not be allowed to register for upcoming semesters, view final grades, or request RCC transcripts until all transcripts from other institutions have been received.

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 and to discuss possible programs of study. 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 registered for New Student Orientation. No action will be taken with an application for enrollment until a prospective student meets with an admissions officer.

**4. Attend New Student Orientation (NSO).** At the conclusion of placement testing or waiver, all new students will be registered for New Student Orientation. NSO is required for all students new to Rockingham Community College. Orientation is designed to help make the transition to college as smooth as possible. The orientation process will acquaint students with campus regulations, introduce students campus technology, advise students of college support services, provide academic information; and guide students through the selection and registration of courses related to their program of study.

New students will meet with an academic advisor and register for their first semester courses during New Student Orientation. No other person, including parents and family members, is permitted to attend NSO in lieu of the student.

### ***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 College Transfer programs. 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 fourth 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	530	Reading	22
Mathematics	500			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 Advising & Counseling 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. Complete the RCC application process.** 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. Depending on circumstances, students may be required to complete a reconsideration interview with the North Carolina Residency Determination Service.

Returning students who have been away from RCC for more than one calendar year must complete a reconsideration interview with the North Carolina Residency Determination Service and an RCC 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 reenrollment 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 have an admissions hold placed on their student account. Students with an admissions hold will not be allowed to register for upcoming semesters, view final grades, or request RCC transcripts until all transcripts from other institutions have been received.

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.** 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 New Student Orientation or an academic faculty advisor. 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 should 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.

The contents of student record files for students who are no longer enrolled at RCC are 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.

A “Hold” on a record means the student may not receive or have access to a grade report, receive a transcript, register for classes, participate in graduation ceremonies, or receive a certificate, diploma, or degree at RCC until the “Hold” has been removed. To clear a “Hold”, the 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 to Curriculum Credit PROCEDURE - Only pre-approved RCC continuing education courses are eligible for curriculum credit articulation. To be eligible for credit, the continuing education course must meet following criteria.

- The continuing education course must require the same student learning outcomes outlined in the curriculum course syllabus and be equivalent in hours of instruction;
- The credentials of the continuing education course instructor meet the College’s Faculty Credential Policy for the equivalent curriculum course; and,
- The continuing education course requires assessment of course work, evaluation of performance by exam, and attendance and is documented in the course syllabus.

Not more than one-half of the required credits for a degree, diploma, or certificate may be earned with continuing education coursework articulated to curriculum credit unless otherwise approved by the Vice President for Academic Affairs; the remaining half of the credential must be earned by completing curriculum college credit courses at RCC. Credit is awarded based on established equivalencies; no course substitutions are permitted.

## Student Eligibility

Students who previously attempted the equivalent curriculum course are not eligible to receive curriculum credit by continuing education course articulation. To receive curriculum credit for an eligible continuing education course completed, the student must:

- Earn a grade of S (successful completion/completed course with a C or better) in an eligible RCC continuing education course (a grade of U is awarded to students who do not successfully complete the course);
- Be admitted to a curriculum program of study and enrolled in one or more curriculum courses within the program of study; and,
- Submit a completed Request for Continuing Education Articulated Credit form, to the Records Office, within five years of completion of the eligible continuing education course at RCC.

Students who register for curriculum courses pay curriculum tuition and fees. Students who register for continuing education courses pay continuing education tuition and fees. Students may not change their registration type beyond the posted Drop/Add period. Financial aid is not awarded for continuing education courses converted to curriculum credit.

- 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

<b>Placement Subject Examination</b>	<b>Minimum Score</b>	<b>Hours Awarded</b>	<b>RCC Course</b>
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 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.

<b>Course Credit</b>	<b>Minimum Score</b>	<b>Hours Awarded</b>	<b>RCC Course</b>
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. Defense Activity for Non-Traditional Educational Support (DANTES/DSST) - RCC will award credit for acceptable scores on DANTES college-level examinations as recommended by the American Council on Education (ACE). To receive credit for a DANTES/DSST examination, students are required to provide the Admissions Office with official score reports.
- VII. Credit by Exam is an evaluative procedure whereby a student professing competence in a particular subject area may undertake an institution examination designed to measure competence within that given subject area. Credit by Exam assessments are prepared by appropriate faculty and approved by the applicable Department Chair/Program Director and Division Dean. All institution examinations used for Credit by Exam and the list of courses that may have a Credit by Exam option are approved annually. Approved assessments and the list of courses eligible for credit by exam application is available in the Records Office.

Credit by Exam may be granted to Rockingham Community College students who are enrolled at the time the examination is taken and are eligible to take the course under college regulations. Students who have previously completed or attempted (including dropped or withdrawn status) the course are not permitted to obtain credit by exam. Students may attempt to earn credit by exam once per subject area. Students are urged to research the regulations of the college of university to which they intend to transfer relative to that institution's policy regarding the acceptance of Credit by Exam course credit.

In order to attempt a course via Credit by Exam, the student must:

1. Register for the course;
2. Meet with academic advisor to discuss eligibility, process, and requirements;
3. Submit a completed Credit by Exam Application to the Testing Center;
4. Schedule an appointment to take the Credit by Exam assessment in the Testing Center; and,
5. Take the Credit by Exam assessment by the semester census date.

Upon completion of the assessment, faculty of record calculates the score earned. The faculty of record submits a grade of CE for the course for students who test at or above the predetermined minimum score for the assessment and credit is awarded for the specified course as hours earned on the student's transcript. Students who do not earn the predetermined minimum score on the assessment continue in the course section as registered. The standard tuition and fee scale applies to courses completed through Credit by Exam. **Note:** Financial Aid is not awarded for courses taken through Credit by Exam. Not more than one-half of the required credits for a degree, diploma, or certificate may be earned through Credit by Exam unless otherwise approved by the Vice President for Academic Affairs.

Rockingham Community College may accept credit that is granted via Credit by Exam at other colleges; however, documentation of the method of assessment and assessment used may be required. Accepted credit granted via Credit by Exam at other colleges is recorded with a grade of CE for the course and as hours earned on the student's transcript. Such credit is included in the maximum allowed via Credit by Exam at Rockingham Community College.

VIII. Professional Certification – Students enrolled at RCC who hold a current professional or vendor certification, for example, Microsoft, CISCO, etc. that correlates with course content for a curriculum course may submit a “Credit for Prior Learning Form” to the appropriate Dean for the course. The student will be required to provide evidence of current certification. The Department Chair/Program Director and Discipline Lead faculty will then determine if the certification meets the requirement necessary to award credit.

IX. 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/Internet [IN]:** College curriculum or continuing education course in which 100% of the instruction is delivered via the Internet/online. Courses may have proctored testing and students may be required to complete exams in a proctored environment, but instruction is delivered online.
- **Hybrid [HY]:** College curriculum or continuing education course in which > 50% but < 100% of instruction is delivered when the student and the instructor are separated by distance. Instructional delivery methods may include, but are not limited to: Internet, Learning Management System, licensed instructional video, CD, TV, DVD, instructional software, or other media.
- **Blended [WB]:** College curriculum or continuing education course in which  $\leq$  50% of instruction is delivered when the student and the instructor are separated by distance. Instructional delivery methods may include, but are not limited to: Internet, Learning Management System, licensed instructional video, CD, TV, DVD, instructional software, or other media

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 – Internet/Online
- 50-59 – Hybrid/Blended, day
- 80-89 – Hybrid/Blended, evening

Online/Internet 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 Internet/online, hybrid, or blended class is defined as logging into the learning management system and completing the Required Enrollment Assignment (REA) on or before the term census date. Failure to attend class or complete the Required Enrollment Assignment (REA) by the published date, 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 veteran students are listed in the Department of Veteran Affairs section of the *2018-2019 RCC Catalog and Student Handbook*.

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 Internet/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, spring, and summer semesters. Fall and spring semester are 16 weeks and the summer session is eight weeks. Some courses are offered on an alternative schedule (e.g. 13-week, eight-week, four-week, etc.).

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.

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 have the appropriate tuition and fees payment at the time of registration, 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 by 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 nine 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. Students wishing to add or drop courses during this period are encouraged to meet with their academic advisor. In order to add or drop courses, students must submit the required documentation to the Records Office within the scheduled period.

### ***Tuition and Fees***

Tuition is determined 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.

Residency determinations occur by way of the statewide centralized Residency Determination Service (RDS). Residency classifications are not 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 enables 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.

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.

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

\$10.00 fall and spring semester
\$5.00 summer session

#### ***Technology Fee (paid by all students)***

1-3 credit hours – \$15.00 per semester
4 or more credit hours – \$24.00 per semester

*\* Please note that lab fees or supply fees may be charged for some courses.*

#### ***Credential Fee***

1-11 credit hours - \$3.00 per semester
12 or more credit hours - \$5.00 per semester
<i>The cost of a replacement diploma is \$35.00.</i>

# 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 and Contact Hour 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. In addition, 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 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.

## *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/Self Service 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](http://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, 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](http://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](#). Students should visit the Financial Aid Office for an appeal form that is relevant to their 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.

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 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 than 60 percent of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws after completing only 30 percent of the semester will have earned only 30 percent of any Title IV aid received. The remaining 70 percent must be returned by the school and/or student. *Students should read this policy carefully and consult the Financial Aid Office before withdrawing from all classes.*

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

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

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

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

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

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

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

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

d. When the total amount of unearned aid is greater than the amount returned by RCC from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) as follows:

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

(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](http://benefits.va.gov/gibill). DD-214 (Member 4) copies are required for service members.

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

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

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

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

### ***Letter of Eligibility***

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

### ***Regulations for Students Receiving VA Educational Benefits***

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

#### **1. Audits**

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

#### **2. Independent Study**

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

#### **3. Course Options**

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

#### 4. **Internet/Online and Hybrid and Blended (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 distance learning classes:

- a. Remedial courses must be pursued through classroom instruction. VA regulations prohibit payment for remedial courses taken via distance learning.
- 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 Distance Learning. (Appeal may be considered on case-by-case basis.)
- c. The distance learning 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:

If the veteran withdraws from class 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.

Faculty are required to record attendance for all veterans. Faculty must report the last date of attendance to the financial aid department.

#### 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:

- |                   |   |
|-------------------|---|
| <b>W, WP or R</b> | 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. |
| <b>U</b>          | 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.  |
| <b>I</b>          | The grade of Incomplete "I" may be given only when the completed portion of a student's work in the course is of passing quality and due to extenuating circumstances the student is not able to complete all the course requirements. <i>A student's desire to avoid a low grade is not a</i>  |

*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 should 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/program director.

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/program director, 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 are based on 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.

<b><u>Grade</u></b>	<b><u>Numerical Equivalency</u></b>	<b><u>Explanation</u></b>	<b><u>Grade Points Per Credit Hour</u></b>
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	Withdraw	Withdrawal	(no grade points calculated)
WP	Withdraw Passing	Withdrawal	(no grade points calculated)
WF	Withdraw 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*

<b>A</b>	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>B</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.
<b>C</b>	The student has adequately met the objectives established for the course by the instructor and the department or departments involved.	2 per sem. hr.
<b>D</b>	The student has minimally met the objectives established for the course by the instructor and department or departments involved.	1 per sem. hr.
<b>F</b>	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.
<b>WF</b>	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/Program Director 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*

<b>CC</b>	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.
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<b>P</b>	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.
<b>S</b>	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.
<b>NR</b>	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.
<b>R</b>	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 <b>R</b> earned in developmental courses are also included in the number of times the course has been attempted.	0 per sem. hr.
<b>U</b>	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.
<b>I</b>	The grade of Incomplete “I” may be given only when the completed portion of a student’s work in the course is of passing quality and due to extenuating circumstances the student is not able to complete all the course requirements. <i>A student’s desire to avoid a low grade is not a legitimate reason to award an incomplete.</i> The student requesting an Incomplete should be able to complete the course with minimal assistance from the instructor. An “I” does not count as hours attempted or hours earned. The student has until the end of the 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.
<b>AU</b>	Audit courses taken as an audit are not graded and no credits are earned.	0 per sem. hr.
<b>W</b>	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.
<b>WP</b>	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/Program Director and Dean. This symbol does not count as hours attempted or as hours earned.	0 per sem. hr.
<b>CE</b>	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.
<b>NC</b>	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/program director 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 that 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 that 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 appropriate 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 that 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 a 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 business 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 business 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 business 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 business days.
  - d. The decision of the Dean providing administrative supervision for the course shall be made within three business 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 must attempt to resolve the matter with the faculty who assigned the grade. Appeals must be made, in writing to include a rationale, within three business 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 business days of the decision reached by the faculty member. If the faculty happens to also be the Department Chair/Program Director, then the written appeal and Final Grade Appeal form must be submitted to the appropriate Dean providing administrative supervision for the course.
    - ii. The Department Chair/Program Director (or Dean, is applicable to c. i. above) shall confer with the student and faculty to seek a resolution of the appeal within three business days of the receipt of the appeal.

iii. Should the Department Chair/Program Director or Dean (if applicable) and student fail to reach a satisfactory resolution; the student may submit a written appeal and the Final Grade Appeal form within three business days of the Department Chair/Program Director's decision to the appropriate Dean providing administrative supervision for the course for review within three business days. The Dean will notify the Chairperson of the College Appeals Committee, no more than three business days after receiving the appeal, to convene a hearing on the matter.

If the appeal was submitted to the Dean according to item c. - i. above and the issue cannot be resolved between the Dean and the student, the student may submit a written appeal and the Final Grade Form to the same Dean within three business days of the Dean's decision. The Dean will notify the Chairperson of the College Appeals Committee, no more than three days after receiving the appeal, to convene a hearing on the matter.

iv. The Chairperson of the College Appeals Committee will contact the student within three business days of receiving notice of the student's final course grade appeal. The Chairperson will arrange a date for the student to meet with the Committee within three to five business days of the date the Chairperson contacts the student.

The College Appeals Committee is comprised of seven members appointed annually by the President of the College and consists of one division Dean, four faculty, and two staff. Any member of the Committee who has a conflict of interest in the final grade appeal, or who is unable to participate in a hearing, will be excused and a substitute appointed by the President.

On the designated date, the student will appear before the Committee to discuss the appeal. 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 three business days. The Chairperson of the Committee will notify the student in writing of the Committee's decision within three business days from the date when the student appeared before the Committee.

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. 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 "T" 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/Program Director 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 & Counseling Center or their advisor when considering the change. Once the decision is made, the 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. To assure success, students must be prepared to engage in the teaching and learning process.

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

### ***Official Enrollment***

Official enrollment at RCC is defined as class attendance on or before the course census date for seated, traditional classes. Official enrollment for online is defined as completion of the Required Enrollment Assignment on or before the term census date. Official enrollment for hybrid courses is defined as class attendance or completion of the Required Enrollment Assignment on or before the term census date. Failure to attend class or complete the Required Enrollment Assignment by the published date 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***

Any student in the United States Armed Forces who has received temporary or permanent reassignment as a result of military operations and to any student who is a National Guard service member placed onto State active duty status during an academic term will be granted excused absences for the period of time the student is on active duty.

- (a) Students will be provided an opportunity to make up any test or other work missed during the excused absences.
- (b) Students will be provided the option, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty.
- (c) Students will have the option of receiving a temporary grade of "I" Incomplete for any course that the student was unable to complete as a result of being placed on State active duty status; however, the student must complete the course requirements within the period of time specified by the College to avoid receiving a failing grade for the course.
- (d) Students will be permitted to drop, without penalty, any course that the student was unable to complete as a result of being placed on State active duty status.
- (e) Students will be permitted to drop, without financial penalty, any course that the student was unable to complete as a result of the excused absence as set forth in 1E SBCCC 900.4.

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 may require that the individual may be dropped from the class.

### ***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. This is applicable to all students. The decision to stop attending classes does not constitute an official withdrawal from the course, nor does notification to the faculty member. Failure to submit the required form for official withdrawal to the Records Office results in the student being liable for application tuition and fee charges. 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:**

- Discuss the intention to withdraw with an academic advisor and faculty of record in order to learn of any financial aid or scholarship consequence or academic progression concerns;
- Submit a withdrawal form to the Records Office; Withdrawal is not final until the form is submitted to the Records Office. Student withdrawal requests will be processed within one week and will be reflected in Student Planning.

### ***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 or Withdrawal form](#) and submit it to the Records Office by the applicable deadline.

Students who fail to drop a course and do not enter the course by the course census date are reported as a no show and removed from the course. Students reported as a no show are responsible for all applicable tuition and fee charges.

### ***Administrative Withdrawals***

Faculty may administratively withdraw students for extenuating circumstances with the approval of the appropriate Department Chair/Program Director 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. The appropriate Department Chair/Program Director and Dean must approve all administrative withdrawals. **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/Program Director 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

On infrequent occasions, selected courses may be available for independent study. Independent Study may be used to meet the academic needs of students who are unable to schedule classes needed to fulfill academic program requirements for graduation. An Independent Study is a last resort to assist students in meeting program requirements.

A student requesting to take a course by independent study must complete the Request for Independent Study form and have it approved by the Department Chair/Program Director and Division Dean prior to registration. Because of the requirements accompanying the approval process, students are cautioned to begin the procedure well in advance of registration.

The request to enroll in a course by independent study may be approved when the following conditions are met:

- The student has a cumulative grade point average of 2.0 or higher.
- The student has completed more than 50% of required semester hours in an academic program at RCC and is on pace to graduate within one year.
- The student has not taken more than two independent study courses.

The following steps must be completed for a student to request an Independent Study:

1. Consult with the appropriate Division Dean to discuss the need for taking a course through Independent Study and verify that the student will not exceed the limit of two independent study courses.
2. Complete Part A of the Independent Study Request Form and submit to the appropriate Division Dean.

The Division Dean will evaluate the request with the appropriate Department Chair/Program Director and complete Part B of the Independent Study Request Form. If the request is approved, the Division Dean will request a comprehensive course syllabus and semester outline that describes the required work and assessment from the designated faculty member. If the request is denied, the Division Dean will notify the student in writing.

3. The designated faculty member will meet with the student to establish the terms of the contract, review the course syllabus, review the semester outline, and complete the Independent Study Contract. The Division Dean will forward the documents to the Vice President for Academic Affairs for final approval.
4. Vice President for Academic Affairs will submit the documentation to the Curriculum Assistant to create the course section and Records to register the student.
5. The student will register for the Independent Study 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 and must be submitted by the published deadline for the specified graduation date. The college conducts 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. Diplomas are subject to disposal if unclaimed beyond one year.

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. Transcript request procedures are outlined on the College's website. Requests are not processed until applicable fees are paid to the Business Office. Requests may be submitted in person, by mail, by fax, or by email (with a valid 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 Student Planning in *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.

### ***Early Childhood Education***

The [Early Childhood Uniform Articulation Agreement](#) promotes seamless transfer to students who begin early childhood education at a community college and then transfer to one of the University of North Carolina baccalaureate of Early Childhood Education/Birth to Kindergarten programs.

### [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 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.

### [University of North Carolina at Greensboro – SPARTAN PASSAGE](#)

Spartan Passage is a co-enrollment partnership with the University of North Carolina at Greensboro (UNC-G) that approves access to a four-year degree at UNCG and enhances success during the transfer process. RCC students enrolled in a transfer program can seamlessly transfer to UNCG to complete upper level division coursework. While enrolled at RCC, students are eligible to access all UNCG campus activities, library services and resources, computer services and the health/wellness center.

# 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 delivered as a single course or bundled as a series of courses, provide instruction that leads 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.

## Education Services for Minors

A minor, age 16 or 17, may enroll in Continuing Education courses provided they pay the registration and supply fees associated with the course and do not displace adults.

## 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 that will enable them to find jobs and market themselves in today's complex and demanding job market. Students will learn how to create a professional resume, cover letter, improve soft skills, and learn effective interviewing skills.

## **Career College**

The Career College program at Rockingham Community College is a one - semester certificate program. The Career College programs currently available are Customer Service, Greenhouse/Nursery Assistant and Home Health Aide. The hands-on practicum experience within the program provides a foundation for students to transition into a career or pursue additional coursework. In addition, students further develop their reading, math, computer skills, and other required job skills.

Students may enroll themselves into a Career College 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, or Social Workers and Case Managers. Adults with intellectual or developmental disabilities are strongly encouraged to apply. Students must be at least 18 years old and have the ability to attend classes without a personal assistant.

For questions about RCC's Disability Services, contact the Director of Counseling & Career Services Students.

## **Ed2Go**

Online Continuing Education courses are available through Rockingham Community College. These user-friendly classes begin monthly and run for six weeks. Some of the topics include: computer skills, supervisory skills, start a home-based business or grant writing. These classes are also a great way to earn continuing education or professional development hours.

## **Career Readiness Certificate (CRC)**

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 Math, Workplace Documents, and Graphic Literacy. 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 in the service area to design customized training for prospective and current full-time employees. The job requirements and 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 various 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 businesses in Rockingham County. The Center offers classes to support aspiring entrepreneurs.

## 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 based on the monetary amount required to facilitate 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. Students must be at least 16 years old to enroll in the programs. If a minor, age 16 or 17, has officially withdrawn from a public or private educational agency the minor may enroll in a Career and College Readiness (CCR) program if there is a [Minor's Participation Form](#) on file. The release form can be picked up at RCC in the Bishopric Lifelong Learning Center or downloaded from the [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 the Mayodan Goodwill Career Center. 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 functioning more effectively in society, in 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 a 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 help English language learners with speaking, reading, listening, and understanding of the English language. Students also receive instruction on the rights and responsibilities of citizenship and civic participation.

# 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, high school grade point average, 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 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.

Students who place in DRE 096 (a DRE composite score lower than 117) will be referred to College and Career Readiness to complete a free course designed to improve reading and writing skills and prepare them to retake the NCDAP placement test.

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 program major 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:

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

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.



### ***MAT 001P Math Skills Support***

MAT 001 is a supplemental lab for students in their first gateway math course. This Skills Support Course provides students with a small class environment in which students can ask questions, review basic math skills, and recap previously taught content.

MAT-001 is (1) semester hour credit, (2) contact hour course taught in a 16-week format. Students in MAT 001 earn a grade of “S” Satisfactory or “U” Unsatisfactory. Class time is organized to provide students with mini-lectures and collaborative group activities to reinforce content taught in the co-requisite mathematics course.

MAT001P is a required corequisite for students that place directly into MAT 171 Pre-Calculus Algebra with a high school GPA between 2.6 and 3.0.

# 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.

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
DMA 010	Operations with Integers State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	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.			

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
DMA 020	Fractions and Decimals State Prerequisites: State Corequisites: Local Prerequisites: <b>DMA 010</b> Local Corequisites:	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.			

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
DMA 030	Propor/Ratio/Rate/Percent State Prerequisites: State Corequisites: Local Prerequisites: <b>DMA 010 and DMA 020</b> Local Corequisites:	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: <b>DMA 010, DMA 020 and DMA 030</b> Local Corequisites:	<b>Class</b> 0.75	<b>Lab</b> 0.50	<b>Credit</b> 1
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.				
DMA 050	Graphs/Equations of Lines State Prerequisites: State Corequisites: Local Prerequisites: <b>DMA 010, DMA 020, DMA 030 and DMA 040 or equivalent</b> Local Corequisites:	<b>Class</b> 0.75	<b>Lab</b> 0.50	<b>Credit</b> 1
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.				
DMA 060	Polynomial/Quadratic Appl State Prerequisites: State Corequisites: Local Prerequisites: <b>DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050 or equivalent</b> Local Corequisites:	<b>Class</b> 0.75	<b>Lab</b> 0.50	<b>Credit</b> 1
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.				
DMA 065	Algebra for Precalculus State Prerequisites: State Corequisites: Local Prerequisites: <b>DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050 or equivalent</b> Local Corequisites:	<b>Class</b> 2.25	<b>Lab</b> 1.5	<b>Credit</b> 1
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. <b>FA, SP</b>				
DMA 070	Rational Expressions/Equations State Prerequisites: State Corequisites: Local Prerequisites: <b>DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, or equivalent</b> Local Corequisites:	<b>Class</b> 0.75	<b>Lab</b> 0.50	<b>Credit</b> 1
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.				
DMA 080	Radical Expressions/Equations State Prerequisites: State Corequisites: Local Prerequisites: <b>DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, and DMA 070 or equivalent</b> Local Corequisites:	<b>Class</b> 0.75	<b>Lab</b> 0.50	<b>Credit</b> 1
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.				

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
DMS 001	Developmental Math Shell 1 State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	0.75	0.50	1

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
DMS 002	Developmental Math Shell 2 State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	1.5	1	2

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
DMS 003	Developmental Math Shell 3 State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	2.25	1.5	3

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
DRE 097	Integrated Reading Writing II State Prerequisites: <b>DRE 096</b> State Corequisites: Local Prerequisites: Local Corequisites:	2.5	1	3

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**

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

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**

DRE 099	Integrated Reading Writing III State Prerequisites: <b>DRE 097</b> State Corequisites: <b>ENG 111</b> Local Prerequisites: Local Corequisites:	<b>Class</b> 2	<b>Lab</b> 0	<b>Credit</b> 2
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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**

MAT 001P	Math Skills Support State Prerequisites: State Corequisites: <b>MAT 171</b> Local Prerequisites: Local Corequisites:	<b>Class</b> 0	<b>Lab</b> 2	<b>Credit</b> 1
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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**

MAT 001Q	Math Skills Support State Prerequisites: State Corequisites: <b>MAT 143</b> Local Prerequisites: Local Corequisites:	<b>Class</b> 0	<b>Lab</b> 2	<b>Credit</b> 1
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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)**

MAT 001S	Math Skills Support State Prerequisites: State Corequisites: <b>MAT 152</b> Local Prerequisites: Local Corequisites:	<b>Class</b> 0	<b>Lab</b> 2	<b>Credit</b> 1
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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)**

# 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 and Finance

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 Transfer Track - Licensure

Early Childhood Education Transfer Track – Non-Licensure

Early Childhood Education Career Track

Electrical Systems Technology

General Occupational Technology

Information Technology

Manufacturing Technology

*Effective Fall 2019 pending State Board Community College and Southern Association Colleges and Schools Commission on Colleges notification*

*\*Enrollment in this program of study is limited to Rockingham Apprenticeship and Technical Opportunities Partnership (Rock.ATOP) approved pre-apprentices.*

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

Industrial Systems Technology

Medical Office Administration

Office Administration

Practical Nursing

Surgical Technology

Welding Technology



## **Certificate Programs**

### *Eligible for Title IV Financial Aid Funds*

Air Conditioning, Heating & Refrigeration Basics (*Effective Spring 2019 pending State Board Community College and Southern Association Colleges and Schools Commission on Colleges notification*)

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

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

Office Administration – Advanced Office Software

Office Administration – Customer Service

Welding Technology

## **Certificate Programs**

### *Not eligible for Title IV Financial Aid Funds*

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

Information Technology – Mobile App Developer

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**

- Air Conditioning, Heating & Refrigeration Basics
- Computer-Integrated Machining Fundamentals
- Cosmetology
- Criminal Justice Technology Generalist Pathway
- Early Childhood Education
- Electrical Systems Technology - Industrial Automation and Maintenance
- Welding Technology Fundamentals

## **Workforce Development Continuing Education Programs**

- Advanced Manufacturing
- Agriculture and Natural Resources

### **Allied Health**

- Nurse Aide
  - Medication Aide and Nurse Aide Refresher
- Pharmacy Technician
- Phlebotomy
- Business and Computer Training
- Eco Tourism
- Education and Language
- Employability Skills/Human Resource Development
- EMS – *Emergency Medical Services*
- Service Occupations
- Skilled Trades
- Duke Energy TRAILS at RCC – Trail Recreation and Adventure Institute for Leadership & Service
- Transportation Technology

## **College and Career Readiness**

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

# College Transfer Programs

## **Associate in Arts, Associate in Science and Associate in Fine Arts**

College 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.

<b>ACADEMIC TRANSITION (required)</b>		<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>
<b>ENGLISH COMPOSITION (6 semester hours)</b>				
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/ Conceptual Physics and	3	0	3
PHY 110A Conceptual Lab	0	3	1

**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.

<b>ACADEMIC TRANSITION (required)</b>		<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.)

<b>ENGLISH COMPOSITION (6 semester hours)</b>		<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>
<b>MATHEMATICS (8 semester hours)</b>				
<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

**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
CHM	131	Introduction to Chemistry
CHM	131A	Introduction to Chemistry Lab
CIS	110	Introduction to Computers
COM	110	Introduction to Communication
ENG	113	Literature-Based Research
ENG	114	Prof Research & Reporting
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	115	Critical Thinking
MAT	273	Calculus III
PSY	241	Developmental Psychology
PSY	281	Abnormal Psychology
REL	110	World Religions
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	PED 123	Yoga II
ACC 121	Principles of Managerial Accounting	PED 128	Golf-Beginning
ART 121	Two-Dimensional Design	PED 130	Tennis-Beginning
ART 122	Three-Dimensional Design	PED 137	Badminton
ART 131	Drawing I	PED 139	Bowling-Beginning
ART 132	Drawing II	PED 142	Lifetime Sports
ART 135	Figure Drawing I	PED 143	Volleyball-Beginning
ART 171	Computer Art I	PED 145	Basketball-Beginning
ART 214	Portfolio and Resume	PED 152	Swimming-Beginning
ART 240	Painting I	PED 154	Swimming for Fitness
ART 241	Painting II	PED 165	Sport Science as a Career
ART 242	Landscape Painting	PED 210	Team Sports
ART 243	Portrait Painting		
ART 244	Watercolor		
ART 281	Sculpture I		
ART 283	Ceramics I		
ART 284	Ceramics II		
ART 285	Ceramics III		
ART 286	Ceramics IV		
ART 288	Studio		
BIO 163	Basic Anatomy & Physiology		
BIO 168	Anatomy and Physiology I		
BIO 169	Anatomy and Physiology II		
BUS 110	Introduction to Business		
BUS 115	Business Law I		
BUS 137	Principles of Management		
CJC 111	Introduction to Criminal Justice		
CJC 121	Law Enforcement Operations		
CJC 141	Corrections		
CTS 115	Information Systems Business Concepts		
ENG 125	Creative Writing		
HEA 110	Personal Health/Wellness		
HIS 167	The Vietnam War		
HIS 221	African-American History		
HIS 226	The Civil War		
PED 110	Fit and Well for Life		
PED 111	Physical Fitness I		
PED 113	Aerobics I		
PED 117	Weight Training		
PED 119	Circuit Training		
PED 120	Walking for Fitness		
PED 121	Walk, Jog, Run		
PED 122	Yoga I		

## 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 Visual Arts to BFA Articulation Agreement establishes the procedures governing the transfer of credits for students who graduate from North Carolina Community College AFA in Visual Arts programs and apply to BFA [visual arts] programs at constituent institutions of The University of North Carolina. The AFA Visual Arts to BFA Articulation Agreement does not address admission to a specific institution or BFA program within an institution.

<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>
		<b>6</b>	<b>18</b>	<b>15</b>
<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>
		<b>9</b>	<b>14</b>	<b>16</b>
<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>
		<b>8-9</b>	<b>16</b>	<b>16-17</b>
<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>
		<b>6</b>	<b>14-15</b>	<b>13</b>
<b>TOTAL CREDITS: 60-61</b>				

**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 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
CHM 131	Introduction to Chemistry		3	0	0	3
CHM 131A	Introduction to Chemistry Lab		0	3	0	1
or						
CHM 151	General Chemistry		3	3	0	4
ENG 111	Writing and Inquiry		3	0	0	3
PSY 150	General Psychology		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			<b>12</b>	<b>7</b>	<b>0</b>	<b>15</b>

<i>Spring Semester</i>						
BIO 169	Human Anatomy and Physiology II		3	3	0	4
ENG 112	Writing/Research in the Disciplines		3	0	0	3
PSY 241	Developmental Psychology		3	0	0	3
MAT 152	Statistical Methods I		3	2	0	4
Humanities/Fine Arts Elective			<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			<b>15</b>	<b>6</b>	<b>0</b>	<b>17</b>

<i>Fall Semester</i>						
ENG 231	American Literature I		3	0	0	3
or						
ENG 232	American Literature II		3	0	0	3
MAT 143	Quantitative Literacy		2	2	0	3
or						
MAT 171	Precalculus Algebra		3	2	0	4
SOC 210	Introduction to Sociology		3	0	0	3
Physical Education Elective			1	0	0	1
History Elective			<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			<b>12</b>	<b>5</b>	<b>0</b>	<b>13-14</b>

<i>Spring Semester</i>						
BIO 175	General Microbiology		2	2	0	3
Social/Behavioral Science Elective			3	0	0	3
SOC 213	Sociology of the Family		3	0	0	3
General Education Elective			3	0	0	3
Humanities/Fine Arts Elective			<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			<b>14</b>	<b>2</b>	<b>0</b>	<b>15</b>

### 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

**Social/Behavioral Science Elective** – Choose **one** of the following:

UGETC: ECO 251, ECO 252, POL 120

**Physical Education Elective** – Choose **one** of the following:

PED 117, PED 119, PED 120

**General Education Elective:** Choose **one** of the following:

UGETC: ANT 210, ART 111, ART 114, ART 115, COM 231, ECO 251, ECO 252, ENG 231, ENG 232, ENG 241, ENG 242, HIS 111, HIS 112, HIS 131, HIS 132, MUS 110, MUS 112, PHI 215, PHI 240, POL 120

Gen. Ed: BUS 110, CIS 110, HEA 110, HUM 115, REL 110

**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 and Finance

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 Transfer Track - Licensure

Early Childhood Education Transfer Track – Non-Licensure

Early Childhood Education Career Track

Electrical Systems Technology

General Occupational Technology

Information Technology

Manufacturing Technology

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

*\*Enrollment in this program of study is limited to Rockingham Apprenticeship and Technical Opportunities Partnership (Rock.ATOP) approved pre-apprentices.*

Medical Office Administration – *Medical Coding and Billing*

Medical Office Administration – *Patient Services Representative*

Office Administration

Respiratory Therapy

Surgical Technology



# Accounting & Finance (A25800)

## Associate in Applied Science

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the Accounting profession. Using business language, 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><b>Fall Semester</b></i>	<i><b>Class</b></i>	<i><b>Lab</b></i>	<i><b>Credit</b></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>
	<b>15</b>	<b>4</b>	<b>17</b>
<i><b>Spring Semester</b></i>			
ACC 121 Principles of Managerial Accounting	3	2	4
ACC 150 Accounting Software Applications	1	3	2
BUS 116 Business Law II	3	0	3
CTS 130 Spreadsheet	2	2	3
Mathematics Elective	2-3	2	3-4
ENG 114 Prof Research & Reporting	<u>3</u>	<u>0</u>	<u>3</u>
	<b>14-15</b>	<b>8</b>	<b>18-19</b>
<i><b>Fall Semester</b></i>			
ACC 220 Intermediate Accounting I	3	2	4
ACC 140 Payroll Accounting	1	3	2
BUS 121 Business Math	2	2	3
Humanities/Fine Arts Elective	3	0	3
ECO 252 Prin of Macroeconomics	<u>3</u>	<u>0</u>	<u>3</u>
	<b>12</b>	<b>7</b>	<b>15</b>
<i><b>Spring Semester</b></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>
	<b>13</b>	<b>6</b>	<b>16</b>

**TOTAL CREDITS: 66-67**

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

UGETC: ART 111, MUS 110, PHI 240

Gen Ed: HUM 115

**Mathematics Elective** - Choose one of the following:

UGETC: MAT 143, MAT 152, MAT 171

# 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.

## General Admission Requirements

1. Detailed current information for interested applicants is located on the [RCC website](#). Applicants must submit all required documentation by established deadlines detailed on the ADN acceptance time line.
2. Students must be able to fulfill all Program Performance Standards as outlined in the health sciences admission policy.
3. Students are required to attend one Nursing Information Session.
4. Complete minimum admission requirements by specified date at the end February of the admission year.
5. Admission to all RCC Health Science programs is a competitive process. Applicants are evaluated based upon academic performance.
6. Applicants must have a cumulative GPA of 2.5 or higher by the published deadline date for submitting Candidate Review Forms to the Admissions Office. Applicants not meeting the cumulative GPA requirements will not be reviewed by the program area for admission.
7. Students must successfully complete the following courses with a “C” or higher before admission to the ADN Program: BIO 168, BIO 169, CHM 131/CHM 131A or CHM 151, and certification of completion of Nurse Aide I and current listing on NC Registry with no substantiated findings.
8. All transcripts must be on file in the Admissions Office in order for a student to be considered for admission.
9. A competitive TEAS V score will be required for consideration/acceptance into the Nursing program. All fees associated with the TEAS V exam are the responsibility of the student.
10. Provisionally accepted students must submit to a background check, drug screening and medical review/screen to include physical examination and immunizations. All fees associated with background check, drug screen and medical review will be the responsibility of the student.
11. It is the student’s responsibility to review all [program materials](#) and stay current with program requirements, policies and procedures.

# 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, cries for help and auscultate sounds.

**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 [NUR] class and complete Nurse Aide I certification:*

		<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO 168	Human Anatomy & Physiology I	3	3	0	4
BIO 169	Human Anatomy & Physiology II	3	3	0	4
CHM 131	Introduction to Chemistry	3	0	3	3
CHM 131A	Introduction to Chemistry Lab or	0	3	0	1
CHM 151	General Chemistry I	3	3	0	4

*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>
		<b>8</b>	<b>9</b>	<b>6</b>	<b>13</b>
<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>
		<b>11</b>	<b>0</b>	<b>12</b>	<b>15</b>
<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>
		<b>6</b>	<b>0</b>	<b>6</b>	<b>8</b>
<i>Fall Semester</i>					
ENG 112	Writing Research in the Discipline	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>
		<b>9</b>	<b>0</b>	<b>12</b>	<b>13</b>
<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>
		<b>7</b>	<b>3</b>	<b>15</b>	<b>13</b>

**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:**

	<b>First Year</b>	<b>Second Year</b>
Medical Exam	\$100	\$100
* Drug Screening and Background Check	\$114	\$80
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	\$161	
Program Resources	\$1,800	\$1,000
Textbooks		
Online educational services		
NCLEX Review		
Student Accident Insurance	\$ 6	\$ 6
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.

The LPN to ADN Option 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).

## General Admission Requirements

1. Detailed current information for interested applicants is located on the [RCC website](#). Applicants must submit all required documentation by established deadlines detailed on the LPN to ADN acceptance time line.
2. Students must be able to fulfill all Program Performance Standards as outlined in the health sciences admission policy.
3. Students are required to attend one Nursing Information Session.
4. Complete minimum admission requirements by specified date at the end February of the admission year.
5. Admission to all RCC Health Science programs is a competitive process. Applicants are evaluated based upon academic performance.
6. Applicants must have a cumulative GPA of 2.5 or higher by the published deadline date for submitting Candidate Review Forms to the Admissions Office. Applicants not meeting the cumulative GPA requirements will not be reviewed by the program area for admission.
7. Students must successfully complete the following courses with a “C” or higher before admission to the LPN to ADN option program.  
BIO 168, BIO 169, CHM 131/CHM 131A or CHM 151, ENG 111, ENG 112, PSY 150, PSY 241, and Humanities/Fine Arts Elective
8. All transcripts must be on file in the Admissions Office in order for a student to be considered for admission.
9. A competitive National League for Nursing (NLN) Nursing Acceleration Challenge Exam-Book 1: Foundations of Nursing Exam (NACE I) score will be required for consideration/acceptance into the LPN to ADN program. All fees associated with the NACE exam are the responsibility of the student.
10. Provisionally accepted students must submit to a background check, drug screening and medical review/screen to include physical examination and immunizations. All fees associated with background check, drug screen and medical review will be the responsibility of the student.
11. It is the student’s responsibility to review all [program materials](#) and stay current with program requirements, policies and procedures.

# Associate Degree Nursing LPN to ADN Option 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, workspaces 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, cries for help and auscultate sounds.

**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  
 CHM 131/CHM 131A Introduction to Chemistry and Lab  
 or CHM 151 General Chemistry  
 ENG 111 Writing and Inquiry  
 PSY 150 General Psychology

BIO 169 Human Anatomy and Physiology II  
 Humanities/Fine Arts Elective

ENG 112 Writing/Research in the Discipline  
 PSY 241 Developmental Psychology

	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
<b>Fall Semester</b>				
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>
	<b>7</b>	<b>3</b>	<b>9</b>	<b>11</b>
<b>Spring Semester</b>				
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>
	<b>8</b>	<b>0</b>	<b>9</b>	<b>11</b>

Upon successful completion of NUR 117, NUR 118, NUR 221, and NUR 223, LPN to ADN program students are awarded credit for the lower level Associate Degree Nursing NUR prefix courses.

**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:**

Medical Exam	\$100
* Drug Screening and Background Check	\$114
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
Program Resources	\$1,800
Textbooks	
Online educational services	
NCLEX Review	
Student Accident Insurance	\$ 6
Malpractice Insurance	\$ 16
CPR	\$ 30 - 50
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.

This program 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</u>	
				<b>14</b>	<b>9</b>	<b>15</b>
<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>	
				<b>10</b>	<b>8</b>	<b>13</b>
<i>Summer Semester</i>						
ELC 112	DC/AC Electricity		<u>3</u>	<u>6</u>	<u>5</u>	
				<b>3</b>	<b>6</b>	<b>5</b>
<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>	
				<b>7</b>	<b>10</b>	<b>11</b>

<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 or		2	3	3
ELN 260	Prog Logic Controllers		3	3	4
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>
			<b>12-13</b>	<b>5</b>	<b>14-15</b>

***Summer Semester***

WLD 214	Sanitary Welding		<u>2</u>	<u>6</u>	<u>4</u>
			<b>2</b>	<b>6</b>	<b>4</b>

***Fall Semester***

BDF 236	Brewing & Packaging Maintenance		<u>2</u>	<u>4</u>	<u>4</u>
			<b>2</b>	<b>4</b>	<b>4</b>

**TOTAL CREDITS: 66**

**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, REL 110

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

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

Gen Ed: HIS 121, HIS 122, 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	Math Measurement & Literacy (or higher)		<u>2</u>	<u>2</u>	<u>3</u>
			<b>14</b>	<b>9</b>	<b>15</b>

<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>
			<b>10</b>	<b>8</b>	<b>13</b>

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

<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>
			<b>9</b>	<b>8</b>	<b>13</b>

<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>
			<b>12</b>	<b>6</b>	<b>15</b>

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

<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>
			<b>2</b>	<b>4</b>	<b>4</b>

### 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 115, REL 110

**Math Elective** - Choose one of the following:

UGETC: MAT 143, MAT 152, MAT 171

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

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

Gen Ed: HIS 121, HIS 122, 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>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
CIS 110	Introduction to Computers		2	2	3
ENG 111	Writing & Inquiry		<u>3</u>	<u>0</u>	<u>3</u>
			<b>15</b>	<b>4</b>	<b>17</b>
<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
Mathematics Elective			2-3	2	3-4
MKT 120	Principles of Marketing		<u>3</u>	<u>0</u>	<u>3</u>
			<b>17-18</b>	<b>4</b>	<b>19-20</b>
<i>Fall Semester</i>					
ENG 114	Professional Research & Reporting		3	0	3
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>
			<b>17</b>	<b>2</b>	<b>18</b>
<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>
			<b>12</b>	<b>6</b>	<b>14</b>
<b>TOTAL CREDITS: 68-69</b>					

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

UGETC: ART 111, MUS 110, PHI 240

Gen Ed: 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>
			<b>10</b>	<b>17</b>	<b>16</b>

<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>
			<b>10</b>	<b>21</b>	<b>18</b>

<i>Summer Semester</i>					
MAC 113	Machining Technology III		<u>2</u>	<u>12</u>	<u>6</u>
			<b>2</b>	<b>12</b>	<b>6</b>

<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: CNC 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>
			<b>14</b>	<b>10</b>	<b>18</b>

<i>Spring Semester</i>		<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>
		<b>6</b>	<b>14-31</b>	<b>12</b>

**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 115, REL 110

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

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

Gen Ed: HIS 121, HIS 122, 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>Fall Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ACA 111	College Student Success		1	0	1
COS 111	Cosmetology Concepts I		4	0	4
COS 112	Salon I		0	24	8
COS 260	Design Application		1	3	2
ENG 111	Writing and Inquiry		<u>3</u>	<u>0</u>	<u>3</u>
			<b>9</b>	<b>27</b>	<b>18</b>
<i>Spring Semester</i>					
COS 113	Cosmetology Concepts II		4	0	4
COS 114	Salon II		0	24	8
COS 115	Cosmetology Concepts III		4	0	4
HUM 115	Critical Thinking		<u>3</u>	<u>0</u>	<u>3</u>
			<b>11</b>	<b>24</b>	<b>19</b>
<i>Summer Semester</i>					
COS 116	Salon III		0	12	4
COS 117	Cosmetology Concepts IV		2	0	2
MAT 110	Math Measurement & Literacy		<u>2</u>	<u>2</u>	<u>3</u>
			<b>4</b>	<b>14</b>	<b>9</b>
<i>Fall Semester</i>					
COS 118	Salon IV		0	21	7
CIS 110	Introduction to Computers		2	2	3
BUS 110	Introduction to Business		3	0	3
	Communications Elective		3	0	3
	Social/Behavioral Science Elective		<u>3</u>	<u>0</u>	<u>3</u>
			<b>9</b>	<b>23</b>	<b>19</b>

**TOTAL CREDITS: 65**

**Communications Elective** - Choose **one** of the following:

UGETC: ENG 112

Gen Ed: ENG 114, COM 110

**Social Science Elective** - Choose **one** of the following:

UGETC: PSY 150, SOC 210

# 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.

<i><b>Fall Semester</b></i>			<i><b>Class</b></i>	<i><b>Lab</b></i>	<i><b>Credit</b></i>
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>
			<b>16</b>	<b>0</b>	<b>16</b>

<i><b>Spring Semester</b></i>					
CIS 110	Introduction 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>
			<b>13-14</b>	<b>4</b>	<b>15-16</b>

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

<i><b>Fall Semester</b></i>					
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>
			<b>15</b>	<b>2</b>	<b>16</b>

<i><b>Spring Semester</b></i>					
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>
			<b>16</b>	<b>0</b>	<b>16</b>

**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 115, REL 110

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

**NOTE:** Students successfully completing a Basic Law Enforcement Training (BLET) 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 the following courses. Students must have completed BLET since 1983. Students should contact the BLET Coordinator for details.

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

## Associate in Applied Science

The State Board of Community Colleges approved the Uniform Articulation Agreement between the University of North Carolina Baccalaureate of Birth-Kindergarten and Early Childhood Related Programs and North Carolina Community College System Applied Associate in Early Childhood Education Programs.

This statewide early childhood education articulation agreement includes a licensure track and non-licensure track, as both meet specifically different workforce needs within the field of early childhood education. The Birth to Kindergarten (B-K) license degree allows an individual to become a licensed teacher and work in a NC Pre-K classroom or in a kindergarten classroom. Those who select the non-licensure early childhood education degree option may work in licensed child care facilities as a lead teacher or center director/administrator or in various agencies that serve young children, families, and early childhood educators, such as (including, but not limited to): the Division of Child Development and Early Education; the North Carolina Early Intervention Branch (NCEI), which is part of the North Carolina Division of Public Health; Child Care Resource and Referral (CCR&R); and Smart Start/local Partnerships for Children.

The career track prepares a student 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.

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.

# Early Childhood Education (A55220T)

## Transfer Track - Licensure

### Associate in Applied Science

<i>Fall Semester</i>	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ENG 111 Writing and Inquiry	3	0	3
EDU 119 Early Childhood Education	4	0	4
EDU 131 Child, Family, Community	3	0	3
EDU 144 Child Development I	3	0	3
EDU 151 Creative Activities	<u>3</u>	<u>0</u>	<u>3</u>
	<b>16</b>	<b>0</b>	<b>16</b>
<i>Spring Semester</i>			
ACA 122 College Transfer Success	2	0	1
COM 231 Public Speaking	3	0	3
EDU 145 Child Development II	3	0	3
EDU 146 Child Guidance	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
EDU 234 Infants, Toddlers, and Twos	<u>3</u>	<u>0</u>	<u>3</u>
	<b>17</b>	<b>0</b>	<b>16</b>
<i>Summer Semester</i>			
EDU 153 Health, Safety & Nutrition	3	0	3
MAT 143 Quantitative Literacy	<u>2</u>	<u>2</u>	<u>3</u>
	<b>5</b>	<b>2</b>	<b>6</b>
<i>Fall Semester</i>			
EDU 216 Foundations of Education	3	0	3
EDU 221 Children with Exceptionalities	3	0	3
EDU 280 Language & Literacy Experiences	3	0	3
SOC 210 Introduction to Sociology	3	0	3
BIO 110 Principles of Biology	3	3	4
or			
BIO111General Biology I	<u>3</u>	<u>3</u>	<u>4</u>
	<b>15</b>	<b>3</b>	<b>16</b>
<i>Spring Semester</i>			
EDU 250 Teacher Licensure Preparation	3	0	3
EDU 284 Early Childhood Capstone Practicum	1	9	4
PSY 150 General Psychology	3	0	3
Humanities/Fine Arts Elective	3	0	3
PHY110/A Conceptual Physics and Conceptual Physics Lab	3	2	4
or			
CHM151General Chemistry I	<u>3</u>	<u>3</u>	<u>4</u>
	<b>13</b>	<b>14</b>	<b>17</b>
<b>TOTAL CREDITS: 71</b>			

**Humanities/Fine Arts Elective** - Choose **one** of the following:  
 UGETC: ART 111, MUS 110, MUS 112, PHI 215, PHI 240

# Early Childhood Education (A55220N)

## Transfer Track Non-Licensure

### Associate in Applied Science

<i>Fall Semester</i>	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ENG 111 Writing and Inquiry	3	0	3
EDU 119 Early Childhood Education	4	0	4
EDU 131 Child, Family, Community	3	0	3
EDU 144 Child Development I	3	0	3
EDU 151 Creative Activities	<u>3</u>	<u>0</u>	<u>3</u>
	<b>16</b>	<b>0</b>	<b>16</b>
<i>Spring Semester</i>			
ACA 122 College Transfer Success	2	0	1
COM 231 Public Speaking	3	0	3
EDU 145 Child Development II	3	0	3
EDU 146 Child Guidance	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
EDU 234 Infants, Toddlers, and Twos	<u>3</u>	<u>0</u>	<u>3</u>
	<b>17</b>	<b>0</b>	<b>16</b>
<i>Summer Semester</i>			
EDU 153 Health, Safety & Nutrition	3	0	3
MAT 143 Quantitative Literacy	<u>2</u>	<u>2</u>	<u>3</u>
	<b>5</b>	<b>2</b>	<b>6</b>
<i>Fall Semester</i>			
EDU 261 Early Childhood Administration I	3	0	3
EDU 221 Children with Exceptionalities	3	0	3
EDU 280 Language & Literacy Experiences	3	0	3
SOC 210 Introduction to Sociology	3	0	3
BIO 110 Principles of Biology	3	3	4
or			
BIO 111 General Biology I	<u>3</u>	<u>3</u>	<u>4</u>
	<b>15</b>	<b>3</b>	<b>16</b>
<i>Spring Semester</i>			
EDU 262 Early Childhood Administration II	3	0	3
EDU 284 Early Childhood Capstone Practicum	1	9	4
PSY 150 General Psychology	3	0	3
Humanities/Fine Arts Elective	3	0	3
PHY 110/A Conceptual Physics and Conceptual Physics Lab	3	2	4
or			
CHM 151 General Chemistry I	<u>3</u>	<u>3</u>	<u>4</u>
	<b>13</b>	<b>14</b>	<b>17</b>
<b>TOTAL CREDITS: 71</b>			

Humanities/Fine Arts Elective - Choose **one** of the following:  
 UGETC: ART 111, MUS 110, MUS 112, PHI 215, PHI 240

# Early Childhood Education (A55220C)

## Career Track

### Associate in Applied Science

<i>Fall Semester</i>	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
ENG 111 Writing and Inquiry	3	0	3
EDU 119 Early Childhood Education	4	0	4
EDU 131 Child, Family, Community	3	0	3
EDU 144 Child Development I	3	0	3
EDU 151 Creative Activities	<u>3</u>	<u>0</u>	<u>3</u>
	<b>16</b>	<b>0</b>	<b>16</b>
<i>Spring Semester</i>			
ACA 122 College Transfer Success	2	0	1
COM 231 Public Speaking	3	0	3
EDU 145 Child Development II	3	0	3
EDU 146 Child Guidance	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
EDU 234 Infants, Toddlers, and Twos	<u>3</u>	<u>0</u>	<u>3</u>
	<b>17</b>	<b>0</b>	<b>16</b>
<i>Summer Semester</i>			
EDU 153 Health, Safety & Nutrition	3	0	3
MAT 143 Quantitative Literacy	<u>2</u>	<u>2</u>	<u>3</u>
	<b>5</b>	<b>2</b>	<b>6</b>
<i>Fall Semester</i>			
EDU 216 Foundations of Education	3	0	3
EDU 221 Children with Exceptionalities	3	0	3
EDU 261 Early Childhood Administration I	3	0	3
EDU 280 Language & Literacy Experiences	3	0	3
SOC 210 Introduction to Sociology	<u>3</u>	<u>0</u>	<u>3</u>
	<b>15</b>	<b>3</b>	<b>15</b>
<i>Spring Semester</i>			
EDU 262 Early Childhood Administration II	3	0	3
EDU 284 Early Childhood Capstone Practicum	1	9	4
PSY 150 General Psychology	3	0	3
Humanities/Fine Arts Elective	3	0	3
EDU 250 Teacher Licensure Preparation	3	0	3
or			
HEA 110 Personal Health/Wellness	<u>3</u>	<u>0</u>	<u>3</u>
	<b>13</b>	<b>14</b>	<b>16</b>
<b>TOTAL CREDITS: 69</b>			

Humanities/Fine Arts Elective - Choose **one** of the following:  
 UGETC: ART 111, MUS 110, MUS 112, PHI 215, PHI 240



# 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>Class</i>	<i>Lab</i>	<i>Credit</i>
<b><i>Fall Semester</i></b>					
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
ELC 115	Industrial Wiring		<u>2</u>	<u>6</u>	<u>4</u>
			<b>9</b>	<b>8</b>	<b>12</b>
<b><i>Spring Semester</i></b>					
ELC 112	DC/AC Electricity		3	6	5
ELC 119	NEC Calculation		1	2	2
HYD 110	Hydraulics & Pneumatics		2	3	3
MEC 130	Mechanisms		<u>2</u>	<u>2</u>	<u>3</u>
			<b>8</b>	<b>13</b>	<b>13</b>
<b><i>Summer Semester</i></b>					
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>
			<b>6</b>	<b>0</b>	<b>6</b>
<b><i>Fall Semester</i></b>					
ELC 117	Motor and Controls		2	6	4
	or				
ELN 231	Industrial Controls		2	3	3
MNT 160	Industrial Fabrication		1	3	2
WLD 112	Basic Welding Processes		<u>1</u>	<u>3</u>	<u>2</u>
			<b>4</b>	<b>9-12</b>	<b>7-8</b>
<b><i>Spring Semester</i></b>					
ELC 128	Introduction to PLC		2	3	3
	or				
ELN 260	Prog Logic Controls		3	3	4
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>
			<b>6</b>	<b>11</b>	<b>10-11</b>
<b><i>Summer Semester</i></b>					
ELC 228	PLC Applications		<u>2</u>	<u>6</u>	<u>4</u>
			<b>2</b>	<b>6</b>	<b>4</b>

***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>
		<b>11</b>	<b>5</b>	<b>13</b>

***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>
		<b>4</b>	<b>3</b>	<b>5</b>

**TOTAL CREDITS: 71-72**

**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 115, REL 110

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

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

Gen Ed: HIS 121, HIS 122, SOC 213

# 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**

# 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 Introduction 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>
	<b>12</b>	<b>9</b>	<b>16</b>
<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 Application Dev I	2	2	3
Mathematics Elective	<u>2-3</u>	<u>2</u>	<u>3-4</u>
	<b>11-12</b>	<b>15</b>	<b>18-19</b>
<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
Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
	<b>12</b>	<b>7</b>	<b>15</b>
<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>
	<b>14</b>	<b>2</b>	<b>15</b>

### TOTAL CREDITS: 64-65

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

UGETC: ART 111, MUS 110, PHI 240

Gen Ed: 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

# \*Manufacturing Technology (A50320)

## Associate in Applied Science

The Manufacturing Technology curriculum prepares students to use basic engineering principles and technical skills to identify and resolve production problems in the manufacture of products. Includes instruction in machine operations and CNC principles, production line operations, instrumentation, computer-aided manufacturing (CAM) and other computerized production techniques, manufacturing planning, quality control, quality assurance and informational infrastructure.

Graduates should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician.

*\*Enrollment in this program of study is limited to Rockingham Apprenticeship and Technical Opportunities Partnership (RockATOP) approved pre-apprentices.*

### General Education

			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
<b>Communications (6 semester hours)</b>					
ENG	111	Writing & Inquiry	3	0	3
COM	110	Introduction to Communication	3	0	3
<b>Humanities / Fine Arts (3 semester hours)</b>					
HUM	115	Critical Thinking	3	0	3
PHI	240	Introduction to Ethics	3	0	3
<b>Social / Behavioral Sciences (3 semester hours)</b>					
PSY	150	General Psychology	3	0	3
SOC	210	Introduction to Sociology	3	0	3
<b>Mathematics / Natural Sciences (3 – 4 semester hours)</b>					
MAT	121	Algebra/Trigonometry	2	2	3
<b>Technical Core (7 semester hours)</b>					
ISC	132	Mfg. Quality Control	2	3	3
DFT	119	Basic CAD	1	2	2
ISC	112	Industrial Safety	2	0	2
<b>Program Major (13 semester hours)</b>					
BPR	111	Print Reading	1	2	2
ISC	220	Lean Manufacturing	2	2	3
HYD	110	Hydraulics / Pneumatics I	2	3	3
MAC	114	Intro to Metrology	2	0	2
MEC	180	Engineering Materials	2	3	3
<b>Other Major Hours</b>					
<b>Take Minimum (28 – 32 semester hours from the following list of courses)</b>					
ATR	112	Intro to Automation	2	3	3
BPR	121	Blueprint Reading-Mech	1	2	2
BPR	130	Blueprint Reading-Construction	3	0	3
BPR	135	Schematics & Diagrams	2	0	2
DDF	252	Advanced Solid Modeling	2	2	3
DFT	154	Intro Solid Modeling	2	3	3 (Updated 7/30/18)
ELC	112	DC/AC Electricity	3	6	5
ELC	115	Industrial Wiring	2	6	4
ELN	231	Industrial Controls	2	3	3
ELN	260	Prog. Logic Controls	3	3	4
ISC	113	Industrial Specifications	1	0	1

		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
MAC 111	Machining Technology I	2	12	6
MAC 112	Machining Technology II	2	12	6
MAC 113	Machining Technology III	2	12	6
MAC 122	CNC Turning	1	3	2
MAC 124	CNC Milling	1	3	2
MAC 222	Advanced CNC Turning	1	3	2
MAC 224	Advanced CNC Milling	1	3	2
MAC 231	CAM: CNC Turning	1	4	3
MAC 232	CAM: CNC Milling	1	4	3
MAC 248	Production Procedures	1	2	2
MEC 130	Mechanisms	2	2	3
MNT 110	Intro to Maintenance Procedures	1	3	2
MNT 160	Industrial Fabrication	1	3	2
MNT 240	Industrial Equipment Troubleshooting	1	3	2
WLD 121	GMAW (MIG) FCAW Plate	2	6	4
WLD 131	GTAW (TIG) Plate	2	6	4
<b>Take Minimum (2 semester hours)</b>				
WBL 111	Work Based Learning I	0	10	1
WBL 121	Work Based Learning II	0	10	1
WBL 131	Work Based Learning III	0	10	1
WBL 211	Work Based Learning IV	0	10	1
<b>Other Required Hour (1 semester hour)</b>				
ACA 111	College Student Success	1	0	1
<b>TOTAL CREDITS: 64 – 70</b>				

# 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><b>Fall Semester</b></i>	<i><b>Class</b></i>	<i><b>Lab</b></i>	<i><b>Credit</b></i>
ACA 111 College Student Success	1	0	1
BIO 163 Basic Anatomy and Physiology	4	2	5
CIS 110 Introduction to Computers	2	2	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>
	<b>16</b>	<b>4</b>	<b>18</b>
<i><b>Spring Semester</b></i>			
MAT 143 Quantitative Literacy	2	2	3
MED 121 Medical Terminology I (1 <sup>st</sup> 8 wks)	3	0	3
MED 122 Medical Terminology II (2 <sup>nd</sup> 8 wks)	3	0	3
OST 148 Medical Insurance & Billing	3	0	3
OST 164 Office Editing	<u>3</u>	<u>0</u>	<u>3</u>
	<b>14</b>	<b>2</b>	<b>15</b>
<i><b>Summer Semester</b></i>			
OST 289 Office Administration Capstone	<u>2</u>	<u>2</u>	<u>3</u>
	<b>2</b>	<b>2</b>	<b>3</b>
<i><b>Fall Semester</b></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>
	<b>13</b>	<b>4</b>	<b>15</b>
<i><b>Spring Semester</b></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>
	<b>13</b>	<b>7</b>	<b>16</b>
<b>TOTAL CREDITS: 67</b>			

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

UGETC: ART 111, MUS 110, PHI 240

Gen Ed: 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><b>Fall Semester</b></i>			<i><b>Class</b></i>	<i><b>Lab</b></i>	<i><b>Credit</b></i>
ACA 111	College Student Success		1	0	1
CIS 110	Introduction 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>
			<b>13</b>	<b>6</b>	<b>16</b>
<i><b>Spring Semester</b></i>					
MED 121	Medical Terminology I (1 <sup>st</sup> 8 wks)		3	0	3
MED 122	Medical Terminology II (2 <sup>nd</sup> 8 wks)		3	0	3
OST 148	Medical Insurance & Billing		3	0	3
OST 164	Office Editing		3	0	3
OST 184	Records Management		<u>2</u>	<u>2</u>	<u>3</u>
			<b>14</b>	<b>2</b>	<b>15</b>
<i><b>Summer Semester</b></i>					
OST 289	Office Administration Capstone		<u>2</u>	<u>2</u>	<u>3</u>
			<b>2</b>	<b>2</b>	<b>3</b>
<i><b>Fall Semester</b></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>
			<b>13</b>	<b>6</b>	<b>16</b>
<i><b>Spring Semester</b></i>					
BUS 260	Business Communication		3	0	3
ENG 114	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>
			<b>15</b>	<b>2</b>	<b>16</b>
<b>TOTAL CREDITS: 66</b>					

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

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

Gen Ed: 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><b>Fall Semester</b></i>	<i><b>Class</b></i>	<i><b>Lab</b></i>	<i><b>Credit</b></i>
ACA 111 College Student Success	1	0	1
CIS 110 Introduction 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>3</u>	<u>0</u>	<u>3</u>
	<b>13</b>	<b>6</b>	<b>16</b>
<i><b>Spring Semester</b></i>			
CTS 130 Spreadsheet	2	2	3
OST 134 Text Entry & Formatting	2	2	3
OST 164 Office Editing	3	0	3
OST 184 Records Management	2	2	3
Mathematics Elective	<u>2-3</u>	<u>2</u>	<u>3-4</u>
	<b>11-12</b>	<b>8</b>	<b>15-16</b>
<i><b>Summer Semester</b></i>			
ENG 114 Prof. Research and Reporting	3	0	3
OST 289 Office Admin Capstone	<u>2</u>	<u>2</u>	<u>3</u>
	<b>5</b>	<b>2</b>	<b>6</b>
<i><b>Fall Semester</b></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>
	<b>13</b>	<b>6</b>	<b>16</b>
<i><b>Spring Semester</b></i>			
BUS 260 Business Communication	3	0	3
DBA 110 Database Concepts & Apps	2	3	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>
	<b>12</b>	<b>3</b>	<b>13</b>

**TOTAL CREDITS: 66-67**

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

UGETC: ART 111, MUS 110, PHI 240  
Gen Ed: 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.

## General Admission Requirements

1. Detailed current information for interested applicants is located on the [RCC website](#). Applicants must submit all required documentation by established deadlines detailed on the Respiratory Therapy acceptance time line.
2. Students must be able to fulfill all Program Performance Standards as outlined in the health sciences admission policy.
3. Student are encouraged to attend a Respiratory Therapy Information Session.
4. Complete minimum admission requirements by the end of March of the admission year.
5. Admission to all RCC Health Science programs is a competitive process. Applicants are evaluated based upon academic performance.
6. Applicants must be have a cumulative GPA of 2.5 or higher by the published deadline date for submitting Candidate Review Forms to the Admissions Office. Applicants not meeting the cumulative GPA requirements will not be review by the program area for admission.
7. Students must successfully complete the following courses with a “C” or higher before enrolling in the first RCP course: BIO 168, BIO 169, CHM 131/CHM 131A or higher chemistry
8. All transcripts must be on file in the Admissions Office in order for a student to be considered for admission.
9. Provisionally accepted students must submit to a background check, drug screening and medical review/screen to include physical examination and immunizations. All fees associated with background check, drug screen and medical review will be the responsibility of the student.
10. It is the student’s responsibility to review all [program materials](#) to stay current with the program requirements, policies and procedures.

## 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.

# Respiratory Therapy Program

## *Effective Fall 2019 Admission*

**Program Prerequisites:** Students admitted to the Respiratory Therapy program must successfully complete the following courses with a "C" or higher prior to enrolling in the first Respiratory Therapy [RCP] class:

		<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO 168	Human Anatomy & Physiology I	3	3	0	4
BIO 169	Human Anatomy & Physiology II	3	3	0	4
CHM 131	Introduction to Chemistry	3	0	3	3
CHM 131A	Introduction to Chemistry Lab or	0	3	0	1
<b><i>Fall Semester</i></b>					
ENG 111	Writing and Inquiry	3	0	0	3
RCP 110	Intro to Respiratory Care	3	3	0	4
RCP 113	RCP Pharmacology	2	0	0	2
RCP 114	C-P Anatomy and Physiology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>3</b>	<b>0</b>	<b>12</b>
<b><i>Spring Semester</i></b>					
RCP 111	Therapeutics/Diagnostics	4	3	0	5
RCP 115	C-P Pathophysiology	2	0	0	2
RCP 146	RCP Clinical Practice II	<u>0</u>	<u>0</u>	<u>18</u>	<u>6</u>
		<b>6</b>	<b>3</b>	<b>18</b>	<b>13</b>
<b><i>Summer Semester</i></b>					
RCP 123	Special Practice Lab	0	3	0	1
RCP 152	RCP Clinical Practice III	<u>0</u>	<u>0</u>	<u>6</u>	<u>2</u>
		<b>0</b>	<b>3</b>	<b>6</b>	<b>3</b>
<b><i>Fall Semester</i></b>					
ENG 112	Writing and Research in the Discipline	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	0	0	18	6
PSY 150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>3</b>	<b>18</b>	<b>18</b>
<b><i>Spring Semester</i></b>					
RCP 211	Adv. Monitoring/Procedures	3	3	0	4
RCP 215	Career Preparation	0	3	0	1
RCP 223	Special Practice Lab	0	3	0	1
RCP 246	RCP Clinical Practice V	0	0	18	6
Humanities/Fine Arts Elective		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>9</b>	<b>18</b>	<b>15</b>

**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 115, REL 110

## 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 (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 and Background Check	\$114
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
Drug Screen	\$80
ACLS	\$80

# 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 (NBSTSA) within a four-week period prior to or after graduation.

## General Admission Requirements

1. Detailed current information for interested applicants is located at <http://www.rockinghamcc.edu/admissions/pre-health-sciences-requirements>. Applicants must submit all required documentation by established deadlines detailed on the Surgical Technology acceptance time line.
2. Students must be able to fulfill all Program Performance Standards as outlined in the health sciences admission policy.
3. Student are encouraged to attend a Surgical Technology Information session.
4. Complete minimum admission requirements by the end of March of the admission year.
5. Admission to all RCC Health Science programs is a competitive process. Applicants are evaluated based upon academic performance.
6. Applicants must be have a cumulative GPA of 2.0 or higher by the published deadline date for submitting Candidate Review Forms to the Admissions Office. Applicants not meeting the cumulative GPA requirements will not be review by the program area for admission.
7. All transcripts must be on file in the Admissions Office in order for a student to be considered for admission.
8. Provisionally accepted students must submit to a background check, drug screening and medical review/screen to include physical examination and immunizations. All fees associated with background check, drug screen and medical review will be the responsibility of the student.
9. It is the student's responsibility to review all [program materials](#) and stay current with the program requirements, policies and procedures.

# 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.

## 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 & Background Check	\$114
Malpractice insurance	\$16
Uniform	\$75
AST Membership	\$45
Student Accident Insurance	\$6
Certification exam	\$240



# Surgical Technology Program

	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>	
<b><i>Fall Semester</i></b>					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
ENG 111	Writing and Inquiry	3	0	0	3
MED 120	Survey of Medical Terminology	2	0	0	2
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>
		<b>17</b>	<b>8</b>	<b>0</b>	<b>20</b>
<b><i>Spring Semester</i></b>					
BIO 175	General Microbiology	2	2	0	3
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>
		<b>7</b>	<b>5</b>	<b>21</b>	<b>16</b>
<b><i>Summer Semester</i></b>					
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>
		<b>5</b>	<b>0</b>	<b>12</b>	<b>9</b>
<b><i>Fall Semester</i></b>					
	Mathematics Elective	3-4	0	0	3-4
PSY 150	General Psychology	3	0	0	3
SUR 210	Adv. Sur Clinical Practice	0	0	6	2
SUR 211	Adv. Theoretical Concepts	2	0	0	2
	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>11-12</b>	<b>0</b>	<b>6</b>	<b>13-14</b>
<b><i>Spring Semester</i></b>					
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	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>
		<b>9</b>	<b>2</b>	<b>0</b>	<b>10</b>

**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 115, REL 110

**Math Elective** – Choose **one** of the following:

MAT 143, MAT 151, MAT 171

# 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 (A10300RT)

Associate in Prehealth Surgical Technology (A10300ST)

# 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 122	College Transfer Success	0	2	1
BIO 168	Human Anatomy & Physiology I	3	3	4
CHM 131	Introduction to Chemistry	3	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	1
ENG 111	Writing and Inquiry	3	0	3
PSY 150	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		<b>12</b>	<b>8</b>	<b>15</b>

<i>Spring Semester</i>		<i>Class</i>	<i>Lab</i>	<i>Credit</i>
BIO 169	Human Anatomy & Physiology II	3	3	4
ENG 112	Writing/Research in the Disciplines	3	0	3
MAT 143	Quantitative Literacy	2	2	3
	Humanities/Fine Art Elective	<u>3</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>5</b>	<b>13</b>

### 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 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
BIO 163	Basic Anatomy & Physiology I		4	2	5
ENG 111	Writing and Inquiry		3	0	3
MED 120	Survey of Medical Terminology		2	0	2
PSY 150	General Psychology		<u>3</u>	<u>0</u>	<u>3</u>
			<b>13</b>	<b>2</b>	<b>14</b>

<i>Spring Semester</i>					
BIO 175	General Microbiology		2	2	3
CIS 110	Introduction to Computers		2	2	3
BUS 137	Principles of Business Management		3	0	3
ENG 114	Professional Research & Reporting		3	0	3
	Humanities/Fine Art Elective		3	0	3
	Mathematics Elective		<u>3-4</u>	<u>0</u>	<u>3-4</u>
			<b>16-17</b>	<b>4</b>	<b>18-19</b>

**TOTAL CREDITS: 32-33**

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 115, REL 110

Math Elective – Choose one of the following:

MAT 143, MAT 152, MAT 171

**Other Major Hours (34 – 35)** – These hours must be approved by the 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 prepare a student for 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, information literacy, 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

Industrial Systems Technology

Medical Office Administration

Office Administration

Practical Nursing

Surgical Technology

Welding Technology

# 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><b>Fall Semester</b></i>	<i><b>Class</b></i>	<i><b>Lab</b></i>	<i><b>Credit</b></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 112 Heating Technology	2	4	4
ISC 112 Industrial Safety	<u>2</u>	<u>0</u>	<u>2</u>
	<b>9</b>	<b>12</b>	<b>15</b>
<i><b>Spring Semester</b></i>			
AHR 113 Comfort Cooling	2	4	4
AHR 114 Heat Pump Technology	2	4	4
AHR 133 HVAC Servicing	3	6	4
COM 110 Introduction to Communication	3	0	3
MAT 110 Math Measurement & Literacy	<u>2</u>	<u>2</u>	<u>3</u>
	<b>12</b>	<b>16</b>	<b>18</b>
<i><b>Summer Semester</b></i>			
AHR 160 Refrigeration Certification	1	0	1
AHR 151 HVAC Duct Systems I	1	3	2
CIS 110 Introduction to Computers	<u>2</u>	<u>2</u>	<u>3</u>
	<b>4</b>	<b>5</b>	<b>6</b>

**TOTAL CREDITS: 39**

# 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>
			<b>10</b>	<b>17</b>	<b>16</b>
<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>
			<b>10</b>	<b>21</b>	<b>18</b>
<i>Summer Semester</i>					
MAC 113	Machining Technology III		<u>2</u>	<u>12</u>	<u>6</u>
			<b>2</b>	<b>12</b>	<b>6</b>

**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>
ACA 111	College Student Success		1	0	1
COS 111	Cosmetology Concepts I		4	0	4
COS 112	Salon I		0	24	8
COS 260	Design Applications		1	3	2
ENG 111	Writing and Inquiry		<u>3</u>	<u>0</u>	<u>3</u>
			<b>9</b>	<b>27</b>	<b>18</b>
<i>Spring Semester</i>					
COS 113	Cosmetology Concepts II		4	0	4
COS 114	Salon II		0	24	8
COS 115	Cosmetology Concepts III		4	0	4
HUM 115	Critical Thinking		<u>3</u>	<u>0</u>	<u>3</u>
			<b>11</b>	<b>24</b>	<b>19</b>
<i>Summer Semester</i>					
COS 116	Salon III		0	12	4
COS 117	Cosmetology Concepts IV		<u>2</u>	<u>0</u>	<u>2</u>
			<b>2</b>	<b>12</b>	<b>6</b>

**TOTAL CREDITS: 43**



# 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><b>Fall Semester</b></i>			<i><b>Class</b></i>	<i><b>Lab</b></i>	<i><b>Credit</b></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>
			<b>14</b>	<b>10</b>	<b>18</b>
<i><b>Spring Semester</b></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
ELC 117	Motors and Controls		2	6	4
or					
ELN 231	Industrial Controls		<u>2</u>	<u>3</u>	<u>3</u>
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>
			<b>12</b>	<b>18-21</b>	<b>18-19</b>
<i><b>Summer Semester</b></i>					
MNT 110	Intro to Maintenance Procedures		1	3	2
MNT 240	Industrial Equipment Troubleshooting		<u>1</u>	<u>3</u>	<u>2</u>
			<b>2</b>	<b>6</b>	<b>4</b>

**TOTAL CREDITS: 40-41**

# 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	Introduction to Computers	2	2	3
ENG 111	Writing and Inquiry	3	0	3
MED 121	Medical Terminology I (1 <sup>st</sup> 8 weeks)	3	0	3
MED 122	Medical Terminology II (2 <sup>nd</sup> 8 weeks)	3	0	3
OST 148	Medical Coding & Billing	<u>3</u>	<u>0</u>	<u>3</u>
		<b>15</b>	<b>0</b>	<b>15</b>
<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>
		<b>10</b>	<b>4</b>	<b>12</b>
<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>
		<b>9</b>	<b>7</b>	<b>12</b>

**TOTAL CREDITS: 39**

## 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><b>Fall Semester</b></i>	<i><b>Class</b></i>	<i><b>Lab</b></i>	<i><b>Credit</b></i>
ACA 111 College Student Success	1	0	1
CIS 110 Introduction 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>
	<b>13</b>	<b>6</b>	<b>16</b>
<i><b>Spring Semester</b></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>
	<b>12</b>	<b>6</b>	<b>15</b>
<i><b>Summer Semester</b></i>			
ENG 114 Prof Research & Reporting	3	0	3
OST 289 Office Admin Capstone	<u>2</u>	<u>2</u>	<u>3</u>
	<b>5</b>	<b>2</b>	<b>6</b>
<b>TOTAL CREDITS: 37</b>			

# 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.

## General Admission Requirements

1. Detailed current information for interested applicants is located on the [RCC website](#). Applicants must submit all required documentation by established deadlines detailed on the Practical Nursing program acceptance time line.
2. Students must be able to fulfill all Program Performance Standards as outlined in the health sciences admission policy.
3. Students are required to attend one Nursing Information Session.
4. Complete minimum admission requirements by end of February of the admission year.
5. Admission to all RCC Health Science programs is a competitive process. Applicants are evaluated based upon academic performance.
6. Applicants must have a cumulative GPA of 2.5 or higher by the published deadline date for submitting Candidate Review Forms to the Admissions Office. Applicants not meeting the cumulative GPA requirements will not be reviewed by the program area for admission.
7. Students must successfully complete the following courses with a "C" or higher before admission to the PN program:  
BIO 168, BIO 169, CHM 131/CHM 131A or CHM 151
8. All transcripts must be on file in the Admissions Office in order for a student to be considered for admission.
9. A competitive TEAS V score will be required for consideration/acceptance into the Nursing program. All fees associated with the TEAS V exam are the responsibility of the student.
10. Provisionally accepted students must submit to a background check, drug screening and medical review/screen to include physical examination and immunizations. All fees associated with background check, drug screen and medical review will be the responsibility of the student.
11. It is the student's responsibility to review all [program materials](#) and stay current with program requirements, policies and procedures.

## Practical Nursing Program

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

		<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO 168	Human Anatomy & Physiology I	3	3	0	4
BIO 169	Human Anatomy & Physiology II	3	3	0	4
CHM 131	Introduction to Chemistry	3	0	3	3
CHM 131A	Introduction to Chemistry Lab or	0	3	0	1
CHM 151	General Chemistry I	3	3	0	4

### *Fall Semester*

		<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ENG 111	Writing and Inquiry	3	0	0	3
NUR 101	Practical Nursing I	7	6	6	11
		<b>10</b>	<b>6</b>	<b>6</b>	<b>14</b>

### *Spring Semester*

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

### *Summer Semester*

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

**TOTAL CREDITS: 48**

## Practical Nursing Program Performance Standards

Individuals enrolled in the Practical Nursing program are expected to be able to perform certain activities to maintain standards of safety and execute assigned duties. The practical nursing 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 Screen and Background Check	\$114
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
Nursing Pin, Lamp, and Cap (optional)	\$ 75
Malpractice Insurance	\$ 16
Nursing Lab Kit	\$154

# 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.

## General Admission Requirements

1. Detailed current information for interested applicants is located at <http://www.rockinghamcc.edu/admissions/pre-health-sciences-requirements>. Applicants must submit all required documentation by established deadlines detailed on the Surgical Technology acceptance time line.
2. Students must be able to fulfill all Program Performance Standards as outlined in the health sciences admission policy.
3. Student are encouraged to attend a Surgical Technology Information session.
4. Complete minimum admission requirements by the end of March of the admission year.
5. Admission to all RCC Health Science programs is a competitive process. Applicants are evaluated based upon academic performance.
6. Applicants must be have a cumulative GPA of 2.0 by the published deadline date for submitting Candidate Review Forms to the Admissions Office. Applicants not meeting the cumulative GPA requirements will not be review by the program area for admission.
7. All transcripts must be on file in the Admissions Office in order for a student to be considered for admission.
8. Provisionally accepted students must submit to a background check, drug screening and medical review/screen to include physical examination and immunizations. All fees associated with background check, drug screen and medical review will be the responsibility of the student.
9. It is the student's responsibility to review all [program materials](#) and stay current with the program requirements, policies and procedures.

# Surgical Technology Program

## *Fall Semester*

		<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
MED 120	Survey of Medical Terminology	2	0	0	2
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>
		<b>17</b>	<b>8</b>	<b>0</b>	<b>20</b>

## *Spring Semester*

BIO 175	General Microbiology	2	2	0	3
SUR 122	Surgical Procedures I	5	3	0	6
SUR 123	Surgical Clinical Practice I	<u>0</u>	<u>0</u>	<u>21</u>	<u>7</u>
		<b>7</b>	<b>5</b>	<b>21</b>	<b>16</b>

## *Summer Semester*

SUR 134	Surgical Procedures II	5	0	0	5
SUR 135	Surgical Clinical Practice II	0	0	12	4
SUR 137	Prof Success Prep	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
		<b>6</b>	<b>0</b>	<b>12</b>	<b>10</b>

**TOTAL CREDITS: 46**

## 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.



## 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 & Background Check	\$114
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 and provide 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>
<b>Fall Semester</b>				
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>
	<b>7</b>	<b>21</b>	<b>0</b>	<b>14</b>
<b>Spring Semester</b>				
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 (MIG) 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>
	<b>11</b>	<b>16</b>	<b>0</b>	<b>17</b>
<b>Summer Semester</b>				
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>
	<b>3</b>	<b>9</b>	<b>0</b>	<b>6</b>

**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***

Air Conditioning, Heating & Refrigeration Basics

*(Effective Spring 2019 pending State Board Community College and Southern Association Colleges and Schools Commission on Colleges notification)*

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

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

Office Administration – Advanced Office Software

Office Administration – Customer Service

Welding Technology

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

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

Information Technology – Mobile App Developer

Phlebotomy

# Air Conditioning, Heating & Refrigeration Technology

## Air Conditioning and Refrigeration Basics 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.

### *Fall Semester*

	<i>Class</i>	<i>Lab</i>	<i>Credit</i>
AHR 110 Introduction to Refrigeration	2	6	5
AHR 111 HVACR Electricity	2	2	3
ISC 112 Industrial Safety	<u>2</u>	<u>0</u>	<u>2</u>
	<b>6</b>	<b>8</b>	<b>10</b>

### *Spring Semester*

AHR 113 Comfort Cooling	2	4	4
AHR 114 Heat Pump Technology	<u>2</u>	<u>4</u>	<u>4</u>
	4	8	8

**TOTAL CREDITS: 18**

# 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 – Law Enforcement Operations, CJC 131 – Criminal Law, CJC 132 – Court Procedure & Evidence, CJC 221 – Investigative Principles, CJC 225 – Crisis Intervention, CJC 231 – Constitutional Law, 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>10</u>	<u>30</u>	<u>20</u>
<b>TOTAL CREDITS: 20</b>	<b>10</b>	<b>30</b>	<b>20</b>

# 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	3
HOR 166	Soils & Fertilizers	<u>2</u>	<u>3</u>
		<b>4</b>	<b>6</b>
<i>Spring Semester</i>			
BDF 213	Malting	2	4
HOR 245	Horticulture Specialty Crops	<u>2</u>	<u>3</u>
		<b>4</b>	<b>7</b>
<i>Summer Semester</i>			
BDF 210	Hops Selection and Production	<u>2</u>	<u>4</u>
		<b>2</b>	<b>4</b>

**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
BDF 125	Brewing Tech and Calculations	1	2
BDF 220	Applied Craft Bev Chemistry	<u>3</u>	<u>4</u>
		<b>5</b>	<b>8</b>
<i>Spring Semester</i>			
BDF 114	Craft Beer Brewing	1	2
BDF 112	Survey of Fermented Products	3	4
BDF 115	Applied Craft Bev Microbiology	<u>3</u>	<u>4</u>
		<b>7</b>	<b>10</b>

**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>
			<b>8</b>	<b>17</b>	<b>14</b>

<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>
			<b>1</b>	<b>3</b>	<b>2</b>

**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		0	24	8
COS 260	Design Applications		<u>1</u>	<u>3</u>	<u>2</u>
			<b>5</b>	<b>27</b>	<b>14</b>

<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		0	24	8
COS 115	Cosmetology Concepts III		<u>4</u>	<u>0</u>	<u>4</u>
			<b>8</b>	<b>24</b>	<b>16</b>

<i>Summer Semester</i>			<i>Class</i>	<i>Lab</i>	<i>Credit</i>
COS 116	Salon III		<u>0</u>	<u>12</u>	<u>4</u>
			<b>0</b>	<b>12</b>	<b>4</b>

**TOTAL CREDITS: 34**

# 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. 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>
	<b>3</b>	<b>0</b>	<b>3</b>
<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>
	<b>9</b>	<b>0</b>	<b>9</b>
<i>Fall Semester</i>			
CJC 213 Substance Abuse	<u>3</u>	<u>0</u>	<u>3</u>
	<b>3</b>	<b>0</b>	<b>3</b>
<b>TOTAL CREDITS: 15</b>			

## 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. 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>
	<b>6</b>	<b>0</b>	<b>6</b>
<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>
	<b>6</b>	<b>0</b>	<b>6</b>
<i>Summer Semester</i>			
CJC 225 Crisis Intervention	<u>3</u>	<u>0</u>	<u>3</u>
	<b>3</b>	<b>0</b>	<b>3</b>
<b>TOTAL CREDITS: 15</b>			



# 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>
	<b>7</b>	<b>0</b>	<b>7</b>
<i>Spring Semester</i>			
EDU 145 Child Development II	3	0	3
EDU 146 Child Guidance	3	0	3
EDU 131 Child, Family, Community	<u>3</u>	<u>0</u>	<u>3</u>
	<b>9</b>	<b>0</b>	<b>9</b>

**TOTAL CREDITS: 16**

# 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>
	<b>6</b>	<b>6</b>	<b>8</b>
<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>
	<b>4</b>	<b>8</b>	<b>7</b>

**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>Class</i>	<i>Lab</i>	<i>Credit</i>
<b>Spring Semester</b>				
ELC 112	DC/AC Electricity	3	6	5
MEC 130	Mechanisms	<u>2</u>	<u>2</u>	<u>3</u>
		<b>5</b>	<b>8</b>	<b>8</b>
<b>Fall Semester</b>				
ISC 112	Industrial Safety	2	0	2
ELC 117	Motor and Controls	2	6	4
or				
ELN 231	Industrial Controls	<u>2</u>	<u>3</u>	<u>3</u>
		<b>4</b>	<b>3-6</b>	<b>5-6</b>
<b>Spring Semester</b>				
ELC 128	Introduction to PLC	2	3	3
or				
ELN 260	Prog Logic Controls	<u>3</u>	<u>3</u>	<u>4</u>
		<b>2-3</b>	<b>3</b>	<b>3-4</b>

**TOTAL CREDITS: 16-17**

## 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>
<b>Spring Semester</b>				
ELC 112	DC/AC Electricity	<u>3</u>	<u>6</u>	<u>5</u>
		<b>3</b>	<b>6</b>	<b>5</b>
<b>Fall Semester</b>				
ELC 117	Motor and Controls	2	6	4
or				
ELN 231	Industrial Controls	<u>2</u>	<u>3</u>	<u>3</u>
		<b>4</b>	<b>3-6</b>	<b>3-4</b>
<b>Spring Semester</b>				
ELC 128	Introduction to PLC	2	3	3
or				
ELN 260	Prog Logic Controls	<u>3</u>	<u>3</u>	<u>4</u>
		<b>2-3</b>	<b>3</b>	<b>3-4</b>
<b>Summer Semester</b>				
ELC 228	PLC Applications	<u>2</u>	<u>6</u>	<u>4</u>
		<b>2</b>	<b>6</b>	<b>4</b>

**TOTAL CREDITS: 16-17**

## 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>
<b>Spring Semester</b>			
ELC 112 DC/AC Electricity	<u>3</u> 3	<u>6</u> 6	<u>5</u> 5
<b>Fall Semester</b>			
ELC 117 Motor and Controls or ELN 231 Industrial Controls	2 <u>2</u> 2	6 <u>3</u> 3-6	4 <u>3</u> 3-4
<b>Spring Semester</b>			
ELC 128 Introduction to PLC or ELN 260 Prog Logic Controls	2 <u>3</u> 2-3	3 <u>3</u> 3	3 <u>4</u> 3-4
<b>Fall Semester</b>			
ATR 212 Industrial Robots	<u>2</u> 2	<u>3</u> 3	<u>3</u> 3

**TOTAL CREDITS: 15-16**

## 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>Class</i>	<i>Lab</i>	<i>Credit</i>
<b>Fall Semester</b>			
BPR 135 Schematics and Diagrams	<u>2</u> 2	<u>0</u> 0	<u>2</u> 2
<b>Spring Semester</b>			
ELC 112 DC/AC Electricity MEC 130 Mechanisms	3 <u>2</u> 5	6 <u>2</u> 8	5 <u>3</u> 8
<b>Fall Semester</b>			
ELC 117 Motors and Controls or ELN 231 Industrial Controls	2 <u>2</u> 2	6 <u>3</u> 3-6	4 <u>3</u> 3-4
<b>Spring Semester</b>			
MNT 110 Intro to Maintenance Procedures MNT 240 Industrial Equipment Troubleshooting	1 <u>1</u> 2	3 <u>3</u> 6	2 <u>2</u> 4

**TOTAL CREDITS: 17-18**

# 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 <sup>st</sup> 8 weeks)	3	0	3
MED 122	Medical Terminology II (2 <sup>nd</sup> 8 weeks)	3	0	3
OST 148	Medical Insurance & Billing	<u>3</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>0</b>	<b>9</b>
<i>Fall Semester</i>				
OST 247	Procedure Coding	2	2	3
OST 248	Diagnostic Coding	<u>2</u>	<u>2</u>	<u>3</u>
		<b>2</b>	<b>4</b>	<b>6</b>
<i>Spring Semester</i>				
OST 249	Medical Coding Certification Prep	<u>2</u>	<u>3</u>	<u>3</u>
		<b>3</b>	<b>2</b>	<b>3</b>

**TOTAL CREDITS: 18**

## 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>
MED 121	Medical Terminology I (1 <sup>st</sup> 8 weeks)	3	0	3
MED 122	Medical Terminology II (2 <sup>nd</sup> 8 weeks)	3	0	3
OST 148	Medical Insurance & Billing	3	0	3
WBL 110	World of Work	<u>1</u>	<u>0</u>	<u>1</u>
		<b>10</b>	<b>0</b>	<b>10</b>
<i>Fall Semester</i>				
OST 248	Diagnostic Coding	2	2	3
OST 286	Professional Development	<u>3</u>	<u>0</u>	<u>3</u>
		<b>5</b>	<b>2</b>	<b>6</b>

**TOTAL CREDITS: 16**

# Information Technology

## Mobile App Developer Certificate (C25590M)

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

**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	Introduction 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>
			<b>7</b>	<b>4</b>	<b>9</b>
<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>
			<b>7</b>	<b>4</b>	<b>9</b>

**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	Introduction 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>
			<b>8</b>	<b>8</b>	<b>12</b>
<i>Spring Semester</i>					
DBA 110	Database Concepts		2	3	3
CTS 130	Spreadsheet		<u>2</u>	<u>2</u>	<u>3</u>
			<b>4</b>	<b>5</b>	<b>6</b>

**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>
			<b>8</b>	<b>2</b>	<b>9</b>
<i>Spring Semester</i>					
CIS 110	Introduction 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>
			<b>7</b>	<b>4</b>	<b>9</b>

**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>
<b>TOTAL CREDITS: 12</b>			<b>8</b>	<b>2</b>	<b>9</b>	<b>12</b>

## General Admission Requirements

1. Detailed current information for interested applicants is located at <http://www.rockinghamcc.edu/admissions/pre-health-sciences-requirements>. Applicants must submit all required documentation by established deadlines detailed on the Phlebotomy acceptance time line.
2. Students must be able to fulfill all Program Performance Standards as outlined in the health sciences admission policy.
3. Student are encouraged to attend a Phlebotomy Information session.
4. Complete minimum admission requirements by the end of March of the admission year.
5. Admission to all RCC Health Science programs is a competitive process. Applicants are evaluated based upon academic performance.
6. Applicants must be have a cumulative GPA of 2.0 or higher by the published deadline date for submitting Candidate Review Forms to the Admissions Office. Applicants not meeting the cumulative GPA requirements will not be review by the program area for admission.
7. All transcripts must be on file in the Admissions Office in order for a student to be considered for admission.
8. Provisionally accepted students must submit to a background check, drug screening and medical review/screen to include physical examination and immunizations. All fees associated with background check, drug screen and medical review will be the responsibility of the student.
9. It is the student's responsibility to review all [program materials](#) and stay current with the program requirements, policies and procedures.

## 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
Drug Screen and Background check	\$114



# 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.

<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>
		<b>4</b>	<b>11</b>	<b>8</b>
 <i>Spring Semester</i>				
WLD 121	GMAW (MIG)	2	6	4
WLD 131	GTAW (TIG) Plate	<u>2</u>	<u>6</u>	<u>4</u>
		<b>4</b>	<b>12</b>	<b>8</b>
 <b>TOTAL CREDITS: 16</b>				

# 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. RCC offers Career and College Promise [CCP] pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education.

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.

Three pathways offer students an opportunity to earn credit:

1. College Transfer Pathways (CTP) requires the completion of at least 30 semester hours of transfer courses including English and mathematics.
2. Career and Technical Education Pathways (CTE):
  - a) a curriculum Career and Technical Education Pathway leading to a certificate or diploma aligned with a high school career cluster.
  - b) a Workforce Continuing Education Pathway (WCEP) leading to a state or industry recognized credential aligned with a high school career cluster.
3. Cooperative Innovative High School Programs (CIHSP) are located on college campuses (unless a waiver was provided) and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years. Examples include Early and Middle College High Schools.

**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 [NCDNPI]. 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 NCDNPI. 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 student has graduated, and 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; 8<sup>th</sup> grade students simply obtain an application from their middle school guidance counselor or visit the [RECHS website](#). Rising 10<sup>th</sup> and rising 11<sup>th</sup> 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.

<b>ACADEMIC TRANSITION (required)</b>	<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.)

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

<b>MATHEMATICS (3-4 semester hours)</b>		<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
<b>NATURAL SCIENCES (4 semester hours)</b>				
<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	Conceptual Physics	3	0	3
PHY 110A	Conceptual Physics Lab	0	2	1
<b>TOTAL CREDITS: 32-33</b>				

## 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.

<b>ACADEMIC TRANSITION (required)</b>		<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.)

<b>ENGLISH COMPOSITION (6 semester hours)</b>		<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>
<b>MATHEMATICS (8 semester hours)</b>					
<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 sequence 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

**TOTAL CREDITS: 35**

**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

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

[Uniform Articulation Agreement between the University of North Carolina RN to BSN](#)

#### English Composition

(6 SHC)

*The following English composition courses are required.*

- \* ENG 111 Writing and Inquiry
- \* ENG 112 Writing/Research in the Discipline

#### Humanities/Fine Arts

(3 SHC)

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

- \* ART 111 Art Appreciation
- \* ART 114 Art History Survey I
- \* ART 115 Art History Survey II
- \* HUM 115 Critical Thinking
- \* MUS 110 Music Appreciation
- \* MUS 112 Introduction to Jazz
- \* PHI 215 Philosophical Issues
- \* PHI 240 Introduction to Ethics

#### Social/Behavioral Sciences

(6 SHC)

*The following courses are required (6 SHC):*

- \* PSY 150 General Psychology and \* PSY 241 Developmental Psychology

#### 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 and \* BIO 169 Anatomy and Physiology II

#### Other Required Hours

(1 SHC)

Academic Transition

*The following course is required:*

- ACA 122 College Transfer Success

**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, ENG 111

***Second Semester (Spring)***

ENG 112, PSY 150

***Third Semester (Fall)***

BIO 168 and PSY 241

***Fourth Semester (Spring)***

BIO 169 and Humanities/Fine Arts Elective

**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

## 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:**

Air-Conditioning, Heating and Refrigeration Basics	C35100HP
Computer – Integrated Machining Fundamentals Certificate	C50210MP
Cosmetology	C55140CP
Criminal Justice Technology Generalist Pathway Certificate	C55180GP
Early Childhood Education Certificate	C55220EP
Industrial Automation and Maintenance	C35130IP
Welding Technology Certificate	C50420WP

# Air Conditioning, Heating & Refrigeration Technology

## Air Conditioning and Refrigeration Basics C35100HP

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	2	6	5
AHR 111	HVACR Electricity	2	2	3
ISC 112	Industrial Safety	<u>2</u>	<u>0</u>	<u>2</u>
		<b>6</b>	<b>8</b>	<b>10</b>

<i>Spring Semester</i>				
AHR 113	Comfort Cooling	2	4	4
AHR 114	Heat Pump Technology	<u>2</u>	<u>4</u>	<u>4</u>
		4	8	8

**TOTAL CREDITS: 18**

## 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>
		<b>6</b>	<b>8</b>	<b>9</b>

<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>
		<b>3</b>	<b>12</b>	<b>7</b>

**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	<u>0</u>	<u>24</u>	<u>8</u>
COS 260	Design Applications	<u>1</u>	<u>3</u>	<u>2</u>
		<b>5</b>	<b>27</b>	<b>14</b>
<i>Spring Semester</i>				
COS 113	Cosmetology Concepts II	4	0	4
COS 114	Salon II	0	24	8
COS 115	Cosmetology Concepts III	<u>4</u>	<u>0</u>	<u>4</u>
		<b>8</b>	<b>24</b>	<b>16</b>
<i>Summer Semester</i>				
COS 116	Salon III	<u>0</u>	<u>1</u>	<u>24</u>
		<b>0</b>	<b>12</b>	<b>4</b>

**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>
		<b>6</b>	<b>0</b>	<b>6</b>
<i>Spring Semester</i>				
CJC 113	Juvenile Justice	3	0	3
CJC 141	Corrections	<u>3</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>6</b>
<i>Fall Semester</i>				
CJC 131	Criminal Law	<u>3</u>	<u>0</u>	<u>3</u>
		<b>3</b>	<b>0</b>	<b>3</b>
<i>Spring Semester</i>				
CJC 121	Law Enforcement Operations	<u>3</u>	<u>0</u>	<u>3</u>
		<b>3</b>	<b>0</b>	<b>3</b>

**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>
		<b>7</b>	<b>0</b>	<b>7</b>
<i>Spring Semester</i>				
EDU 131	Child, Family, Community	3	0	3
EDU 145	Child Development II	3	0	3
EDU 146	Child Guidance	<u>3</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>0</b>	<b>9</b>

**TOTAL CREDITS: 16**

# Electrical Systems Technology

## Industrial Automation and Maintenance (C35130IP)

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 115	Industrial Wiring	2	6	4
MEC 130	Mechanisms	<u>2</u>	<u>2</u>	<u>3</u>
		<b>6</b>	<b>8</b>	<b>9</b>
<i>Spring Semester</i>				
ELC 112	DC/AC Electricity	3	6	5
ELN 231	Industrial Controls	<u>2</u>	<u>3</u>	<u>3</u>
		<b>5</b>	<b>9</b>	<b>8</b>

**TOTAL CREDITS: 17**



# 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>
		<b>4</b>	<b>11</b>	<b>8</b>
 <i>Spring Semester</i>				
WLD 121	GMAW (MIG)	2	6	4
WLD 131	GTAW (TIG) Plate	<u>2</u>	<u>6</u>	<u>4</u>
		<b>4</b>	<b>12</b>	<b>8</b>

**TOTAL CREDITS: 16**

# Curriculum Course Descriptions

This section outlines the courses approved for programs of study at the College. 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.

## Semester Offered

Fall - FA      Spring - SP      Summer - SU

## COURSE DESCRIPTION

Course Prefix and Number	Course Title	Class	Lab	Credit
ELC 115	Industrial Wiring	2	6	4
	State Prerequisites: <b>Appropriate placement scores</b>			
	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
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ACA 111 College Student Success  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites:  
 Local Corequisites:

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. **FA, SP, SU**

Class	Lab	Credit
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ACA 122 College Transfer Success  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites:  
 Local Corequisites:

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.* **FA, SP, SU**

Class	Lab	Credit
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ACC 120 Prin of Financial Accounting  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites: **DMA 010, 020, 030; DRE 097**  
 Local Corequisites:

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
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ACC 121 Prin of Managerial Accounting  
 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
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ACC 129 Individual Income Taxes  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites: **DMA 010,020,030; DRE 097**  
 Local Corequisites:

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ACC 140	Payroll Accounting State Prerequisites: <b>Take One: ACC-115 or ACC-120</b> State Corequisites: Local Prerequisites: Local Corequisites:	1	3	2

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ACC 150	Accounting Software Appl State Prerequisites: <b>Take One: ACC-115 or ACC-120</b> State Corequisites: Local Prerequisites: Local Corequisites:	1	3	2

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ACC 220	Intermediate Accounting I State Prerequisites: <b>ACC 120</b> State Corequisites: Local Prerequisites: <b>ACC 121</b> Local Corequisites:	3	2	4

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ACC 221	Intermediate Acct II State Prerequisites: <b>ACC 220</b> State Corequisites: Local Prerequisites: Local Corequisites:	3	2	4

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. **SP**

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

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**

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

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams. **FA**

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

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system. **FA**

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

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychrometrics, manufacturer specifications, and test instruments to determine proper system operation. **SP**

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

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures. Diploma students will be required to complete a field test to exit this course. **SP**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
AHR 133	HVAC Servicing	2	6	4
	State Prerequisites:			
	State Corequisites: <b>AHR 112 or AHR 113</b>			
	Local Prerequisites:			
	Local Corequisites:			

This course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment. **SP**

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

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work. **SU**

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

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations. **SU**

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

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/ Behavioral Sciences* **FA, SP**

Class	Lab	Credit
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ART 111 Art Appreciation  
 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
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ART 114 Art History Survey I  
 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
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ART 115 Art History Survey II  
 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**

		Class	Lab	Credit
ART 131	Drawing I	0	6	3
	State Prerequisites:			
	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**

		Class	Lab	Credit
ART 132	Drawing II	0	6	3
	State Prerequisites: <b>ART 131</b>			
	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**

		Class	Lab	Credit
ART 135	Figure Drawing I	0	6	3
	State Prerequisites: <b>ART 131</b>			
	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)**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ART 171	Computer Art I State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	0	6	3

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)

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ART 214	Portfolio and Resume State Prerequisites: State Corequisites: Local Prerequisites: <b>ART 121 or ART 131</b> Local Corequisites:	0	2	1

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ART 240	Painting I State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	0	6	3

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. 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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ART 241	Painting II State Prerequisites: <b>ART 240</b> State Corequisites: Local Prerequisites: Local Corequisites:	0	6	3

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ART 242	Landscape Painting State Prerequisites: <b>ART 240</b> State Corequisites: Local Prerequisites: Local Corequisites:	0	6	3

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)



		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ART 243	Portrait Painting	0	6	3
	State Prerequisites: <b>ART 240</b>			
	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)

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ART 244	Watercolor	0	6	3
	State Prerequisites:			
	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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
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)**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ART 284	Ceramics II	0	6	3
	State Prerequisites: <b>ART 283</b>			
	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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ART 285	Ceramics III State Prerequisites: <b>ART 284</b> State Corequisites: Local Prerequisites: Local Corequisites:	0	6	3

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ART 286	Ceramics IV State Prerequisites: <b>ART 285</b> State Corequisites: Local Prerequisites: Local Corequisites:	0	6	3

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ART 288	Studio State Prerequisites: State Corequisites: Local Prerequisites: ART 131 or ART 240 or ART 283 Local Corequisites:	0	6	3

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)**

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

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**

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

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**

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

This course provides an introduction to fermented products. Emphasis is placed on history, production, characteristics, taxonomy, and evaluation. Upon completion, students should be able to identify and apply factors relevant to the production of fermented products.

**SP**

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

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
BDF 115	Applied Craft Bev Microbiology	3	2	4
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites:			
	Local Corequisites: <b>BDF 114</b>			

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**

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

This course introduces technology and mathematical calculations used in craft beverage production. Emphasis is placed on equipment and technology relating to scheduling/record keeping, and recipe development/alcohol control and ingredient usage calculations. Upon completion, student should be able to identify/demonstrate technology and equipment used in craft beverage production and recipe development. **FA**

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

This course covers the selection and cultivation of hops for the production of fermented products. Emphasis is placed on varietal selection for the local region, yard establishment, harvest, and post-harvest handling; topics include hops and growth production, drying, pelletizing, and storage of hops products. Upon completion, students should be able to select the correct varieties, cultivate, harvest, and process hops for fermented products. **SU**

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

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**

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

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**

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

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**

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

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
BDF 236	Brewing/Packaging Maintenance State Prerequisites: State Corequisites: Local Prerequisites: <b>ELC 128 or ELN 260 and BDF 110</b> Local Corequisites:	2	4	4

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
3	0	3

BDF 261      Bev Marketing & Sales  
 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
3	3	4

BIO 110      Principles of Biology  
 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
3	3	4

BIO 111      General Biology I  
 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
3	3	4

BIO 112      General Biology II  
 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
4	2	5

BIO 163      Basic Anat & Physiology  
 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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
BIO 168	Anatomy and Physiology I State Prerequisites: State Corequisites: Local Prerequisites: <b>DMA 010, DMA 020, DMA 030, and DRE 098</b> Local Corequisites:	3	3	4

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, 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, SU**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
BIO 169	Anatomy and Physiology II State Prerequisites: <b>BIO 168</b> State Corequisites: Local Prerequisites: <b>Grade of C or better in BIO 168</b> 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, SU**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
BIO 175	General Microbiology State Prerequisites: <b>BIO 110, BIO 111, BIO 163, BIO 165 or BIO 168</b> 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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
BPR 121	Blueprint Reading-Mech State Prerequisites: <b>BPR 111 or MAC 131</b> 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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
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**

Class	Lab	Credit
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BPR 135      Schematics & Diagrams  
 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**

Class	Lab	Credit
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BUS 110      Introduction to Business  
 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**

Class	Lab	Credit
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BUS 115      Business Law I  
 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**

Class	Lab	Credit
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BUS 116      Business Law II  
 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**

Class	Lab	Credit
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BUS 121      Business Math  
 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**

Class	Lab	Credit
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BUS 125      Personal Finance  
 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**



		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
BUS 137	Principles of Management State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites: <b>DRE 098</b>	3	0	3

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.* **FA**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
BUS 151	People Skills State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	3	0	3

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
BUS 153	Human Resource Management State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	3	0	3

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
BUS 225	Business Finance State Prerequisites: <b>ACC 120</b> State Corequisites: Local Prerequisites: Local Corequisites:	2	2	3

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
BUS 239	Business Applications Seminar State Prerequisites: <b>ACC 120, BUS 115, BUS 137, MKT 120 and one of ECO 251, ECO 252</b> State Corequisites: Local Prerequisites: Local Corequisites:	1	2	2

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
BUS 260	Business Communication State Prerequisites: <b>ENG 110 or ENG 111</b> State Corequisites: Local Prerequisites: Local Corequisites:	3	0	3

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place. **SP**



Class	Lab	Credit
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CHM 131 Introduction to Chemistry  
 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**

Class	Lab	Credit
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CHM 131A Introduction to Chemistry Lab  
 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**

Class	Lab	Credit
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CHM 151 General Chemistry I  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites: **DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080, DRE 098**  
 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**

Class	Lab	Credit
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CHM 152 General Chemistry II  
 State Prerequisites: **CHM 151**  
 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**

Class	Lab	Credit
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CIS 110 Introduction to Computers  
 State Prerequisites:  
 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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CJC 100	Basic Law Enforcement Training State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	9	30	19

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CJC 111	Intro to Criminal Justice State Prerequisites: State Corequisites: Local Prerequisites: <b>DRE 097</b> Local Corequisites:	3	0	3

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.* **FA, SP**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CJC 112	Criminology State Prerequisites: State Corequisites: Local Prerequisites: <b>DRE 097</b> Local Corequisites:	3	0	3

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**

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

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CJC 121	Law Enforcement Operations State Prerequisites: State Corequisites: Local Prerequisites: <b>DRE 097</b> Local Corequisites:	3	0	3

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA).* **SP**

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

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**

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

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CJC 132	Court Procedure & Evidence	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: <b>DRE 097</b>			
	Local Corequisites:			

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CJC 141	Corrections	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: <b>DRE 097</b>			
	Local Corequisites:			

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.* **FA, SP**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CJC 211	Counseling	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: <b>DRE 097</b>			
	Local Corequisites:			

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CJC 212	Ethics & Comm Relations State Prerequisites: State Corequisites: Local Prerequisites: <b>DRE 097</b> Local Corequisites:	3	0	3

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CJC 213	Substance Abuse State Prerequisites: State Corequisites: Local Prerequisites: <b>DRE 097</b> Local Corequisites:	3	0	3

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CJC 214	Victimology State Prerequisites: State Corequisites: Local Prerequisites: <b>DRE 097</b> Local Corequisites:	3	0	3

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs. **SP**

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

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**

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

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. **FA**

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

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**

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

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CJC 231	Constitutional Law	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: <b>DRE 097</b>			
	Local Corequisites:			

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
COM 110	Introduction to Communication	3	0	3
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: <b>DRE 097</b>			
	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. *This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition.* **FA, SP**

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

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
COM 231	Public Speaking State Prerequisites: State Corequisites: Local Prerequisites: <b>DRE 098</b> Local Corequisites:	3	0	3

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.* **FA, SP, SU**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
COS 111	Cosmetology Concepts I State Prerequisites: State Corequisites: <b>COS 112</b> Local Prerequisites: <b>DRE 097</b> Local Corequisites:	4	0	4

<b>COS 111AB</b> State Prerequisites: State Corequisites: Local Prerequisites: <b>DRE 097</b> Local Corequisites: <b>COS 112AB</b>	2	0	2
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<b>COS 111BB</b> State Prerequisites: State Corequisites: Local Prerequisites: <b>COS 111AB</b> Local Corequisites: <b>COS 112BB</b>	2	0	2
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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**

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

<b>COS 112AB</b> State Prerequisites: State Corequisites: Local Prerequisites: <b>DRE 097</b> Local Corequisites: <b>COS 111AB</b>	0	12	4
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<b>COS 112BB</b> State Prerequisites: State Corequisites: Local Prerequisites: <b>COS 112AB</b> Local Corequisites: <b>COS 111BB</b>	0	12	4
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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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
COS 113	Cosmetology Concepts 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: <b>COS 114</b>	4	0	4

<b>COS 113AB</b> State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	2	0	2
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<b>COS 113BB</b> State Prerequisites: State Corequisites: Local Prerequisites: <b>COS 113AB</b> Local Corequisites:	2	0	2
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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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
COS 114	Salon II State Prerequisites: <b>COS 111 or COS 111AB and COS 111BB and COS 112 or COS 112AB and COS 112BB</b> State Corequisites: Local Prerequisites: Local Corequisites:	0	24	8

<b>COS 114AB</b> State Prerequisites: State Corequisites: Local Prerequisites: <b>COS 112 or 112AB and COS 112BB</b> Local Corequisites:	0	12	4
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<b>COS 114BB</b> State Prerequisites: State Corequisites: Local Prerequisites: <b>COS 114AB</b> Local Corequisites:	0	12	4
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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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
COS 115	Cosmetology Concepts III State Prerequisites: <b>COS 111 or COS 111AB and COS 111BB COS 112 or COS 112AB and COS 112BB</b> State Corequisites: Local Prerequisites: Local Corequisites:	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**



		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
COS 116	Salon III State Prerequisites: <b>COS 111 or COS 111AB and COS 111BB</b> <b>COS 112 or COS 112AB and COS 112BB</b> 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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
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: <b>COS 113, COS 115</b> 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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
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: <b>COS 114 and COS 116</b> Local Corequisites:	0	21	7

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
COS 260	Design Applications State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	1	3	2

This course provides an overview of the design concepts used in cosmetology. Topics include the application of art principles and elements to artistically design hair, nails, and make-up and other related topics. Upon completion, students should be able to demonstrate knowledge and techniques associated with design concepts. **FA**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CTI 110	Web, Pgm, & Db Foundation State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	2	2	3

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**



		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CTI 120	Network & Sec Foundation State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	2	2	3

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CTI 141	Cloud & Storage Concepts State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	1	4	3

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CTS 115	Info Sys Business Concepts State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	3	0	3

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CTS 120	Hardware/Software Support State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	2	3	3

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers. **FA**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CTS 125	Presentation Graphics State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	2	2	3

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CTS 130	Spreadsheet State Prerequisites: State Corequisites: Local Prerequisites: <b>CIS 110</b> Local Corequisites:	2	2	3

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. **SP**

CTS 285	Systems Analysis & Design State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	<b>Class</b> 3	<b>Lab</b> 0	<b>Credit</b> 3
<p>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. <b>FA</b></p>				
DBA 110	Database Concepts State Prerequisites: State Corequisites: Local Prerequisites: <b>CIS 110</b> Local Corequisites:	<b>Class</b> 2	<b>Lab</b> 3	<b>Credit</b> 3
<p>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. <b>SP</b></p>				
DDF 252	Advanced Solid Modeling State Prerequisites: <b>DFT 153 or DFT 154</b> State Corequisites: Local Prerequisites: Local Corequisites:	<b>Class</b> 2	<b>Lab</b> 2	<b>Credit</b> 3
<p>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. <b>SP</b></p>				
DFT 119	Basic CAD State Prerequisites: State Corequisites: Local Prerequisites: <b>BPR 111</b> Local Corequisites:	<b>Class</b> 1	<b>Lab</b> 2	<b>Credit</b> 2
<p>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. <b>SP</b></p>				
DFT 154	Intro Solid Modeling State Prerequisites: State Corequisites: Local Prerequisites: <b>DFT 119</b> Local Corequisites:	<b>Class</b> 2	<b>Lab</b> 3	<b>Credit</b> 3
<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. <b>FA</b></p>				
DMA 010	Operations with Integers State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	<b>Class</b> 0.75	<b>Lab</b> 0.50	<b>Credit</b> 1
<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>				

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
DMA 020	Fractions and Decimals	0.75	0.50	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: <b>DMA 010</b>			
	Local Corequisites:			

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
DMA 030	Propor/Ratio/Rate/Percent	0.75	0.50	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: <b>DMA 010 and DMA 020</b>			
	Local Corequisites:			

This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
DMA 040	Express/Lin Equat/Inequal	0.75	0.50	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: <b>DMA 010, DMA 020 and DMA 030</b>			
	Local Corequisites:			

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
DMA 050	Graphs/Equations of Lines	0.75	0.50	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: <b>DMA 010, DMA 020, DMA 030 and DMA 040 or equivalent</b>			
	Local Corequisites:			

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
DMA 060	Polynomial/Quadratic Appl	0.75	0.50	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: <b>DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050 or equivalent</b>			
	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.

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
DMA 065	Algebra for Precalculus	1.5	1	2
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: <b>DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050 or equivalent</b>			
	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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
DMA 070	Rational Expressions/Equations	0.75	0.50	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: <b>DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, or equivalent</b>			
	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.

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
DMA 080	Radical Expressions/Equations	0.75	0.50	1
	State Prerequisites:			
	State Corequisites:			
	Local Prerequisites: <b>DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, and DMA 070 or equivalent</b>			
	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.

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
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

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
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

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
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

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
DRE 097	Integrated Reading Writing II State Prerequisites: <b>DRE 096</b> State Corequisites: Local Prerequisites: Local Corequisites:	2.5	1	3

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**

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

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**

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

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ECO 251	Principles of Microeconomics State Prerequisites: State Corequisites: Local Prerequisites: <b>DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DRE 097</b> Local Corequisites:	3	0	3

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ECO 252	Principles of Macroeconomics State Prerequisites: State Corequisites: Local Prerequisites: <b>DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DRE 097</b> Local Corequisites:	3	0	3

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved 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 Education  
State Prerequisites:  
State Corequisites:  
Local Prerequisites:  
Local Corequisites:

4 0 4

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, & Community  
State Prerequisites:  
State Corequisites: **DRE 097**  
Local Prerequisites: **DRE 097**  
Local Corequisites:

3 0 3

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. **FA**

**Class Lab Credit**

EDU 144 Child Development I  
State Prerequisites:  
State Corequisites: **DRE 097**  
Local Prerequisites: **DRE 097**  
Local Corequisites:

3 0 3

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  
State Prerequisites:  
State Corequisites:  
Local Prerequisites: **EDU 144**  
Local Corequisites:

3 0 3

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  
State Prerequisites:  
State Corequisites: **DRE 097**  
Local Prerequisites: **DRE 097**  
Local Corequisites:

3 0 3

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  
State Prerequisites:  
State Corequisites: **DRE 097**  
Local Prerequisites: **DRE 097**  
Local Corequisites:

3 0 3

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  
State Prerequisites:  
State Corequisites: **DRE 097**  
Local Prerequisites: **DRE 097**  
Local Corequisites:

3 0 3

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 216 Foundations of Education  
State Prerequisites:  
State Corequisites: **DRE 098**  
Local Prerequisites:  
Local Corequisites:

3 0 3

This course introduces the examination of the American educational systems and the teaching profession. Topics include the 4 historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.* **FA**



Class	Lab	Credit
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EDU 221 Children with Exceptionalities  
 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
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EDU 234 Infants, Toddlers, & Twos  
 State Prerequisites: **EDU 119**  
 State Corequisites: **DRE 098**  
 Local Prerequisites: **EDU 119, DRE 098**  
 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. **SP**

Class	Lab	Credit
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EDU 250 Teacher Licensure Preparation  
 State Prerequisites:  
 State Corequisites: Take one set:  
**Set 1: ENG 111 & MAT 143**  
**Set 2: ENG 111 & MAT 152**  
**Set 3: ENG 111 & MAT 171**  
 Local Prerequisites:  
 Local Corequisites:

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes to the school of education at a senior institution. **SP**

Class	Lab	Credit
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EDU 261 Early Childhood Admin I  
 State Prerequisites:  
 State Corequisites: **EDU 119 & DRE 098**  
 Local Prerequisites:  
 Local Corequisites:

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



Class	Lab	Credit
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EDU 262 Early Childhood Admin II  
 State Prerequisites:  
 State Corequisites: **Take all: DRE 098, EDU 119 & EDU 261**  
 Local Prerequisites:  
 Local Corequisites:

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. **SP**

Class	Lab	Credit
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EDU 280 Language/Literacy Experiences  
 State Prerequisites:  
 State Corequisites: **DRE 098**  
 Local Prerequisites: **DRE 098**  
 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
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EDU 284 Early Child Capstone Practicum  
 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
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ELC 112 DC/AC Electricity  
 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
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ELC 115 Industrial Wiring  
 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
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ELC 117      Motors and Controls  
 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. ***This course will no longer be offered.***

Class	Lab	Credit
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ELC 119      NEC Calculations  
 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
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ELC 128      Intro to PLC  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites: **ELC 117 or ELN 231**  
 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. **This course will no longer be offered.**

Class	Lab	Credit
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ELC 213      Instrumentation  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites: **ELC 228**  
 Local Corequisites:

This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation. **FA**

Class	Lab	Credit
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ELC 228      PLC Applications  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites: **ELC 128 or ELN 260**  
 Local Corequisites:

This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems. **SU**

Class	Lab	Credit
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ELC 229      Applications Project  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites: **ATR 212**  
 Local Corequisites:

This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project. This project will deal with the topics of industrial automation and advanced manufacturing. **SP**

Class	Lab	Credit
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ELN 110      Survey of Electronics  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites: **ELC 112 or ELC 138 and ELC 139**  
 Local Corequisites:

This course introduces fundamental electrical and electronic concepts for non-electronic majors. Emphasis is placed on terminology and devices used in basic electronic and digital applications. Upon completion, students should be able to demonstrate a grasp of the fundamentals of modern electronic circuits. **SP**

Class	Lab	Credit
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ELN 231      Industrial Controls  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites: **ELC 112 or ELC 138 and ELC 139**  
 Local Corequisites:

This course introduces fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery. **FA**

Class	Lab	Credit
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ELN 260      Prog Logic Controllers  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites: **ELC 117 or ELN 231**  
 Local Corequisites:

This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions. **SP**

Class	Lab	Credit
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ENG 110      Freshman Composition  
 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
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ENG 111      Writing and Inquiry  
 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
0	2	1

ENG 111A Writing and Inquiry Lab  
 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
3	0	3

ENG 112 Writing/Research in the Disc  
 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
3	0	3

ENG 114 Prof Research & Reporting  
 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
3	0	3

ENG 125 Creative Writing I  
 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)*

Class	Lab	Credit
3	0	3

ENG 231 American Literature I  
 State Prerequisites: **ENG 112 or ENG 114**  
 State Corequisites:  
 Local Prerequisites:  
 Local Corequisites:

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the 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
3	0	3

ENG 232 American Literature II  
 State Prerequisites: **ENG 112 or ENG 114**  
 State Corequisites:  
 Local Prerequisites:  
 Local Corequisites:

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course. SP, SU*

Class	Lab	Credit
3	0	3

ENG 241 British Literature I  
 State Prerequisites: **ENG 112 or ENG 114**  
 State Corequisites:  
 Local Prerequisites:  
 Local Corequisites:

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the 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
3	0	3

ENG 242 British Literature II  
 State Prerequisites: **ENG 112 or ENG 114**  
 State Corequisites:  
 Local Prerequisites:  
 Local Corequisites:

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the 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
3	0	3

GER 111 Elementary German I  
 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. (On demand)*

Class	Lab	Credit
3	0	3

GER 112 Elementary German II  
 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. (On demand)*

Class	Lab	Credit
3	0	3

GER 211 Intermediate German I  
 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
3	0	3

GER 212 Intermediate German II  
 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
3	0	3

HEA 110 Personal Health/Wellness  
 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
3	0	3

HIS 111 World Civilizations I  
 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
3	0	3

HIS 112 World Civilizations II  
 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
3	0	3

HIS 121 Western Civilization I  
 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
3	0	3

HIS 122 Western Civilization II  
 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
3	0	3

HIS 131 American History I  
 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
3	0	3

HIS 132 American History II  
 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
3	0	3

HIS 167 The Vietnam War  
 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
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HIS 221 African-American History  
 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
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HIS 226 The Civil War  
 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
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HOR 162 Applied Plant Science  
 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
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HOR 166 Soils & Fertilizers  
 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
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HOR 245 Horticulture Specialty Crops  
 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**



		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
HSC 110	Orientation to Health Careers State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	1	0	0	1

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
HUM 115	Critical Thinking State Prerequisites: <b>DRE 098</b> State Corequisites: Local Prerequisites: Local Corequisites:	3	0	3

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
HYD 110	Hydraulics/Pneumatics I State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	2	3	3

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
INT 110	International Business State Prerequisites: State Corequisites: Local Prerequisites: <b>BUS 110 or MKT 120</b> Local Corequisites:	3	0	3

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ISC 112	Industrial Safety State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	2	0	2

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ISC 113	Industrial Specifications State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	1	0	1

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**

Class	Lab	Credit
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ISC 132      Manufacturing Quality Control  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites:  
 Local Corequisites:

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment. **FA**

Class	Lab	Credit
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ISC 220      Lean Manufacturing  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites:  
 Local Corequisites:

This course introduces students to the concept of lean manufacturing as a means of waste reduction. Topics include the examination of manufacturing operations and the incorporation of lean techniques to reduce waste, cost, time, and materials in manufacturing processes. Upon completion, students should be able to demonstrate an understanding of lean manufacturing systems and how they benefit the environment and business. **FA**

Class	Lab	Credit
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MAC 111      Machining Technology I  
 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**

Class	Lab	Credit
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MAC 112      Machining Technology II  
 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
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MAC 113      Machining Technology III  
 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
2	0	2

MAC 114 Intro to Metrology  
 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
1	3	2

MAC 122 CNC Turning  
 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
1	3	2

MAC 124 CNC Milling  
 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
1	3	2

MAC 222 Advanced CNC Turning  
 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
1	3	2

MAC 224 Advanced CNC Milling  
 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
1	4	3

MAC 231 CAM: CNC Turning  
 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
1	4	3

MAC 232 CAM: CNC Milling  
 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
1	2	2

MAC 248 Production Procedures  
 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
0	2	1

MAT 001P Math Skills Support  
 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
0	2	1

MAT 001Q Math Skills Support  
 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
0	2	1

MAT 001S Math Skills Support  
 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
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MAT 110      Math Measurement & Literacy  
 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
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MAT 121      Algebra/Trigonometry I  
 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
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MAT 143      Quantitative Literacy  
 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
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MAT 152      Statistical Methods I  
 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
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MAT 171      Precalculus Algebra  
 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
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MAT 172      Precalculus Trigonometry  
 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
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MAT 263      Brief Calculus  
 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)**

Class	Lab	Credit
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MAT 271      Calculus I  
 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**

Class	Lab	Credit
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MAT 272      Calculus II  
 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**

Class	Lab	Credit
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MAT 273      Calculus III  
 State Prerequisites: **MAT 272**  
 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**

Class	Lab	Credit
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MEC 130      Mechanisms  
 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**

Class	Lab	Credit
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MEC 180      Engineering Materials  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites:  
 Local Corequisites:

This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre- and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications. **FA, SP**

Class	Lab	Credit
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MED 120      Survey of Medical Terminology  
 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 accepted medical terms. **FA, SP**



Class	Lab	Credit
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MED 121 Medical Terminology I  
 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
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MED 122 Medical Terminology II  
 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
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MKT 120 Principles of Marketing  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites: **DRE 097**  
 Local Corequisites:

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
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MKT 223 Customer Service  
 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
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MNT 110 Intro to Maint Procedures  
 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
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MNT 160 Industrial Fabrication  
 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
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MNT 240 Indust Equip Troubleshoot  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites: **ELC 117 or ELN 231**  
 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
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MUS 110 Music Appreciation  
 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
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MUS 112 Intro to Jazz  
 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	Credit
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NOS 110 Operating System Concepts  
 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 place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems. **FA**

Class	Lab	Credit
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NOS 130 Windows Single User  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites: **NOS 110**  
 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**

Class	Lab	Credit
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NOS 230 Windows Admin I  
 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**

Class	Lab	Clinical	Credit
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NUR 101 Practical Nursing I  
 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**

Class	Lab	Clinical	Credit
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NUR 102 Practical Nursing II  
 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**

Class	Lab	Clinical	Credit
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NUR 103 Practical Nursing III  
 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**

Class	Lab	Clinical	Credit
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NUR 111 Intro to Health Concepts  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites: **Admission to ADN Program BIO 168 and BIO 169 and CHM131 and CHM 131A**  
 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 State Prerequisites: <b>NUR 111</b> State Corequisites: Local Prerequisites: Local Corequisites: <b>NUR 113, PSY 150</b>	<b>Class</b> 3	<b>Lab</b> 0	<b>Clinical</b> 6	<b>Credit</b> 5
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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 State Prerequisites: <b>NUR 111</b> State Corequisites: Local Prerequisites: Local Corequisites: <b>NUR 112 and PSY 150</b>	<b>Class</b> 3	<b>Lab</b> 0	<b>Clinical</b> 6	<b>Credit</b> 5
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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 State Prerequisites: <b>NUR 111</b> State Corequisites: Local Prerequisites: <b>NUR 113</b> Local Corequisites: <b>PSY 241</b>	<b>Class</b> 3	<b>Lab</b> 0	<b>Clinical</b> 6	<b>Credit</b> 5
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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**

NUR 117	Pharmacology State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites: <b>NUR 111</b>	<b>Class</b> 1	<b>Lab</b> 3	<b>Clinical</b> 0	<b>Credit</b> 2
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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**

NUR 118	Nutrition Diet Therapy State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	<b>Class</b> 2	<b>Lab</b> 0	<b>Clinical</b> 0	<b>Credit</b> 2
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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**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
NUR 211	Health Care Concepts State Prerequisites: <b>NUR 111</b> State Corequisites: Local Prerequisites: Local Corequisites: <b>ENG 112 and NUR 212</b>	3	0	6	5

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**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
NUR 212	Health System Concepts State Prerequisites: <b>NUR 111</b> State Corequisites: Local Prerequisites: Local Corequisites: <b>ENG 112, NUR 211</b>	3	0	6	5

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**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
NUR 213	Complex Health Concepts State Prerequisites: <b>NUR 111</b> State Corequisites: NUR 112, NUR 113, NUR 114, NUR 211, NUR 212 Local Prerequisites: Local Corequisites: Humanities/Fine Arts Elective	4	3	15	10

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**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
NUR 221	LPN to ADN Concepts I State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	6	0	9	9

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. **FA**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
NUR 223	LPN to ADN Concepts II State Prerequisites: <b>NUR 221</b> State Corequisites: Local Prerequisites: Local Corequisites:	6	0	9	9

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
2	2	3

OST 134      Text Entry & Formatting  
 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
2	2	3

OST 136      Word Processing  
 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
3	0	3

OST 148      Med Insurance & Billing  
 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
3	0	3

OST 149      Med Legal Issues  
 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
3	0	3

OST 164      Office Editing  
 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
2	2	3

OST 184      Records Management  
 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**

<b>Class</b>	<b>Lab</b>	<b>Credit</b>
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OST 236      Adv Word. Processing  
 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**

<b>Class</b>	<b>Lab</b>	<b>Credit</b>
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OST 247      Procedure Coding  
 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**

<b>Class</b>	<b>Lab</b>	<b>Credit</b>
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OST 248      Diagnostic Coding  
 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**

<b>Class</b>	<b>Lab</b>	<b>Credit</b>
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OST 249      Med Coding Certification Prep  
 State Prerequisites: **OST 247 and OST 248**  
 State Corequisites:  
 Local Prerequisites:  
 Local Corequisites:

This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams. **SP**

<b>Class</b>	<b>Lab</b>	<b>Credit</b>
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OST 260      Adv Coding Methodologies  
 State Prerequisites: **OST 247 and OST 248**  
 State Corequisites:  
 Local Prerequisites:  
 Local Corequisites:

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**

<b>Class</b>	<b>Lab</b>	<b>Credit</b>
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OST 280      Electronic Health Records  
 State Prerequisites: **CIS 110, CIS 111 or OST 137**  
 State Corequisites:  
 Local Prerequisites:  
 Local Corequisites:

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
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OST 286 Professional Development  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites: **DRE 097**  
 Local Corequisites:

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society. **FA**

Class	Lab	Credit
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OST 289 Office Admin Capstone  
 State Prerequisites: Take One Set:  
     **Set 1: OST-134 and OST-164**  
     **Set 2: OST-136 and OST-164**  
 State Corequisites:  
 Local Prerequisites:  
 Local Corequisites:

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
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PBT 100 Phlebotomy Technology  
 State Prerequisites:  
 State Corequisites: **PBT 101**  
 Local Prerequisites: Enrollment in the Phlebotomy Technology Program  
 Local Corequisites:

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
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PBT 101 Phlebotomy Practicum  
 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
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PED 110 Fit and Well for Life  
 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
0	3	1

PED 111 Physical Fitness I  
 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
0	3	1

PED 113 Aerobics I  
 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
0	3	1

PED 117 Weight Training I  
 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
0	3	1

PED 119 Circuit Training  
 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
0	3	1

PED 120 Walking for Fitness  
 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
0	3	1

PED 121      Walk, Jog, Run  
 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
0	2	1

PED 122      Yoga I  
 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.* **(On demand)**

Class	Lab	Credit
0	2	1

PED 123      Yoga II  
 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.* **(On demand)**

Class	Lab	Credit
0	2	1

PED 128      Golf-Beginning  
 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
0	2	1

PED 130      Tennis-Beginning  
 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
0	2	1

PED 137      Badminton  
 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
0	2	1

PED 139      Bowling-Beginning  
 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
0	2	1

PED 142      Lifetime Sports  
 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
0	2	1

PED 143      Volleyball-Beginning  
 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 (On demand)**

Class	Lab	Credit
0	2	1

PED 145      Basketball-Beginning  
 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
0	2	1

PED 152      Swimming-Beginning  
 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
0	3	1

PED 154      Swimming for Fitness  
 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
3	0	3

PED 165      Sport Science as a Career  
 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
0	3	1

PED 210      Team Sports  
 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
3	0	3

PHI 215      Philosophical Issues  
 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
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PHI 240 Introduction to Ethics  
 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
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PHY 110 Conceptual Physics  
 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
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PHY 110A Conceptual Physics Lab  
 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. 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
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PHY 151 College Physics I  
 State Prerequisites: **Take One: MAT 171 or MAT 271**  
 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
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PHY 152 College Physics II  
 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
3	3	4

PHY 251      General Physics I  
 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. (On demand)*

Class	Lab	Credit
3	3	4

PHY 252      General Physics II  
 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, 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. (On demand)*

Class	Lab	Credit
3	0	3

POL 120      American Government  
 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
3	0	3

PSY 101      Applied Psychology  
 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
3	0	3

PSY 150      General Psychology  
 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
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PSY 241      Developmental Psych  
 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
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PSY 281      Abnormal Psychology  
 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
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RCP 110      Intro to Respiratory Care  
 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**

Class	Lab	Clinical	Credit
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RCP 111      Therapeutics/Diagnostics  
 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**

Class	Lab	Clinical	Credit
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RCP 113      RCP Pharmacology  
 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**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
RCP 114	C-P Anatomy & Physiology State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites: <b>RCP 110, RCP 113</b>	3	0	0	3

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**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
RCP 115	C-P Pathophysiology State Prerequisites: State Corequisites: Local Prerequisites: <b>RCP 110</b> Local Corequisites: <b>RCP 111, RCP 146</b>	2	0	0	2

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**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
RCP 123	Special Practice Lab State Prerequisites: State Corequisites: Local Prerequisites: <b>RCP 146</b> Local Corequisites: <b>RCP 152</b>	0	3	0	1

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**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
RCP 146	RCP Clinical Practice II State Prerequisites: State Corequisites: <b>RCP 111</b> Local Prerequisites: <b>RCP 110</b> Local Corequisites: <b>RCP 115</b>	0	0	18	6

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**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
RCP 152	RCP Clinical Practice III State Prerequisites: <b>RCP 111</b> State Corequisites: Local Prerequisites: <b>RCP 146</b> Local Corequisites: <b>RCP 123</b>	0	0	6	2

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**



		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
RCP 210	Critical Care Concepts	3	3	0	4
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites: <b>RCP 152</b>				
	Local Corequisites: <b>RCP 236, RCP 213</b>				

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**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
RCP 211	Adv Monitoring/Procedures	3	3	0	4
	State Prerequisites: <b>RCP 210</b>				
	State Corequisites:				
	Local Prerequisites: <b>RCP 236</b>				
	Local Corequisites: <b>RCP 215, RCP 223, RCP 246</b>				

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**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
RCP 213	Neonatal/Pediatric Concepts	2	0	0	2
	State Prerequisites: <b>RCP 111</b>				
	State Corequisites:				
	Local Prerequisites: <b>RCP 152</b>				
	Local Corequisites: <b>RCP 210, RCP 236</b>				

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**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
RCP 215	Career Preparation	0	3	0	1
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites: <b>RCP 236</b>				
	Local Corequisites: <b>RCP 211, RCP 223, RCP 246</b>				

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**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
RCP 223	Special Practice Lab	0	3	0	1
	State Prerequisites:				
	State Corequisites:				
	Local Prerequisites: <b>RCP 236</b>				
	Local Corequisites: <b>RCP 211, RCP 215, RCP 246</b>				

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**



RCP 236	RCP Clinical Practice IV State Prerequisites: <b>RCP 111</b> State Corequisites: <b>RCP 210</b> Local Prerequisites: <b>RCP 152</b> Local Corequisites: <b>RCP 213</b>	<b>Class</b> 0	<b>Lab</b> 0	<b>Clinical</b> 18	<b>Credit</b> 6
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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**

RCP 246	RCP Clinical Practice V State Prerequisites: <b>RCP 210</b> State Corequisites: <b>RCP 211</b> Local Prerequisites: Local Corequisites: <b>RCP 215, RCP 223</b>	<b>Class</b> 0	<b>Lab</b> 0	<b>Clinical</b> 18	<b>Credit</b> 6
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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**

REL 110	World Religions State Prerequisites: State Corequisites: Local Prerequisites: <b>DRE 098</b> Local Corequisites:	<b>Class</b> 3	<b>Lab</b> 0	<b>Credit</b> 3
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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**

SEC 110	Security Concepts State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	<b>Class</b> 2	<b>Lab</b> 2	<b>Credit</b> 3
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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**

SOC 210	Introduction to Sociology State Prerequisites: State Corequisites: Local Prerequisites: <b>DRE 097</b> Local Corequisites:	<b>Class</b> 3	<b>Lab</b> 0	<b>Credit</b> 3
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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
3	0	3

SOC 213 Sociology of the Family  
 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
3	0	3

SPA 111 Elementary Spanish I  
 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
3	0	3

SPA 112 Elementary Spanish II  
 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**

Class	Lab	Credit
3	0	3

SPA 211 Intermediate Spanish I  
 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)**

Class	Lab	Credit
3	0	3

SPA 212 Intermediate Spanish II  
 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)**

SUR 110	Intro to Surg Tech	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
	State Prerequisites:	3	0	0	3
	State Corequisites: <b>SUR 111</b>				
	Local Prerequisites: <b>Enrollment in the Surgical Technology Program</b>				
	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	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
	State Prerequisites:	5	6	0	7
	State Corequisites: <b>SUR 110</b>				
	Local Prerequisites: <b>Enrollment in the Surgical Technology Program</b>				
	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**

SUR 122	Surgical Procedures I	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
	State Prerequisites: <b>SUR 110, SUR 111</b>	5	3	0	6
	State Corequisites: <b>SUR 123</b>				
	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**

SUR 123	SUR Clinical Practice I	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
	State Prerequisites: <b>SUR 110, SUR 111</b>	0	0	21	7
	State Corequisites: <b>SUR 122</b>				
	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**

SUR 134	Surgical Procedures II	<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
	State Prerequisites: <b>SUR 123</b>	5	0	0	5
	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**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
SUR 135	SUR Clinical Practice II State Prerequisites: <b>SUR 123</b> State Corequisites: <b>SUR 134</b> Local Prerequisites: Local Corequisites:	0	0	12	4

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**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
SUR 137	Prof Success Prep State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites: <b>SUR 134, SUR 135</b>	1	0	0	1

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. **SU**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
SUR 210	Adv. SUR Clinical Practice State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	0	0	6	2

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**

		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
SUR 211	Advanced Theoretical Concepts State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	2	0	0	2

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**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
WBL 110	World of Work State Prerequisites: State Corequisites: Local Prerequisites: Local Corequisites:	1	0	1

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
0	10	1

WBL 111      Work-Based Learning I  
 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	Work	Credit
0	10	1

WBL 121      Work-Based Learning II  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites: **Registered Apprenticeship**  
 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	Work	Credit
0	10	1

WBL 131      Work-Based Learning III  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites: **Registered Apprenticeship**  
 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
2	2	3

WEB 141      Mobile Interface Design  
 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
2	2	3

WEB 151      Mobile Application Dev I  
 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
1	3	2

WLD 110      Cutting Processes  
 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
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WLD 112      Basic Welding Processes  
 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
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WLD 115      SMAW (stick) Plate  
 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
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WLD 116      SMAW (stick) Plate/Pipe  
 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**

Class	Lab	Credit
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WLD 121      GMAW (MIG) FCAW/Plate  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites:  
 Local Corequisites:

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove weld with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions. **SP**

Class	Lab	Credit
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WLD 131      GTAW (TIG) Plate  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites:  
 Local Corequisites:

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials. **SP, SU**

Class	Lab	Credit
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WLD 132      GTAW (TIG) Plate/Pipe  
 State Prerequisites: **WLD 131**  
 State Corequisites:  
 Local Prerequisites:  
 Local Corequisites:

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 kills 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**

<b>Class</b>	<b>Lab</b>	<b>Credit</b>
2	2	3

WLD 141      Symbols & Specifications  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites:  
 Local Corequisites:

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding. **FA, SP**

<b>Class</b>	<b>Lab</b>	<b>Credit</b>
2	6	4

WLD 214      Sanitary Welding  
 State Prerequisites:  
 State Corequisites:  
 Local Prerequisites:  
 Local Corequisites:

This course covers the requirements for gas tungsten arc welding (TIG) of austenitic stainless steel tube, pipe, and plate. Topics include correct selection of tungsten, polarity, gas and proper filler rod with emphasis placed on safety, equipment set-up and welding techniques. Upon completion, students should be able to perform TIG welds with various electrodes and filler materials on austenitic stainless steel tube, pipe, and plate. **SU**

<b>Class</b>	<b>Lab</b>	<b>Credit</b>
1	3	2

WLD 261      Certification Practices  
 State Prerequisites: **WLD 115, WLD 121, and WLD 131**  
 State Corequisites:  
 Local Prerequisites:  
 Local Corequisites:

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**

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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. Academic advisors start the academic advising process with new students during new student orientation. They continue the advising process with students during the first semester and through program completion.

As students progress through their program of study the focus of the advising relationship moves to program completion, career goals, and life after RCC. Academic 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 Academic 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 Advising & Counseling 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. Academic advisors and counselors are available to all students, but final responsibility remains with the student.

Currently-enrolled students assigned to an academic advisor who wish to register via Web Advisor must see their 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 & Counseling 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 Advising & Counseling Center 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).

## 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. 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 113.

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 30,000 books, DVDs, periodicals, newspapers and other materials to support the instructional programs of the college. In addition, the library also provides electronic access to eBooks, online newspapers, many periodicals and a large selection of research databases.

Students working from off campus may access library resources through the library web page by logging in with their [MyRCC](#) credentials. Librarians are always available to assist students with locating information. Students may come by the library, receive assistance by phone or by email, or by clicking on the [“Ask a Librarian”](#) link on the library webpage to chat online. Online chat is available during library hours, after hours, and on weekends.

Computers and laptops are available for use in the library, or students may bring their own devices and use the wireless network in this facility. Black & white and color printing, photocopying and scanning are all available for both students and community users. A charging station is available for most phones and other electronic devices.

### ***Group Study Rooms***

When not reserved, group study rooms are available to users on a first come, first served basis. 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 2 hours per day. Reservations are held no more than 10 minutes after the scheduled time.

### ***Hours***

Monday through Thursday: 7:45 a.m. to 6:00 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/](http://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:

- Students must have RCC Student ID with them at all times. Community users must sign in at the main desk and present photo ID.
- 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.

### ***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.

## **The Testing Center**

The [Testing Center](#) supports the mission of the college by providing quality academic and professional assessment services for applicants, students, and the community in a welcoming, quiet, accessible, and secure environment.

The Testing Center, located in the Advanced Technologies Building, Room 106, offers computer and paper-based tests for curriculum students enrolled in seated classes as well as proctoring for distance learning students.

### ***Accommodations Testing***

The Testing Center provides accommodations for testing candidates that have special needs or conditions that require attention. Accommodation testing services are based on documented disabilities approved through RCC's Disability Support Services located in the Whitcomb Student Center.

### ***Placement and Entrance Tests***

North Carolina Diagnostic and Placement (NC DAP) tests are computer-based-tests containing four assessments (WritePlacer Essay, Reading, Revising/Editing, and Math). These placement tests are administered to determine a student's current knowledge and level of proficiency in reading, writing, and math. The test results determine the most appropriate classes for enrollment.

Test of Adult Basic Skills (TABE) tests are administered to students enrolling in the EMT and BLET Programs.

Test of Essential Academic Skills (TEAS) tests are administered to students enrolling in the Nursing Programs.



### ***Pearson VUE Testing***

Computer-based General Equivalency Diploma (GED) tests and professional licensure and certification exams such as Pharmacy Technician, CISCO, Microsoft, and Comp TIA are offered in the authorized Pearson VUE Testing area within the Testing Center.

### ***Non-RCC Student Testing***

The Testing Center offers proctoring services to students enrolled at other colleges and universities. Proctored tests are scheduled by appointment only. A \$20.00 proctoring fee per test is payable in cash prior to the test being administered. Students within the North Carolina Community College System will not be charged a fee. In addition, the testing fee will be waived for Rockingham Community College faculty and staff.

### **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 [operating hours](#) are posted on the college's website. 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 call boxes are located across campus. These call boxes are on blue poles marked with a blue light at the top of the pole. Surveillance cameras are located throughout campus to enhance security.

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 Associate Vice President for Facilities and External Affairs.

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 336-342-4261 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.

Before we are permitted to assist you with this service, you will need to sign an Authorization and Hold Harmless Agreement that waives liability to the College for any damage to the vehicle that may result from 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, 336-342-4261, ext. 2326, or the Associate Vice President for Facilities & External Affairs, 336-342-4261, ext. 2213.

## **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 Administration 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 Welcome Desk in the Student Center, division administrative assistants, and the 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 Welcome 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 Welcome 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 Associate Vice President for Facilities & External Affairs, whose office is located in the Administration Building.

### ***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 Welcome 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 Welcome Desk in the Whitcomb Student Center with proof of payment. The initial card is free of charge. A replacement card is \$5.00.

## **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 Welcome 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, **call 911** or 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 336-342-4261, 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, contact the Director of Student Life in the Whitcomb Student Center.

### ***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.

### **The following are officially recognized student organizations:**

***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.

***Angling Club*** promotes interest in fishing and in news about fishing related issues.

***Art Club*** is for students interested in the study of art and related subjects.

***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.

***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. 2323. 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 Fitness Center.

### *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/Program Director 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](tel:704-633-3616): 704-633-3616

[Partnership for a Drug-Free North Carolina](tel:336-714-3376): 336-714-3376

[Youth Haven Services](tel:336-349-2233): 336-349-2233

[Community Choices, Inc.](tel:336-397-7500): 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/Program Director.

### ***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/Program Director.

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/Program Director**

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/Program Director 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, and
- 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/Program Director.

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/Program Director will discuss the appeal with the student.

The Department Chair/Program Director 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/Program Director, 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/Program Director,
- the result of the discussions with the faculty and with the Department Chair/Program Director, and
- 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/Program Director'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/Program Director, and the Vice President for Academic Affairs.

## **Step 3 – Appeal to the College Appeals Committee**

If the concern is not resolved by the Dean of the division, and the student seeks to pursue the matter further, the student may appeal to the College Appeals Committee. 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 Student Development, who will notify the Chairperson of the College Appeals Committee to schedule a date for

the student to meet with the committee.

The Chairperson of the College Appeals Committee will contact the student not later than three business days after receiving the notice of the student's intention to appeal to the Committee. The Chairperson will arrange a date for the student to meet with the Committee, usually within three to five business days of the date on which the Chairperson contacts the student.

The Appeals Committee will be comprised of seven members appointed annually by the President of the College, consisting of one division Dean, four faculty members, and two staff members. Any member of the Appeals Committee who has a conflict of interest in the student's appeal, or who is unable to participate for any reason in a hearing, will be excused and a substitute appointed by the President.

On the designated date, the student will appear before the Committee to discuss the appeal. The Chairperson of the Committee will notify the student, in writing, of the Committee's decision, no later than three business days from the date when the student appeared before the Committee. The decision of the Committee is final.

### ***Non-Academic Grievances***

A non-academic grievance is one that normally does not specifically pertain to academic issues. Examples of non-academic grievances include complaints by students that they have been treated unfairly in violation of students' rights that are listed in the RCC 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.

### ***Non-Academic 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 three 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 prompting 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 business days of the receipt of the student's grievance appeal form. The Vice President 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 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 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 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 forwards the appeal to the Appeals Committee for its consideration.)

The Chairperson of the College Appeals Committee will contact the student no later than three business days after receiving the notice of the student's intention to appeal to the Committee. The Chairperson will arrange a date for the student to meet with the Committee, usually within three to five business days of the date on which the Chairperson contacts the student.

The Appeals Committee will be comprised of seven members appointed annually by the President of the College, consisting of one division Dean, four faculty members, and two staff members. 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.

On the designated date, the student will appear before the Committee to discuss the appeal. The Chairperson of the Committee will notify the student, in writing, of the Committee's decision, no later than three business days from the date when the student appeared before the Committee. A copy of the Committee's decision will also be provided to 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 the student's grievance letter and all information pertinent to this matter within five business days of receipt of the student's grievance letter. 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 business days from the date of decision to hold the hearing. The hearing must be held within five 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 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).