



general catalog and student handbook

Richmond



COMMUNITY COLLEGE



Richmond Community College

2001 - 2002 Catalog and Student Handbook

These catalogs are available from the Admissions Office:

by calling: (910) 582-7111

by writing: Admissions Office
Richmond Community College
P.O. Box 1189
Hamlet, North Carolina 28345

by visiting the campus.

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Richmond Community College

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Hamlet, North Carolina 28345

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The College reserves the right to make changes in particular curricular requirements and offerings, in regulations, and in fees whenever such changes are deemed essential. College catalogs and bulletins are prepared to furnish prospective students and other interested persons information about the institution. Announcements contained in such printed materials are subject to change.

Richmond Community College is an equal opportunity institution. As such, it does not discriminate on the basis of race, sex, creed, national origin, or disabilities in the administration of its education policies, admissions policies, scholarship and loan programs, and other college-administered programs.

Visitors to the campus are welcome. The offices of the College are open from 8 a.m. to 10 p.m. Monday through Thursday and from 8 a.m. to 2:30 p.m. on Friday. Visitors are to sign in with the receptionist as soon as they arrive on campus.

ACADEMIC CALENDAR 2001 - 2002

SUMMER TERM 2001

(8-WEEK SESSION)

May 15	Tuesday	Orientation and Registration
May 16	Wednesday	Classes begin
May 16-21		Schedule Adjustment (drop/add)
May 21	Monday	Last day to withdraw with a tuition refund
May 28	Monday	Holiday – Memorial Day
June 18-22	Monday	Advisement and Class scheduling for Fall
July 4	Wednesday	Holiday – Fourth of July
July 5	Thursday	Classes resume
July 12	Thursday	Classes end
July 16	Monday	Grades due by 9:00 a.m.

INTRA-SESSION

(5-WEEK SESSION)

May 30	Wednesday	Last day to register for classes
May 31	Thursday	Classes begin
May 31 - June 4		Schedule Adjustment (drop/add)
June 4	Monday	Last day to withdraw with a tuition refund
July 2	Tuesday	Classes end

FALL SEMESTER 2001

August 13	Monday	Faculty Development
August 14	Tuesday	Orientation and Registration
August 15	Wednesday	Drop/Add
August 16	Thursday	Classes begin
August 15 – 22		Schedule Adjustment (drop/add period)
August 27	Monday	Last day to withdraw with a tuition refund
September 3	Monday	Holiday – Labor Day
September 4	Tuesday	Classes resume
September 28		"Incomplete" grades must be submitted
October 11-12	Thursday/Friday	Fall break
October 15		Midterm
November 12-16		Advisement and Class scheduling for Spring
November 22-23	Thursday/Friday	Holiday – Thanksgiving
November 26		Classes resume
December 4-7		Prepayment for advised (currently enrolled)
December 7	Friday	Last day of classes – last day to withdraw
December 10-12	Mon./Wednesday	Final Exams
December 13	Thursday	Grades due by 12 noon

SPRING SEMESTER 2002

January 2	Wednesday	Faculty Development
January 3	Thursday	Orientation and Registration
January 4	Friday	Drop/Add
January 7	Monday	Classes begin
January 4-10		Schedule adjustment (drop/add period)
January 16	Wednesday	Last day to withdraw with a tuition refund
January 21	Monday	Holiday – MLK birthday
January 22	Tuesday	Classes resume
February 15		“Incomplete” grades must be submitted
March 7-8	Thursday/Friday	Spring Break
March 11	Monday	Classes resume
March 29 - Apr 1	Friday/Monday	Holiday – Easter
April 2	Tuesday	Classes resume
April 8-12		Advisement and Class scheduling for Summer
April 22-26		Advisement and Class scheduling for Fall
April 30	Tuesday	Last day of classes – last day to withdraw
May 1-3	Wednesday-Friday	Final Exams
May 6	Monday	Grades due by 9:00 a.m.
May 9	Thursday	Graduation rehearsal at 6:00 p.m.
May 10	Friday	Graduation exercises at 7:00 p.m.

SUMMER TERM 2002

(8-WEEK SESSION)

May 14	Tuesday	Registration
May 15	Wednesday	Classes begin – Drop/add begins
May 15-20		Schedule adjustment (drop/add period)
May 20	Monday	Last day to withdraw with a tuition refund
May 31	Monday	Holiday – Memorial Day
June 1	Tuesday	Classes resume
June 10-14		Advisement and class scheduling for Fall
July 4-5	Thursday/Friday	Holiday
July 12	Friday	Last day of classes

INTRA SESSION

(5-WEEK SESSION)

May 29	Wednesday	Last day to register for classes
May 30	Thursday	Classes begin
May 31 - June 4		Schedule adjustment (drop/add)
June 4	Tuesday	Last day to withdraw with a tuition refund
July 2	Tuesday	Last day of classes

The College

In 1963, the General Assembly of North Carolina established a system of community colleges and technical institutes which was to be governed by the State Board of Education and a local board of trustees for each institution. In April 1964, the North Carolina Department of Community Colleges, upon recommendation of the Commission of Public Education Beyond the High School Level, established Richmond Technical Institute. Seven months later, the voters of Richmond County authorized a bond issue and a tax levy for construction and support of Richmond Technical Institute. In October, 1980, the name was changed to Richmond Technical College. In July, 1987, the name was changed to Richmond Community College when the North Carolina General Assembly approved RCC's application for community college status.

MISSION

Richmond Community College is an open door, comprehensive, public, two-year college and member institution of the North Carolina Community College System. The College has developed and implemented formal planning and evaluation procedures in order to meet the needs of the students and the community. All planning at the College begins with the mission statement, and all goals, objectives, and activities are linked to the mission statement.

MISSION STATEMENT

The mission of Richmond Community College is to provide quality educational opportunities and community services, to offer workforce training and retraining, and to support economic development.

GOALS

1. Provide educational programs and courses at the degree, diploma, and certificate levels to prepare individuals for current and prospective jobs; also, to provide college transfer programs leading to a baccalaureate degree.

2. Provide an environment that supports employing and retaining a quality faculty and staff through professional growth and development.
3. Provide literacy programs based on individual needs and interests, including Adult Basic Education, Adult High School Diploma, and GED.
4. Provide student services essential to developing the potential of each student.
5. Provide instructional and support services to meet the needs of a diverse student population.
6. Facilitate student matriculation with local schools and colleges.
7. Provide community service to support educational and cultural needs.
8. Enhance economic development by providing technical training for industry, business, government, and service occupations.
9. Provide an effective educational environment with safe and adequate facilities, up-to-date equipment and comprehensive administrative services.
10. Assess and improve institutional effectiveness through a comprehensive planning and evaluation process.

ACCREDITATION

Richmond Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award associate degrees, associate in applied science degrees, diplomas, and certificates. The Associate Degree Nursing program is accredited by the North Carolina Board of Nursing.

LOCATION

The 160-acre main campus of Richmond Community College is located on U.S. Highway 74 between Rockingham and Hamlet. This four-lane highway intersects with U.S. Highway 1 and U.S. Highway 220 in Rockingham and makes the college easily accessible to all students in the RCC service area. The College also owns the James Nursing Building, located on Rice Street in downtown Hamlet; the Rockingham Continuing Education Center, located on Randolph Street in downtown Rockingham; the William R. Purcell Building, located on Atkinson Street; and the Mary Helen Speller Literacy Center, located on Fairley Street in downtown Laurinburg.

FACILITIES

The College's physical plant on the main campus consists of six buildings, creating a total of 169,000 square feet. This area includes offices, classrooms, laboratories, shops, campus maintenance, storage, and special facilities such as the computer technologies center, library, guided studies center, teaching auditorium, student center, bookstore, and community auditorium and banquet rooms. Additional classroom, laboratory, and office space is provided for the nursing program located in Hamlet. Extension classes are taught in

various locations, including the main campus, the Rockingham Continuing Education Center, the James Nursing Building, the William R. Purcell Building, and the Mary Helen Speller Literacy Center. An amphitheater, designed for community and college use, is utilized for public events.

The Hugh A. Lee Building

Auditorium

The teaching auditorium seats 125 people and is used for large class presentations, staff meetings, student activities, and public functions such as concerts, films, and civic meetings.

The Career Center

The Career Center affords students an opportunity to explore personal strengths and interests before selecting a career. The Career Center is staffed with professionals who are trained in career exploration. Information and guidance concerning job search skills, college and job information, interviewing skills and resume writing are available.

Focused Industrial Training Center

The Focused Industrial Training Center (FIT) supports local industry by assessing training needs and developing programs to meet those needs. Emphasis is placed on skilled and semiskilled workers.

The Small Business Center

The Small Business Center is designed to provide support for new and existing businesses in Richmond and Scotland Counties. The Center has a library of printed and video materials on small business management and offers special workshops and seminars throughout the year. The Center serves as a networking agency to provide information to those desiring its services.

The Janet Lindsey-Petris Building

Bookstore

A bookstore, stocking textbooks and supply items for courses taught at the College, is located near the student lounge and is open from 8 a.m. until 7:30 p.m., Monday through Thursday, during the fall and spring and from 8 a.m. until 6:30 p.m., Monday through Thursday, during the summer. The RCC Bookstore closes at 12:00 noon on Fridays.

Student Center

A spacious student lounge provides indoor recreational facilities; a vending area for sandwiches, snacks, and beverages; and tables and chairs at which students study, talk, play games, eat, and relax.

John E. Forte Building

The Forte Building houses the Computer Integrated Management Systems (CIMS) lab, the Industrial Maintenance Technology lab, the welding lab, and the machine shop

The Lillian Duer James Nursing Building

Located on Rice Street in Hamlet, the James Nursing Building houses classrooms, labs, and the nursing library used by the Associate Degree Nursing curriculum. Students have clinical labs at area hospitals, health departments, and medical facilities.

J. Richard Conder Learning Resources Center

Richmond Community College's \$1.5 million Learning Resources Center was funded by the 1985 General Assembly. The 20,000 square foot building is filled with books, magazines, computers, study rooms, a television studio, and offers beautiful views of the campus. The LRC is composed of three departments: the Library, the Guided Studies Center and the Media/Telecommunications Center.

Library

The library includes 24,000 books in its general, reference and special collections; a wide variety of magazines, newspapers, computer databases, and pamphlets to supplement the college's degree, diploma, certificate, and college transfer programs; and provides an appropriate setting for research, study, or leisure reading. Library staff members are available at all times to assist in general library usage or with research.

Guided Studies Center

The Guided Studies Center provides, at no charge, instruction through programmed books and materials to students and the public. Trained coordinators assist in the selection of programs and the evaluation of progress. The Guided Studies Center also offers free tutoring to curriculum students who are experiencing academic difficulty. A tutorial coordinator assesses learning problems and provides appropriate tutors and study materials.

Media/Telecommunications Center

The Media/Telecommunications Center has a full range of audiovisual hardware and software to supplement instructional programs. Media Center staff provide a variety of audiovisual services to faculty and staff. The Center also houses WRCC-TV Cable 21, an educational channel operated in conjunction with the local cablevision company which provides instructional telecourses, community-oriented programs, national and state teleconferences, and seminars.

The Robert L. and Elizabeth S. Cole Auditorium and Community Center

The \$7.5 million Cole Auditorium is a state-of-the-art, 1000-seat auditorium developed to house major arts, cultural, educational, and civic events. Meeting and banquet rooms can accommodate 225 for a banquet or 675 for a reception. Local foundations, businesses, industries, civic groups, churches, and individuals contributed over \$3 million to match state bond monies for construction of this well-utilized facility.

The L. G. and Carrie B. DeWitt Technology Center

The 13,000 square foot DeWitt Technology Center houses three computer labs, an electronics lab, administrative offices, a central computer plus the distance education, e-mail and web servers. The core of the computer system is an IBM RISC 6000 minicomputer utilizing the UNIX operating system. Staff computers throughout the campus are linked to the minicomputer via fiber optic backbone, thus allowing users access to programs which only exist on RISC or other networks. The Business Office and the Office of the President are located on the second floor.

The Rockingham Continuing Education Center

The Center is located at 106 South Randolph Street in Rockingham. It is open from 8:00 am until 10:00 p.m. Monday through Thursday and until 2:30 p.m. on Friday. A variety of continuing education courses are conducted at the Center throughout the year.

The William R. Purcell Building

Located at 201 Atkinson Street in Laurinburg, the Center is open from 8:00 am until 10:00 p.m. Monday through Friday and until 2:30 p.m. on Friday. A variety of continuing education courses are conducted at the Center which has two fully equipped computer labs.

The Mary Helen Speller Literacy Center

The Speller Center, located at 205 Fairley Street in Laurinburg, houses Adult High School, General Educational Development (GED), and Basic Skills classes for Scotland County. Curriculum classes in Criminal Justice are also offered at the Center. Center hours are 8:00 am until 10:00 p.m. Monday through Friday and until 2:30 p.m. on Friday.

Dormitories

Dormitories are not provided by Richmond Community College. A student not living within commuting distance, and who wishes to live in the college area, must make his/her own arrangements. Richmond Community College does not supervise students in their living quarters.

Continuing Education Programs

Richmond Community College offers adults, 18 years old or older, a variety of noncredit educational programs which afford an opportunity to finish high school, to participate in preemployment training, to upgrade current job skills, and to improve personal and family life. Continuing Education offers a large selection of subjects which are taught at convenient hours, at convenient locations, and as frequently as needed. A fee is charged for most classes. Textbooks and/or materials, if needed, must be purchased by the student.

As needs are identified, courses are developed, scheduled, and announced to the public. To ensure a place in the class, interested persons are encouraged to preregister by telephoning the receptionist at Richmond Community College at 582-7000 or 276-3331; or the Scotland Center at 276-1388; or the Rockingham Center at 997-9129. Many classes have enrollment limits, therefore preference will be given to preregistrants. Formal registration takes place at the first class meeting.

The public is encouraged to make their needs and/or interests known to the Continuing Education Department by calling 582-7000.

THE CONTINUING EDUCATION UNIT

The continuing education unit (C.E.U.) is used as the basic means for recognizing an individual's participation in, and for recording the institution's offering of, noncredit classes, courses, and programs. A C.E.U. is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. There are two types of C.E.U. application: individual and institutional.

The following criteria are to be utilized for the awarding of Individual C.E.U.'s:

- a. The noncredit activity is planned in response to an assessment of educational needs for a specific target population.
- b. There is a statement of objectives and rationale.
- c. Content is selected and organized in a sequential manner.
- d. The activity is of an instructional nature and is sponsored or approved by an academic or administrative unit of the institution best qualified to affect the quality of the program content and to approve the resource personnel utilized.
- e. There is a provision for registration for individual participation and to provide data for institutional reporting.
- f. Appropriate evaluation procedures are utilized and criteria established for awarding C.E.U.'s to individual students prior to the beginning of the activity. This may include the evaluation of student performance, instructional procedures, and course effectiveness.

Noncredit offerings which do not meet the individual C.E.U. criteria should be accounted for only in terms of the institutional C.E.U., no individual C.E.U.'s should be awarded. Normally these noncredit offerings will be less structured and more informal in nature.

Neither individual nor institutional C.E.U.'s normally should be used to recognize or account for participation in entertainment, social, or athletic activities. Institutional C.E.U.'s should meet the following criteria:

- a. The activity is a planned educational experience of a continuing education nature.
- b. The activity is sponsored by an academic or administrative unit of the institution qualified to affect the quality of the program content and to select and approve the resource personnel utilized.
- c. Record of attendance is required for institutional reporting use and a file of program materials will be maintained by the College.

Regular attendance and participation is essential for effective teaching and learning. A minimum attendance of 80% is required to receive C.E.U.'s.

Students who take the same occupational extension course more than twice within a five-year period shall pay tuition based on a formula involving the amount of funds generated by a student membership hour for occupational extension multiplied by the number of actual hours the class is to be taught. Students who can demonstrate course repetition by standards governing the certificate or licensing program in which they are enrolled are exempt. NC senior citizens taking the same course more than twice within a five-year period must pay tuition based on the same formula.

CONTINUING EDUCATION PROGRAMS

NEW AND EXPANDING INDUSTRY TRAINING

The purpose of this program is to help new or expanding industry meet immediate manpower needs and to encourage industry to develop long-range training programs to satisfy continuing replacement and retraining needs. Subject to minimal limitations, RCC, in cooperation with the Industrial Services Division of the N. C. Community College System, will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities in North Carolina. The program includes:

1. Consultation in determining job descriptions, defining areas of training, and prescribing appropriate course outlines, training schedules, and materials.
2. Selecting and training of instructors who may be recruited from the company and/or outside sources.
3. Payment of instructors' wages for the duration of the training program.
4. Provision of a temporary training facility prior to the completion of the new plant. This space may be at RCC or leased in the community.
5. Payment of one-half the cost of non-salvageable materials expended in the training program up to a maximum of \$100 for each new job.

FOCUSED INDUSTRIAL TRAINING CENTER

Focused Industrial Training (FIT) Programs at Richmond Community College provides for the assessment of needs for training and for the development and delivery of customized training programs for skilled and semiskilled workers employed in industrial-type occupations and traditional trades in Richmond and Scotland Counties.

Focused Industrial Training (FIT) classes are designed for specific groups of workers who need additional skills and technical knowledge and also for workers who need to update their skills because of technological changes. FIT classes are jointly planned by the institution and the industry or industries to be served and are intended to provide training that cannot be provided through existing occupational programs.

OCCUPATIONAL SKILLS

Occupational skills courses help adults acquire marketable skills like wordprocessing or prepare adults for licensure or certification exams. Firemen, emergency medical technicians, law enforcement officials, and electricians are just a few examples of professionals who look to RCC for certification courses.

Businesses and industries can look to RCC to train employees to use new software programs or to improve management skills by enrolling in a supervisory skills course. Depending upon the physical needs of the courses, some courses may be taught on location in the business or industry.

SMALL BUSINESS CENTER

The Richmond Community College (RCC) Small Business Center was created to provide the small businesses of our community a focal point for training, education, counseling, and referral.

The Community College System recognizes the vital role of small business owners and would-be owners. Training and educational programs have become one of the System's long term goals.

Small Business Centers work cooperatively with state and local governments, universities and colleges, and private enterprise, including the U. S. Small Business Administration and the Service Corps of Retired Executives (SCORE), in promoting assistance to small business firms.

Rural Entrepreneurship Through Action Learning (REAL)

This program is designed for economic development in the RCC service area. The two-semester program allows participants to evaluate small business opportunities. Specifically, REAL introduces the concept of experiential learning, identification of individual learning styles, and a realistic self-assessment of the traits, characteristics, and skills needed to be a successful entrepreneur. In addition, REAL uses the team concept in encouraging the participants to complete a comprehensive business plan. Participants who successfully complete the two-semester program are eligible for a small business loan of up to \$25,000.

North Carolina Microenterprise Loan Program

This unique small business lending program is designed around the peer group concept. This program serves Richmond, Scotland, Moore, and Montgomery Counties. Participants in the eligible groups can initially borrow up to \$1,500. However, upon repayment of this initial loan, the participant would then be eligible for a small business loan of up to \$8000.

HUMAN RESOURCES DEVELOPMENT (HRD)

The Human Resources Development program provides pre-vocational training/ counseling and assistance for chronically unemployed and underemployed adults. The program is aimed at placing these adults into permanent employment or further educational training.

The primary objective of HRD is to help the jobless trainee reorient himself to the world of work through the development of communication skills which are necessary for getting and keeping a job. To accomplish this purpose, the HRD program first identifies and recruits people within the community who are in the greatest need of this service. The unemployed on public assistance are preferred candidates for the program. In an effort to place each graduate in a job which fits his/her ability and interest, HRD staff members develop job opportunities within local businesses and industry. In some cases, graduates may be directed into specific programs available at Richmond Community College.

COMMUNITY SERVICES

Courses offered for personal interest or growth are considered community service courses. They include arts and crafts courses as well as programs offered on a regular basis at senior citizens' meal sites.

LITERACY PROGRAMS

Literacy programs are designed to be comprehensive, flexible, innovative and available as they address the needs of businesses, industries, and communities in Richmond and Scotland Counties.

Adult High School

Richmond Community College offers the Adult High School program in cooperation with the Richmond and Scotland County public school systems. Students in the Adult High School Diploma program must be at least 18 years old and not currently enrolled in any public school. Persons between 16 and 18-years-of-age may be admitted with approval of the local school superintendent and parents or guardian.

Twenty units of credit will be required for graduation. These may be a combination of credit from the public school and Richmond Community College Adult High School program.

There is no charge to enroll in the Adult High School program. Books may be purchased at the RCC bookstore.

General Educational Development (GED)

The GED program is designed to help the adult earn the equivalent of a high school diploma. The student studies subjects in five areas needed to pass the high school equivalency test. These are interpreting literature and the arts, mathematics, writing skills, social studies, and general science. Upon successful completion of the test, the student receives a High School Equivalency Diploma from the State of North Carolina.

The GED Test is given on request at RCC. Applications for testing should be filed in advance of the testing date.

There is no charge to enroll in the GED program, however the cost to take the GED test is \$7.50.

Adult Basic Education (ABE)

For adults who have not finished the eighth grade, Richmond Community College offers ABE classes in reading, writing, mathematics, sciences, and social studies. Books for these classes are furnished by RCC. There is no charge to enroll.

Classes are offered in various locations throughout Richmond and Scotland Counties as well as on the main campus.

Classes may be started in an area if there are enough students and suitable classroom space is available. A new Adult Basic Education class may be started if there are ten students.

Compensatory Education

The Compensatory Education program provides mentally retarded adults age 18 and over a free and appropriate public education suited to their individual needs and capabilities. Programs of study include academic, vocational, and community living skills. The educational opportunities should enable the retarded adult to become more independent and self directing, to benefit from occupational training and to acquire skills to meet and manage community work and personal adult responsibilities and develop to their fullest potential.

CLASS LOCATIONS

Many adult education courses and services are located on the college campus. Other courses and services are provided at extension centers in Rockingham and Laurinburg. Extension centers include school buildings, community buildings, churches, libraries, industrial buildings and other approved facilities. New extension courses can be established wherever fifteen or more adults request a given course.

Rockingham Continuing Education Center

The Center is located at 106 South Randolph Street, Rockingham, NC. It is open from 8:00 a.m. until 10:00 p.m. Monday through Thursday and is also open from 8:00 a.m. until 2:30 p.m. on Friday. A variety of continuing education courses are conducted at the center throughout the year.

William R. Purcell Building and Mary Helen Speller Literacy Center

The Purcell Building is located at 201 Atkinson Street. The Speller Center is located behind the Purcell Building on Fairley Street. Both are open 8:00 a.m. until 10:00 p.m. Monday through Thursday and from 8:00 a.m. until 2:30 p.m. on Friday. A variety of day and evening continuing education programs are offered along with a lab for literacy classes.

Admissions

Richmond Community College is firmly committed to the "Open Door" policy of the North Carolina Community College system. This policy states that all persons, 18 years or older, regardless of race, creed, color, sex, disability, or national origin who can profit from instruction at Richmond Community College shall be admitted to the College provided space is available.

The College accepts applications continuously throughout the school year. Early application is advised for many programs. Admission to allied health curricula is competitive among qualified applicants according to established criteria. All admission procedures should be completed at least three (3) days before actual enrollment in a program.

Persons between 16 and 18 years of age who have special needs may be admitted with the approval of the local school superintendent or under other provisions of the law relating to high school dropouts. Richmond Community College has a dual enrollment agreement with the Richmond and Scotland County Boards of Education. Applicants seeking more information about this policy should contact a counselor in the Student Development Office.

To be admitted to a curriculum program at Richmond Community College, applicants must have a high school diploma or the equivalent (GED). Exceptions to these admissions policies, including the U. S. Department of Education Ability to Benefit provision for non-high school graduates, may be determined after a conference between the applicant and the Dean of Students and/or the Vice President for Student Development. Home-schooled applicants or applicants who graduated from a non-public secondary school (such as church school) must provide the following documentation: state certification number as registered with the North Carolina Non-Public Education Office; written documentation of successful completion of the North Carolina Competency exam in order to receive a state high school diploma; proof of registration with their local county board of education; and a copy of a transcript and high school diploma received.

Provisional Student Status

Provisional status accommodates those students who can benefit from the academic programs offered by the College but require additional developmental course work to be successful in their chosen program. Any student seeking a diploma, degree, or certificate in a noncompetitive program of study may be eligible for provisional student status.

The determination of provisional status shall be dependent upon the results of testing and the professional judgement of the Student Development counselor/advisor to whom the student is assigned. The counselor/advisor will assist the student in developing a plan of individual education tailored to meet the student's academic needs. This plan will document the developmental course work required for the student and any additional courses determined by the counselor/advisor. The plan will be filed in the student's permanent record as well as with the academic advisor.

Provisional students are generally permitted to register concurrently for developmental courses and required courses in their program of study as long as they meet prerequisites; however, it is recommended that the course schedule for any academic term not exceed 15 credit hours. Developmental courses must be taken beginning with the student's first semester of enrollment and all course work must be completed as outlined by the student's academic advisor.

For more information about provisional student status, students are encouraged to contact Student Development.

Adult Basic Skills Student Status

Students who place into Adult Basic Skills reading will be allowed to enroll in college courses only after they have received appropriate remediation through the Adult Basic Skills (ABS) program. Students who test into ABS language and mathematics must also receive appropriate remediation before enrolling in college courses.

Students who place into ABS level math only or ABS language only will be allowed to take Guided Studies and/or curriculum classes with the approval of their academic advisor.

ADMISSION PROCEDURES

To apply for admission to any Richmond Community College (RCC) degree, diploma, or certificate curriculum, an applicant should:

1. Complete and submit an application for admission to RCC.
2. Send a copy of his/her high school transcript, or GED equivalent, to RCC along with transcripts from any post-secondary schools attended.
3. Take mathematics, writing and reading placement tests to measure performance in these areas. The student will be made aware of any deficiencies in these areas and will be assigned to the appropriate developmental education course. Results of tests do not affect eligibility for admission, but developmental courses are required as part of the student's curriculum if placement tests indicate the need. Students considering careers in programs with a strong orientation toward mathematics or English are advised of their current status in both of these areas.

- a. The Associate Degree Nursing and Medical Assisting Technology programs have special admission requirements which can be found on pages 103 and 144 respectively.
 - b. Applicants who hold a bachelor's degree or higher are not required to take the placement test.
 - c. All students entering RCC will be given a keyboarding test as part of the College Placement Test. All students scoring less than 25 words per minute on the timed test are required to take *OST 080 Keyboarding Literacy* before taking *ENG III Expository Writing*.
4. Return to the RCC campus at a designated time for an interview with a counselor.

Computerized Placement Test Score Requirements

The following computerized placement test scores are required for entry into the College's programs.

	<u>Reading</u>	<u>English</u>	<u>Arithmetic</u>	<u>Algebra</u>
<u>Associate in Arts</u>	86	89	57	76
<u>Associate in Fine Arts</u>	86	89	57	76
<u>Associate in Science</u>	86	89	57	76
<u>Associate in Applied Science</u>				
Accounting	86	89	57	38
Business Administration	86	89	57	38
Computer Engineering Tech.	86	89	57	76
Criminal Justice	86	89	57	38
Early Childhood Associate	86	89	57	38
Electronics Engineering Tech.	86	89	57	76
General Education	86	89	57	76
General Occupational Tech.	86	89	57	38
General Tech. Curriculum Core	86	89	57	38
Human Services Technology	86	89	57	38
Industrial Maintenance Tech.	86	89	57	76
Information Systems	86	89	57	76
Manufacturing Technology	86	89	57	76
Mechanical Engineering Tech.	86	89	57	76
Medical Assisting Technology	86	89	57	76
Network Admin. and Support	86	89	57	76
Nursing	86	89	69	NA
Office Systems Technology	86	89	57	38
<u>Diploma/Certificate</u>				
Computer Aided Drafting	60	70	57	38
Electrical/Electronics Tech.	60	70	57	38
General Voc. Curriculum Core	60	70	57	38
Industrial Maintenance	60	70	57	38

	<u>Reading</u>	<u>English</u>	<u>Arithmetic</u>	<u>Algebra</u>
Machining Technology	60	70	57	38
Nursing Assistant I & II	60	70	57	NA

All scores are expressed as standard scores. The validity studies are conducted every two years through data submitted to the Educational Testing Service and by faculty surveys.

All students entering RCC will be given a keyboarding test as part of the College Placement Test. All students scoring less than 25 words per minute on the timed test are required to take *OST 080 Keyboarding Literacy* before taking *ENG 111 Expository Writing*.

DEGREE CURRICULA

The College offers curricula which lead to Associate in Arts, Associate in Fine Arts, Associate in Science, and Associate in Applied Science Degrees. Applicants to any of these curricula must be high school graduates or the equivalent (North Carolina high school graduates must have passed the N.C. Competency Test).

DIPLOMA/CERTIFICATE CURRICULA

The College offers curricula leading to a diploma or certificate. Applicants for admission to these curricula should be high school graduates or the equivalent; however, consideration will be given to those who are not high school graduates but have the ability to benefit from a course of study.

DEVELOPMENTAL EDUCATION

Students whose placement test scores indicate a need for extra instruction in reading, English, mathematics, or keyboarding will be required to enroll in appropriate developmental education courses. A list of curriculum courses having developmental prerequisites appears in the Curriculum Programs chapter of this catalog. The student required to take developmental education courses should consult that list before choosing curriculum courses.

FOREIGN STUDENTS

In addition to the regular admission procedures, applicants from foreign countries are required to submit the following: TOEFL test scores (must have a score of at least 500); Financial Certificate (indicating sufficient financial resources); and a Certified transcript of academic records (English translation and equivalency). Foreign applicants may receive more information from the Registrar.

TECH PREP STUDENTS

The high school Tech Prep course of study addresses the growing need for high school graduates to have more technically oriented educational backgrounds. By taking higher level academic and vocational courses, Tech Prep Completers are better prepared for the advanced courses at the community college level.

Tech Prep graduates should review the Academic Policy on Page 75 to determine whether they may receive academic credit at RCC for courses taken in high school. A counselor may also answer these questions.

SPECIAL STUDENTS

A student who has not decided on a particular curriculum or who does not wish to pursue a degree or diploma may enroll as a "Special Student." Such students may take up to 20 semester hours without declaring a curriculum. The "Special Student" status does not permit a student to take a course without having first taken and passed the prerequisite. (An exception may be made when approved by the instructor of the course and the Vice President for Student Development.) All work satisfactorily completed by the "Special Student" will be accepted as credit toward graduation. However, the "Special Student" status does not change the student's graduation requirements which include the need to satisfactorily complete all courses in his/her curriculum and maintain an overall 2.0 grade point average. Veterans seeking educational benefits or students seeking financial aid are not permitted to enroll as "Special Students".

AUDIT

Students who wish to audit courses must register and pay for such courses at registration. Auditing students are not required to participate in discussions or take examinations, but must adhere to the class attendance policy in order to receive a grade of "AU" (Audit). The instructor of the course will determine when to assign audit credit. Students may change from credit status to audit status up until the last ten (10) days of the semester (as listed in the academic calendar). To change status, the student must complete a "Change of Status" form which can be obtained from the Student Development Office. Auditing students who wish to receive credit for a class may request a change in status provided he/she has attended class regularly (in accordance with the attendance policy), and taken all examinations. The request must be approved by the instructor and the Registrar and must be made before the midpoint of the semester (as stated in the academic calendar). Financial Aid and Veterans Education Assistance recipients cannot receive benefits for Audit Credit. Audited courses do not count in total hours for claiming full-time or part-time status.

DUAL ENROLLMENT

Under certain conditions, public school students who are 16 years of age or older may enroll for enrichment courses at Richmond Community College while enrolled in high school. Students can obtain Petition for Dual Enrollment forms from the guidance counselors at their schools.

ADMISSION TO GUIDED STUDIES CENTER

Admission to the Guided Studies Center is open to anyone who is 18 years of age or older and not currently enrolled in a public school. Students may study specific subjects, pursue general interests, prepare for the General Education Development (GED) test, or study toward completing requirements for the Adult High School Diploma Program. To apply for admission to the Guided Studies Center, the non-curriculum, prospective student should contact a counselor.

ADMISSION OF HIGH SCHOOL DROPOUTS

In certain instances, high school dropouts between the ages of 16 and 18 seek enrollment in Richmond Community College's literacy programs.

These students may enroll only after following procedures laid out between the College and the local board of education that are based on state law and local superintendent's releases.

Any student suspended from public school shall not be allowed to enroll at Richmond Community College until the time limit for public school suspension has passed. (ie. Student is suspended from high school in March and will not be allowed to return until September. He must wait the same amount of time if he plans to enroll at RCC. The earliest he can enroll at RCC is September provided all other conditions for admissions are met. This includes the public school release form if the student is under 18, etc.) NOTE: All previous policies and guidelines remain in effect. This includes the public school release, etc.

READMISSION

A student who withdraws from Richmond Community College in good standing is permitted to reenter the institution at the beginning of any subsequent semester. However, a student dismissed from the College for medical or disciplinary reasons may be readmitted only through authorization of the Vice President for Student Development. Readmission procedures for students in the Associate Degree Nursing program are exceptions to the above policy and are outlined on page 107. Students interested in readmission should contact the Nursing Department Chairman or the Director of Admissions and Registrar.

Financial Information

The Community College System was established to make postsecondary occupational education readily available to all adult citizens. The state provides considerable financial support for local institutions which keeps tuition at a reasonable cost to students. In addition, several financial aid programs are available to assist the curriculum student with the costs of postsecondary education.

TUITION AND FEES

Tuition is set by the State Board of Community Colleges and is subject to change. Tuition and fees must be paid at the time of registration. A student activity fee is required of all curriculum students. The fee is \$14 for students enrolled 12 or more semester credit hours, \$7 for students enrolled less than 12 semester credit hours, and no fee for summer semesters. This fee covers admission to student activities. Graduating students are also required to pay a \$10 graduation fee.. Other costs to the student are the required books and materials, which vary according to the curriculum in which he/she is enrolled. Nursing students may incur other expenses.

Tuition for full-time, instate students carrying 16 or more semester credit hours during the fall and spring semesters will not exceed \$440 per semester. Part-time, instate students taking less than 16 semester credit hours will pay \$27.50 per semester hour. Out-of-state students carrying 16 or more semester credit hours during the fall and spring semesters will not exceed \$2,716 per semester. Part-time, out-of-state students taking less than 16 semester credit hours will pay \$169.75 per semester hour.

Credit Hours	In-State	Out-of-State
1	\$ 27.50	\$ 169.75
2	55.00	339.50
3	82.50	509.25
4	110.00	679.00
5	137.50	848.75
6	165.00	1018.50
7	192.50	1,188.25
8	220.00	1,358.00
9	247.50	1,527.75 *
10	275.00	1,697.50
11	302.50	1,867.25
12	330.00	2,037.00
13	357.50	2,206.75
14	385.00	2,376.50
15	412.50	2,546.25
16	440.00	2,716.00 **

* maximum tuition charged in Summer

** maximum tuition charged in Fall and Spring

All rates have been rounded to the nearest dollar and will be reported to the General Assembly. The rates are subject to change by action of the General Assembly.

Section 115D-39, "Student Tuition and Fees," of the Community College Laws, allows the State Board of Community Colleges to fix and regulate all tuition and fees charged to students for applying to or attending any community college.

Residence Classification for Tuition

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for nonresidents. In essence, the controlling North Carolina statute (G.S. 116-143.1) requires that "To qualify as a resident for tuition purposes, a student must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his or her classification as a resident for tuition purposes." Ownership of property in or payment of taxes to the state of North Carolina does not automatically qualify one for the instate tuition rate. Failure to provide requested information for residency classification can result in the student being classified as a nonresident for tuition purposes and disciplinary action. A student who believes he or she has been erroneously classified shall be permitted to appeal the case in accordance with the procedure outlined by the State Residence Committee. Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes. A copy of the manual is available for student inspection in the Student Development Office.

Continuing Education Students

Type of Courses	Registration	Other Fee Charges
Adult Basic Education	None	None
Adult High School	None	Textbooks
GED Completion	None	Textbooks test fee - \$7.50
Occupational Courses		
0 - 10 hours	\$50.00	Textbooks and/or
11 - 30 hours	\$55.00	materials
31 - 100 hours	\$60.00	
Over 100 hours	\$65.00	
Self-Supporting Course	Tuition varies	

In compliance with legislation passed by the 1993 General Assembly, students who take the same occupational extension course more than twice within a five-year period shall pay tuition based on a formula involving the amount of funds generated by a student membership hour for occupational extension multiplied by the number of actual hours the class is to be taught. Students who can demonstrate course repetition is required by standards governing the certificate or licensing program in which they are enrolled are exempt.

North Carolina senior citizens taking the same occupational course more than twice within a five-year period must pay tuition based on the same formula. Senior citizens are not exempt from paying tuition for self-supporting courses.

Books

Books should be purchased at the bookstore during registration. A textbook usually costs between \$25 and \$125 depending upon the course. Students should budget from \$200 to \$300 per semester to cover the cost of textbooks.

Audit Students

Tuition and fees for audit students are the same as for regular students.

Senior Citizens

There is no tuition or registration cost for North Carolina residents who are 65 years or older taking curriculum or continuing education courses. This waiver does not apply to fees. (Proof of age should be provided.)

North Carolina senior citizens taking the same continuing education occupational course more than twice within a five-year period must pay tuition based on the same formula. Senior citizens are not exempt from paying tuition for self-supporting courses.

Tutoring

There is no charge to the student for tutoring services.

Guided Studies Center

Instruction in the Guided Studies Center is free and there is no charge for the materials, books or tutors used by the students in the center. However, if desired, books used may be purchased from the bookstore by the student.

Refunds

A tuition refund for the full amount of tuition and fees shall be granted if the student officially withdraws from a class or from college before the first day of classes. Also, a student is eligible for a full refund if the class in which the student is officially registered fails to be offered due to insufficient enrollment.

If a student officially withdraws from a class or from college on or before the 10% date of the semester, the student shall receive a 75% refund.

For classes beginning at times other than the first week (seven calendar days) of the semester, a full refund shall be made if the student officially withdraws from class prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the class on or before the 10% point of the class.

Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

As a part of the official withdrawal, a student must request the tuition refund by completing the "Tuition Refund Form" available from counselors in the Student Development Department.

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

STUDENT FINANCIAL ASSISTANCE

FINANCIAL ASSISTANCE

The purpose of financial aid is to supplement the resources of the student and the family. The College makes every effort to insure every qualified student will have an opportunity to attend, regardless of financial ability. Students demonstrating eligibility receive a package of assistance composed of scholarships and grants and/or work-study. Application forms and additional information are available from the Financial Aid Office or any member of the Student Development staff.

General Eligibility Requirements For Financial Aid

To be considered for financial aid at Richmond Community College, a student must:

- submit an acceptable form of need analysis such as the Free Application for Federal Student Aid.
- be a U.S. citizen, national or permanent resident.
- be enrolled or accepted for enrollment for the purpose of obtaining a degree, diploma, or certificate. A financial aid award cannot be made until a student is accepted but you do not have to wait for an acceptance letter to apply for financial aid.
- maintain satisfactory academic progress as outlined by the College policy.
- not owe repayments or refunds to any student aid program nor be in default on a student loan made through any postsecondary institution.

- demonstrate financial need according to the specific requirements of each aid program.
 - have a valid Social Security number.
 - have a high school or General Educational Development (GED) diploma, or you must pass an independently administered test approved by the U.S. Department of Education, or meet other standards established by the State that are approved by the Department.
 - be registered with the Selective Service, if you are a male at least 18 years old, born after December 31, 1959, and are not currently a member of the U.S. Armed Forces.
 - submit a Financial Aid Transcript from any college attended prior to enrolling at RCC whether or not you received financial aid at that college.
- Financial aid awards will be made on the basis of need for the following programs.

SATISFACTORY ACADEMIC PROGRESS POLICY

The purpose of financial aid at Richmond Community College is to supplement the resources of the student and the family. The College makes every effort to insure that every student will have an opportunity to attend, regardless of financial ability. However, students have responsibility for their own education and must pursue and complete course work which permits them to meet degree requirements within a reasonable time frame. Successful completion of a diploma or degree requires that a student earn a cumulative grade point average (GPA) of 2.00 (C) on all hours completed in that degree curriculum.

In compliance with appropriate Federal Regulations, RCC shall adhere to the policies stated in this section for determination of satisfactory academic progress for students receiving assistance through RCC's Financial Aid Office. This includes federal, state, and institution funds and Department of Veterans' Affairs (DVA) funds. Certain special awards, i.e., academic scholarships, may require higher academic achievement than the standard policy. Students must be maintaining satisfactory academic progress before financial aid can be awarded, whether or not he was receiving aid during the period of prior enrollment.

Policy and Procedures

In order to be eligible for financial aid, students must meet the following minimum guidelines:

1. **Qualitative Standard** - Students must maintain a minimum cumulative grade point average (GPA) as noted on the next page:

Two-year Programs

Credit Hours Attempted	GPA
1 - 12	1.35
13 - 24	1.55
25 - 36	1.70
37 - 48	1.85
49 or more	2.00
Required for Graduation	2.00

One-year Programs

Credit Hours Attempted	GPA
1 - 12	1.50
13 - 24	1.75
25 - 48	1.90
Required for graduation	2.00

Certificate Programs

Credit Hours Attempted	GPA
1 - 6	1.35
6 - 12	1.70
13 or more	2.00

- Quantitative Standard** - Students must make progress toward their degree, diploma, or certificate by successfully completing a minimum percentage of course work attempted. Successful completion is defined as completion of at least 67 percent of the total hours attempted, with a grade of A, B, C, or D. All other grades including F, I, W, AU, NC, and NA are not considered earned hours. All courses taken for credit in which a student is enrolled after the official Drop/Add period are counted as Attempted Hours and are shown on the academic transcript.
- Maximum Time Frame** - Students must complete their educational program of study in a time frame not to exceed 150 percent of the published length of the program for full-time students. This will be measured in credit hours attempted (e.g., if the academic program length requires 65 credit hours to graduate, the maximum time frame cannot exceed 98 credit hours attempted). Once a student graduates, the attempted hours will start over if the student enrolls again.

Special Notes**1. Withdrawal from College and/or Course Withdrawals**

Students who withdraw from RCC should understand their withdrawal may affect their eligibility for financial aid as determined by this Satisfactory Academic Progress (SAP) Policy. Students who withdraw may have difficulty meeting the quantitative requirements of this policy. Withdrawal after the Drop/Add period will also affect students' ability to complete their programs within the maximum time frame.

2. Course Repeats

Student may be allowed to repeat a course in accordance with the policy outlined in the College Catalog. Repeated course work will count as hours attempted, but a student can only earn credit once for a successfully completed course. Therefore, it is possible that a student repeating course work may not be in compliance with the quantitative component of this policy.

3. **Grades of “Incomplete”**

An incomplete will count as attempted, but no earned hours will be posted until a grade has been assigned to the course work. Should the grade become final before the SAP review, the actual grade, credits attempted, and credits earned will be used to determine if the student is making satisfactory academic progress.

4. **Remedial Course Work**

Remedial course work will count in the number of attempted and earned hours and grades given for these courses will affect GPA. In addition, there is a limit of 30 semester hours of remedial course work that can be included in students' enrollment status or cost of attendance. Students should consult the Financial Aid Office for information on the federal regulations on remedial course work.

5. **Audited Courses**

Financial Aid cannot be awarded for audited courses. Audited courses will not count in credit hours attempted and, therefore, will not affect students' compliance with satisfactory academic progress standards.

6. **Failure (F) or No Credit (NC)**

Grades of “F” are used when computing the GPA, but do not qualify as successful completion of credit hours attempted. Grades of “NC” (No Credit) do no count as hours earned but do count as hours attempted. These grades may negatively impact the student's ability to maintain compliance with the SAP standards.

7. **Never Attended Classes (NA)**

Credit hours for which a student registers but never attends will be counted as attempted but not earned hours. Furthermore, students may not be paid financial aid for classes they do not attend.

8. **Transfer Credit**

Transfer credit is included in the total hours attempted and earned.

Monitoring and Notification Process

It is the responsibility of the student to be aware of his satisfactory academic progress status for financial aid eligibility.

To determine a student's academic progress status and eligibility for financial aid, a student's academic record will be evaluated annually after spring semester grades are available. Once the student is determined to be ineligible for financial aid, the student will be sent written notification informing him that he is being placed on financial aid probation for one semester due to failure to maintain satisfactory academic progress standards. This letter will outline what is necessary to be released from probation. A student who does not meet these requirements will be ineligible for any additional financial aid after the probationary semester until all requirements have been satisfied.

Students are limited to only one probationary period. A probationary period allows the student to receive financial aid (even though the student does not meet all of these requirement) for one semester. At the end of this period, if

the student meets all of the SAP requirements, he remains eligible for continued funding. If the student does not meet all of the requirements, he is determined to be ineligible for future aid.

In addition, RCC checks to ensure the student is making satisfactory academic progress in each payment period before aid is disbursed. RCC checks the list of ineligible students as determined after spring semester to ensure only eligible students are paid in the payment period.

Remedying Satisfactory Academic Progress Deficiencies

In order to regain financial aid eligibility, the following steps may be taken:

Qualitative Standard (Cumulative GPA)

Deficiencies in cumulative grade point average (GPA) can only be remedied by taking courses at RCC during the summer or subsequent semesters without the benefit of federal financial aid until the required GPA has been attained. If the student is successful in raising the GPA to the required level, the student may request reinstatement from the Financial Aid Office.

Quantitative Standard (Completion of 67% of Attempted Hours)

Deficiencies in hours earned may be remedied by successfully earning hours during the summer or subsequent semesters at RCC without the benefit of federal financial aid. If the student is successful in bringing up the percentage of completed courses to the required level, the student may request reinstatement from the Financial Aid Office.

Maximum Time Frame (150%)

A student who has exceeded the maximum time frame is no longer eligible for financial aid. The student must complete all of the required course work for the curriculum without the benefit of federal financial aid. If the student has exceeded the time limit due to mitigating circumstances beyond the student's control, the student may appeal to the Vice President for Student Development for reinstatement.

Appeals Process

A student who has become ineligible for financial aid in part due to mitigating circumstances but who is academically eligible to continue at RCC may appeal his status to the Vice President for Student Development. Mitigating circumstances may include but are not limited to:

1. Extended student/family illness or injury
2. Death of an immediate family member
3. Change of degree program.

Appeals must be made in writing stating the purpose for the appeal. All appeals along with supporting documentation must be submitted to the Vice President for Student Development.

Overpayments

In the event a student receives an overpayment of his/her financial aid, the overpayment must be repaid by the student, no matter what the reason for the overpayment. The College must notify the U.S. Department of Education if it has serious difficulty in collecting an overpayment from a student.

The student will not be eligible for additional federal financial aid until the overpayment is resolved. The College will not release academic or financial aid transcripts until the overpayment is paid.

FEDERAL PELL GRANT

This federal aid program is designed to provide financial assistance to undergraduates entering post-high school educational institutions. The amount of a student's grant is dependent upon the financial status of the student according to an annual congressionally approved formula adopted for the program.

Verification

Verification is the process used to check the accuracy of the information a student has given when applying for federal financial aid (Federal Pell Grant, FSEOG, FWSP). The purpose of verification is to make sure students are providing accurate information about their need for financial aid. Students selected for verification by the processing service or the Financial Aid Office are required to submit the required documentation within two weeks of submission of a valid Student Aid Report (SAR). The required documentation may include a verification worksheet, a 1040, 1040A, or 1040EZ, a written statement verifying untaxed income, statement of educational purpose/default/repayment certification, statement of registration status, and a Financial Aid Transcript, if applicable. Failure to provide required documentation may result in forfeiture of funds. The Financial Aid Office must be notified if the student is unable to acquire this documentation within two weeks.

Payment of Awards

Financial aid funds (with the exemption of Federal work-study or work scholarship funds) are distributed to students by directly crediting their Business Office accounts. Students wishing to use financial aid funds to pay tuition, fees, books, and supplies must sign a warrant authorizing the deduction of the cost from their awards. Any remaining funds will be paid directly to the student approximately two weeks following the last day to withdraw from classes with a tuition refund. Students are given written notification at registration of the exact disbursement dates. Checks will be mailed to the student's address on file with the Registrar's Office. Federal work-study and work scholarship funds are paid directly to the student on a monthly basis after properly signed time sheets are submitted. Time sheets must be submitted to the Financial Aid Office by the tenth day of each month. Checks are mailed to the student's home address on the last workday of the month.

Required Repayment of Pell Grant and Other Financial Aid (Return to Title IV Funds Policy)

A new Federal Return to Title IV Funds Policy took effect August 2000 for the 2000 - 2001 academic year. This policy affects any student receiving federal financial aid (Pell, FSEOG, NCSIG) who withdraws or is withdrawn by instructor(s) from all classes. Federal Work-Student funds are excluded from this policy.

Under the new policy, if you receive federal financial aid (use a financial aid warrant and/or receive a check), and you withdraw or are withdrawn by instructor(s) from all classes before completing more than 60% of the enrollment period, you will be required to return federal financial aid funds.

For example:

Ima Student is enrolled in the Accounting curriculum. She must drop out of college to help her parents harvest the peach crop. Ima was awarded \$1650

Pell Grant funds for the semester. She used \$600 of the \$1650 on registration day (with her Pell warrant) to pay tuition, fees, books, and supplies. A check for the other \$1050 was sent to Ima to use for living expenses. She dropped out of day 31 of the 118 day semester (calendar days). Ima was enrolled for 26% of the semester (31/118). She earned 26% of the \$1650 or \$429. Seventy-four percent (74%) of the \$1650 or \$1221 must be returned to the Pell Grant program. RCC is responsible for returning \$777 to the Pell Grant program ($\$1221 - 444 = \777). Lucky for Ima, the funds she received were grant funds. The new Federal policy states that if the funds received were grant funds, then the student can reduce the repayment by 50%. Therefore, Ima must repay only \$389 to the Pell Grant program (50% of \$777 = \$389).

Beware--Under the new policy, every student who withdraws completely or are withdrawn by instructor(s) on or before the 60% point of the semester will be required to repay funds.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The Federal Supplemental Educational Opportunity Grant is a federal aid program designed for students with the greatest financial need. Priority is given to Federal Pell recipients.

FEDERAL WORK-STUDY PROGRAM

This program provides, when available, jobs on campus at an hourly rate. During the academic year, work-study employment is limited to a certain number of hours per week. For the student needing to meet expenses for the coming year, but not enrolled during the summer semester, special programs may be available which would provide summer employment for up to 40 hours per week. Employment in the Federal Work-Study program is also limited to available funds. Funding of the program is based on contributions from local sources matched with federal monies. A Free Application for Federal Student Aid form must be submitted with an RCC Application for Student Financial Aid. Applications are reviewed on June 1 for each new college year. At that time, students are ranked according to need and assigned jobs. The Director of Financial Aid determines which applicants may receive work-study aid.

NORTH CAROLINA STUDENT INCENTIVE GRANT

This program assists the state in providing grants to students who attend postsecondary schools and have substantial financial need. The NCSIG program is administered by College Foundation, Inc. Students must complete the Free Application for Federal Aid form by March 15 to be considered for this type of aid.

NURSE EDUCATION SCHOLARSHIP/LOAN PROGRAM (NESLP)

This is a state program designed to provide assistance to Nursing students. Applicants must have financial need determined by completing a Free Application for Federal Student Aid form. Recipients must be willing to enter into a contractual agreement with the State of N. C. to practice as a registered nurse upon completion of their education programs.

SCHOLARSHIPS

Scholarships vary in amount and availability. Interested students should contact the Financial Aid Office in the Student Development Department for applications.

*Indicates an endowed scholarship.

The Cindy Allen Memorial Scholarship

This scholarship was established by the family and friends of Cindy Allen to commemorate her memory. The \$500 award is made to a student enrolled full-time in a curriculum program.

The Estella Alderman Flynt - Lina Flynt Bauersfeld Memorial Scholarship

This scholarship was established initially by a gift from Lina Flynt Bauersfeld to honor the memory of her mother, Estella Alderman Flynt. It was expanded later by gifts made in memory of Lina Flynt Bauersfeld by her family, friends, and former students and renamed the Estella Alderman Flynt-Lina Flynt Bauersfeld Memorial Scholarship. The \$750 scholarship is awarded to a full-time second-year student who demonstrates exceptional ability and interest in English.

The Annie Brooks Beam Memorial Scholarships *

Francis and Martha Beam de Vos and their children established these \$750 scholarships in memory of Mrs. Annie Brooks Beam, the mother of Mrs. de Vos. The scholarships are awarded to Richmond County residents enrolled full-time in the Associate Degree Nursing curriculum who demonstrate scholastic promise, academic achievement, and financial need. These scholarships are renewable for a second year upon satisfactory academic performance.

The Joseph D. Beam Memorial Scholarships*

Established by Joseph D. Beam, Jr. to honor the memory of his father, the Joseph D. Beam scholarships are awarded to deserving Richmond County residents who have achieved academic excellence and are enrolled full-time in Mechanical Engineering Technology or Electronic Engineering Technology. Preference will be given to graduating high school seniors. These awards are for \$750 a year and are renewable for a second year upon satisfactory academic performance.

The Lena Bedford - Curtis Britt Memorial Scholarship

Established by Mrs. Hazel B. Britt to honor the memories of her sister, Lena Bedford, and her husband, Thomas Curtis Britt, the Bedford-Britt Memorial Scholarship will be awarded to a first-year student in the Associate Degree Nursing curriculum who demonstrates scholastic promise, academic achievement, and financial need. This \$500 award is renewable for a second year upon satisfactory academic performance.

The Bennett Family Memorial Scholarship

This scholarship is awarded to a customer, an employee, or an immediate family member of a customer or an employee of the Ellerbe Telephone Company. The recipient must be accepted for enrollment as a first-year full-time student in a two-year curriculum. Preference will be given to applicants enrolling in the Electronics Engineering Technology and Business Administration curricula (in that order) before qualified applicants in other curricula will be considered. The recipient must have a minimum grade point average of 2.5 for all courses taken in high school, or a minimum score of 275 on the GED test. The \$1,000 award may be renewed for a second year if the recipient maintains a cumulative grade point average of 2.5 or higher with no grade lower than "C".

The Russell E. Bennett III Memorial Scholarship*

Established by Russell E. Bennett, Jr. to honor the memory of his son, the Russell E. Bennett III Memorial Scholarship is awarded to a Richmond County resident enrolled full-time in the first year of the Information Systems curriculum who demonstrates scholastic promise, academic achievement, and financial need. This \$750 award is renewable for a second year upon satisfactory academic performance.

The Emma Lou Daniels Brown Memorial Scholarship*

Established by her husband, Harry T. Brown, and sister, Kay G. Cavendish, the Emma Lou Daniels Brown Memorial Scholarship is awarded to a student enrolled full-time in the first year of an associate degree curriculum who demonstrates scholastic promise, academic achievement, and financial need. The recipient must be a resident of Richmond or Scotland County. The \$750 award may be renewable for a second year if the recipient maintains a grade point average of 2.5 or higher.

The Polly Brown Memorial Scholarship

This scholarship was established in memory of Polly Brown, a longtime employee of Richmond Community College. The \$250 scholarship will be awarded to a full-time second-year student in a two-year curriculum. The recipient must have completed a minimum of 20 semester hours with a 3.0 minimum grade point average during the first year.

The Gene and Alice Burrell Scholarship

This \$1,000 scholarship is awarded to a second-year student who has completed at least 24 semester hours at the Associate in Arts level with a cumulative grade point average of at least 3.0 and no grade lower than "C". The recipient must also have completed at least two history courses at Richmond Community College with no grade lower than "A" and have plans to transfer to a four-year college or university to complete a baccalaureate degree with a major in history.

The Ruth McFarland Bynum Memorial Scholarship*

Established by her husband, Charles K. Bynum, the Ruth McFarland Bynum Memorial Scholarship is awarded to a deserving Richmond County resident enrolled in the Business Administration curriculum. The \$750 award is renewable for a second year upon satisfactory academic performance.

The CSX Transportation Scholarship*

The CSX Transportation Scholarship is awarded to an employee of the CSX System, a child of an employee or a dislocated employee who is accepted for enrollment in any vocational, technical, or college transfer curriculum. Criteria for selection includes scholastic promise and academic achievement. The \$750 award will be given to a Richmond County resident who is enrolled full-time and may be renewable for a second year upon satisfactory academic performance.

The J. Neal Cadieu, Sr. Memorial Scholarships*

Established by J. Neal Cadieu, Jr. to honor the memory of his father, the J. Neal Cadieu, Sr. Memorial Scholarships are awarded to students enrolled full-time in the Associate Degree Nursing curriculum. The \$750 awards will be given to deserving Richmond County residents who demonstrate scholastic promise, academic achievement, and financial need. The scholarships are renewable for a second year upon satisfactory academic performance.

The Carolina Power and Light Company Community College Scholarship

These scholarships were established to make educational funds available to students residing in the CP&L service area who are seeking two-year degrees which support the further economic development of the service area. Recipients must be N. C. residents enrolled full-time who maintain a grade point average at or above the level required for graduation. The awards are for \$550.

The Carolina Power and Light Company Electric Lineman Technology Scholarship

This scholarship was established by CP&L to promote interest in the Electric Lineman Technology curriculum offered at some community colleges in North Carolina. The scholarship is available at RCC to a full-time student enrolled in the Electrical/Electronics Technology or Electronics Engineering Technology curricula. The \$600 award is nonrenewable.

The Carolyn Wilson Carter Memorial Scholarship

This scholarship was established in memory of Carolyn Wilson Carter by her family and friends. This \$750 scholarship is awarded upon recommendation of the Nursing Department Chairman to a second-year Associate Degree Nursing student enrolled full-time.

The Rosie Chambers and Versa Morman Memorial Scholarships

The Human Services Club of Richmond Community College established these \$100 scholarships in memory of Rosie Chambers and Versa Morman to provide assistance for Human Services Technology Students who demonstrate scholastic promise, academic achievement, and dedication to the Human Services profession. The recipients must be entering the second year of studies and maintaining an overall grade point average of 3.0 or better.

The Dorothy King Chisholm Memorial Scholarship*

Established by her husband, Ed Chisholm, the Dorothy King Chisholm Scholarship is awarded to a full-time student entering the Associate Degree Nursing curriculum. The \$500 award will be given to a deserving Richmond County resident who demonstrates scholastic promise, academic achievement, and financial need. The scholarship is renewable for a second year upon satisfactory academic performance.

The Robert L. Cole Memorial Scholarship*

The Robert L. Cole Memorial Scholarship was established by his wife, Mrs. Sara O. Cole, to assist a full-time student enrolled in the Associate Degree Nursing, Criminal Justice, or Human Services Technology curriculum. The \$750 award is given to a deserving Richmond County resident who demonstrates scholastic promise and academic achievement. This scholarship is renewable for a second year upon satisfactory academic performance.

The Abbie G. Covington Scholarship*

Established by Abbie G. Covington, former Mayor of Hamlet and a longtime Accounting instructor at RCC, this scholarship is for a first-year student in a curriculum program who is a family member of an employee of the City of Hamlet. In addition, the recipient must demonstrate scholastic promise and financial need. The \$750 award is renewable for a second year upon satisfactory academic performance.

The Carlton C. Culler - Michael W. Sellers Memorial Scholarship

This scholarship was established originally by Michael W. Sellers in memory of Carlton C. Culler to assist a full-time student enrolled in the Information Systems curriculum. Following the untimely death of Michael Sellers, the scholarship has been supported by Mrs. Pat Culler of Associated Business Systems as a memorial to both men. The \$750 scholarship is awarded to an applicant who demonstrates financial need and is renewable for a second year upon satisfactory academic performance.

The Daniel Robert Currie Memorial Scholarship*

The Daniel Robert Currie Memorial Scholarship is awarded to a full-time student entering the Associate Degree Nursing curriculum. The scholarship was established by Mr. and Mrs. Daniel F. Currie in tribute to the memory of their son, Daniel Robert Currie, and has been supported by numerous friends and members of the Currie Family. The \$750 scholarship is renewable for a second year upon satisfactory academic performance.

The Lindsey G. DeWitt Memorial Scholarships*

These scholarships were established in memory of Lindsey Guy DeWitt by the DeWitt family to help full-time students entering the Mechanical Engineering Technology, Electronics Engineering Technology, or Machinist curriculum. Preference is given to Richmond County residents. The recipient must demonstrate academic achievement, scholastic ability, and financial need. The \$750 awards are renewable for a second year upon satisfactory academic performance.

The Eleanor Mary Dockery Memorial Scholarship*

Miss Betsy Sairfax Dockery established the Eleanor Mary Dockery Memorial Scholarship in memory of her sister. The \$1,000 award is available to a Richmond County resident on the basis of need. Eligible students must be enrolled full-time in a vocational, technical, or college transfer curriculum. The award is renewable for a second year upon satisfactory academic performance.

The Nicholas West Dockery, Sr. Memorial Scholarship*

Established by Mr. and Mrs. Nicholas West Dockery, Jr., the Nicholas West Dockery, Sr. Memorial Scholarship is awarded on the basis of financial need to a Richmond County resident enrolled in the first year of an associate degree curriculum. This \$750 award is renewable for a second year upon satisfactory academic performance.

The Earl G. Dunn Memorial Scholarship*

This \$250 scholarship was established in memory of Chief Deputy Earl G. Dunn to help a deserving student enrolled full-time in the Criminal Justice curriculum. The recipient must be a currently employed Richmond County law enforcement officer, a graduating Richmond Senior High School student, or a second-year Criminal Justice student.

The Dr. George A. Ferre` Memorial Scholarship

Established by Hamlet Hospital and the friends of Dr. George A. Ferré to honor his memory, this \$750 scholarship is awarded to a student in the Medical Assisting Technology curriculum who demonstrates scholastic promise, academic achievement, and financial need. The award is renewable for a second year upon satisfactory academic performance.

The Neill Graham Scholarship*

Established by Neill Graham, a retired Business instructor at RCC, this \$1,000 scholarship is awarded to a student who has demonstrated excellence in business studies. The recipient shall be a second-year full-time student who has attained the highest GPA in the Business Division after completing the first-year of his or her program as a full-time student.

The Melva W. Hamilton Scholarship

Melva W. Hamilton established this scholarship for a first-year full-time student in the Associate Degree Nursing curriculum who demonstrates scholastic promise and financial need. If a qualified Nursing student is not available, the award may be granted to a student in the Medical Assisting Technology curriculum who meets all of the other qualifications. The \$750 award is renewable for a second year upon satisfactory academic performance.

The J. Robert (Bob) Harrison Memorial Scholarship*

The J. Robert (Bob) Harrison Memorial Scholarship was established by Mrs. Elizabeth W. Harrison as a tribute to her husband. The scholarship is awarded to a first-year student enrolled in the Electronics Engineering Technology, Mechanical Engineering Technology, or Information Systems curriculum. To be eligible for the \$750 scholarship, a student must demonstrate academic achievement, financial need, and be employed part-time in the Richmond Community College Cooperative Education Program (Co-op). The scholarship is renewable for a second year upon satisfactory academic performance.

The Wyndie Daniels Brown Hayes Memorial Scholarship*

This scholarship was established in memory of Wyndie Daniels Brown Hayes by her parents, Harry and Emma Brown. The \$750 award is given to a deserving Richmond or Scotland County resident enrolled full-time in the Associate Degree Nursing curriculum who demonstrates scholastic promise, academic achievement, and financial need. The scholarship is renewable for a second year upon satisfactory academic performance.

The Johnson - Shepherd Memorial Scholarship*

This scholarship was established by Lonnie T. and Eileen E. Johnson to honor the memories of their parents and grandparents. The recipient must be a first-year full-time student in a curriculum program leading to an Associate in Arts degree who plans to attend a four-year college or university to attain a baccalaureate degree. In addition, the recipient must demonstrate scholastic promise and financial need. The \$750 award is renewable for a second year upon satisfactory academic performance.

The G. R. Kindley Scholarship

Mr. G. R. Kindley established this scholarship to assist a first-year full-time student in the Mechanical Engineering Technology curriculum. The recipient must be a resident of Richmond County and have a minimum grade point average of 2.5 for all courses taken in high school, or a minimum of 275 on the GED. The \$750 scholarship may be renewable for a second year upon satisfactory academic performance.

The Kiwanis Golden K Club Scholarships*

The Kiwanis Golden K Club of Laurinburg established these scholarships to provide assistance for students entering the Associate Degree Nursing curriculum. The \$1,200 scholarships are awarded to Scotland County residents who demonstrate scholastic promise, academic achievement, and dedication to the nursing profession. The awards are renewable for a second year upon satisfactory academic performance.

The Annie Louise Lackey Memorial Scholarship*

This scholarship was established to provide assistance to a student enrolling full-time in the Associate in Arts or Associate in Science curriculum. The \$750 scholarship is awarded to a Richmond County resident based on need and ability. Preference will be given to applicants who express an interest in completing their baccalaureate studies at Wingate University. The scholarship is renewable for a second year upon satisfactory academic performance.

The Thomas and May Burch MacCallum Scholarship*

The MacCallum Scholarship is awarded to a resident of Richmond County who is enrolled full-time in a vocational, technical, or college transfer curriculum. The \$750 scholarship is awarded based on demonstrated financial need and academic achievement and is renewable for a second year upon satisfactory academic performance.

The Harris McKinnon McRae Memorial Scholarships*

These scholarships were established by the McRae Family in memory of Harris McKinnon McRae to help deserving full-time Business Administration students. Preference for the McRae scholarships will be given to graduating high school seniors residing in the northern part of Richmond County (Ellerbe and above). These \$750 scholarships are awarded to full-time students and are renewable for a second year upon satisfactory academic performance.

The Dr. Sam D. Morgan Memorial Scholarship

Established by Mrs. Anne M. Morgan to honor the memory of her husband who was the first president of Richmond Community College (then Richmond Technical Institute), the Morgan Scholarship will be awarded starting in 2001.

The Morrison Youth Scholarship

This \$750 scholarship was established by the Morrison Youth Institution Social Interaction-Development (SID) Group. A recipient must be enrolled full-time in the first year of a technical or vocational curriculum program and have a financial need. Priority of selection will be given to an applicant who is on probation/parole in the correctional system or a former inmate of a correctional institution. The scholarship may be renewed for a second year if the recipient maintains a grade point average of 2.0 or higher. Employees or immediate family members of employees of Morrison Youth Institution are not eligible to apply.

The Native American Club Scholarship

This \$200 scholarship was established to assist a Native American student who shows interest in his/her heritage through participation in civic and/or cultural activities. The scholarship is awarded to a deserving high school senior or Richmond Community College student.

The Fran Peden Memorial Scholarship

The Fran Peden Memorial Scholarship was established by Miss Mary M. Peden in memory of her sister, a former Practical Nursing instructor at Richmond Community College. The \$300 scholarship is awarded to a deserving Scotland County resident entering the Associate Degree Nursing curriculum.

The Pee Dee Electric Membership Corporation Scholarship

This \$500 scholarship was established to assist a deserving full-time student who demonstrates scholastic promise, academic achievement, and financial need. Preference will be given to a student whose family is a member of the Pee Dee Electric Membership Corporation, however, this is not a requirement.

The Robert Franklin Pence, Jr. Memorial Scholarship

Established by Mrs. Margaret U. Pence in memory of her husband, this \$500 scholarship is awarded to a student enrolled in the first year of the Associate Degree Nursing curriculum who demonstrates scholastic promise, academic achievement, and financial need. The award is renewable for a second year upon satisfactory academic achievement.

The Meg Queen Memorial Scholarship*

The Meg Queen Memorial Scholarship was established by the family and friends of Meg Queen in commemoration of her service to Richmond Community College and Richmond County. The scholarship is awarded to a first-year student enrolled in a vocational, technical, or college transfer curriculum who demonstrates scholastic promise, academic achievement, and financial need. The \$750 award is renewable for a second year upon satisfactory academic performance.

The Richmond Community College Foundation Scholarships

These \$750 scholarships are awarded to students enrolled full-time in any curriculum. One Richmond County and one Scotland County recipient will be selected. The recipients must demonstrate scholastic promise, academic achievement, and financial need. The scholarships are renewable for a second year upon satisfactory academic progress.

The Richmond Community College Merit Scholarships

These \$750 scholarships were established by the RCC Faculty and Staff to assist first-year students enrolling full-time in any diploma or degree curriculum. The awards are intended to offset the cost of two full-time semesters of study. The recipients must be legitimate scholars as demonstrated by prior academic excellence and must be committed to community involvement and lifelong learning.

The Sealed Air Corporation Scholarships

These \$750 scholarships were established by the Sealed Air Corporation to assist full-time students enrolled in the first year of a two-year Associate Degree program. The recipient must demonstrate scholastic promise, academic achievement, and financial need. The scholarship is renewable for a second year upon satisfactory academic performance.

The Lou Ann Smith Singleton Memorial Scholarship*

Established in memory of Lou Ann Smith Singleton by her mother, Margaret Smith, this \$400 scholarship will be awarded to a first-year, full-time student enrolled in Mechanical Engineering Technology who demonstrates financial need. The scholarship is renewable for a second year upon satisfactory academic performance.

The Dr. Robert D. Street Scholarship

Established by Dr. Robert D. Street, retired Vice President for Administration at RCC, this scholarship provides a \$750 award to a first-year, full-time student in a curriculum program within the Business Technology Division. Recipients will be selected on the basis of academic achievement and financial need. The award may be renewable for a second year upon satisfactory academic performance.

The Prentice Taylor Memorial Scholarship

This scholarship is provided by the Hamlet Rotary Club to commemorate the service of Prentice Taylor to Richmond County. The \$500 scholarship is awarded annually to a deserving second-year student.

The Richard Thorpe Memorial Scholarship

Established by his wife and lifelong friend, Bobby Singletary, the \$750 Richard Thorpe Memorial Scholarship is awarded to a first-year student enrolled in a vocational, technical, or college transfer curriculum. The recipient must be a resident of Richmond County and demonstrate financial need. Priority will be given to applicants who are (a) employed in the textile industry or whose parents are employed in the textile industry and/or (b) are graduates of Rohanen High or Junior High School or children of Rohanen graduates.

The Time Warner Cable Scholarships

Time Warner Cable of Richmond County provides \$750 scholarships to full-time students enrolled in a vocational, technical, or college transfer curriculum who demonstrates scholastic promise, academic achievement, and financial need. The scholarship may be renewable for a second year if the recipient maintains a grade point average of 2.5 or higher.

The United Way - Imperial Foods Scholarships*

The United Way of Richmond County and RCC have established a scholarship fund for the children of the Imperial Foods disaster victims. The scholarships cover tuition and fees for any associate degree, certificate, or diploma program not to exceed five semesters. Applicants must have a high school or GED diploma and must maintain a 2.0 grade point average for continuation of the scholarship.

The Vulcan Materials Company Scholarship

The Vulcan Materials Company offers this \$1,000 scholarship to a full-time student in a curriculum program who demonstrates academic achievement and financial need. Priority will be given to Vulcan employees or their family members before considering other qualified applicants. If awarded to a first-year student, the scholarship may be renewable for a second year upon satisfactory academic performance.

The Wachovia Technical Scholarships

The Wachovia scholarships are awarded to two full-time students in the second year of a two-year program. The scholarships are awarded on the satisfactory evidence of financial need, scholastic promise, and prior performance at RCC. Each student's performance during the first year of enrollment is a criterion for selection. These scholarships are used for books, tuition, and transportation. The scholarships are valued at \$500.

The D. D. and Esta C. Wicker Memorial Scholarship*

The D. D. and Esta C. Wicker Memorial Scholarship is awarded to a full-time student entering a college transferable curriculum. This \$750 award is given by Thomas G. (Tom) and Kathleen C. Wicker in memory of their parents to a deserving Richmond County resident who demonstrates scholastic promise, academic achievement, and financial need. The scholarship is renewable for a second year upon satisfactory academic performance.

The Dr. B. Wingate Williamson, Jr. Scholarship*

Dr. B. Wingate Williamson, Jr. established this scholarship to assist a first year full-time student in a two-year curriculum. The recipient must be a resident of Richmond County and have a minimum grade point average of 2.5 for all courses taken in high school, or a minimum score of 275 on the GED. The \$750 scholarship may be renewed for a second year if the recipient maintains a cumulative grade point average of 2.5 or higher with no grade lower than "C".

The Woman's Club of Hamlet Susie B. Powers Memorial Scholarship

This \$750 scholarship was established in tribute to the memory of Susie B. Powers, a charter member of the Woman's Club of Hamlet. The recipient must be a second-year student enrolled full-time in the Associate Degree Nursing curriculum and must have a minimum grade point average of 2.5 for all courses taken in the first year. Preference will be given to a female resident of Hamlet, however, this is not a requirement.

THE N. C. COMMUNITY COLLEGE GRANT PROGRAM

This need-based program assists North Carolina residents whose Pell Grant may not be sufficient to cover tuition, fees, and required books. Students must be admitted and enrolled for at least six hours per semester, have completed and submitted the Free Application for Federal Student Aid (FAFSA), qualify for the grant based upon a valid Expected Family Contribution under Federal Methodology and the program's recognized "required education expenses" for attending a North Carolina Community College; and meet all other eligibility requirements for the federal Pell Grant. The award amounts vary based upon the individual student's eligibility.

WORK SCHOLARSHIPS

These scholarships are awarded to second-year students in a two-year curriculum or second semester students of a one-year curriculum on the basis of academic achievement and expressed need. The work scholarship recipients will be assigned worthwhile duties on campus which will give them on-the-job training related to his/her curriculum. Recipients will be assigned to supervisors who closely evaluate the work performed and the level of performance. The qualifications are as follows:

1. Student must be full-time in his/her second year of a two-year curriculum at RCC or second semester of a one-year curriculum.
2. A minimum of a 2.8 grade point average is required of all students applying.

VOCATIONAL REHABILITATION

Students with physical disabilities which constitute vocational handicaps are eligible for scholarships from the Division of Vocational Rehabilitation. The nearest Vocational Rehabilitation district office can supply full details on these scholarships.

DEPARTMENT OF VETERANS AFFAIRS

Richmond Community College education programs are approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U. S. Department of Veterans Affairs. Those entitled to DVA benefits are eligible veterans, participants in the Montgomery G.I. Bill contributory program, active duty military in voluntary education programs, drilling National Guard, drilling Reservists, and spouses and children of disabled or deceased veterans. The VA Certifying Official provides information and assistance to students applying for DVA educational benefits.

To be eligible for educational benefits, the student must be enrolled in an approved curriculum, taking only those courses required for graduation in the chosen curriculum. The student must maintain satisfactory academic progress as set by the policy of Richmond Community College.

Procedures for Veteran's Benefits

VA regulations governing institution-approved training of veterans and/or dependents of veterans require that certain documents be on file prior to certification for veterans benefits.

1. Application for admission.
2. Proper application for VA benefits (available from the VA Certifying Official).
3. High school transcript or GED scores and transcript of academic record for each college previously attended.

The veteran or other eligible student may not receive DVA benefits for enrollment in the following: (1) course audits, (2) independent study, (3) repeated courses previously passes, (4) courses not required in chosen curriculum, (5) courses completed by proficiency.

DVA Weekly Attendance Requirement

	Vocational and Associate Degree Programs Semester Credit Hours	Learning Lab Con. (Clock)
Full-Time Benefits	12 or more	20
3/4 Time Benefits	9-11	15
1/2 Time Benefits	6-8	10

Satisfactory Progress for Veterans

A veteran enrolled at RCC is required to maintain the following minimum grade point average in order to be classified as maintaining satisfactory progress.

Associate Degree		Vocational Diploma	
Credit Hours Attempted	GPA	Credit Hours Attempted	GPA
1-12	1.35	1-12	1.50
13-24	1.55	13-24	1.75
25-36	1.70	25-48	1.90
37-48	1.85	Required for Graduation	2.00
49 or more	2.00		
Required for Graduation	2.00		

A veteran who does not maintain satisfactory progress will be placed on probation for one semester. In the event the grade point average is not increased, the veteran's benefits will be terminated.

DVA benefits may be restored by enrolling in the curriculum with no DVA benefits for a period sufficient to increase his/her grade point average to the acceptable minimum for hours attempted and reinstatement by the DVA.

The veteran student who enrolls in two or more subjects and fails or withdraws from all of them will be classified as having made unsatisfactory progress and benefits will be automatically terminated by the DVA.

When the veteran is dropped from classes by the instructor for non-attendance, the veteran's benefits will be terminated. To be recertified the veteran must contact the VA Certifying Official.

Credit Hours Required for Graduation

A Richmond Community College student, including the veteran, must successfully complete the required and elective courses needed to meet the minimum number of credit hours required for graduation from a curriculum.

Veterans are totally responsible for course repeats, courses for which he/she received credit, and courses which exceed the minimum number of credit hours required for graduation. In cases of doubt, please consult with your Advisor or the Registrar. An exception to this is that a score of "F" on a mandatory subject must be repeated. Any veteran, or other eligible person, who does not meet graduation requirements within the time limits imposed will be deemed to not be making satisfactory progress and his/her benefits will be terminated.

Other than the exception noted above, any veteran or other eligible person, who exceeds the total hours and/or takes too many electives, will be required to reimburse the Department of Veterans Affairs.

Overpayment of DVA Benefits

The law requires that the DVA must collect all benefits paid to a beneficiary for a course for which the grade assigned is not used in computing the requirements for graduation including a course from which the beneficiary withdraws, unless there are mitigating circumstances.

This means that if the veteran or other eligible person drops a course, unless he/ she can show the DVA that there are mitigating circumstances, he/ she must return all the money paid to him/her for pursuit of that course from the start of the term, not merely from the withdrawal date.

Examples of acceptable mitigating circumstances are prolonged illness, severe illness or death in the immediate family and unscheduled changes in employment or work schedule.

Examples of unacceptable mitigating circumstances include withdrawal to avoid a failing grade, dislike of instructor and too many courses attempted.

The veteran or other eligible person will be required to submit evidence to support his/her reasons for withdrawal. If the DVA determines that the veteran did not have acceptable mitigating circumstances, an overpayment of benefits will be created.

The DVA will attempt to collect any overpayments from a veteran or other eligible person by making a written request for payment and withholding future benefit payments. Debts may be referred to collection agencies or the Justice Department. Approval of DVA home loan guarantees may be delayed pending satisfactory repayment arrangements. Federal income tax refunds may be withheld and applied to DVA debts.

Attendance

Veterans will comply with attendance requirements set forth on page 68.

Student Development Services

The College offers a comprehensive program of student development services designed to meet the needs of part-time and full-time students. Commitment of college personnel to the concept of total student development involves extending traditional teaching/learning experiences beyond the classroom into other out-of-class teaching/learning situations which may or may not involve typical classroom activities. While student development is a college-wide priority, the primary responsibility for developing and coordinating student development services lies with the Vice President for Student Development.

COUNSELING

The total growth, welfare, and development of all students is of primary concern to the staff and faculty of Richmond Community College. In addition to academic achievement, the counselors at RCC have a genuine concern for the overall growth and development of RCC students and are dedicated to the betterment of all human beings. RCC is truly fortunate to have well-qualified counselors who meet or exceed the minimum qualifications necessary to hold the title of Professional Counselor. All counselors employed at RCC have at least a master's degree in counseling and several are certified by the National Board of Certified Counselors.

To promote the growth and development of students, the counselors use a variety of skills to help individuals improve their feelings of self-worth and their ability to relate to others. Students desiring personal counseling can receive individualized assistance in a number of areas including:

- ***Stress management
- ***Interpersonal communications
- ***Personal motivation
- ***Anxiety reduction
- ***Career concerns
- ***Goal planning
- ***Self-esteem

RCC has also developed cooperative agreements with a number of public and private human service agencies that accept referrals from counselors at RCC for students who encounter problems requiring specialized professional assistance.

CAREER CENTER

RCC operates one of the most comprehensive and effective Career Centers in North Carolina and offers a wide variety of services to students and citizens of the community. One of the most often used services offered by the Career Center is the individualized vocational and educational assessment. By using specialized tests, students are able to learn how their personalities, values, interests, and abilities can be used to make career decisions. Before students enroll in college or become too involved in their chosen degrees, they should ask themselves the following questions:

1. Why do I want a degree in this field?
2. What do I plan to do with this degree when I graduate?
3. Do I, or will I, enjoy most of the courses I am required to take?
4. Am I aware of my capabilities and interests?

If students have difficulty answering these questions, they may want to schedule an appointment with one of the counselors in Student Development to participate in the assessment services offered through the Career Center.

If students are satisfied with their chosen majors, the Career Center can still serve them in a variety of ways. Many students use the Career Center daily to acquire valuable, up-to-date information on:

1. Colleges and universities throughout the country.
2. Occupations, job descriptions, employment outlook, and salary possibilities.
3. Resume writing.
4. Job interview skills.
5. Financial aid sources.
6. College transfer opportunities.

Information is available on computer through our Guidance Information System (GIS) or in printed form. There are no charges for any of the services offered by the Career Center.

SERVICES FOR DISABLED STUDENTS

Richmond Community College recognizes a "qualified handicapped person" as one who meets the federal definition of handicapped. A handicapped person is defined as "any person who (1) has a physical or mental impairment which substantially limits one or more major life functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; or (2) has a history of having been classified as having a mental or physical impairment that substantially limits one or more major life activities."

RCC is committed to providing support and services to disabled students to help them obtain a quality education and to reach their goals with the least amount of difficulty possible. Assistance is provided as necessary as related to a student's individual impairment, and functions to help them participate and benefit from the programs and activities enjoyed by all students.

Counseling services, such as help with financial aid applications, adaptive classroom facilities, community services information, mobility and accessibility arrangements, and note-taking and tutorial needs are addressed and coordinated.

Any student wishing to utilize these services should contact the Vice President for Student Development in the Student Development Office or call (910) 582-7117. Referrals from RCC faculty, staff, or others who may be aware of students with special needs are strongly encouraged.

Institutional 504 Officer: Vice President for Student Development

ADA Student Coordinator: Vice President for Student Development

Students with impairments or special needs are requested to contact the Student Development Department at least one (1) month prior to the beginning of the semester in which the student enrolls in order to arrange for appropriate accommodations for the student.

COOPERATIVE EDUCATION

Cooperative Education (Co-op) is designed to give students enrolled in curricular programs (excluding health fields) the opportunity to gain academic credit for related work experiences while completing their degrees. This combination of classroom instruction with practical, related work experience provides numerous benefits to participating students.

Co-op students may work as many as two semesters in part-time or full-time positions which are approved by the College. Academic credit is given for the learning gained during the work period. Students are visited periodically by the School-To-Work Services Coordinator and receive on-the-job supervision by their employers.

ELIGIBILITY—Full-time students enrolled in approved Co-op programs for academic credit are eligible to participate if they meet the following conditions:

1. Approval of instructors and coordinator.
2. Have a minimum GPA of 2.5.

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3. Have not gained credit for the substitute courses as outlined in the curriculum description.

APPLICATION PROCEDURE—Interested students should obtain application forms from the Co-op Office and schedule interviews with the Coordinator. Students are selected on the basis of information obtained from their applications, college transcripts, and interviews regarding career goals. After students meet eligibility requirements, they may be selected for work assignments as assignments become available.

ACADEMIC CREDIT—Credit hours for Cooperative Education work periods are determined by dividing the average number of hours worked per week by 10 and rounding to the nearest whole number. Co-op students may earn up to two semester hours of credit toward diploma or degree requirements.

REGISTRATION—Students must have the “Approval for Cooperative Education Program” forms signed by the Coordinator and their department advisors before officially registering for Co-op work experience courses. Students interested in Cooperative Education are invited to contact the Co-op Office. Information is also available through faculty advisors.

ADULT APPRENTICESHIP

The Adult Apprenticeship program is registered through the Department of Labor and is endorsed by industry combining education and hands-on work experience in a specified area. RCC’s Adult Apprenticeship program is aligned with the area high schools to transfer a High School Youth Apprentice over to the postsecondary component of the program. The apprentice receives up to three semester hours credit for work related experience.

REGISTRATION

Registration is the process by which students schedule classes and pay tuition each semester. The registration period is specified in the Academic Calendar. During registration, students confer with their assigned advisors, complete the necessary registration forms, pay tuition and activity fees, and purchase books and supplies. Students are expected to attend any scheduled classes on the first day of classes. Currently enrolled students are allowed to schedule their classes early during the Class Scheduling week (as indicated in the Academic calendar) and may be allowed to preregister for classes prior to the regular registration period. Preregistration dates are announced to currently enrolled students.

STUDENT RECORDS

The Registrar is in charge of all student records. Because these records are of utmost importance, they are kept in locked, fireproof files in a locked storeroom. Student records are available to instructors or advisors only through authorization by the Registrar. Under no circumstances are student records removed from the Student Development Office without prior approval of the Registrar. Students are not allowed access to the records room. A student

may view his record only when in conference with his instructor, advisor, or an authorized administrative officer. A student may view his records by submitting a written request to the Vice President for Student Development.

Transcript Requests

A record of academic credit earned at Richmond Community College will be sent to any school or prospective employer if the student requesting the transcript submits a Transcript Request Form or a written approval for release of the transcript to the Registrar. All of the student's accounts with Richmond Community College must be satisfactorily settled before the College will send a transcript. The Registrar's office requires a 24-hour notice of the request. The College does not FAX transcripts.

Changing a Curriculum Major

A student wishing to change his major must see a counselor for approval. When a student changes majors, any courses applicable to the new major will be transferred. Grades earned, credit hours, and quality points will be counted in the new major.

Transferring to Another College

A student wishing to transfer from RCC to another college should refer to that college's catalog for transfer information. If a transcript of coursework completed at RCC is required by the other institution, it will be provided when the student submits a "Transcript Request Form" or a written approval for release of the transcript. All accounts with RCC must be settled before a transcript will be furnished to another institution. (A 24-hour notice is required for transcript requests.)

The Associate in Arts and Associate in Science curricula are transfer intensive programs. The Associate in Applied Science Degree from Richmond Community College is acceptable for junior status in many public universities in North Carolina. In addition, a number of private institutions accept this degree. In both the public and private sector, the College has many individual institutional and program arrangements for transfer of credits. In some cases these arrangements are on a course-by-course basis or for a particular program. As examples; Appalachian State University will accept a number of different Associate in Applied Science degrees for the Bachelor of Technology degree program; UNC-Pembroke accepts the Applied Science degree program in Business and Criminal Justice; UNC-Charlotte will accept Electronics Engineering Technology, Mechanical Engineering Technology, and Criminal Justice; and Western Carolina University has a number of agreements with RCC encompassing the ADN and other Associate in Applied Science degree programs. These agreements continue to be expanded to provide the option of advanced study to RCC students. RCC received community college status in July 1987 and offers the Associate in Science and Associate in Arts curricula. Qualified graduates of these curricula are eligible to transfer to any of the 16 members of the North Carolina University System and most private colleges.

Transfer of Credit to RCC

Students may transfer credit earned at other postsecondary institutions provided: (1) a grade of "C" or above was attained; (2) subject, content, and length of course are comparable; and (3) the courses were completed at an accredited postsecondary institution. While there is no specific time limit on transferability of credit, time may be a factor in awarding credit in courses where technological or societal changes affect the applicability. The Registrar and appropriate instructors will review official transcripts and determine which courses may transfer.

The RCC transcript will show courses accepted for transfer with a grade of "T". These courses will not count in the student's grade point average. Transfer students must earn at least 25% of the total credit hours for the degree, diploma, or certificate as students at RCC. The Nursing program has special requirements for transfer of credit. See the Nursing section of the catalog for details.

Students may transfer credit earned at RCC between curricula programs under the same conditions outlined above. Courses will transfer grade for grade and all grades earned will be used in computing the program grade point average. No transfer credit is permitted for courses completed by proficiency at other institutions.

CATALOG REQUIREMENTS FOR GRADUATION

Students not continuously enrolled are required to meet the graduation requirements of the catalog that is current at the time of re-enrollment. (Another option available to students not continuously enrolled is that they may graduate under the most previous catalog. If the student chooses this option, he/she must discuss his/ her intentions with the Registrar and submit his/her intentions to the Registrar in writing at the time of his/her re-enrollment. However, the College is not obligated to offer courses not listed in the current catalog.)

Students entering in semesters other than fall, failing to take a full load, failing to take all courses as listed on the schedule and in the catalog, or taking required developmental courses may take longer to complete requirements for graduation than outlined in the catalog.

GRADUATION PROCEDURES

Graduation exercises to award degrees and diplomas are held at the end of the spring semester each year. Dates for graduation exercises are listed in the Academic Calendar. During the last semester at Richmond Community College, each graduating student is required to file an application for the degree or diploma. The application form is available in the Student Development Department.

In order to receive a degree, diploma, or certificate from Richmond Community College, a student must:

1. Complete all of the required courses for the curriculum as listed in the catalog.
2. Complete the minimum number of credit hours required for the degree, diploma, or certificate.

3. Have a minimum 2.0 cumulative grade point average in courses for program of study.
4. Have a grade of "C" or better in all core courses for the program of study.
5. Have completed 25% of all required courses in residence at RCC.
6. Satisfy all financial obligations to the College.
7. Pay the \$10 graduation fee at the Business Office.

Certificate Programs

Students completing requirements for certificate programs must complete an Application for a Certificate Form and return it to the Registrar's office. Certificates will be mailed to the student at the end of the semester in which requirements are completed.

Graduation Honors

Honors at graduation are based upon the grade point average earned in courses required for the degree or diploma. Students who have earned grade point averages of 3.5 will graduate Cum Laude. Students who have earned grade point averages of 3.75 will graduate Magna Cum Laude. Students who have earned grade point averages of 4.0 will graduate Summa Cum Laude.

GRADUATION AWARDS ANNUAL AWARDS

Joseph D. Beam Excellence in Engineering Award

The Joseph D. Beam Excellence in Engineering Award, established by Joseph D. Beam, Jr., is given to an engineering student who has demonstrated academic excellence and potential in his chosen field.

Gary B. Craven Academic Excellence in Business Administration Award

Established in 1993 by Wanda B. Craven in memory of her husband, the Gary E. Craven Award is made annually to a student who has excelled in the Business Administration curriculum.

Jarvis and Mary Daniel Award

The Excellence in Biology Award, established by Jarvis and Mary Daniel, is given to an Associate in Arts or Associate in Science graduate who has demonstrated special interest and competency in biology.

Dr. Robert D. Street Academic Excellence in Business Studies Award

The Academic Excellence Award in Business Studies was established by Dr. Robert D. Street in 1976. The award is made annually to a selected student in the Business Division.

Richmond County Historical Society Award

The Richmond County Historical Society presents an award at graduation to the student with the best record of achievement in history and government. To be eligible for the award a student must have completed at least three history and/or government courses and have an overall GPA of at least 3.0.

GRADUATE REFERRAL

The Graduate Referral Office connects the College's academic and career programs to business and industry. The Graduate Referral Officer facilitates the transition of students into the world of work and helps them clarify their occupational needs and interests and capitalize upon them.

The Graduate Referral Office offers these services:

***A job-readiness program covering interview techniques, application procedures, resume preparation, and employment responsibilities

***Daily and weekly job listings for business, industry, government, and educational institutions

***Postings of part-time, temporary, and full-time positions recorded with the Graduate Referral Office

The Graduate Referral Office helps currently enrolled and former students prepare themselves to secure meaningful employment, make realistic vocational choices and plans, and obtain data on current local manpower needs and other labor market information. Students interested in receiving information on jobs that are available should come by the Graduate Referral Office located in the Student Development Department and fill out placement forms. When jobs are available in the areas in which students are qualified, they will be notified. Interested employers may schedule interview sessions on campus through the Graduate Referral Office.

Student Life

At Richmond Community College each student is a person, not a number. Counselors are always available to help with problems or to share an experience. Faculty are available before and after class or during scheduled office hours to answer any questions students might have.

All students enrolled in curriculum off-campus courses are afforded comprehensive Student Development Services. These services consist of registration, advising, and placement and are offered on an as-needed basis. Off-campus classes are classes taught at locations not owned by the College. The James Nursing Building, the Purcell Building, the Speller Center, and the Rockingham Continuing Education Center are considered on-campus locations. Students enrolled in off-campus programs may use the on-campus services at any time.

Classes at RCC are usually small. Students are encouraged to ask questions and to participate rather than just sit and listen to a lecture. If a student encounters academic difficulties, tutors are usually available to assist. Because many RCC students work in addition to attending school, a major effort is made to schedule classes during hours convenient to students.

Student opinion is sought and respected. Richmond Community College is one of the few colleges where the students decide how most of the student activity funds are utilized. Students serve on College committees and the SGA President is a nonvoting member of the College's Board of Trustees.

The student activities program at Richmond Community College is sponsored by the Student Government Association (SGA). Members of the SGA provide students social, recreational, and service-oriented activities. The SGA also supports various clubs which students are encouraged to join. A complete listing of the clubs and more information about the SGA can be obtained from Tim Harris, Student Activities Director. All students enrolled in curriculum programs are members of the SGA.

STUDENT ACTIVITIES

Student activities offer every student an opportunity to make new friends and to help the academic community at large. All student activities are assisted and supported by the Student Government Association (SGA).

A number of clubs have been organized with faculty and staff serving as advisors. No student will be excluded from membership in an organization because of race, creed, religion, sex, age, color, handicap, or national origin.

Special activities are sponsored periodically by the SGA for the enjoyment of all RCC students. Students interested in forming new organizations should consult the SGA President for assistance.

Student Government Association

The SGA was organized and chartered in 1967 and is responsible for governing students, assisting in the execution of institutional policies, and maintaining an appropriate image of RCC in the community. Every student who pays the activity fee is a member of the SGA, which controls and allocates most of the student activity funds under the guidance of the SGA advisor. SGA officers are elected each May by the student body and serve during the next academic year. The SGA president is an ex-officio (nonvoting) member of the RCC Board of Trustees. The SGA Legislative Council is composed of two representatives from each curriculum. These representatives must be elected by September 30.

Student Organizations

The Afro-American Club was organized in 1973. The purpose of the club is to improve race relations and to create greater awareness of Afro-American heritage. Membership is open to all RCC students.

The Criminal Justice Club is designed for students in the Criminal Justice curriculum who are interested in professionalism in related careers.

The Human Services Club is open to students enrolled in the Human Services curriculum.

The Native American Club was organized in the fall of 1986. The purpose of the club is to create a greater awareness of Indian culture, emphasize Indian heritage and stress the need and importance of education. Membership is open to all RCC students.

The Student Nurses Association is open to students enrolled in the Associate Degree Nursing curriculum.

The National Honor Society is open to all students who meet the academic requirements.

The Mechanical Engineering Club is open to all students interested in this field of study.

The RCC Business Students' Association provides a medium for all students registered in any of the four Business Administration Division curricula to network with leaders within the community. In addition, the association advocates seminars for personal and professional development.

AMBASSADORS

Richmond Community College Ambassadors represent the College at different functions and help with recruiting efforts. They receive a \$150 scholarship each semester. To become an ambassador, students must have a 2.5 grade point average and be nominated by a faculty or staff member. Nominees complete an application and are interviewed for final selection.

TELEPHONE CALLS

Only emergency telephone messages will be given to students during classes. Two pay telephones are available for student use. Official telephones of the College may not be used by students for outgoing calls.

SMOKING

Student smoking is permitted only outside of College buildings. Students are asked to observe smoking regulations as a courtesy and safety precaution. Students are encouraged to help keep the campus clean by using the ashtrays and containers provided in designated smoking areas.

CARD PLAYING

Card playing is not allowed on the RCC campus.

FOOD/BEVERAGES

Food and beverages are permitted only in the Student Center and outside buildings. Students are expected to help keep the campus clean by using trash containers.

THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION

Preamble:

We, the students at Richmond Community College, in order to establish justice, maintain high standards of conduct, protect the good names and liberties of all, and to promote unity among the community, faculty, and ourselves, do hereby establish this constitution. From this day forward, we shall uphold this constitution by use of the Student Government Association of Richmond Community College.

ARTICLE I

Membership:

The Student Government Association shall be composed of all registered students of Richmond Community College.

ARTICLE II

Elections and Procedures:

Any curriculum student registered at Richmond Community College shall be entitled to vote in any student body election. The Elections Committee shall have sole power to administer rules, verify all candidates' eligibility, and supervise all campus elections.

The annual Student Government elections shall be in May. At this time, all officers of the Executive Council shall be elected. Eligible students may become candidates for an office by submitting in writing a letter of intent with the SGA advisor. Prior to the nominee being accepted as a candidate, the Elections Committee shall obtain, from the director of Student Development, certification of academic eligibility.

Nominations shall be posted, on the student bulletin board, at least one week prior to the election. A polling place, time, and date shall be posted for each election. Voting will be by secret ballot. The Elections Committee will be custodians of the ballot box. The Elections Committee will hold an alphabetical list of all eligible voters and may explain only the rules of the election.

The Election Committee will count the ballots. Each candidate may have one representative present at the ballot count. The candidate receiving the simple majority of votes is declared the winner. In the event of a tie, the Elections committee shall conduct another election for that office. Newly elected officers shall take office at the opening of the next semester following the election.

ARTICLE III

Qualifications of Officers:

In order for a student to hold the office of Student Government President, he/she must be a second-year student enrolled at least 3/4 time in a two-year curriculum.

All other officers must be second-year students enrolled at least halftime in two-year curricula.

All officers must maintain at least a 2.0 GPA and be approved by the Elections Committee.

ARTICLE IV

Officers and Duties:

The board of officers of the Student Government Association shall be comprised of the President, Day Vice President, Evening Vice President, Day Secretary, Evening Secretary, Treasurer, and Public Information Officer. The duties of all officers shall be to promote cooperation and unity among each other, participate in all day and evening registration activities, aid in creation and performance of committees for elections and SGA sponsored activities.

In addition to the aforementioned duties, the President shall preside over all SGA meetings and represent the SGA at the Board of Trustees meetings. If the President is unable to attend the Board of Trustees meetings or the SGA meetings, the Day Vice President will do so in place of the President. The Secretary will, in addition to the aforementioned duties, organize, plan, and publish the SGA newsletter. The Treasurer will review the annual budget and review purchase orders for items needed for any SGA sponsored event.

Duties:

Section I.

SGA President:

1. Preside over all meetings of officers and legislative council.
2. Nominate committees necessary to SGA.
3. Appoint chairpersons to all SGA committees.
4. Promote cooperation among officers, legislative council, and student body.
5. Maintain a minimum of two office hours a week.
6. Participate in assigned day and evening registration activities.
7. Participate in assigned graduation activities (EX., rehearsal dinner, ushering).
8. Attend Board of Trustee meetings. Take notes and share pertinent information with other officers.
9. Represent the SGA by participating in activities as requested by the president or other administrators at RCC.
10. Plan and organize events for student participation.
11. Attend and participate in all SGA sponsored functions. (EX., community and school projects, and recreational activities.)
12. Attend weekly SGA meetings of the executive council.

Section II.

SGA Vice-President (DAY)

1. Preside over all meetings of officers and legislative council in the absence of the president.
2. Assist the president in nominating committees necessary to SGA.
8. Attend Board of Trustee meetings in the absence of the president. Take notes and share pertinent information with other officers.
9. Represent the SGA by participating in activities as requested by the president or other administrators of RCC.
10. Assist in planning or organizing events for student body participation.
11. Attend and participate in all SGA sponsored functions. (EX., school and community projects and recreational activities.

12. Attend weekly SGA meetings of the executive council.

Section III.

Vice-President (EVENING)

1. Work closely with the evening counselor disseminating information to evening students.
2. Promote cooperation among officers, legislative council and students.
3. Maintain a minimum of two office hours a week.
4. Attend and participate in all evening SGA sponsored functions.
5. Participate in all evening registration activities.
6. Represent the SGA by participating in activities as requested by the President or other administrators of RCC.
7. Assist in planning and organizing events for student body participation.
8. Assist the secretary in producing a monthly newsletter.
9. Attend and participate in all graduation and rehearsal activities.
10. Attend weekly meetings of the SGA Executive Council.

Section III.

Secretary

1. Preside over news committee.
2. Organize, plan and publish a monthly news bulletin.
3. Keep accurately typed minutes and records of all SGA meetings.
4. Work with the treasurer in maintaining accurate records regarding SGA sales.
5. Attend and participate in all registrations.
6. Attend and participate in all SGA sponsored functions.
7. Represent the SGA by participating in activities as requested by the President or other administrators of RCC.
8. Promote cooperation among officers, legislative council, and students.
9. Assist in planning and organizing events for student body participation.
10. Attend and participate in all graduation activities as assigned by SGA advisor.
11. Maintain a minimum of two office hours a week.
12. Attend weekly meeting of the SGA Executive Council.

Section IV.

Treasurer

1. Oversee the annual SGA budget.
2. Write purchase orders for items needed for any SGA sponsored activity.
3. Promote cooperation among officers, legislative council, and students.
4. Maintain a minimum of two office hours a week.
5. Assist the secretary in producing a monthly newsletter.
6. Coordinate with other clubs to develop a SGA calendar.
7. Participate in all assigned day and evening registration activities.

8. Attend and participate in all SGA sponsored functions. (EX., school and community projects and recreational activities.)
9. Represent the SGA by participating in activities as requested by the President or other administrators of RCC.
10. Participate in all assigned day and evening registration activities.
11. Assist in planning and organizing events for student body participation.
12. Participate in assigned graduation activities. (EX., rehearsal dinner, ushering)
13. Attend weekly meeting of the SGA Executive Council.

Section V.**Public Information Officer**

1. To work directly with the SGA Secretary in the production of the SGA newsletter.
2. To assist the different committees in the publication of information needed for an SGA event.
3. To work closely with the College information faculty member in relating pertinent information to the student body.
4. To assist the President as a liaison officer to the different clubs on campus.
5. To maintain at least two (2) office hours a week.
6. To promote cooperation among faculty, officers, and the student body.
7. Attend all SGA sponsored functions and activities.
8. Assist in the planning and organization of quarterly events for the students.
9. Represent the SGA by participating in activities as requested by the College President or his/her representative.
10. Participate in all registration activities.

ARTICLE V**Office Vacancies:**

In the event any officer's position should become open for any reason, the position shall be offered to the next succeeding officer. In case no officer wishes to accept the vacant position, the executive council shall, by 2/3 majority vote, appoint someone to fill the position until the next general election.

ARTICLE VI**Student Legislative Council:**

The Student Legislative Council shall consist of the Executive Council and two (2) representatives from each curriculum. Representatives shall be required to attend the meetings of the SGA in order to inform the students within their curricula of any information necessary. Representatives are to assist in the planning of and to participate in SGA sponsored events. If a curriculum fails to elect representatives by the third week of Fall semester, the Executive Council will appoint representatives to fill the vacancies. The appointed representatives must be from the curriculum in question.

ARTICLE VII

Meetings:

- Section I. Meetings of the Student Government Association may be called by the President at any time, or by two (2) Executive Council members.
- Section II. A minimum of one meeting must be held per month. All meetings (except Executive Council meetings) shall be open to all members of the student body. These students may participate in any and all discussions before the council, but they may not vote in the Legislative Council. Executive Council meetings are closed sessions with only officers in attendance. Groups wishing to present business before the Legislative Council should present a written notice of their business to the Secretary no later than 48 hours preceding the scheduled meeting.
- Section III. In the event a member of the Legislative Council or Executive Council is absent from three (3) consecutive meetings without legitimate reason to council, the presiding officer may declare the position vacant and fill the vacancy in accordance with Article V.

ARTICLE VIII

Powers:

The Legislative Council shall have the power to investigate student complaints related to the College or campus and make recommendations; to discuss issues of importance with the faculty or administration in order to express student opinion; to recommend allocation of part of the student activity fees for events for student participation; to replace by a 2/3 majority vote an officer, chairperson, or representative who does not fulfill the duties of his/her officer, or acts in a manner unfavorable to the SGA or Richmond Community College; to require periodic reports from all organizations receiving funds from SGA funds and to make their rules necessary and proper for the general welfare of the student body.

ARTICLE IX

Impeachment:

- Section I. Any officer of the SGA may be removed from office by a 2/3 majority vote of the Executive Council following impeachment proceedings.
- Section II. Grounds for impeachment shall be, but not limited to, any demeanor unbecoming a student of this College; malfeasance of office, duty, and responsibility; or failure to comply with any part of this constitution.

- Section III. The Executive Council, by 2/3 vote, may initiate impeachment proceedings by filing a written grievance with the Disciplinary Committee. Once the grievance is filed, the SGA advisor will hold a hearing of the Executive Council. After all arguments are heard, the Council will vote.
- Section IV. Appeals may be made to the College president. The College President's ruling is final.
- Section V. No one may be tried for impeachment twice for the same charge.

ARTICLE X

Amendments:

- Section I. Amendments to this constitution may be propose by a 2/3 vote of the Legislative Council
- Section II. The text of the proposed amendment shall be published and circulated among the members of the SGA at least one week prior the election in which the proposed amendment is to be considered.
- Section III. An amendment shall become part of this constitution immediately upon receiving an affirmative vote of 2/3 of the voters voting on the issue in an all campus general election.

ARTICLE XI

Ratification:

We, the Executive Council of the Student Government Association, in order to eliminate unnecessary wording and to bring our constitution on-line with that of the North Carolina Council of Community Colleges Student Government Associations, do hereby submit for review and ratification this copy of the Student Government Association Constitution. On the day of November 9th and 10th, 1997, this Constitution was ratified by the student body of Richmond Community College.

Academic Policies

Richmond Community College is committed to the fullest possible development of the potential in each student. The academic policies and regulations described on the following pages are directed toward this objective. Each student is responsible for his/her familiarization with these policies and is expected to meet all requirements and regulations.

CLASS ATTENDANCE

Regular attendance is considered essential to realize course objectives. Students are expected to attend all scheduled meetings of classes for which they register. The College has determined that excessive absences (absences which exceed 10% of the scheduled class meetings) is detrimental to academic success. Faculty will include a statement relative to class attendance as a component of the course syllabus. Individual instructor attendance requirements must require students to attend a minimum of 90% of all scheduled instruction. No matter the basis for absence, students are held accountable for academic activities and faculty may require special work or tests to make up for missed class(es). A student will be withdrawn by an instructor from a course when the student's absences exceed 10% of the scheduled class meetings, unless the faculty member deems the absences to be unavoidable. In this case, the reasons for the absences must be documented and the student will be given additional assignments to make up for the absences.

The registrar will inform the student by mail of his/her withdrawal and the right to appeal. When withdrawn, the student will receive a grade of "W" for the class and will not receive credit for the course. The "W" grade will not be used to compute hours earned or to compute the student's grade point average.

If the student should desire to appeal his/her withdrawal, he/she must submit a written request of appeal to the Vice President for Student Development. This request must be submitted within a week of the date in the heading of the letter informing the student of his/her withdrawal from class. The student must be prepared to support his/her appeal with extenuating circumstances (i.e. documented illness whereby the student has kept up with work in class) to the Vice President for Student Development.

The Vice President for Student Development will make a decision regarding the appeal based on the evidence and consultation with the instructor.

If the appeal is not upheld, the student may request a meeting before the Student Appeals Committee. This must be within three business days of the decision rendered by the Vice President for Student Development. The student must bring evidence to the Student Appeals Committee on the date and time assigned by the Vice President for Student Development.

Once a withdrawal has been submitted, the student can be readmitted to class only through one of the appeals channels listed above. Once the student has submitted a written appeal, the student will be allowed to monitor the course until a decision is made by the Vice President for Student Development or the Student Appeals Committee.

DISTANCE LEARNING CLASS ATTENDANCE

A student taking a distance learning class will attend three on-campus functions related to the course: a mandatory course-specific orientation session, a midterm examination session, and a final examination session. In addition, any student taking a distance learning course for the first time also will be required to attend a general orientation session to be scheduled prior to the course-specific orientation session.

Distance learning enrollees who fail to attend scheduled orientation sessions prior to the 10% reporting date will be withdrawn from the course. A student taking a distance learning course, which requires a lab, will attend Saturday lab sessions, or other specific time sessions, throughout the semester in which the course is offered.

Any student who misses two successive assignment/meeting/exam deadlines without making contact with the instructor will be automatically withdrawn from the course by the instructor.

WEATHER POLICY

Weather-Delay Class Schedule Guidelines

Adverse weather conditions may cause College officials to delay the beginning of classes by two hours. To avoid missing the 8 a.m. and 9 a.m. classes, a two-hour delay class schedule has been implemented. Classes are 40-minutes in length. Students may listen to the following stations for weather delay information: WAYN-AM 900, WJSG-FM 104.3, WIOZ-FM 102.5, WKML-FM 95.7, WZFX-FM 99.1, WBTW-TV Channel 3, WRAL-TV Channel 5, WSOC-TV Channel 9, and WBTW-TV Channel 13.

NORMAL SCHEDULE	TWO-HOUR WEATHER DELAY SCHEDULE
8:10 - 9:00 a.m.	10:00 - 10:40 a.m.
9:10 - 10:00 a.m.	10:50 - 11:30 a.m.
10:10 - 11:00 a.m.	11:40 - 12:20 a.m.
11:10 - 12:00 Noon	12:30 - 1:10 p.m.
12:10 - 1:00 p.m.	1:20 - 2:00 p.m.
1:10 - 2:00 p.m.	2:10 - 2:50 p.m.

WITHDRAWAL

A student may withdraw from a course or from RCC at any time during the semester prior to taking the final exam. In order to properly withdraw from a course, a student must:

1. Discuss withdrawal with the instructor(s) involved and with a counselor.
2. Obtain a Withdrawal Form from a counselor.
3. Have Withdrawal Form signed by the class instructor(s) and academic advisor.
4. Submit the Withdrawal Form to the Registrar's office.

Students who follow this procedure will receive a grade of "W" for the course(s). This grade will not be counted in hours earned or in computing grade point averages. Failure to follow this withdrawal procedure will result in a grade of "F" for the class(es). When a student is unable to follow the proper withdrawal procedure, he/she may contact a counselor (or the instructor) by telephone or mail and ask that a withdrawal form be initiated on his/her behalf.

GRADING POLICY

Final grades are given at the end of each semester based on the following system:

GRADE	GRADE MEANING	GRADE NUMBER	GRADE POINTS
A	Excellent	93-100	4
B	Above Average	85-92	3
C	Average	78-84	2
D	Passing	70-77	1
F	Failure	Below 70	0
I	Incomplete		N/A
S	Satisfactory		N/A
U	Unsatisfactory		N/A
W	Withdrew		N/A
X	Passed by proficiency		N/A
AU	Audit Credit (see audit policy for meaning)		
MT	Credit for military training		N/A
AP	Advanced Placement credit		N/A
NA	Never Attended		N/A

A grade of "I" is assigned at the discretion of the instructor when a student who is otherwise passing has not, due to circumstances beyond his/her control, completed all the work in the course. The "I" must be removed by making up the work during the first six weeks of the next semester. Failure to do so will result in the "I" grade being changed to a grade of "F".

Students in developmental courses and advancement mathematics courses who receive "I" grades for incomplete work are given the entire subsequent semester to complete the necessary work to remove the "I" grade. The student, however, must enroll in the same course the next semester and satisfactorily complete the necessary course work.

Upon completion of the subsequent course work, the "I" grade will be changed to "S" or "U" subject to the student receiving a passing or failing grade. Grades of "S" or "U" carry no grade point value and are not used in computing the grade point average. "S" and "U" grades are also used in classes with separate labs such as nursing classes. In addition, "S" and "U" grades are used in the Cooperative Education classes. While the grades carry no grade points, the hours are counted towards completion of graduation credits.

A student who voluntarily withdraws from a course or from school anytime during the semester or who is involuntarily withdrawn from a course or school for excessive absences or disciplinary action will receive a grade of "W". A course for which a "W" grade is given will not count as an attempted course.

When a course is repeated, both grades will remain on the student's permanent record. However, only the higher grade will be counted in determining the hours earned and the grade point average.

Grade Point Average

The grade point average (GPA) is a way to give objective value to grades on courses that have different hours.

How to Figure GPA

Step 1.

List your courses and grades for the semester.

Course	Grade
CIS 110	A
ENG 111	B
DFT 111	C
MAT 115	D

Step 2.

List semester credit hours for each course; then total them.

Semester Credit Hours
3
3
4
<u>3</u>
Total 13

Step 3

List grade points earned by grade in each course (A-4, B-3, C-2, D-1).

Grade Points
4
3
2
1

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Step 4.

Multiply credit hours in each course by quality point earned by each grade. Add these results.

Total Grade Points

$$3 \times 4 = 12$$

$$3 \times 3 = 9$$

$$4 \times 2 = 8$$

$$3 \times 1 = \underline{3}$$

$$\text{Total} \quad 32$$

Step 5

Divide total grade points by total number of credit hours to get your grade point average.

$$32 \div 13 \text{ hours} = 2.46 \text{ GPA}$$

GRADE APPEAL PROCESS

A student at Richmond Community College has the right to appeal a grade assigned to him/her. The following procedure will be used by the student who desires to appeal a grade:

1. The student must schedule an appointment with the instructor who has assigned the grade, discuss the matter with him/her and ask for a review of the basis for assigning the grade. If the disagreement about the grade is resolved at this time, grade change action, when needed, should originate through the instructor.
2. If the disagreement is not resolved through discussion with the instructor, the student must, within ten days of notification of the instructor's decision, submit a written appeal to the Vice President for Instruction stating reasons for appealing the grade. (The student may consult with a counselor or his/her academic advisor for assistance in developing the written appeal.) The student should schedule an appointment with the Vice President for Instruction to discuss the appeal. The decision of the Vice President for Instruction is final.
3. The right to appeal a grade expires at the end of the semester following the one in which the grade is assigned. When a student appeals a grade assigned by an instructor no longer employed by the college, the student should initiate the process by notifying the Vice President for Instruction.

SPECIAL POLICIES

Nursing Progression Policy

Students enrolled in a Nursing curriculum must obtain a minimum grade of "C" in each major course* in order to progress and graduate in the Nursing curriculum. A grade point average of 2.0 is required for a student to remain in the Nursing program and for graduation. If a GPA of 2.0 is not achieved, the Nursing student must take a reduced load until a 2.0 is achieved.

Calculation of GPA's are limited to required courses in the Nursing curriculum. Courses taken outside the curriculum are not considered part of the program GPA.

Readmission to the Nursing sequence will be in accordance with readmission policies on a space available basis.

*Major courses for the nursing curriculum are those with NUR or BIO prefixes and PSY 241.

Nursing Dismissal Policy

In addition to the Nursing Progression Policy, the nursing faculty reserves the right to dismiss a student from the Nursing program for the following reasons:

- A. Infraction of health agency policies while on affiliation in that agency.
- B. Negligent acts that result in harm to a patient.
- C. Behavior that presents physical and/or emotional problems which conflict with safety essential to nursing practice and do not respond to treatment/counseling within a reasonable period or time.
- D. Behavior which conflicts with safety essential to nursing practice.
- E. Behavior which impairs judgment or requires an inordinate amount of instructor time in judgment of the Nursing Department Chairman. A failure in judgement is defined as a failure to assess or act appropriately on information that a majority of students at the same level would recognize as important to patient health and safety.
- F. Any student whose behavior or appearance provides reasonable suspicion that the student is under the influence of alcohol or non-prescribed controlled substances may be required to submit to drug screening by a Nursing faculty member in consultation with the Director of the Nursing Department, Vice President for Instruction, Vice President for Student Development, or the President of the College. Facilities which provide clinical experience reserve the right to require testing in compliance with drug and alcohol policies of the institution. Failure to comply may result in dismissal from the program or refusal of the clinical facility to allow the student access to clinical experience. Should the student be denied access, this may result in dismissal if this is the only clinical facility available for practice.

- G. Violation of the patient's right to privacy by not protecting information of a confidential nature.

Any student who is recommended for dismissal from a Nursing curriculum will have a conference with the instructor and Nursing Department Chairman to discuss the reason(s) for dismissal. The student will also receive a letter stating the reason(s). If the student disagrees with the dismissal he/she should contact the Vice President for Student Development. The Vice President for Student Development, in consultation with the Chairman of the Nursing Department, will make a recommendation to readmit or decline readmission. If the student disagrees with the recommendation of the Vice President for Student Development he/she may appeal to the President of the institution. If the student disagrees with the recommendations of the President, an appeal may be made to the Board of Trustees whose action will be final.

CREDIT FOR NONTRADITIONAL LEARNING

Military Training

Credit may be awarded to students for educational experience in the armed services. Documentation of experience must be submitted to the Registrar who will consult with the appropriate department chairmen before granting credit. Students should submit a "Request for Evaluation of Military Experience" (form DD295) and/or ARRTS (Army/ACE Registry Transcript System) transcript for evaluation. Service school diplomas and MOS (Military Occupational Specialty) Evaluation Score Reports are acceptable in lieu of the ARRTS transcript. Military service experiences are evaluated using ACE Guide recommendations. The symbol "MT" on academic transcripts will indicate credit earned for military educational experience. Credit hours will be assigned for such credit; however, no quality points will be assigned.

Proficiency Credit

Proficiency tests provide a means for earning credit toward graduation. The student may, by written application to his/her advisor, request to be tested in courses approved for proficiency in which he/she exhibits evidence of proficiency. Proficiency Test Request forms may be obtained from the Student Development Department. A faculty member will be designated to interview the student to determine if he/she possesses sufficient knowledge to proceed with testing. If the student exhibits such proficiency, he/she will be approved by the Vice President for Instruction and the testing will proceed.

The student must achieve a grade of at least "85" (B) to receive credit for the course. If the student successfully completes the proficiency test, his/her transcript will show a grade of "X" for credit by exam. Courses taken by proficiency are not calculated in grade point averages. No more than 10 semester credit hours can be earned through proficiency tests and the test may only be taken once.

Advanced Credit for High School Students

Richmond Community College has entered into an Articulation Agreement with certain local school systems to provide advanced placement for selected high school vocational courses. High school graduates who successfully complete one or more of the selected courses and present evidence of mastery of

skills in the course(s) will be granted credit at Richmond Community College for the comparable course in a degree or diploma program. (An example would be two courses in Computer Applications at the high school level may count for an Introduction to Computers course at RCC.) Students desiring more information should contact the Director of Admissions or Vice President for Student Development.

Advanced Placement Courses

Students who complete college level work in secondary school through the Advanced Placement Program of the College Entrance Examination Board may apply for credit at Richmond Community College by having the College Board forward scores to the Registrar for evaluation. Academic credit will be considered for a score of 3, 4, or 5.

EXAM	HOURS GRANTED	COURSE(S)
AP Calculus	9	Mat 171, 172, 271
AP English	3	Eng 111
AP Biology	4	Bio 111
AP History	3	His 131 or His 132

College Level Examination Program (CLEP)

Credit may be awarded for subject matter examinations or for general examinations at the levels recommended in the current edition of CLEP Scores: Interpretation and Use. Test scores must be submitted to the Registrar for evaluation.

The College Board offers these examinations at permanent test centers throughout the United States. Test center information can be obtained from secondary school counselors or by writing to:

College Level Examination Program
Box 1824
Princeton, NJ 08540

REPEAT COURSE POLICY

Students who receive a grade of "C" or better on a curriculum course may elect to repeat the course once. (Where State and/or Federal Regulations are contrary to this policy; these Regulations will apply.) Students desiring to repeat a course for a third time must obtain written permission from both the Vice President for Student Development and the Vice President for Instruction.

INDEPENDENT STUDY POLICY

Though the practice is not encouraged at this level, a curriculum student may take a curriculum course by Independent Study provided the student:

1. Has an overall cumulative GPA in the courses required in the degree program of 3.25 or better.

2. Has completed at least one-half of the course requirements in his/her major.
3. Has the approval of his/her major advisor and the Vice President for Instruction.
4. Has the agreement of an appropriate faculty member to oversee the Independent Study.
5. Completes all assignments given by the overseeing faculty member.
6. Is prepared to spend equivalent contact hours in the Guided Studies Center.
7. Properly registers for the course being attempted through Independent Study.

ACADEMIC RESTRICTION, SUSPENSION, DISMISSAL AND READMISSION POLICY

To be considered making Satisfactory Academic Progress, a student must maintain a minimum grade point average in relation to the number of credit hours attempted as follows:

Associate Degree		Diploma	
Credit Hours Attempted	GPA	Credit Hours Attempted	GPA
1-12	1.35	1-12	1.50
13-24	1.55	13-24	1.75
25-36	1.70	24-48	2.00
37-48	1.85	For Graduation	2.00
49 or more	2.00		

Students failing to meet the performance standards as set forth above shall be placed on academic probation for the next semester in which he/she is enrolled. Failure to meet the required standards at the end of the probation period will result in the student being required to take a reduced load the next semester the student is enrolled. This will be considered academic restriction.

If the student's grade point average does not meet the required standards at the end of the semester in which the student is on Academic Restriction, he/she will be subject to a one-semester dismissal. If the student feels there are extenuating circumstances that should prevent the suspension, he/she must submit a written appeal to the Vice President for Student Development who will convene the Appeals Committee to hear the case. The decision of the Appeals Committee shall be final.

A student, upon request for readmission after the one-semester dismissal, shall be readmitted but will continue to be on academic restriction until his/her GPA falls within the minimum GPA in relation to the credit hours attempted listed above.

Note: This policy applies to all curriculum programs except Associate Degree Nursing which is governed by the ADN Progression Policy as outlined on page 106 of the current RCC catalog.

ACADEMIC ACHIEVEMENT

Academic achievement at RCC is recognized by the publication of the President's and Dean's List and by special recognition of academic honors at graduation.

President's and Dean's Lists

The President's List and Dean's List are published in two parts at the end of each semester. The President's List identifies students who earn an "A" in all courses and have a 4.0 grade point average. The Dean's List includes the names of students who attain a minimum grade point average of 3.25 and earn no letter grade lower than a "B" while carrying 12 or more semester hours in a degree or diploma program. Also appearing as an addendum to this list are those students carrying at least 6 but less than 12 credit hours in a degree or diploma program who attain a minimum grade point average of 3.25 and earn no letter grade less than a "B". A news release is also forwarded to the hometown newspaper of those students named to the President's and Dean's Lists.

STUDENT CONDUCT

Richmond Community College reserves the right, in the interest of all its students, to decline admission, reprimand, place on probation, suspend, expel, or require the withdrawal of a student for just cause when it is deemed to be in the best interest of the College. Procedural due process will be adhered to in all cases. Students are expected to conduct themselves in accordance with generally accepted standards of conduct and to fulfill the responsibilities of their particular roles within the college community.

College students have a legal and moral right to know the specific areas of prohibited conduct and to be judged as to charges of commission of such conduct by a fair and impartial tribunal.

Set forth below are school regulations prohibiting certain types of student conduct that constitute offenses against the college community:

1. Taking, or acquiring possession of any academic material (test information, research papers, notes, books, periodicals, etc.) from a member of the College faculty, staff, or student body without permission or any comparable violation of academic security.
2. Stealing property, knowingly possessing, receiving or selling stolen property on campus or at any off-campus College sponsored function.
3. Behaving in an abusive, obscene, violent, excessively noisy or drunken manner on College property or at a College sponsored function or activity.
4. Damaging or destroying College property or property belonging to a member of the College community.
5. Intentionally causing or attempting to cause physical injury to an employee, a student, or guest. Behaving in such a manner that could reasonably be interpreted as possibly leading to the physical injury of a College employee, student, or guest.

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6. Deliberately and knowingly passing a worthless check or money order in payment of any financial obligation to the College.
7. Violation of College regulations regarding the operation and parking of motor vehicles.
8. Misusing student status or right to use College property to commit, or induce another student to commit a serious violation of local, state, federal laws, or any College regulation.
9. Engaging in any conduct that causes any material disruption of any lawful function or activity of the College, engaging in conduct in which disruption is reasonably certain to result or urging others to engage in conduct where disruption occurs or is reasonably certain to occur.
10. Illegally entering any office or building on College property or property used by the College.
11. Bringing or using firearms, fireworks, explosives, incendiaries and all other types of weapons on College property or at any College function, except on-duty law enforcement personnel or upon prior approval of the President of the College.
12. Failing to comply with the lawful directions of instructors, administrators, or any other authorized personnel during any period of time when he/ she is properly under the authority of College personnel.
13. Hazing or harassing any student, staff member, or guest of the College.
14. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, marijuana, alcoholic beverage, or intoxicant of any kind on College property or at any College sponsored function at any time. Using legally prescribed drugs is not a violation.
15. Violation of probation requirements.

If the student is found guilty of violation of any of the above regulations, the Discipline Committee may impose any one or combination of the following penalties: (Ex: 1 semester suspension, 1 year probation)

1. Expulsion—(Not being allowed to return to RCC)
2. Suspension—(Not being allowed to return to RCC for a specified amount of time)
 - a. Semester
 - b. Year
3. Restitution —(Repayment for damages)
4. Probation—(Behavior while at RCC under close supervision of Vice President for Student Development for a specified amount of time; student will be allowed to stay in College as long as behavior is observed)
 - a. Semester
 - b. Academic Year
5. Reprimand—(A severe or formal reproof)

Procedures for Charges, Hearings, and Appeals

Any student or College employee may initiate disciplinary action against any student observed violating regulations of the College on campus or at any officially sponsored College function away from the campus. Such charges must be submitted in writing to the Vice President for Student Development. Upon receipt of the charges, the Vice President for Student Development will be responsible for investigating and determining whether there is probable cause that a regulation of the College has been violated.

The Vice President for Student Development shall notify the student in writing, of the charges against him and shall schedule a hearing before the Discipline Committee. The Notice shall contain the following:

1. The regulation alleged to have been violated by the student.
2. The witnesses for the College.
3. The penalties which might be imposed.
4. The time, place, and date of the hearing.
5. That the student may present evidence and witnesses in his defense.
6. That the student may be represented by counsel at his expense.
7. That the student may make a record of the hearing.

The Vice President for Student Development shall hand deliver or mail the notice to the student at his most recent address on file at the College. The Vice President for Student Development may suspend a student prior to the full hearing upon a determination from the facts that the student's continued presence on the campus constitutes a danger to the normal functions of the institution, to property, to the student himself, or to others.

The student shall be provided a preliminary hearing unless it can be shown that it is impossible or unreasonably difficult to provide it.

The Vice President for Student Development shall notify the student, in writing, of the reasons for the interim suspension. This notice shall also inform the student of (1) the date, time, and place of the preliminary hearing, and (2) that the student may show why his continued presence on the campus does not constitute a danger to the normal functions of the institution, to property, to the student himself, or to others. The Discipline Committee may convene to hear the case no earlier than the third full business day after the student has received written notification of the charges against him/her.

If a student does not meet with the Discipline Committee, when scheduled to do so, he/she will be dropped from Richmond Community College and will not be allowed to reenroll until charges are heard and a decision reached by the Discipline Committee. The Discipline Committee shall render a decision based solely on the facts presented at the hearing.

If the student is found guilty of a violation of a student regulation, he/she may appeal the decision in writing to the President of the College. After the appeal is filed, the student, accompanied by counsel if he/she so desires, will meet the College President. This appeal must be filed within seven days of the date of the decision of the Discipline Committee. The student will be permitted to speak in his/her behalf.

If the President upholds the findings of the Discipline Committee, the student may appeal in writing to the Board of Trustees. After the appeal is filed, the student, accompanied by counsel if he/she so desires, will meet with

the Board of Trustees. At this meeting the student will be allowed to speak in his/her behalf. The decision of the Board of Trustees will be final.

If the student appeals a penalty of suspension or expulsion, the student may request the right to continue class attendance until a final disposition is made of his/her case. This request must be in writing to the College President. The President may approve or deny this request at his/her discretion.

CHEATING

If a student is found guilty by the Discipline Committee of violating rule number one (academic dishonesty) of the Student Conduct Code, by Board of Trustees policy, he or she will receive as a minimum sanction a one semester suspension.

RESTRICTED USES ON CAMPUS

Richmond Community College welcomes visitors and students to its campus. To avoid disruption and insure the safety of all concerned, the following restrictions apply:

- No guns
- No illegal drugs
- No camping
- No pet walking
- No swimming
- No boating
- No fishing
- No skateboarding
- No rollerblading
- No biking

ACCESS TO STUDENT RECORDS

The "Family and Education Rights and Privacy Act of 1974" (P.L.93-380, S513) signed by the President of the United States became law as of November 9, 1974. Included in this law are requirements related to the privacy of student files and records.

The law specifically states that no institution of higher education shall prevent its students from inspecting and reviewing "any and all official records, files, and data including all material that is incorporated into each student's cumulative folder."

Although that act specifically refers to the access rights of parents, it provides that "whenever a student has attained eighteen years of age or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student."

The only individuals or agencies authorized to see a student's record, other than the student himself, without the student's written consent, are school officials with "legitimate" educational interests, officials of other schools in which the student "intends to enroll," and certain government representatives.

A copy of the law and the complete policy is on file in the Registrar's office. Any student desiring to review his/her file will fill out a form in the Student Development office and an appointment will be made with one of the counselors, the Registrar, or the Vice President for Student Development to review the file within 45 days of the signing of the request form.

Records will be released to parents and outside agencies only with the written release of the student. In keeping with federal regulations on student information, Richmond Community College has designated the following as "Directory Information":

1. Dean's list.
2. Graduation list.
3. Sports activities.
4. Recognized student activities.
5. Other student honors or awards.
6. Special achievement.
7. Photographs of students involved in RCC activities.

This "Directory Information" will be routinely released to the news media and/ or utilized for Richmond Community College publications.

Any student who does not wish any or all of this information to be released must give written notification to the Vice President for Student Development on or before the "last day for tuition refund" as listed in the Academic Calendar of the semester in which he/she is enrolled.

CAMPUS DRIVING AND PARKING

Automobiles shall be operated in a responsible manner. Violations of safe driving practices will be dealt with promptly. Regulations for parking on campus are:

- All vehicles parked on campus by full- or part-time faculty, staff or students must be registered. Vehicles may be registered during the registration period each semester or any time in the Student Development Office in the Lee Building.
- Registration of a vehicle does not guarantee or reserve a parking space.
- Students may not park in the Faculty Parking Lot. Violators may be fined \$5 or towed. Public parking violators may be towed or prosecuted.
- All vehicles may be parked in designated spaces only. Visitor and handicapped spaces are for visitors to the campus and handicapped persons with special permits only.
- Parking permits must be displayed on the rearview mirror.
- To park in a handicapped space, vehicles must display a handicapped parking permit. Additionally, the driver of the vehicle must be the person to whom the handicapped parking permit was issued.
- Driving off roads and parking lots is prohibited.
- Motorcycles must park in areas designated for them.
- No parking on roadways.
- No overnight parking.

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- It is the responsibility of all students, faculty, and staff to know and follow all parking regulations. Failure to comply may result in any of the following:
 - Warning ticket
 - Parking citation (\$5 fine)
 - Towing of vehicle at the owner's expense
- Parking violations normally result in citations. However, vehicles may be towed if the violation affects campus order or safety. Examples: blocking a parking lot entrance or blocking a lane of traffic so completely that emergency vehicles could be delayed.
- Leaving vehicles unattended in a designated towing zone such as a fire lane or handicapped space
- Individuals to whom a vehicle is registered are responsible for citations regardless of who was operating the vehicle at the time a parking citation was issued.
- RCC assumes no responsibility for damage to or theft from any vehicle or its contents while it is operated, parked, or towed.
- Visitors' parking permits may be issued for persons visiting the campus. Visitors should park in spaces designated for them.
- Persons wishing to contest a citation must appear before the Traffic Court which meets weekly. Contact the Student Development Office to learn the time and location of the court. Students do not have to appear in person before the court; they may write a statement and the court will consider it. The Traffic Court is chaired by the Vice President for Student Development. The other members are a faculty member and three students.
- Students who do not pay their citations will not be allowed to register or have a transcript issued until their account is cleared.
- Offenders with more than four (4) citations in one semester may be called before the Traffic Court to show cause why their parking privileges should not be revoked.

STUDENT HEALTH

Any faculty or professional staff member may recommend a student be referred for professional evaluation of physical and/or mental health. Physical health is defined as being free of communicable disease, being able to perform motor skills required in the curriculum the student has chosen, and having no limitations to participate fully in all required learning activities without directly or indirectly endangering the safety of self and/or others. Mental health is defined as being able to function in all learning environments using appropriate defense mechanisms to deal with stressful situations without directly or indirectly endangering the safety of self and/or others.

The recommendation of the faculty or professional staff should be made to the Vice President for Student Development. The recommendation must be accompanied by documentation to show that the behavior may adversely affect the student's continuation in a program of study or may preclude employment upon completion of the program of study.

If the Vice President for Student Development, in consultation with an instructor and/or department chairman of the curriculum in which the student is enrolled, finds that such evaluation is warranted, the student will be required to seek evaluation and treatment as recommended or be subject to dismissal from the College. The Vice President for Student Development, in consultation with an instructor and/or department chairman of the curriculum in which the student is enrolled, will decide if the student may continue to participate in class and other learning experiences during evaluation and treatment.

Upon recommendation of the medical and/or mental health professional in charge of the student's case, the Vice President for Student Development, in consultation with an instructor and/or department chairman of the curriculum in which the student is enrolled, may readmit or decline readmission. If the student disagrees with the recommendation of the Vice President for Student Development, he/she may appeal to the President of the institution. If the student disagrees with the recommendation of the President, he/she may appeal to the Board of Trustees whose action will be final.

COMMUNICABLE DISEASES

RCC has established a Student Health Committee to provide educational information concerning issues related to student health and communicable diseases (C.D.).

1. Educational programs about health and C.D. will be available to all RCC students and employees.
2. No person with a communicable disease will be denied admission to Richmond Community College on that factor alone. The College will analyze and respond to each case as required by its own particular facts. Persons with C.D. who represent no threat for C.D. transmission in the classroom, lab, or clinic should be provided an education in the usual manner.
3. Students will be encouraged to inform the Vice President for Student Development and appropriate Department Chairman if they have a C.D. and/or positive C.D. test. Strict confidentiality will be maintained on any information and will only be used by the College to provide education and protection of other students, faculty, and staff.
4. When there is concern for the health of others, the Student Health Policy shall be invoked.

COMPUTER POLICY

College-owned or operated computing resources are for the use of faculty, students, staff and other authorized individuals. Exercise responsible, ethical behavior when using these facilities. The College does not attempt to articulate all required or proscribed behavior by its users. Therefore, each individual's judgement on appropriate conduct must be relied upon. To assist in such judgement, the following guidelines have been developed:

1. Computing resources and access accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-College related activities.

2. An access account assigned to an individual must not be used by others. Individuals are responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. Allowing friends, family, or coworkers to use your account is a serious violation of these guidelines.
3. All computer software is protected by the federal copyright law and most is proprietary and protected by legal licensing agreements in addition to the copyright law. You are responsible for being aware of the licensing restrictions for the software you use on any system.
4. Do not engage in activities to damage or disrupt hardware or communication such as virus creation and propagation, wasting system resources, and overloading networks with excessive data.
5. Be considerate. Do not monopolize or misuse system resources by, for example, requesting multiple copies from printers or by playing games.
6. You may not create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying, or harassing language and/or material, such as broadcasting unsolicited messages or sending unwanted mail.
7. You may not intentionally access or damage systems or information that is not yours, such as College records, or use any system for illegal activities.

Failure to follow the Acceptable Use Guidelines may result in the suspension or revocation of access accounts or other College disciplinary action.

CHILDREN ON CAMPUS POLICY

Richmond Community College welcomes visitors and students to its campus. To avoid disruption and to insure the safety of young visitors, all children (under sixteen) must be under the direct supervision of an adult. Under no circumstances are children to be taken to class or left unattended anywhere on campus. Richmond Community College assumes no responsibility for children left without direct supervision. Students who violate this regulation are subject to disciplinary action.

GRIEVANCE PROCEDURE

Any student who has a complaint or dispute about any aspect of his or her treatment (except for grades) by the College or the manner in which such person has been treated by any other college student or employee is urged to seek resolution of such complaint or dispute through the grievance procedure contained in this section. To the extent permitted by law, compliance with the grievance procedure contained in this section is required before any person may institute litigation against the College or any of the College's employees acting in their official capacities on behalf of the College.

Prior to initiating a grievance as outlined in this procedure, students should use the identified organizational levels of management of supervision to resolve their concerns. Present and former students and student applicants are expected to communicate their complaints or concerns first to their instructor and then, if the matter remains unresolved, to the department head. The

College understands, however, that there are circumstances where it is appropriate for a party to skip a level in the aforementioned chain of command and present the grievance at a higher level.

Each grievance should be put in writing (preferably typed or printed) and should contain a sufficiently detailed statement of all circumstances or events as will permit understanding of the grievance to all individuals reviewing the grievance at every stage of the grievance process. If there are documents in existence that relate to the substance of the grievance or that would facilitate communication or understanding of the grievance, these should be attached to the grievance. Grievances of students should be submitted to the Vice President for Student Development. To preserve his or her entitlement to have a grievance reviewed under this grievance procedure, and individual must submit the grievance and all supporting documentation to the Vice President for Student Development within ninety (90) days after the action, incident, or conduct upon which the grievance is founded, occurred, or was first brought to the individual's attention.

Upon receipt of the grievance containing the information required above, the Vice President of Student Development will expeditiously take action on the grievance in cooperation with other individuals within the College and will submit a written report to the grievant. In the event action taken by the Vice President for Student Development is deemed unsatisfactory to the grievant, the grievant may submit, in writing, to the Executive Vice President for Administration, a request for review of the action taken by the Vice President for Student Development. In the event the action taken by the Executive Vice President for Administration is deemed unsatisfactory to the grievant, the grievant may submit in writing to the President a request for review of the action taken by the Executive Vice President for Administration. In order to be taken by the Executive Vice President for Administration, written request for review must be received by the President within thirty (30) days after the date that the report of the Executive Vice President for Administration was mailed to the grievant. Along with the grievant's written request for review, the grievant should submit to the President a copy of the written report received by the Executive Vice President for Administration along with a copy of the original grievant and related documents that the grievance submitted to the Vice President for Student Development. The President shall act expeditiously to render a written decision on the grievance and a copy of this written decision will be mailed to the grievant. The decision of the President shall be final.

SEXUAL HARASSMENT POLICY

It is the policy of the Board of Trustees of Richmond Community College that no employee or student may engage in conduct that falls under the definition of sexual harassment. No personnel, admissions, or academic standing decisions shall be made on the basis of a granting or a denial of sexual favors. All employees and students are guaranteed the right to work and study in an environment free from sexual harassment. Sexual harassment shall hereforth be deemed a form of sex discrimination prohibited by North Carolina General Statutes 126-16. Any student desiring a copy of this policy should contact the Vice President for Student Development.

CAMPUS SECURITY POLICY

The Campus Security Act requires colleges to record and report certain crimes. The Richmond Community College Campus Security Committee is responsible for developing a campus security policy; reviewing the policy regularly; and updating the policy as needed. Administrative, professional, instructional, paraprofessional, clerical, and maintenance personnel constitute the committee. The President will appoint the Campus Security Committee and will designate the chairman.

Definition of crimes which must be reported:

1. **Murder:** The willful (non-negligent) killing of one human being by another.
2. **Rape:** The carnal knowledge of a person forcibly and/or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity; or an attempt to commit rape by force or threat of force.
3. **Robbery:** The taking, or attempting to take, of anything of value under confrontational circumstances from the control, custody, or care of another person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
4. **Aggravated Assault:** An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness - note that an unsuccessful attempt to commit murder would be classified as an aggravated assault.
5. **Burglary (breaking or entering):** The unlawful entry into a building or other structure with the intent to commit a felony or a theft. Note: forced entry is not a required element of the offense, so long as the entry is unlawful (constituting a trespass). It may be accomplished via an unlocked door or window. Included are unsuccessful attempts where force is employed, or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.

The College must report the number of arrests for the following crimes that occur on campus: liquor law violations, drug abuse violations, and weapons possessions. An arrest has occurred when a law enforcement officer has detained an individual with the intention of seeking charges against the person for a specific offense(s) and a record is made of the detention. The annual security report shall be filed and posted each August by the Executive Vice President for Administration. The report is posted on bulletin boards around the campus as well as in the Student Development Department and the library.

Definitions of crimes for which arrests must be reported:

1. **Liquor law violations:** violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of

alcoholic beverages (with the exception of driving under the influence or drunkenness).

2. Drug abuse violation: violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.
3. Weapons possessions: violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Forms for reporting any of these crimes are available in administrative offices.

STUDENT RIGHT TO KNOW POLICY

Copies of graduation rates required under "Student Right to Know" legislation of Title IV Financial aid are available in the Student Development Department and the Learning Resources Center upon request.

GUARANTEE TO EMPLOYERS

Richmond Community College guarantees that its graduates are proficient in the areas of knowledge and skill covered by their educational programs.

In the event that an employer finds a Richmond Community College graduate deficient in such an area, the employer should, within 90 days of the graduate's employment, contact the Vice President of Student Development and/or the Vice President of Instruction at the College.

The Vice President of Student Development and/or the Vice President of Instruction will arrange to reenroll the graduate in one, two, or three courses at the college – at no charge to the graduate or the employer.

This guarantee applies to graduates of two-year degree programs and one-year diploma programs.

The Curriculum

Richmond Community College offers curricular programs leading to an associate degree, a diploma, or a certificate. Certificates may be awarded through certain curricula upon the satisfactory completion of prescribed courses selected and identified by the College. For more information, see your academic advisor.

The Guided Studies Center, tutorial services, and developmental education courses are available for students who need to enhance or review basic skills prior to entering a curriculum. New programs and courses are added in response to student and community needs. Course outlines for all courses are available for review in the Office of the Vice President for Instruction. This general catalog represents the most accurate information available concerning Richmond Community College at the time of its publication. However, the College reserves the right to delete or change programs and courses as may be required.

The curricular programs are designed so all students who complete requirements for a degree or diploma will meet required competencies in reading, writing, oral communication, computing and general math skills.

The curriculum programs are arranged in alphabetical order and described in detail on the following pages.

DEGREES, DIPLOMAS, AND CERTIFICATES

The Board of Trustees of Richmond Community College, under the authority of the State Board of Community Colleges, is authorized to award the following degrees, diplomas, and certificates:

1. An Associate in Arts, Associate in Fine Arts or Associate in Science Degree is awarded for successful completion of the college transfer curriculum.
2. An Associate in Applied Science Degree is awarded for successful completion of a 64 - 76 semester hour curriculum.
3. A diploma is awarded for successful completion of a 36 - 48 semester hour curriculum.
4. A certificate is awarded for successful completion of programs which are 12 - 18 semester hours credit in length. The courses will be determined by the College.

COURSES OF STUDY

College Transfer Programs

College transfer curricula are four semesters in length and prepare graduates to pursue baccalaureate degrees at senior institutions.

Associate in Arts

Associate in Fine Arts

Associate in Science

Pre-Majors:

Biology

Biology Education

Business Administration

Business Education

Computer Science

Criminal Justice

Elementary Education

English

English Education

Health Education

History

Mathematics

Mathematics Education

Middle Grades Education

Nursing

Physical Education

Political Science

Psychology

Social Science Secondary Education

Social Work

Sociology

Special Education

Speech Communication

Associate in Applied Science Degree Programs

Associate of Applied Science Degree curricula are four semesters in length at a minimum and are highly specialized occupational programs. These programs emphasize theory and practical application.

Accounting

Associate Degree Nursing

Business Administration

Computer Engineering Technology

Criminal Justice Technology

Early Childhood Associate

Electronics Engineering Technology

General Education

General Occupational Technology
Human Services Technology
Industrial Maintenance Technology
Information Systems
Information Systems / Network Administration and Support
Manufacturing Technology
Mechanical Engineering Technology
Medical Assisting Technology
Office Systems Technology

Note: Associate of Applied Science Degree students considering transfer to a senior institution may substitute a higher level mathematics course for the required mathematics course listed in their curriculum.

Diploma Programs

Diploma programs are usually two semesters plus a summer term in length and emphasize specific skills in the particular vocation plus some knowledge of mathematics, the sciences, and communication skills.

Criminal Justice Technology
Electrical/Electronics Technology
Industrial Maintenance Technology
Information Systems / Network Administration and Support
Machining Technology
Mechanical Engineering Technology

Certificate Programs

Business Administration
Computer Aided Drafting
Electrical/Electronics Technology
Electronics Engineering Technology
Information Systems
Machining Technology
Mechanical Engineering Technology
Nursing Assistant I & II
Office Systems Technology
Mechanical Engineering Technology
Medical Assisting Technology
Office Systems Technology

Associate Degree Curricula

ASSOCIATE IN ARTS ASSOCIATE IN FINE ARTS-DRAMA ASSOCIATE IN SCIENCE (COLLEGE TRANSFER CURRICULA)

Richmond Community College offers three associate degree programs designed to allow seamless transition to four-year institutions: Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Fine Arts (A.F.A.). These programs are designed to offer students the freshman and sophomore years of a baccalaureate-track program.

The Associate in Arts program is designed for students desiring a bachelor's degree and/or pre-professional training in areas other than fine arts and natural/biological/mathematical sciences. Students who plan to major in such disciplines as liberal arts and liberal arts education, sociology, psychology, humanities, music, art, business, economics, history, and political science should consult a counselor about enrolling in the A.A. program.

The Associate in Science program is designed for students desiring a bachelor's degree and/or pre-professional training in natural, biological or mathematical disciplines.

The Associate in Fine Arts—Drama Concentration program is designed for students desiring a bachelor's degree and/or pre-professional training in theatre arts. The A.F.A. courses offer students academic and hands-on training in the production and performance aspects of classical, renaissance, and modern theatre.

Academic Pre-Majors

Counselors and advisors can help students design a program of study for the following pre-majors:

Associate in Arts Pre-Majors

Business Administration	Physical Education
Business & Marketing Education	Political Science
Criminal Justice	Psychology
Elementary Education	Social Science Secondary
Education	
English & English Education	Social Work
Health Education	Sociology
History	Special Education
Middle Grades Education	Speech Communication

Associate in Science Pre-Majors

Biology & Biology Education	Mathematics & Math Education
Chemistry & Chemistry Education	Nursing
Computer Science	

Associate in Arts and Associate in Science

General Education Core (44 Semester Hours Credit)

English Composition (6 SHC)

	Class	Lab	Credit
ENG 111 Expository Writing	3	0	3
ENG 112 Argument-Based Research	3	0	3
or			
ENG 113 Literature-Based Research	3	0	3

Social Sciences (12 SHC)

Select four (4) courses from at least three disciplines. At least one (1) history course is required.

	Class	Lab	Credit
ANT 220 Cultural Anthropology	3	0	3
*ECO 151 Survey of Economics	3	0	3
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
GEO 111 World Regional Geography	3	0	3
GEO 112 Cultural Geography	3	0	3
HIS 111 World Civilization I	3	0	3
HIS 112 World Civilization II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3

		Class	Lab	Credit
POL 110	Intro to Political Science	3	0	3
POL 120	American Government	3	0	3
POL 220	International Relations	3	0	3
PSY 150	General Psychology	3	0	3
PSY 237	Social Psychology	3	0	3
PSY 241	Developmental Psychology	3	0	3
PSY 281	Abnormal Psychology	3	0	3
SOC 210	Intro to Sociology	3	0	3
SOC 213	Sociology of the Family	3	0	3
SOC 220	Social Problems	3	0	3
SOC 225	Social Diversity	3	0	3
SOC 240	Social Psychology	3	0	3

**ECO 151 is for those students who have not received credit for ECO 251 or ECO 252.*

Humanities/Fine Arts (12 SHC)

Select four (4) courses from at least three disciplines. At least one (1) literature course is required.

		Class	Lab	Credit
ART 111	Art Appreciation	3	0	3
*COM110	Intro to Communications	3	0	3
*COM120	Interpersonal Communication	3	0	3
*COM231	Public Speaking	3	0	3
DRA 111	Theatre Appreciation	3	0	3
DRA 112	Literature of the Theatre	3	0	3
DRA 122	Oral Interpretation	3	0	3
ENG 131	Intro to Literature	3	0	3
ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 243	Major British Writers	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3
FRE 111	Elementary French I	3	0	3
FRE 112	Elementary French II	3	0	3
GER 111	Elementary German I	3	0	3
GER 112	Elementary German II	3	0	3
HUM 110	Technology and Society	3	0	3
HUM 160	Intro to Film	3	0	3
HUM 211	Humanities I	3	0	3
HUM 212	Humanities II	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 210	History of Philosophy	3	0	3
REL 110	World Religions	3	0	3
REL 211	Intro to Old Testament	3	0	3
REL 212	Intro to New Testament	3	0	3
SPA 111	Elementary Spanish I	3	0	3
SPA 112	Elementary Spanish II	3	0	3

**Only one (1) COM course can be used to fulfill a humanities requirement.*

94 / ASSOCIATE DEGREES

NATURAL SCIENCE/MATHEMATICS (14 SHC)

Natural Science (8 SHC)

ASSOCIATE IN ARTS: Select at least two (2) courses including accompanying labs from the biological and physical sciences.

ASSOCIATE IN SCIENCE: Select a two-course sequence in general biology, general chemistry, or general physics.

		Class	Lab	Credit
Biological Sciences				
BIO 110C/L	Principles of Biology	3	3	4
BIO 111C/L	General Biology I	3	3	4
BIO 112C/L	General Biology II	3	3	4
BIO 120C/L	Introductory Botany	3	3	4
BIO 130C/L	Introductory Zoology	3	3	4
BIO 140C/L	Environmental Biology	3	3	4

Physical Sciences

AST 111C/L	Descriptive Astronomy	3	2	4
CHM 131C/L	Intro to Chemistry	3	3	4
CHM 151C/L	General Chemistry I	3	3	4
CHM 152C/L	General Chemistry II	3	3	4
PHY 110C/L	Conceptual Physics	3	2	4
PHY 151C/L	College Physics I	3	2	4
PHY 152C/L	College Physics II	3	2	4
PHY 251C/L	General Physics I	3	3	4
PHY 252C/L	General Physics II	3	3	4

Mathematics (6 SHC)

ASSOCIATE IN ARTS: Select at least one (1) course in introductory mathematics; the other course may be selected from among other quantitative subjects such as computer science or statistics.

ASSOCIATE IN SCIENCE: Select at least one course in mathematics at the precalculus algebra (MAT 171) level or above; the other course may be a higher-level mathematics course or may be selected from among other quantitative subjects such as computer science or statistics.

		Class	Lab	Credit
Mathematics				
MAT 165	Finite Mathematics	3	0	3
MAT 171	Precalculus Algebra	3	0	3
MAT 172	Precalculus Trigonometry	3	0	3
MAT 271	Calculus I	3	2	4
MAT 272	Calculus II	3	2	4
MAT 273	Calculus III	3	2	4

Quantitative Subjects

CIS 110	Intro to Computers	2	2	3
CIS 115	Intro to Prog. & Logic	2	2	3
MAT 155	Statistical Analysis	3	0	3

Other Required Hours (20-21 Semester Hours Credit)

College Orientation (1 SHC)

	Class	Lab	Credit
ACA 111 College Student Success	1	0	1

ELECTIVES AND OTHER REQUIRED COURSES (20 SHC)

ASSOCIATE IN ARTS: Select a minimum of twenty (20) semester hours. Students may take additional courses in the preceding Social/Behavioral Sciences, Humanities/Fine Arts, and Natural Sciences/Mathematics or any of the courses listed below.

ASSOCIATE IN SCIENCE: Select a minimum of fourteen (14) additional semester hours of Natural Sciences/Mathematics and/or Computer Science plus an additional six (6) hours of electives.

General Electives

The following courses may transfer to some senior institutions. Students should check with their advisors and senior institutions before taking these courses.

	Class	Lab	Credit
ACC 120 Principles of Accounting I	3	2	4
ACC 121 Principles of Accounting II	3	2	4
BUS 110 Intro to Business	3	0	3
BUS 115 Business Law I	3	0	3
BUS 228 Business Statistics	2	2	3
CJC 111 Intro to Criminal Justice	3	0	3
CJC 121 Law Enforcement Operations	3	0	3
CJC 141 Corrections	3	0	3
EDU 116 Intro to Education	3	2	4
HEA 110 Personal Health/Wellness	3	0	3
HEA 112 First Aid & CPR	1	2	2
HEA 120 Community Health	3	0	3
PED 110 Fit & Well for Life	1	2	2
PED 142 Lifetime Sports	0	2	1
PED 210 Team Sports	0	3	1

Natural Science/Mathematics/Computer Science Electives

BIO 163C/L Basic Anatomy & Physiology	4	2	5
BIO 165C/L Anatomy & Physiology I	3	3	4
BIO 166C/L Anatomy & Physiology II	3	3	4
BIO 175C/L General Microbiology	2	2	3
CHM 251C/L Organic Chemistry I	3	3	4
CHM 252C/L Organic Chemistry II	3	3	4
CSC 120 Computing Fundamentals I	3	2	4
CSC 130 Computing Fundamentals II	3	2	4
CSC 134 C++ Programming	2	3	3
CSC 136 FORTRAN Programming	2	3	3
CSC 220 Machine Implem. of Algor.	3	2	4
MAT 167 Discrete Mathematics	3	0	3
MAT 280 Linear Algebra	3	0	3
MAT 285 Differential Equations	3	0	3

Associate in Fine Arts

General Education Core (28 Semester Hours)

English Composition (6 SHC)

		Class	Lab	Credit
ENG 111	Expository Writing	3	0	3
ENG 112	Argument-Based Research	3	0	3
ENG 113	or Literature-Based Research	3	0	3

Social Sciences (9 SHC)

Select three (3) courses from three disciplines. At least one (1) history course is required.

		Class	Lab	Credit
HIS 111	World Civilization I	3	0	3
HIS 112	World Civilization II	3	0	3
HIS 121	Western Civilization I	3	0	3
HIS 122	Western Civilization II	3	0	3
HIS 131	American History I	3	0	3
HIS 132	American History II	3	0	3
ANT 220	Cultural Anthropology	3	0	3
*ECO 151	Survey of Economics	3	0	3
ECO 251	Principles of Microeconomics	3	0	3
ECO 252	Principles of Macroeconomics	3	0	3
GEO 111	World Regional Geography	3	0	3
GEO 112	Cultural Geography	3	0	3
POL 110	Intro to Political Science	3	0	3
POL 120	American Government	3	0	3
POL 220	International Relations	3	0	3
PSY 150	General Psychology	3	0	3
PSY 237	Social Psychology	3	0	3
PSY 241	Developmental Psychology	3	0	3
PSY 281	Abnormal Psychology	3	0	3
SOC 210	Intro to Sociology	3	0	3
SOC 213	Sociology of the Family	3	0	3
SOC 220	Social Problems	3	0	3
SOC 225	Social Diversity	3	0	3
SOC 240	Social Psychology	3	0	3

**ECO 151 is for those students who have not received credit for ECO 251 or ECO 252*

Humanities/Fine Arts (6 SHC)

Select one (1) literature course. A.F.A. students must take DRA 112.

		Class	Lab	Credit
ENG 131	Intro to Literature	3	0	3
ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3

ENG 243	Major British Writers	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3
DRA 112	Literature of the Theatre	3	0	3

Natural Science/Mathematics (7 SHC)

Natural Science (4 SHC)

ASSOCIATE IN FINE ARTS: Select one course including accompanying lab from the biological and physical sciences.

		Class	Lab	Credit
Biological Sciences				
BIO 110C/L	Principles of Biology	3	3	4
BIO 111C/L	General Biology I	3	3	4
BIO 112C/L	General Biology II	3	3	4
BIO 120C/L	Introductory Botany	3	3	4
BIO 130C/L	Introductory Zoology	3	3	4
BIO 140 C/L	Environmental Biology	3	3	4

Physical Sciences				
AST 111C/L	Descriptive Astronomy	3	2	4
CHM 131C/L	Intro to Chemistry	3	3	4
CHM 151C/L	General Chemistry I	3	3	4
CHM 152C/L	General Chemistry II	3	3	4
PHY 110C/L	Conceptual Physics	3	2	4
PHY 151C/L	College Physics I	3	2	4
PHY 152C/L	College Physics II	3	2	4
PHY 251C/L	General Physics I	3	3	4
PHY 252C/L	General Physics II	3	3	4

Mathematics (3 SHC)

ASSOCIATE IN FINE ARTS: Select one (1) course in introductory mathematics.

Mathematics				
		Class	Lab	Credit
MAT 161	College Algebra	3	0	3
	or			
MAT 171	Precalculus Algebra	3	0	3
MAT 162	College Trigonometry	3	0	3
	or			
MAT 172	Precalculus Trigonometry	3	0	3
MAT 165	Finite Mathematics	3	0	3
MAT 271	Calculus I	3	2	4
MAT 272	Calculus II	3	2	4
MAT 273	Calculus III	3	2	4

Other Required Hours (36-37 Semester Hours Credit)

College Orientation (1 SHC)

	Class	Lab	Credit
ACA 111 College Student Success	1	0	1

Other required courses (36 SHC)

ASSOCIATE IN FINE ARTS: Students take an additional thirty-six (36) semester hours of drama courses.

	Class	Lab	Credit
DRA 111 Theatre Appreciation	3	0	3
DRA 122 Oral Interpretation	3	0	3
DRA 130 Acting I	0	6	3
DRA 140 Stagecraft I	0	6	3
DRA 143 Costume Design	2	2	3
DRA 147 Sound Technology	3	0	3
DRA 150 Stage Management	3	0	3
DRA 151 Mechanics & Maintenance	1	0	1
DRA 160 Box Office & Publicity	1	3	2
DRA 170 Play Production I	0	9	3
DRA 240 Lighting for the Theatre	2	2	3
DRA 243 Scene Design	2	2	3
DRA 260 Directing	0	6	3

Associate in Applied Science Degree Curricula

ACCOUNTING

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

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

Graduates should qualify for entry-level accounting positions in many types of organizations including CPA 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.

COURSE REQUIREMENTS FOR ACCOUNTING (DAY)

First Year — Fall Semester

		(Class)	(Lab)	Credit
ACC 120	Principles of Accounting I	3	2	4
MAT 115	Mathematical Models	2	2	3
ENG 111	Expository Writing	3	0	3
CIS 110	Introduction to Computers	2	2	3
ECO 252	Principles of Macroeconomics	3	0	3
ACA 111	College Student Success	1	0	1
		14	6	17

Spring Semester

		(Class)	(Lab)	Credit
ACC 121	Principles of Accounting II	3	2	4
ECO 251	Principles of Microeconomics	3	0	3
ACC 150	Computerized General Ledger	1	2	2
ENG 114	Professional Research & Reporting	3	0	3
ACC 129	Individual Income Tax	2	2	3
		12	6	15

Second Year — Fall Semester

		(Class)	(Lab)	Credit
ACC 220	Intermediate Accounting I	3	2	4
ACC 225	Cost Accounting	3	0	3
ACC 130	Business Income Taxes	2	2	3
CIS 120	Spreadsheets I	2	2	3
BUS 115	Business Law I	3	0	3
		13	6	16

Spring Semester

ACC 221	Intermediate Accounting II	3	2	4
BUS 116	Business Law II	3	0	3
BUS 137	Principles of Management	3	0	3
	—Humanities/Fine Arts Elective **	3	0	3
	—Business Elective+	2-3		2-3
CIS 220	Spreadsheets II	<u>1</u>	<u>2</u>	<u>2</u>
		15-16	4	17-18
	Total Credit Hours			65 - 66

Subject to the approval of the Accounting Department Chairman and the Vice President for Instruction, a student may substitute COE 112 COOP Work Experience I for CIS 220.

+Business Elective (choose one of the following)

BUS 125	Personal Finance	3	0	3
BUS 225	Business Finance	2	2	3
BUS 230	Small Business Management	3	0	3
BUS 260	Business Communication	3	0	3
CIS 152	Database Concepts & Apps	2	2	3
CIS 165	Desktop Publishing I	2	2	3
OST 131	Keyboarding	1	2	2

(Students selecting a 2-credit hour business elective will graduate with 65 hours. Students selecting a 3-credit hour business elective will graduate with 66 hours.)

COURSE REQUIREMENTS FOR ACCOUNTING

(EVENING)

First Year— Fall Semester

		(Class)	(Lab)	Credit
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
CIS 110	Intro. to Computers	2	2	3
ACC 120	Principles of Accounting I	3	2	4
ACA 111	College Student Success	<u>1</u>	<u>0</u>	<u>1</u>
		11	6	14

Spring Semester

		(Class)	(Lab)	Credit
BUS 115	Business Law I	3	0	3
ACC 121	Principles of Accounting II	3	2	4
	—Humanities/Fine Arts Elective	3	0	3
ENG 114	Professional Research & Reporting	<u>3</u>	<u>0</u>	<u>3</u>
		12	2	13

102 / ASSOCIATE IN APPLIED SCIENCE DEGREE

Summer Term

		(Class)	(Lab)	Credit
BUS 116	Business Law II	3	0	3
ACC 150	Computerized Gen. Ledger	1	2	2
CIS 120	Spreadsheets I	<u>2</u>	<u>2</u>	<u>3</u>
		6	4	8

Second Year— Fall Semester

		(Class)	(Lab)	Credit
ACC 220	Intermediate Accounting I	3	2	4
ACC 225	Cost Accounting	3	0	3
ACC 129	Individual Income Taxes	2	2	3
BUS 137	Principles of Management	<u>3</u>	<u>0</u>	<u>3</u>
		11	4	13

Spring Semester

		(Class)	(Lab)	Credit
ECO 252	Principles of Macroeconomics	3	0	3
ACC 221	Intermediate Accounting II	3	2	4
ACC 130	Business Income Taxes	2	2	3
	—Business Elective+	<u>2-3</u>	<u>—</u>	<u>2-3</u>
		10-11	4	12-13

Summer Term

		(Class)	(Lab)	Credit
ECO 251	Principles of Microeconomics	3	0	3
CIS 220	Spreadsheets II	<u>1</u>	<u>2</u>	<u>2</u>
		4	2	5

Total Credit Hours 65-66

(Students selecting a 2-credit hour business elective will graduate with 65 hours. Students selecting a 3-credit hour business elective will graduate with 66 hours.)

**** REFER TO PAGE 161 FOR A LIST OF APPROVED HUMANITIES/FINE ARTS ELECTIVES**

ASSOCIATE DEGREE NURSING

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the life span in a variety of settings.

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

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

NURSING ADMISSIONS POLICY AND PROCEDURES

The following policies and procedures are utilized in admitting qualified students:

I. Admission Requirements - Applicants for the Nursing programs must:

1. Be a high school graduate or equivalent and have completed one unit of algebra and biology.
2. Score at the indicated levels or above on the RCC admission test: (Computerized Placement Tests)
 - a. Reading Standard score 86
 - b. Writing Standard score 89
 - c. Computation Standard score 69

*Applicants who fail to meet minimum scores on the admission test may retest a maximum of 2 times in a 12 month period.

(The 2 retests refers to either part or complete testing.)

3. Have physical and emotional status compatible with the ability to provide safe nursing care.
 - A. The following activities are examples of activities which a student in the nursing program would be required to perform in order to successfully complete the program. If an accepted applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, the applicant should consult with the Director of Nursing.
 1. Critical Thinking: Nursing students shall possess critical thinking ability sufficient for clinical judgment. Example: students must be able to identify cause-effect relationships in clinical situations; develop or participate in development of nursing care plans.
 2. Ethical behavior: Nursing students will provide services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems.

Example: students in the nursing program will learn to assess the patient's physical and mental health.

3. Interpersonal skills: Nursing students shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social and cultural backgrounds. Example: students shall establish rapport with clients and health care team members.
4. Communication skills: Nursing students shall possess communication abilities sufficient for verbal and nonverbal interaction with others. Example: students shall be able to explain treatment procedures to clients/family, document client responses, and report to others responses to nursing care.
5. Mobility: Nursing students shall possess physical abilities sufficient to move from room to room and maneuver in small spaces, stand and walk for extensive periods of time.

Example: students will be able to move around in client's room, move from room to room, move in small work areas, and administer CPR.

6. Motor skills: Nursing students shall possess growth and fine motor skills sufficient to provide safe and effective nursing care. Example: students shall be able to calibrate equipment, position clients, administer injections, insert catheters.
 7. Hearing skills: Nursing students shall possess auditory ability sufficient to monitor health needs and collect data.
Example: students shall be able to hear alarms, listen to heart and breath sounds, hear a cry for help.
 8. Visual skills: Nursing students shall possess visual ability sufficient for observation and data collection. Example: students shall be able to observe color of skin and read scale on a syringe.
 9. Tactile skills: Nursing students shall possess tactile ability sufficient for data collection. Example: students shall be able to detect pulsation and feel skin temperature.
 10. Weight-bearing: Nursing students shall possess the ability to lift and manipulate/move 40-50 pounds. Example: students shall be able to move equipment, position patients.
4. Attend orientation interview with the Nursing and Admission staff.
 5. Complete selected modules of the Pre-nursing program.
Attendance at a minimum of 90% of the class meetings of each required module is mandatory to receive credit for Pre-nursing.

II. Procedure for Admission

1. Submit a completed RCC application.

2. Submit official copies of transcripts from all secondary and postsecondary institutions or a copy of GED transcript if applicable. A standard score of 45 on the GED Natural Sciences Test can count as one unit of biology and a standard score of 45 on the math portion of the GED can count as one unit of algebra. A unit of biology and/or algebra taken in the RCC Adult High School Diploma Program will be acceptable.
3. Take the RCC admission tests and achieve at indicated level.
4. After ALL transcripts are received by RCC and the admission test scores achieved, a personal interview with the Nursing Department Chairman or a member of the Nursing faculty and/or admission counselors may be scheduled.
5. If a history of physical or mental illness exists, submit a psychiatric and/or physical evaluation at the time of the interview. An applicant with problems in physical or emotional health must provide evidence that appropriate treatment and/or counseling has taken place and that the problem has been alleviated. Persons with physical or emotional problems which have not responded to treatment within a reasonable time may be denied admission to the program.
6. If the applicant "has been convicted of or pleaded guilty or nolo contendere to any crime" which may make applicant ineligible for licensure, information relating to the incident must be provided at the time of the interview.
7. Submit a physical examination on the form provided by RCC by a licensed physician, nurse practitioner, or physician's assistant. The applicant must show physical and psychological ability to perform normal nursing duties. Information can be no more than three months old as of September 1 and on file prior to enrolling in NUR courses with clinical component.
8. Students must purchase or show evidence of having professional liability insurance prior to enrollment in courses with NUR prefix.
9. Students are responsible for obtaining their own health insurance policy. RCC nor the affiliating institutions are responsible for medical expenses incurred as a result of illness or injury sustained during class, lab, or clinical experiences. (i.e., strained back, needle-stick.)

III. Admission Criteria

Decisions regarding admission into the nursing program are based upon placement scores, high school or GED performance, and achievement in related courses, if applicable. Each admission criterion is assigned a point value. The points are used to rank applicants for the purpose of selection into the nursing program. In the event that applicants have identical total admission points, the person with the highest reading score will be ranked higher. If the reading scores are also identical, the highest Math score will be ranked higher. Should candidates still be tied, the applicant with the earliest date of completing the application process will be ranked higher.

IV. Applicant Deadlines and Admissions Decisions

The deadline for applications including receipt of all transcripts and record of adequate test scores is January 31 assuming that the desired admission date is the fall semester following the application deadline. Applicants meeting admission criteria may be scheduled for an interview beginning in late February through April. Applicants will be notified of admission status by May 31.

V. Waiting List for Nursing Programs

Qualified applicants not accepted because of space limitations will be placed on a waiting list in rank order and notified in that order of any vacancy occurring in the program. Students must reapply for the next year if not admitted. Applications are not automatically carried over. No special consideration will be given to applicants who were on the waiting list the previous year. Applicants who want to improve their position are encouraged to meet with the Nursing Department Chairman or counselor to discuss a plan of study.

VI. Credit by Transfer

Transfer credit for non-nursing courses in the Nursing curriculum from accredited postsecondary educational programs will be determined on an individual basis in accordance with the school's transfer policy as stated in the general catalog. Transfer of credit for nursing courses in the Nursing education programs from an accredited Nursing educational program must be on an individual basis and in accordance with the school's transfer policy. In addition, there must be approval by the Nursing Department Chairman. Major courses must not be more than 5 years old at the completion of the program to receive credit for graduation. Major courses are defined as those with NUR and BIO prefixes, and PSY 241. Students may be required to enroll in or audit all or selected modules of a course to ensure competency.

VII. Credit for RCC Courses Taken Prior to Admission to the Nursing curricula or NUR sequence. Students must be in compliance with the Nursing progression policy to be eligible for admission to the Nursing curricula.

VIII. Nursing Progression Policy

Students enrolled in a Nursing curriculum must obtain a minimum grade of "C" in each major course* to progress and graduate in the Nursing curriculum. A grade point average of 2.0 is required for a student to remain in the Nursing program and for graduation. If a GPA of 2.0 is not achieved, the Nursing student must take a reduced load until a 2.0 is achieved. Calculation of GPA's are limited to required courses in the Nursing curriculum. Courses taken outside the curriculum are not considered part of the program GPA. Readmission to the Nursing sequence will be in accordance with readmission policies on a space available basis. *Major courses for the nursing curriculum are those with NUR or BIO prefixes and PSY 241.

IX. Readmission

Students enrolled in but not completing NUR 110 seeking readmission will be considered in the applicant pool for the year they seek to return. No special consideration will be given. Readmission after completing NUR 111 is contingent upon the student meeting the criteria of the readmission policy.

NURSING READMISSION POLICY

- I. Students enrolled in, but not completing or not achieving a grade of 78 or better in NUR 110, seeking readmission will be considered in the applicant pool for the year they seek to return. No special consideration will be given. The following procedure will be followed:
 - A. A student must submit a written request for readmission to the Nursing Department Chairman.
 - B. Students who are currently enrolled in related coursework at RCC need not retest; however, they may retest if desired.
 - C. Students not currently enrolled in related courses whose test is more than one (1) year old at the time the readmission request is received, must retest.
 - D. Students will be scheduled for an orientation with other applicants and follow routine admission procedure.
- II. Readmission after completing NUR 111 with a 78 or better is contingent upon the following process:
 - A. Each request for readmission will be evaluated on an individual basis.
 - B. All requests for readmission must be submitted in writing to the Nursing Department Chairman.
 - C. All requirements of the current admissions policy must be met.
 - D. If readmitted for advanced standing, all requirements of the progression policy must be met.
 - E. Readmission is on a space available basis as determined by the Admissions Committee. (The Admissions Committee consists of the Nursing Department Chairman and the Vice President for Student Development).
 - F. An application from a student dismissed for behavior which impaired judgment, required an inordinate amount of instructor time, or violated a drug/alcohol policy must be reviewed by the Nursing Department Chair and the Vice President for Student Development.
 - G. Effective Fall Semester, 1984, readmission will be limited to one (1) time. A student who is accepted for readmission and does not enroll for the semester accepted shall go through the entire admission procedure the next time an application is made.
 - H. Students accepted for readmission shall submit (1) an updated physical and emotional health report, (2) transcripts of course work taken at other colleges since last time enrolled at RCC, and (3) references if requested.
 - I. Students may be required to enroll in or audit all or selected modules of a course previously taken to ensure competency.

**COURSE REQUIREMENTS FOR
ASSOCIATE DEGREE NURSING (DAY)****First Year— Fall Semester**

		(Class)	(Lab)	(Clinical)	Credit
NUR 110	Nursing I	5	3	6	8
NUR 117	Pharmacology	1	3	0	2
BIO 165	Anatomy & Physiology I	3	3	0	4
PSY 150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	9	6	17

Spring Semester

		(Class)	(Lab)	(Clinical)	Credit
NUR 120	Nursing II	5	3	6	8
BIO 166	Anatomy & Physiology II	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
PSY 241	Developmental Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	6	6	18

Summer Term

		(Class)	(Lab)	(Clinical)	Credit
NUR 130	Nursing III	4	3	6	7
NUR 244	Issues & Trends	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		6	3	6	9

Second Year— Fall Semester

		(Class)	(Lab)	(Clinical)	Credit
NUR 210	Nursing IV	5	3	12	10
BIO 175	General Microbiology	2	2	0	3
ENG 112	Argument-Based Research	3	0	0	3
	Humanities/Fine Arts Elective **	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	5	12	19

Spring Semester

		(Class)	(Lab)	(Clinical)	Credit
NUR 220	Nursing V	4	3	15	10
SOC 210	Introduction to Sociology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		7	3	15	13

**** REFER TO PAGE 161 FOR A LIST OF APPROVED HUMANITIES/FINE
ARTS ELECTIVES**

BUSINESS ADMINISTRATION

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.

COURSE REQUIREMENTS FOR BUSINESS ADMINISTRATION (DAY)

First year — Fall Semester

		(Class)	(Lab)	Credit
BUS 110	Introduction to Business	3	0	3
MAT 115	Mathematical Models	2	2	3
	or			
MAT 161	College Algebra	3	0	3
BUS 115	Business Law I	3	0	3
CIS 111	Basic PC Literacy	1	2	2
ENG 111	Expository Writing	3	0	3
ACA 111	College Student Success	1	0	1
		<u>13/14</u>	<u>2/4</u>	<u>15</u>

First year — Spring Semester

		(Class)	(Lab)	Credit
*BUS116	Business Law II	3	0	3
MKT 120	Principles of Marketing	3	0	3
CIS 120	Spreadsheets I	2	2	3
BUS 137	Principles of Management	3	0	3
ENG 112	Argument-Based Research	3	0	3
		<u>14</u>	<u>2</u>	<u>15</u>

First year — Summer Term

		(Class)	(Lab)	Credit
COM 231	Public Speaking	3	0	3
	—Business Elective I	3	0	3
	—Social Science/Humanities Elective	3	0	3
		<u>9</u>	<u>0</u>	<u>9</u>

110 / ASSOCIATE IN APPLIED SCIENCE DEGREE

Second Year – Fall Semester

		(Class)	(Lab)	Credit
ACC 120	Principles of Accounting I	3	2	4
*BUS153	Human Resource Management	3	0	3
BUS 121	Business Math	2	2	3
INT 110	International Business	3	0	3
ECO 252	Principles of Macroeconomics	<u>3</u>	<u>0</u>	<u>3</u>
		14	4	16

Second Year – Spring Semester

		(Class)	(Lab)	Credit
ACC 121	Principles of Accounting II	3	2	4
BUS 255	Organizational Behavior in Business	3	0	3
BUS 230	Small Business Management	3	0	3
	–Business Elective II	3	0	3
ECO 251	Principles of Microeconomics	<u>3</u>	<u>0</u>	<u>3</u>
		15	2	16

Total Credits Required 71

*Subject to the approval of the Business Department Chairman and the Vice President of Instruction, a Student may substitute COE 113 Co-op Work Experience I for one of the following courses: BUS 116 or BUS 153.

Business Elective (choose one of the following)

BUS 125	Personal Finance	3	0	3
BUS 228	Business Statistics	3	0	3
BUS 230	Business Communications	3	0	3
BUS 261	Diversity in Management	3	0	3
BUS 280	REAL Small Business	4	0	4
ISC 130	Introduction to Quality Control	3	0	3
ISC 131	Quality Management	3	0	3
ISC 142	Inventory Management	3	0	3
ISC 210	Operations and Production Planning	3	0	3
MKT 223	Customer Service	3	0	3
MKT 224	International Marketing	3	0	3
MKT 228	Service Marketing	3	0	3

Note: Electives are taught on a rotating basis. In addition to listed courses, one of the student's electives may be an additional computer or accounting course, with the approval of the advisor.

COURSE REQUIREMENTS FOR BUSINESS ADMINISTRATION (EVENING)

First Year — Fall Semester

		(Class)	(Lab)	Credit
BUS 110	Introduction to Business	3	0	3
CIS 111	Basic PC Literacy	1	2	2
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
	or			
MAT 161	College Algebra	3	0	3
ACA 111	College Student Success	1	0	1
		<u>10/11</u>	<u>4/2</u>	<u>12/12</u>

First Year — Spring Semester

		(Class)	(Lab)	Credit
ENG 112	Argument-Based Research	3	0	3
BUS 137	Principles of Management	3	0	3
CIS 120	Spreadsheets I	2	2	3
		<u>8</u>	<u>2</u>	<u>9</u>

First Year — Summer Term

		(Class)	(Lab)	Credit
—	Business Elective I	3	0	3
—	Social Science/Humanities Elective	3	0	3
		<u>6</u>	<u>0</u>	<u>6</u>

Second and Third Years (Alternating Sequences)

Sequence A — Fall Semester

		(Class)	(Lab)	Credit
ACC 120	Principles of Accounting I	3	2	4
ECO 252	Principles of Macroeconomics	3	0	3
INT 110	International Business	3	0	3
		<u>9</u>	<u>2</u>	<u>10</u>

Sequence A — Spring Semester

		(Class)	(Lab)	Credit
ACC 121	Principles of Accounting II	3	2	4
ECO 251	Principles of Microeconomics	3	0	3
MKT 121	Principles of Marketing	3	0	3
		<u>9</u>	<u>2</u>	<u>10</u>

Sequence B – Fall Semester

		(Class)	(Lab)	Credit
BUS 115	Business Law I	3	0	3
BUS 121	Business Math	2	2	3
BUS 153	Human Resources Management	3	0	3
		8	2	9

		(Class)	(Lab)	Credit
BUS 116	Business Law II	3	0	3
BUS 230	Small Business Management	3	0	3
BUS 255	Organizational Behavior in Business	3	0	3
		9	0	9

		(Class)	(Lab)	Credit
COM 231	— Business Elective II	3	0	3
	Public Speaking	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

**** REFER TO PAGE 161 FOR A LIST OF APPROVED HUMANITIES/FINE ARTS ELECTIVES**

BUS 110	Introduction to Business	3	0	3
BUS 115	Business Law I	3	0	3
CIS 111	Basic PC Literacy	1	2	2
BUS 137	Principles of Management	3	0	3
BUS 121	Business Math	2	2	3
MKT 120	Principles of Marketing	3	0	3

Total credit hours required	17
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COMPUTER ENGINEERING TECHNOLOGY

The Computer Engineering Technology curriculum provides the skills required to install, service, and maintain computers, peripherals, networks, and microprocessor and computer controlled equipment. It includes training in both hardware and software, emphasizing operating systems concepts to provide a unified view of computer systems.

Course work includes mathematics, physics, electronics, digital circuits, and programming, with emphasis on the operation, use, and interfacing of memory and devices to the CPU. Additional topics may include communications, networks, operating systems, programming languages, Internet configuration and design, and industrial applications.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring a knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

COURSE REQUIREMENTS FOR COMPUTER ENGINEERING TECHNOLOGY

First Year— Fall Semester

		(Class)	(Lab)	Credit
ENG 111	Expository Writing	3	0	3
MAT 171	Precalculus Algebra	3	0	3
CIS 110	Introduction to Computers	2	2	3
ELC 131	DC/AC Circuit Analysis	4	3	5
CIS 115	Introduction to Prog. & Logic	2	2	3
ACA 111	College Student Success	1	0	1
		<u>15</u>	<u>7</u>	<u>18</u>

Spring Semester

		(Class)	(Lab)	Credit
ENG 114	Prof. Research and Reporting	3	0	3
MAT 172	Precalculus Trigonometry	3	0	3
CET 111	Computer Upgrade/Rep. 1	2	3	3
ELN 131	Electronic Devices	3	3	4
PHY 131	Physics/Mechanics	3	2	4
		<u>14</u>	<u>8</u>	<u>17</u>

Summer Term

		(Class)	(Lab)	Credit
CSC 134	C++ Programming	2	3	3
ELN 133	Digital Electronics	3	3	4
		<u>5</u>	<u>6</u>	<u>7</u>

114 / ASSOCIATE IN APPLIED SCIENCE DEGREE

Second Year - Fall Semester

		(Class)	(Lab)	Credit
ELN 232	Intro to Microprocessors	3	3	4
ELC 128	Intro to PLC	2	3	3
CET 222	Computer Architecture	2	0	2
MAT 271	Calculus I	3	2	2
	—Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		13	8	16

Spring Semester

		(Class)	(Lab)	Credit
ELN 237	Local Area Networks	2	3	3
*EGR285	Design Project	0	4	2
ATR 112	Intro to Automation	2	3	3
ELN 150	CAD for Electronics	1	3	2
	—Social/Behaviorial Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		8	13	13

Total credit hours required 71

* Students may substitute COE 112 Co-op Work Experience I for EGR 285 Design Project.

** REFER TO PAGE 161 FOR A LIST OF APPROVED HUMANITIES/FINE ARTS ELECTIVES.

** REFER TO PAGE 161 FOR A LIST OF APPROVED SOCIAL/ BEHAVIORIAL SCIENCE ELECTIVES.

CRIMINAL JUSTICE TECHNOLOGY

This curriculum is designed to provide practical 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.

COURSE REQUIREMENTS FOR CRIMINAL JUSTICE TECHNOLOGY (DAY)

First Year— Fall Semester

		(Class)	(Lab)	Credit
CJC 111	Introduction to Criminal Justice	3	0	3
ENG 111	Expository Writing	3	0	3
PSY 150	Introduction to Psychology	3	0	3
MAT 115	Mathematical Models	2	2	3
CIS 110	Introduction to Computers	2	2	3
ACA 111	College Student Success	<u>1</u>	<u>0</u>	<u>1</u>
		14	4	16

Spring Semester

		(Class)	(Lab)	Credit
CJC 112	Criminology	3	0	3
ENG 112	Argument-Based Research	3	0	3
CJC 141	Corrections	3	0	3
CJC 131	Criminal Law	3	0	3
CJC 132	Court Procedure & Evidence	3	0	3
COM 231	Public Speaking	<u>3</u>	<u>0</u>	<u>3</u>
		18	0	18

Second Year— Fall Semester

		(Class)	(Lab)	Credit
POL 120	American Government	3	0	3
CJC 211	Counseling	3	0	3
CJC 113	Juvenile Justice	3	0	3
CJC 221	Investigative Principles	3	2	4
CJC 231	Constitutional law	<u>3</u>	<u>0</u>	<u>3</u>
		15	2	16

Spring Semester

		(Class)	(Lab)	Credit
CJC 212	Ethics & Community Relations	3	0	3
CJC 233	Correctional Law	3	0	3
CJC 293	Selected Topics in Criminal Justice	3	0	3
CJC 215	Organization and Administration	3	0	3
-	Humanities/Fine Arts Elective	3	0	3
COE 111	Co-op Work Experience*	0	10	1
		15	10	16

Total Credit Hours 66

COURSE REQUIREMENTS FOR CRIMINAL JUSTICE TECHNOLOGY (EVENING)**First Year – Fall Semester**

		(Class)	(Lab)	Credit
CJC 111	Introduction to Criminal Justice	3	0	3
CJC 141	Introduction to Corrections	3	0	3
CJC 131	Criminal Law	3	0	3
ENG 111	Expository Writing	3	0	3
CIS 110	Introduction to Computers	2	2	3
		14	2	15

First Year – Spring Semester

		(Class)	(Lab)	Credit
CJC 112	Criminology	3	0	3
CJC 113	Juvenile Justice	3	0	3
CJC 211	Counseling	3	0	3
ENG 112	Argument-Based Research	3	0	3
CIS 110	Introduction to Computers	2	2	3
		14	2	15

Second Year – Fall Semester

		(Class)	(Lab)	Credit
CJC 111	Introduction to Criminal Justice	3	0	3
CJC 132	Evidence & Procedure*	3	0	3
CJC 231	Constitutional Law*	3	0	3
ENG 111	Expository Writing	3	0	3
CIS 110	Introduction to Computers	2	2	3
		14	2	15

Second Year – Spring Semester

		(Class)	(Lab)	Credit
CJC 112	Criminology	3	0	3
CJC 212	Ethics & Community Relations *	3	0	3
CJC 215	Organization & Administration *	3	0	3
ENG 112	Argument-Based Research	3	0	3
CIS 110	Introduction to Computers	<u>2</u>	<u>2</u>	<u>3</u>
		14	2	16

Third Year – Fall Semester

		(Class)	(Lab)	Credit
CJC 111	Introduction to Criminal Justice	3	0	3
CJC 221	Investigative Principles*	3	2	4
CJC 233	Correctional Law*	3	0	3
ENG 111	Expository Writing	3	0	3
CIS 110	Introduction to Computers	<u>2</u>	<u>2</u>	<u>3</u>
		14	4	16

Third Year – Spring Semester

		(Class)	(Lab)	Credit
CJC 112	Criminology	3	0	3
CJC 293	Selected Topics in Criminal Justice *	3	0	3
COE 111	Co-op Work Experience **	0	10	1
ENG 112	Argument-Based Research	3	0	3
CIS 110	Introduction to Computers	<u>2</u>	<u>2</u>	<u>3</u>
		11	12	13

Total Credit Hours 66

* Denotes a course that is offered every other year.

** Offered to Second-Year and above Criminal Justice majors year-round.

MAT 115	Mathematical Models ++	2	2	3
PSY 150	Introduction to Psychology++	3	0	3
HUM/FA	Elective++	3	0	3
ACA 111	College Student Success	1	0	1
POL 120	American Government	3	0	3
COM 231	Public Speaking	3	0	3

++Students enroll in these courses to fill in the gaps in their individual schedules.

REFER TO PAGE 161 FOR A LIST OF APPROVED HUMANITIES/FINE ARTS ELECTIVES

**COURSE REQUIREMENTS FOR
CRIMINAL JUSTICE TECHNOLOGY DIPLOMA****REQUIRED**

ENG 111	Expository Writing	3	0	3
ENG 112	Argument-Based Research	3	0	3
CIS 110	Introduction to Computers	2	2	3
MAT 115	Mathematical Models	2	2	3
CJC 111	Introduction to Criminal Justice	3	0	3
CJC 141	Introduction to Corrections	3	0	3
CJC 112	Criminology	3	0	3

ANY 5 OF THE FOLLOWING CRIMINAL JUSTICE COURSES:

CJC 113	Juvenile Justice	3	0	3
CJC 131	Criminal Law	3	0	3
CJC 132	Evidence & Procedure	3	0	3
CJC 211	Counseling	3	0	3
CJC 212	Ethics & Community Relations	3	0	3
CJC 215	Organization & Administration	3	0	3
CJC 221	Investigative Principles	3	2	4
CJC 231	Constitutional Law	3	0	3
CJC 233	Correctional Law	3	0	3
CJC 293	Selected Topics in Criminal Justice	3	0	3

EARLY CHILDHOOD ASSOCIATE

The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers. Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school age programs.

COURSE REQUIREMENTS FOR EARLY CHILDHOOD ASSOCIATE

(DAY AND EVENING)

First Year - Fall Semester

		(Class)	(Lab)	(Clinical)	Credit
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
EDU 111	Early Childhood Credential I	2	0	0	2
PSY 150	General Psychology	3	0	0	3
EDU 131	Child, Family & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
		<u>15</u>	<u>0</u>	<u>0</u>	<u>15</u>

Spring Semester

		(Class)	(Lab)	(Clinical)	Credit
ENG 114	Professional Research & Reporting	3	0	0	3
COE 111	Co-op Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
EDU 112	Early Childhood Credential II	2	0	0	2
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
		<u>12</u>	<u>0</u>	<u>10</u>	<u>13</u>

Summer Term

		(Class)	(Lab)	(Clinical)	Credit
CIS 110	Introduction to Computers	2	2	0	3
MAT 115	Mathematical Models	2	2	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	3
		<u>7</u>	<u>4</u>	<u>0</u>	<u>9</u>

120 / ASSOCIATE IN APPLIED SCIENCE DEGREE

Second Year - Fall Semester

		(Class)	(Lab)	(Clinical)	Credit
COE 121	Coop Work Experience II	0	0	10	1
COE 125	Work Experience Seminar II	1	0	0	1
EDU 221	Children with Special Needs	3	0	0	3
*EDU 251	Exploration Activities	3	0	0	3
EDU 261	Early Childhood Administration I	2	0	0	2
	—Humanities/Fine Arts Elective **	3	0	0	3
		13	0	10	13

Spring Semester

		(Class)	(Lab)	(Clinical)	Credit
EDU 151	Creative Activities	3	0	0	3
EDU 151A	Creative Activities Lab	0	2	0	1
EDU 185	Cognitive & Language Activities	3	0	0	3
*EDU 259	Curriculum Planning	3	0	0	3
***EDU	EDU Elective	2/3	0	0	2/3
*EDU 282	Early Childhood Literature	3	0	0	3
		14/15	2	0	15/16

Total Credit Hours 65/66

*Students wishing to transfer this degree to a senior institution for the completion of a baccalaureate program should substitute the following set of courses for EDU 251, EDU 259 and EDU 282:

SOC 210	Introduction to Sociology	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
SOC 220	Social Problems	3	0	0	3

Students desiring to transfer to a senior institution are advised that all courses within this curriculum must be passed with at least a grade of "C" or better.

**** REFER TO PAGE 161 FOR A LIST OF APPROVED HUMANITIES/FINE ARTS ELECTIVES**

***** EDU Electives may be chosen from the following courses:**

EDU 113	Family/Early Child Cred
EDU 234	Infants, Toddlers, & Twos
EDU 235	School-Age Dev & Program
EDU 262	Early Childhood Admin II

**COURSE REQUIREMENTS FOR A CERTIFICATE IN
EARLY CHILDHOOD ASSOCIATE.****Fall Semester**

	(Class)	(Lab)	(Clinical)	Credit
ENG 111 Expository Writing	3	0	0	3
EDU 111 Early Childhood Cred. I	2	0	0	2
EDU 131 Child, Family & Comm.	3	0	0	3
EDU 144 Child Development I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	11	0	0	11

Spring Semester

EDU 112 Early Childhood Cred. II	2	0	0	2
COE 111 Co-op Work Experience I	0	0	10	1
COE 115 Work Experience Sem. I	1	0	0	1
EDU 145 Child Development II	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	6	0	10	7

Total Credit Hours required for certificate 18

ELECTRONICS ENGINEERING TECHNOLOGY

This curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, telecommunication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts and microprocessors ensures the student will master the competencies necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to think, analyze, and troubleshoot.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles including electronic engineering associate, electronic engineering technician, field service technician, maintenance technician, electronic systems integrator, bench technician, and production control technician.

COURSE REQUIREMENTS FOR ELECTRONICS ENGINEERING TECHNOLOGY (DAY ONLY)

First Year— Fall Semester

		(Class)	(Lab)	Credit
ELC 131	DC/AC Circuit Analysis	4	3	5
MAT 171	Precalculus Algebra	3	0	3
ENG 111	Expository Writing	3	0	3
CIS 110	Introduction to Computers	2	2	3
ACA 111	College Student Success	<u>1</u>	<u>0</u>	<u>1</u>
		13	5	15

Spring Semester

		(Class)	(Lab)	Credit
ELN 131	Electronic Devices	3	3	4
MAT 172	Precalculus Trigonometry	3	0	3
ENG 114	Professional Research and Reporting	3	0	3
PHY 131	Physics/Mechanics	3	2	4
	—Humanities/ Fine Arts Elective **	<u>3</u>	<u>0</u>	<u>3</u>
		15	5	17

Summer Term

		(Class)	(Lab)	Credit
ELN 132	Linear IC Applications	3	3	4
ELN 133	Digital Electronics	<u>3</u>	<u>3</u>	<u>4</u>
		6	6	8

ELECTRONICS ENGINEERING TECHNOLOGY / 123

Second Year— Fall Semester

		(Class)	(Lab)	Credit
ELN 232	Introduction to Microprocessors	3	3	4
ELC 128	Introduction to PLC	2	3	3
	—Social/Behavioral Science Elective ++	3	0	3
MAT 271	Calculus I	<u>3</u>	<u>2</u>	<u>4</u>
		11	8	14

Spring Semester

		(Class)	(Lab)	Credit
ELN 237	Local Area Networks	2	3	3
EGR 285	Design Project	0	4	2
ATR 112	Introduction to Automation	2	3	3
ELN 150	CAD for Electronics	1	3	2
HYD 110	Hydraulics/Pneumatics	<u>2</u>	<u>3</u>	<u>3</u>
		7	16	13

Total Credit Hours 67

Subject to the approval of the Department Chairman for Electronics Engineering Technology and the Vice president for Instruction, the student may substitute Co-op Work Experience COE 112 for EGR 285.

**** REFER TO PAGE 161 FOR A LIST OF APPROVED HUMANITIES/FINE ARTS ELECTIVES.**

++ REFER TO PAGE 161 FOR A LIST OF APPROVED SOCIAL/Behavioral/ SCIENCE ELECTIVES.

GENERAL EDUCATION

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

COURSE REQUIREMENTS FOR ASSOCIATE IN GENERAL EDUCATION (DAY/EVENING)

The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Within the core, colleges must include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

GENERAL EDUCATION CORE (15 SHC)

English Composition 6 semester credit hours

Humanities/Fine Arts 3 semester credit hours

Select courses from the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy and religion.

Social/Behavioral Sciences 3 semester credit hours

Select courses from the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology.

Natural Science/Mathematics 3 semester credit hours

Select courses from the following discipline areas: college algebra, trigonometry, calculus, computer science, and statistics.

or

Natural Sciences

Select courses from the following discipline areas: astronomy, biology, chemistry, earth sciences, physics, and/or general science.

OTHER REQUIRED HOURS (49 - 50 SHC)

Other required hours include additional general education and professional courses. All students must complete ACA 111 College Student Success. A maximum of 7 SHC in health, physical education, college orientation, and/or study skills may be included as other required hours.

Minimum total credit hours required

64-65

GENERAL OCCUPATIONAL TECHNOLOGY

This curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of studies for each student will be selected from associate degree level courses offered by the College.

Graduates will become more effective workers, be better qualified for advancements within their field of employment or become qualified for a wide range of entry level employment opportunities.

COURSE REQUIREMENTS FOR GENERAL OCCUPATIONAL TECHNOLOGY (DAY/EVENING)

The specific courses will be selected by the student in cooperation with the Department Chairman.

The curriculum will include a minimum of 15 semester hours of general education to include at least one course from the following areas:

Humanities/Fine Arts	3 semester credit hours
Social/Behavioral Sciences	3 semester credit hours
Natural Science/Mathematics	3 semester credit hours
English/Communications	6 semester credit hours
	—
	15

An additional 18 semester credit hours must be selected from a combination of core courses from curriculums approved to be offered by the college.

18 semester credit hours

30-42 semester hours must be selected from major courses from curriculums approved to be offered by the college.

30-42 semester credit hours

All students must complete ACA 111 College Student Success

1 semester credit hour

Minimum total credit hours required

HUMAN SERVICES TECHNOLOGY

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

COURSE REQUIREMENTS FOR HUMAN SERVICES TECHNOLOGY (DAY)

First year— Fall Semester

		(Class)	(Lab)	(Clinical)	Credit
ENG 111	Expository Writing	3	0	0	3
HSE 110	Introduction to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
ACA 111	College Student Success	1	0	0	1
		13	4	0	15

Spring Semester

		(Class)	(Lab)	(Clinical)	Credit
ENG 114	Professional Research & Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3
		11	8	0	15

Summer Term

		(Class)	(Lab)	(Clinical)	Credit
SOC 220	Social Problems	3	0	0	3
HSE 155	Community Resources Management	2	0	0	2
HSE 250	Financial Services	2	0	0	2
SOC 213	Sociology of the Family	3	0	0	3
		10	0	0	10

Second Year – Fall Semester

		(Class)	(Lab)	(Clinical)	Credit
PSY 241	Developmental Psychology	3	0	0	3
HSE 251	Activities Therapy	2	2	0	3
HSE 227	Child./ Adol. in Crisis	3	0	0	3
SOC 225	Social Diversity	3	0	0	3
COE 115	Work Experience Seminar I	1	0	0	1
COE 111	Co-op Work Experience I	<u>0</u>	<u>0</u>	<u>10</u>	<u>1</u>
		12	2	10	14

Spring Semester

		(Class)	(Lab)	(Clinical)	Credit
HSE 225	Crisis Intervention	3	0	0	3
HSE 150	Preventive Intervention	1	2	0	2
HSE 210	Human Services Issues	2	0	0	2
COE 125	Work Experience Seminar II	1	0	0	1
COE 121	Co-op Work Experience II	0	0	10	1
	– Human./Fine Arts Elec. **	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	2	10	12

Total Credit Hours Required 66

COURSE REQUIREMENTS FOR HUMAN SERVICES TECHNOLOGY (EVENING)

First Year – Fall Semester

		(Class)	(Lab)	(Clinical)	Credit
HSE 110	Intro. to Human Services	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
ACA 111	College Student Success	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
		8	4	0	10

First Year – Spring Semester

		(Class)	(Lab)	(Clinical)	Credit
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
HSE 112	Group Processes I	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		10	2	0	11

First Year – Summer Term

		(Class)	(Lab)	(Clinical)	Credit
*MAT115	Math Models	2	2	0	3
*SOC213	Sociology of the Family	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		5	2	0	6

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Second Year – Fall Semester

		(Class)	(Lab)	(Clinical)	Credit
*HSE 123	Interviewing Teches	2	2	0	3
*HSE 125	Counseling	2	2	0	3
*HSE 225	Crisis Intervention	3	0	0	3
	– Humanities/Fine Arts Elective	3	0	0	3
		10	4	0	12

Second Year – Spring Semester

		(Class)	(Lab)	(Clinical)	Credit
SOC 220	Social Problems	3	0	0	3
COE 111	Co-op Work Experience	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
		4	0	10	5

Second Year – Summer Term

		(Class)	(Lab)	(Clinical)	Credit
*PSY 241	Developmental Psychology	3	0	0	3
*SOC225	Social Diversity	3	0	0	3
		6	0	0	6

Third Year – Fall Semester

		(Class)	(Lab)	(Clinical)	Credit
*HSE 155	Community Resources Mgt.	2	0	0	2
*HSE 251	Activities Therapy	2	2	0	3
*HSE 250	Financial Services	2	0	0	2
*HSE 227	Children & Adolescents in Crisis	3	0	0	3
		9	2	0	10

Third Year – Spring Semester

		(Class)	(Lab)	(Clinical)	Credit
COE 121	Co-op Work Experience II	0	0	10	1
COE 125	Work Experience Seminar II	1	0	0	1
HSE 210	Human Services Issues	2	0	0	2
HSE 150	Preventive Intervention	1	2	0	2
		4	2	10	6

Total Credit Hours Required 66

* These courses are taught in the evening in alternating years.

** REFER TO PAGE 161 FOR A LIST OF APPROVED HUMANITIES/FINE ARTS ELECTIVES.

INDUSTRIAL MAINTENANCE TECHNOLOGY

This curriculum is designed to prepare or upgrade individuals to service, maintain, repair, or install equipment for a wide range of industries. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial equipment and physical facilities.

Students will learn technical skills in blueprint reading, electricity, hydraulics/pneumatics, machining, welding, and various maintenance procedures. Practical application in these industrial systems will be emphasized and additional advanced coursework may be offered.

Upon completion of any of the various levels of this curriculum, graduates should gain the necessary practical skills and related technical information to qualify for employment or advancement in the various areas of industrial maintenance technology.

COURSE REQUIREMENTS FOR INDUSTRIAL MAINTENANCE TECHNOLOGY (DAY)

First Year— Fall Semester

		(Class)	(Lab)	Credit
*ELC112	DC/AC Electricity	3	6	5
	or			
ELC 131	DC/AC Circuit Analysis	4	3	5
MAT 161	College Algebra	3	0	3
	or			
MAT 171	Precalculus Algebra	3	0	3
ENG 111	Expository Writing	3	0	3
*CIS 111	Basic PC Literacy	2	2	3
*ACA111	College Student Success	1	0	1
		<u>12/13</u>	<u>5/ 8</u>	<u>15</u>

First Year— Spring Semester

		(Class)	(Lab)	Credit
*BPR111	Blueprint Reading	1	2	2
ENG 114	Professional Research & Reporting	3	0	3
*ISC 112	Industrial Safety	2	0	2
*HYD110	Hydraulics/Pneumatics	2	3	3
*ELC125	Diagrams and Schematics	1	2	2
	—Humanities Elective	3	0	3
		<u>5</u>	<u>8</u>	<u>8</u>

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First Year— Summer Term

		(Class)	(Lab)	Credit
MEC 110	Introduction to CAD/CAM	1	2	2
	—Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		4	4	5

Second Year— Fall Semester

		(Class)	(Lab)	Credit
*MEC111	Machine Processes I	2	3	3
BPR 121	Blueprint Reading: Mechanical	1	2	2
*MEC130	Mechanisms	2	3	3
*WLD112	Basic Welding Processes	1	3	2
*ELC128	Introduction to PLC	2	3	3
PLA 120	Injection Molding	<u>2</u>	<u>3</u>	<u>3</u>
		10	17	16

Second Year— Spring Semester

		(Class)	(Lab)	Credit
*ELC117	Motors and Controls	2	6	4
ELN 150	CAD for Electronics	1	3	2
*MNT110	Introduction to Maintenance Procedures	1	3	2
ELN 131	Electronic Devices	3	3	4
EGR 285	Design Project	0	4	2
	or			
**COE112	Cooperative Experience	<u>0</u>	<u>20</u>	<u>2</u>
		7	19/35	14

Total Credit Hours Required 65

*Course required for diploma, along with MAT 101 and ENG 101.

**ISC 112 or COE 112 for diploma.

COURSE REQUIREMENTS FOR INDUSTRIAL MAINTENANCE TECHNOLOGY DIPLOMA (EVENING)

First Year— Fall Semester

		(Class)	(Lab)	Credit
ELC 112	DC/AC Electricity	3	6	5
BPR 111	Blueprint Reading	1	2	2
ACA 111	College Student Success	1	0	1
		<u>5</u>	<u>8</u>	<u>8</u>

Spring Semester

		(Class)	(Lab)	Credit
MAT 101	Applied Mathematics I	3	0	3
CIS 111	Basic PC Literacy	2	2	3
MNT 110	Introduction to Main. Procedures	1	3	2
		<u>6</u>	<u>5</u>	<u>8</u>

Summer Term

		(Class)	(Lab)	Credit
ELC 125	Diagrams & Schematics	1	2	2
ENG 102	Applied Communications II	3	0	3
HYD 110	Hydraulics & Pneumatics	2	3	3
		<u>6</u>	<u>5</u>	<u>8</u>

Second Year— Fall Semester

		(Class)	(Lab)	Credit
WLD 112	Basic Welding Practice	1	3	2
MEC 111	Machine Processes I	2	3	3
MEC 130	Mechanisms	2	3	3
		<u>5</u>	<u>9</u>	<u>8</u>

Spring Semester

		(Class)	(Lab)	Credit
ELC 117	Motors & Controls	2	6	4
ELC 128	Intro to PLC	2	3	3
ISC 112	Industrial Safety	2	0	2
		<u>6</u>	<u>9</u>	<u>9</u>

Total Credit Hours Required 41

Students may with the approval of the Department Chairman and the Vice President for Instruction substitute COE 112 Co-op Work Experience for ISC 112 Industrial Safety.

INFORMATION SYSTEMS

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

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry standard information systems.

Graduates should qualify for a wide variety of computer related, entry level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

COURSE REQUIREMENTS FOR INFORMATION SYSTEMS TECHNOLOGY (DAY)

First Year— Fall Semester

		(Class)	(Lab)	Credit
ACA 111	College Student Success	1	0	1
BUS 121	Business Math	2	2	3
CIS 111	Basic PC Literacy	1	2	2
CIS 115	Introduction to Programming & Logic	2	2	3
ENG 111	Expository Writing	3	0	3
CIS 130	Survey of Operating Systems	2	3	3
		<u>11</u>	<u>9</u>	<u>15</u>

Spring Semester

		(Class)	(Lab)	Credit
ACC 120	Principles of Accounting I	3	2	4
CIS 152	Database Concepts & Applications	2	2	3
CIS 165	Desktop Publishing I	2	2	3
MAT 161	College Algebra	3	0	3
ENG 114	Professional Research & Reporting	3	0	3
		<u>13</u>	<u>6</u>	<u>16</u>

Summer Term

		(Class)	(Lab)	Credit
CIS 120	Spreadsheet I	2	2	3
CIS 153	Database Applications	2	2	3
NET 110	Data Communications/Networking	2	2	3
		<u>6</u>	<u>6</u>	<u>9</u>

Students exiting the program at this point are eligible to receive a Diploma in Information Systems.

Second Year— Fall Semester

		(Class)	(Lab)	Credit
ACC 121	Principles of Accounting II	3	2	4
ECO 252	Principles of Macroeconomics	3	0	3
CSC 139	Visual Basic	2	3	3
CIS 220	Spreadsheets II	1	2	2
CIS 286	Systems Analysis & Design	3	0	3
MAT 145	Analytical Math	3	0	3
		<u>15</u>	<u>7</u>	<u>18</u>

Spring Semester

		(Class)	(Lab)	Credit
ACC 150	Computerized General Ledger	1	2	2
CSC 133	C Programming	2	3	3
CIS 169	Business Presentations	1	2	2
CIS 288	Systems Project	1	4	3
	—Humanities/Fine Arts Elective **	3	0	3
		<u>8</u>	<u>11</u>	<u>13</u>

Total Credit Hours 72

**The student may with the approval of the Department Chairman and the Vice President for Instruction substitute COE 113 for CIS 288 Systems Project.

**Course requirements for a Certificate in
Information Systems
(Evening Schedule)**

Fall Semester

		(Class)	(Lab)	Credit
CIS 110	Introduction to Computers	2	2	3
CIS 130	Survey of Operating Systems	<u>2</u>	<u>3</u>	<u>3</u>
		4	5	6

Spring Semester

		(Class)	(Lab)	Credit
CIS 120	Spreadsheet I	2	2	3
CIS 152	Database Concepts & Applications	2	2	<u>3</u>
				6

Summer Term

		(Class)	(Lab)	Credit
CIS 165	Desktop Publishing	2	2	3
CIS 169	Business Presentations	1	2	<u>2</u>
				5

Certificate total credit hours 17

** REFER TO PAGE 161 FOR A LIST OF APPROVED HUMANITIES/FINE ARTS ELECTIVES.

INFORMATION SYSTEMS NETWORK ADMINISTRATION AND SUPPORT

Network Administration and Support is a concentration under the curriculum title of Information Systems. This curriculum prepares students to install and support networks and develops strong analytical skills and extensive computer knowledge.

Course work includes extensive hands-on experience with networks. Classes cover media types, topologies, and protocols with installation and support of hardware and software, troubleshooting network and computer problems, and administrative responsibilities. Courses provide opportunity for specialization and individualization.

Graduates should qualify for positions as: LAN/PC administrator, microcomputer support specialist, network control operator, communications technician/analyst, network/computer consultant, and information systems specialist. Graduates should be prepared to sit for certification exams, which can result in industry recognized credentials.

COURSE REQUIREMENTS FOR NETWORK ADMINISTRATION AND SUPPORT (DAY)

First Year— Fall Semester

			(Class)	(Lab)	Credit
ACA	111	College Student Success	1	0	1
CIS	111	Basic PC Literacy	1	2	2
CIS	115	Introduction to Programming & Logic	2	2	3
ENG	111	Expository Writing	3	0	3
MAT	145	Analytical Math	3	0	3
NET	110	Data Comm/Networking	<u>2</u>	<u>2</u>	<u>3</u>
			12	6	15

First Year— Spring Semester

			(Class)	(Lab)	Credit
CET	111	Computer Upgrade/Repair I	2	3	3
CIS	130	Survey of Operating Systems	2	3	3
*CIS	174	Network System Manager I	2	2	3
ENG	114	Professional Research & Reporting	<u>3</u>	<u>0</u>	<u>3</u>
			9	8	12

First Year— Summer Term

			(Class)	(Lab)	Credit
BUS	110	Introduction to Business	3	0	3
ECO	251	Principles of Microeconomics	3	0	3
HUM	110	Technology and Society	3	0	3
			9	0	9

Second Year— Fall Semester

			(Class)	(Lab)	Credit
*CIS	175	Network Management I	2	2	3
*CIS	274	Network System Manager II	2	2	3
CIS	299	Operating System - LINUX	2	3	3
NET	125	Intro to Network Routing & Switching	1	4	3
NET	126	Router Theory Router Technologies	<u>1</u>	<u>4</u>	<u>3</u>
			6	15	15

Second Year— Spring Semester

			(Class)	(Lab)	Credit
CIS	152	Database Concepts & Applications	2	2	3
*CIS	275	Network Management II	2	2	3
CIS	287	Network Support	2	2	3
NET	225	Advanced Routing & Switching	1	4	3
NET	226	Advanced Routing & Switching II	<u>1</u>	<u>4</u>	<u>3</u>
			8	14	15

Total Credit Hours 66

All students enrolled in the degree program must pass CIS 111, CIS 115, MAT 145, and NET 110 with a grade of "C" or better before continuing to take the remaining CET, CIS, and NET prefix courses. Also, prerequisites will be strictly adhered to for all the remaining courses in the degree program.

**COURSE REQUIREMENTS FOR NETWORK
ADMINISTRATION AND SUPPORT (EVENING)**

First Year— Fall Semester

			(Class)	(Lab)	Credit
ACA	111	College Student Success	1	0	1
CIS	130	Survey of Operating Systems	2	3	3
CIS	111	Basic PC Literacy	<u>1</u>	<u>2</u>	<u>2</u>
			4	5	6

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First Year— Spring Semester

			(Class)	(Lab)	Credit
CIS	115	Intro to Programming & Logic	2	2	3
NET	110	Data Comm/Networking	2	2	3
			<u>4</u>	<u>4</u>	<u>6</u>

First Year— Summer Term

			(Class)	(Lab)	Credit
BUS	110	Introduction to Business	3	0	3
MAT	145	Analytical Math	3	0	3
			<u>6</u>	<u>0</u>	<u>6</u>

Second Year— Fall Semester

			(Class)	(Lab)	Credit
NET	125	Intro Network Routing & Switching	1	4	3
NET	126	Router Theory Router Technologies	1	4	3
			<u>2</u>	<u>8</u>	<u>6</u>

Second Year— Spring Semester

			(Class)	(Lab)	Credit
NET	225	Advanced Routing & Switching I	1	4	3
NET	226	Advanced Routing & Switching II	1	4	3
			<u>2</u>	<u>8</u>	<u>6</u>

Second Year— Summer Term

			(Class)	(Lab)	Credit
Eco	251	Principles of Microeconomics	3	0	3
ENG	111	Expository Writing	3	0	3
			<u>6</u>	<u>0</u>	<u>6</u>

Third Year— Fall Semester

			(Class)	(Lab)	Credit
*CIS	174	Network System Manager I	2	2	3
*CIS	175	Network Management I	2	2	3
			<u>4</u>	<u>4</u>	<u>6</u>

Third Year— Spring Semester

		(Class)	(Lab)	Credit
*CIS	274 Network System Manager II	2	2	3
*CIS	275 Network Management II	<u>2</u>	<u>2</u>	<u>3</u>
		4	4	6

Third Year— Summer Term

		(Class)	(Lab)	Credit
ENG	114 Professional Research 7 Reporting	3	0	3
HUM	110 Technology and Society	<u>3</u>	<u>0</u>	<u>3</u>
		5	0	6

Fourth Year— Fall Semester

		(Class)	(Lab)	Credit
CET	111 Computer Upgrade/Repair I	2	3	3
CIS	287 Network Support	<u>2</u>	<u>2</u>	<u>3</u>
		4	5	6

Fourth Year— Spring Semester

		(Class)	(Lab)	Credit
CIS	152 Database Concepts & Applications	2	2	4
CIS	299 Operating System - LINUX	<u>2</u>	<u>3</u>	<u>3</u>
		4	5	7

Total Credit Hours				66
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**COURSE REQUIREMENTS FOR
CISCO NETWORKING CERTIFICATE

		(Class)	(Lab)	Credit
NET	110 Data Comm/Networking	2	2	3
NET	125 Routing & Switching I	1	4	3
NET	126 Routing & Switching II	1	4	3
NET	225 Advanced Routing & Switching I	1	4	3
NET	226 Advanced Routing & Switching II	1	4	3

Total Credit Hours				15
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****Before any student can enroll in the CERTIFICATE PROGRAM he/she must have demonstrated proficiency in CIS 111, CIS 115, MAT 145, and NET 110 or have successfully passed the courses with a grade of "C" or better.**

MANUFACTURING TECHNOLOGY

This curriculum provides an introduction to the principles and practices of manufacturing in today's global marketplace. The student will be exposed to valuable high-tech concepts applicable in a variety of industries such as plastics, metals, furniture, textiles, and electronics.

Students will gain real-world knowledge in manufacturing management practices, manufacturing materials and processes, research and development, and quality assurance course work will include machining processes, CAD/CAM, CNC principles, and other computerized production techniques.

Graduates should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or R & D technician. The student will be able to advance in the workplace and develop with new technologies.

COURSE REQUIREMENTS FOR MANUFACTURING TECHNOLOGY (DAY)

First Year — Fall Semester

		(Class)	(Lab)	Credit
DFT	151 CAD I	2	3	3
MAT	171 Precalculus Algebra	3	0	3
ENG	111 Expository Writing	3	0	3
CIS	111 Basic PC Literacy	1	2	2
CIS	130 Survey of Operating Systems	2	3	3
MEC	111 Machine Processes I	2	3	3
ACA	111 College Student Success	1	0	1
		14	11	18

First Year — Spring Semester

		(Class)	(Lab)	Credit
ISC	112 Industrial Safety	2	0	2
ENG	114 Prof. Research & Reporting	3	0	3
ELN	150 CAD for Electronics	1	3	2
DFT	152 CAD II	2	3	3
MEC	181 Introduction to CIM	2	0	2
DFT	111 Technical Drafting I	1	3	2
		11	9	14

First Year — Summer Term

		(Class)	(Lab)	Credit
ISC	132 MFG. Quality Control	2	3	3
DFT	153 CAD III	2	3	3
	—Humanities/Fine Arts Elective**	3	0	3
		7	6	9

Second Year — Fall Semester

			(Class)	(Lab)	Credit
PLA	120	Injection Molding	2	3	3
MEC	145	Manufacturing Materials	2	3	3
ELC	112	DC/AC Electricity	3	6	5
MEC	110	Intro to CAD/CAM	<u>1</u>	<u>2</u>	<u>2</u>
			8	14	13

Second Year — Spring Semester

			(Class)	(Lab)	Credit
ISC	225	Facility Layout	3	2	4
ISC	133	Mfg. Management Practices	2	0	2
MEC	288	MFG. Eng. R & D Project	0	2	1
		or			
HYD	110	Hydraulics/Pneumatics	2	3	3
CIS	165	Desktop Publishing	2	2	3
		—Social/Behavior Elective	<u>3</u>	<u>0</u>	<u>3</u>
			12	9	16

Total Credit Hours 70

****REFER TO PAGE 161 FOR A LIST OF APPROVED HUMANITIES/FINE ARTS ELECTIVES**

++REFER TO PAGE 161 FOR A LIST OF APPROVED SOCIAL/BEHAVIORAL SCIENCE ELECTIVES

Note: A student may, with permission of the Department chairman and the Vice President for Instruction, substitute COE 112 for MEC 288.

MECHANICAL ENGINEERING TECHNOLOGY

This curriculum prepares graduates for employment as mechanical technicians. Typical assignments would include assisting in the design, development, installation, and/or operation of mechanical equipment. Emphasis is placed on the integration of theory and mechanical principles. Areas of study will include computer aided drafting, mathematics, physics, applied mechanics, manufacturing methods and processes, use of computers and oral and written communications. The course work will stress critical thinking, planning, and problem solving. The scope of the subject matter covered provides the graduate with knowledge in greatly diversified branches of the mechanical field. Mechanical engineering technicians are employed in many types of manufacturing, fabrication, research and development and service industries.

COURSE REQUIREMENTS FOR MECHANICAL ENGINEERING TECHNOLOGY (DAY)

First Year— Fall Semester

		(Class)	(Lab)	Credit
DFT	151 CAD I	2	3	3
MEC	111 Machine Processes I	2	3	3
MAT	171 Precalculus Algebra	3	0	3
ENG	111 Expository Writing	3	0	3
ACA	111 College Student Success	1	0	1
CIS	130 Survey of Operating Systems	2	3	3
		<u>13</u>	<u>9</u>	<u>16</u>

Spring Semester

		(Class)	(Lab)	Credit
DFT	111 Technical Drafting I	1	3	2
DFT	152 CAD I I	2	3	3
MAT	172 Precalculus Trigonometry	3	0	3
ENG	114 Professional Research & Reporting	3	0	3
PHY	131 Physics/Mechanics	3	2	4
-	- Humanities/Fine Arts Elective	3	0	3
		<u>12</u>	<u>8</u>	<u>15</u>

Summer Term

		(Class)	(Lab)	Credit
ISC	132 Manufacturing Quality Control	2	3	3
MEC	251 Statics	2	2	3
DFT	153 CAD III	2	3	3
		<u>6</u>	<u>8</u>	<u>9</u>

Students exiting the program at this point are eligible to receive a Diploma in Mechanical Engineering Technology.

Second Year— Fall Semester

			(Class)	(Lab)	Credit
PLA	120	Injection Molding	2	3	3
MEC	110	Introduction to CAD/CAM	1	2	2
MEC	252	Strength of Materials	2	2	3
MAT	271	Calculus I	3	2	4
		—Humanities/Fine Arts Elective	3	0	3
			11	9	15

Spring Semester

			(Class)	(Lab)	Credit
DFT	115	Architectural Drafting	1	2	2
MEC	270	Machine Design	3	3	4
MEC	271	Machine Design Project	0	3	1
HYD	110	Hydraulics/Pneumatics	2	3	3
		—Social/Behavioral Science Elective ++	3	0	3
			9	11	13

Total Credit Hours 68

**** REFER TO PAGE 161 FOR A LIST OF APPROVED HUMANITIES/FINE ARTS ELECTIVES.**

++ REFER TO PAGE 161 FOR A LIST OF APPROVED SOCIAL/BEHAVIORAL SCIENCE ELECTIVES.

Note: A student may, with the permission of the Department Chairman and the Vice President for Instruction, substitute COE 113 for MEC 271.

MECHANICAL ENGINEERING DIPLOMA (EVENING)

First Year - Fall Semester

			(Class)	(Lab)	Credit
ACA	111	College Student Success	1	0	1
DFT	151	CAD I	2	3	3
CIS	130	Survey of Operating Systems	2	3	3
			5	6	7

Spring Semester

DFT	152	CAD II	2	3	3
DFT	111	Technical Drafting I	1	3	2
			3	6	5

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Summer Semester

DFT	115	Architectural Drafting	1	2	2
DFT	153	CAD III	<u>2</u>	<u>3</u>	<u>3</u>
			3	5	5

Second Year - Fall Semester

MEC	111	Machine Processes I	2	3	3
MAT	161	College Algebra	3	0	3
		- or -			
MAT	171	Precalculus Algebra	<u>3</u>	<u>0</u>	<u>3</u>
			5	3	6

Spring Semester

PHY	131	Physics/Mechanics	3	2	4
ENG	111	Expository Writing	<u>3</u>	<u>0</u>	<u>3</u>
			6	2	7

Summer Term

ISC	132	Manufacturing Quality Control	2	3	3
MEC	251	Statics	<u>2</u>	<u>2</u>	<u>3</u>
			3	5	6

Total credit hours 36

**COMPUTER AIDED DRAFTING CERTIFICATE
(EVENING)****Fall Semester**

			(Class)	(Lab)	Credit
DFT 151	CAD I		2	3	3
CIS 130	Survey of Operating Systems		2	3	3
			<u>4</u>	<u>6</u>	<u>6</u>

Spring Semester

			(Class)	(Lab)	Credit
DFT 111	Technical Drafting I		1	3	2
DFT 152	CAD II		2	3	3
			<u>3</u>	<u>6</u>	<u>5</u>

Summer Term

			(Class)	(Lab)	Credit
DFT 153	CAD III		2	3	3
DFT 115	Architectural Drafting		1	2	2
			<u>3</u>	<u>5</u>	<u>5</u>

Total credit hours 16

MEDICAL ASSISTING TECHNOLOGY

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments; coding and processing insurance accounts; billing; collections; medical transcription; computer operations; assisting with examinations/treatments; performing routing laboratory procedures; electrocardiography; supervised medication administration; and ethical/legal issues associated with patient care.

Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

MEDICAL ASSISTING TECHNOLOGY ADMISSIONS POLICY AND PROCEDURES

The following policies and procedures are utilized in admitting qualified students:

- I. Admission Requirements Applicants for the Medical Assisting program must:
 - A. Be a high school graduate or equivalent.
 - B. Score at the indicated levels or above on the RCC admission test: (Computerized Placement Tests)
 1. Reading Standard score 86
 2. Writing Standard score 89
 - 3 Computation Standard score 51

*Applicants who fail to meet minimum scores on the admission test may retest a maximum of 2 times in a 12 month period.
(The 2 retests refers to either part or complete testing.)
 - C. Have physical and emotional status compatible with the ability to provide safe Medical Assisting care.
 1. The following activities are examples of activities which a student in the Medical Assisting program would be required to perform in order to successfully complete the program. If an accepted applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, the applicant should consult with the department chairman.
 - a. Critical Thinking: Medical Assisting students shall possess critical thinking ability sufficient for clinical judgment. Example: students must be able to identify cause-effect relationships in clinical situations; develop or participate in development of care plans.
 - b. Ethical behavior: Medical Assisting students will provide services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or

economic status, personal attributes, or the nature of health problems. Example: students in the Medical Assisting program will learn to assess the patient's physical and mental health.

- c. **Interpersonal skills:** Medical Assisting students shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social and cultural backgrounds. Example: students shall establish rapport with clients and health care team members.
- d. **Communication skills:** Medical Assisting students shall possess communication abilities sufficient for verbal and nonverbal interaction with others. Example: students shall be able to explain treatment procedures to clients/family, document client responses, and report to others responses to care.
- e. **Mobility:** Medical Assisting students shall possess physical abilities sufficient to move from room to room and maneuver in small spaces, stand and walk for extensive periods of time. Example: students will be able to move around in client's room, move from room to room, move in small work areas, and administer CPR.
- f. **Motor skills:** Medical Assisting students shall possess growth and fine motor skills sufficient to provide safe and effective care. Example: students shall be able to calibrate equipment, position clients, administer injections, insert catheters.
- g. **Hearing skills:** Medical Assisting students shall possess auditory ability sufficient to monitor health needs and collect data. Example: students shall be able to hear alarms, listen to heart and breath sounds, hear a cry for help.
- h. **Visual skills:** Medical Assisting students shall possess visual ability sufficient for observation and data collection. Example: students shall be able to observe color of skin and read scale on a syringe.
- i. **Tactile skills:** Medical Assisting students shall possess tactile ability sufficient for data collection. Example: students shall be able to detect pulsation and feel skin temperature.
- j. **Weight-bearing:** Medical Assisting students shall possess the ability to lift and manipulate/move 40-50 pounds. Example: students shall be able to move equipment, position patients.

D. Attend orientation interview with the Medical Assisting staff.

II. Procedure for Admission

A. Submit a completed RCC application.

B. Submit official copies of transcripts from all secondary and post-secondary institutions or a copy of GED transcript if applicable.

- C. Take the RCC admission tests and achieve at indicated level.
- D. After ALL transcripts are received by RCC and the admission test scores achieved, a personal interview with the Medical Assisting Department Chairman or admissions counselors may be scheduled.
- E. If a history of physical or mental illness exists, submit a psychiatric and/or physical evaluation at the time of the interview. An applicant with problems in physical or emotional health must provide evidence that appropriate treatment and/or counseling has taken place and that the problem has been alleviated. Persons with physical or emotional problems which have not responded to treatment within a reasonable time may be denied admission to the program.
- F. If the applicant "has been convicted of or pleaded guilty or nolocontendere to any crime" which may make applicant ineligible for certification, information relating to the incident must be provided at the time of the interview.
- G. Submit a physical examination on the form provided by RCC by a licensed physician, nurse practitioner, or physician's assistant. The applicant must show physical and psychological ability to perform normal Medical Assisting duties. Information can be no more than three months old as of September 1 and on file by October 1 of the freshman year.
- H. Students are responsible for obtaining their own health insurance policy. RCC nor the affiliating institutions are responsible for medical expenses incurred as a result of illness or injury sustained during class, lab, or clinical experiences. (i.e., strained back, needle-stick.)
- I. Students will be required to purchase liability insurance prior to beginning MED 150.

III. Admission Criteria

Decisions regarding admission into the Medical Assisting program are based upon placement scores, high school or GED performance, and achievement in related courses, if applicable. Each admission criterion is assigned a point value. The points are used to rank applicants for the purpose of selection into the Medical Assisting program. In the event applicants have identical total admission points, the person with the highest reading score will be ranked higher. If the reading scores are also identical, the highest math score will be ranked higher. Should candidates still be tied, the applicant with the earliest date of completing the application process will be ranked higher.

IV. Applicant Deadlines and Admissions Decisions

The deadline for applications including receipt of all transcripts and record of adequate test scores is May 31 assuming that the desired admission date is the fall semester following the application deadline.

V. Waiting List for Medical Assisting Programs

Qualified applicants not accepted because of space limitations will be placed on a waiting list in rank order and notified in that order of any

vacancy occurring in the program. Students must reapply for the next if not admitted. Applications are not automatically carried over. No special consideration will be given to applicants who were on the waiting list the previous year. Applicants who want to improve their position are encouraged to meet with the Medical Assisting Technology Department Chairman or counselor to discuss a plan of study.

VI. Credit by Transfer

Transfer credit for MED courses in the Medical Assisting Technology curriculum from accredited postsecondary educational programs will be determined on an individual basis in accordance with the school's transfer policy as stated in the general catalog. Transfer of credit for Medical Assisting courses in the Medical Assisting Technology education programs from an accredited Medical Assisting Technology educational program must be on an individual basis and in accordance with the school's transfer policy. In addition, there must be approval by the Medical Assisting Technology Department Chairman. Major courses must not be more than 5 years old at the completion of the program to receive credit for graduation. Major courses are defined as those with MED and BIO prefixes, and PSY 241. Students may be required to enroll in or audit all or selected modules of a course to ensure competency.

VII. Credit for RCC Courses Taken Prior to Admission to the Medical Assisting Technology curricula or MED sequence. Students must be in compliance with the Medical Assisting Technology progression policy to be eligible for admission to the Medical Assisting Technology curricula.

VIII. Medical Assisting Technology Progression Policy

Students enrolled in a Medical Assisting Technology curriculum must obtain a minimum grade of "C" in each major course* to progress and graduate in the Medical Assisting Technology curriculum. A grade point average of 2.0 is required for a student to remain in the Medical Assisting Technology program and for graduation. If a GPA of 2.0 is not achieved, the Medical Assisting Technology student must take a reduced load until a 2.0 is achieved. Calculation of GPA's are limited to required courses in the Medical Assisting Technology curriculum. Courses taken outside the curriculum are not considered part of the program GPA. Readmission to the Medical Assisting Technology sequence will be in accordance with readmission policies on a space available basis. *Major courses for the nursing curriculum are those with MED or BIO prefixes and PSY 241.

IX. Readmission

Students enrolled in but not completing the Medical Assisting program who seek readmission will be considered in the applicant pool for the year they seek to return. No special consideration will be given. Readmission is contingent upon the student meeting the criteria of the readmission policy.

MEDICAL ASSISTING TECHNOLOGY READMISSION POLICY

- I Students seeking readmission after not achieving a grade of "78" or better in a MED or BIO prefixed course will be considered in the applicant pool for the year they seek to return. No special consideration will be given. The following procedure will be followed:
 - A. A student must submit a written request for readmission to the Medical Assisting Department Chairman.
 - B. Students who are currently enrolled in related coursework at RCC need not retest; however, they may retest if desired.
 - C. Students not currently enrolled in related courses whose test is more than one (1) year old at the time the readmission request is received, must retest.
 - D. Students will be scheduled for an orientation with other applicants and follow routine admission procedure.
- II. Readmission is contingent upon the following process:
 - A. Each request for readmission will be evaluated on an individual basis.
 - B. All requests for readmission must be submitted in writing to the Medical Assisting Department Chairman.
 - C. All requirements of the current admissions policy must be met.
 - D. If readmitted for advanced standing, all requirements of the progression policy must be met.
 - E. Readmission is on a space available basis as determined by the Admissions Committee. (The Admissions Committee consists of the Medical Assisting Department Chairman and the Vice President for Student Development).
 - F. An application from a student dismissed for behavior which impaired judgment, required an inordinate amount of instructor time, or violated a drug/alcohol policy must be reviewed by the Admissions Committee.
 - G. Effective Fall Semester, 1999, readmission will be limited to one (1) time. A student who is accepted for readmission and does not enroll for the semester accepted shall go through the entire admission procedure the next time an application is made.
 - H. Students accepted for readmission shall submit (1) an updated physical and emotional health report, (2) transcripts of course work taken at other colleges since last time enrolled at RCC, and (3) references if requested.
 - I. Students may be required to enroll in or audit all or selected modules of a course previously taken to ensure competency.

COURSE REQUIREMENTS FOR MEDICAL ASSISTING TECHNOLOGY

First Year— Fall Semester

		(Class)	(Lab)	(Clinical)	Credit
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
MED 110	Orientation to Med. Assisting	1	0	0	1
MED 118	Medical Law and Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 130	Administrative Office Proc. I	1	2	0	2
		<u>14</u>	<u>6</u>	<u>0</u>	<u>17</u>

Spring Semester

		(Class)	(Lab)	(Clinical)	Credit
BIO 163	Basic Anatomy and Physiology	4	2	0	5
OST 131	Keyboarding I	1	2	0	2
ENG 114	Professional Research/Report	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 131	Administrative Office II	1	2	0	2
MED 232	Medical Insurance Coding	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		13	9	0	17

Summer Term

		(Class)	(Lab)	(Clinical)	Credit
MED 134	Medical Transcription	2	2	0	3
MED 140	Exam Room Procedures I	<u>3</u>	<u>4</u>	<u>0</u>	<u>5</u>
		5	6	0	8

Second Year - Fall Semester

		(Class)	(Lab)	(Clinical)	Credit
MED 150	Laboratory Procedures I	3	4	0	5
MED 114	Professional Interaction in Health Care	1	0	0	1
MED 270	Symptomatology	2	2	0	3
MED 272	Drug Therapy	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	6	0	12

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Spring Semester

		(Class)	(Lab)	(Clinical)	Credit
MED 260	Clinical Externship	0	0	15	5
MED 264	Medical Assisting Overview	2	0	0	2
MED 276	Patient Education	1	2	0	2
PSY 150	General Psychology	3	0	0	3
-	-	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>
			9	2	15
					15

Total credit hours 69

** REFER TO PAGE 161 FOR A LIST OF APPROVED HUMANITIES/FINE ARTS ELECTIVES.

OFFICE SYSTEMS TECHNOLOGY

The Office Systems Technology Curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on nontechnical 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.

COURSE REQUIREMENTS FOR OFFICE SYSTEMS TECHNOLOGY (DAY)

First Year—Fall Semester

		(Class)	(Lab)	Credit
OST 122	Office Computations	1	2	2
OST 131	Keyboarding	1	2	2
OST 184	Records Management	1	2	2
ENG 111	Expository Writing	3	0	3
CIS 111	Basic PC Literacy	1	2	2
MAT 115	Mathematical Models	2	2	3
ACA 111	College Student Success	<u>1</u>	<u>0</u>	<u>1</u>
		10	10	15

Spring Semester

		(Class)	(Lab)	Credit
OST 132	Keyboard Skill Building	1	2	2
OST 136	Word Processing	1	2	2
OST 164	Text Editing Applications	3	0	3
CIS 120	Spreadsheet I	2	2	3
OST 134	Text Entry & Formatting	2	2	3
COM 231	Public Speaking	<u>3</u>	<u>0</u>	<u>3</u>
		12	8	16

Second Year—Fall Semester

		(Class)	(Lab)	Credit
OST 133	Advanced Keyboard Skill Building	1	2	2
OST 223	Machine Transcription I	1	2	2
	—Social/Behavioral Science Elective ++	3	0	3
BUS 260	Business Communications	3	0	3
OST 236	Advanced Word/Information Processing	2	2	3
ACC 120	Principles of Accounting I	<u>3</u>	<u>2</u>	<u>4</u>
		13	8	17

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Spring Semester

		(Class)	(Lab)	Credit
OST 224	Machine Transcription II	1	2	2
OST 286	Professional Development	3	0	3
OST 289	Office Systems Management	2	2	3
CIS 165	Desktop Publishing I	2	2	3
	— Free elective	3	0	3
	— Humanities/Fine Arts Elective **	3	0	3
		14	6	17

Total Credit Hours 65

Students may with the permission of the Department Chairman and the Vice President of Instruction substitute COE 112 for OST 286.

COURSE REQUIREMENTS FOR OFFICE SYSTEMS TECHNOLOGY (EVENING)

First Year — Fall Semester

		(Class)	(Lab)	Credit
OST 131	Keyboarding	1	2	2
CIS 111	Basic PC Literacy	1	2	2
OST 184	Records Management	1	2	2
ACA 111	College Student Success	1	0	1
		4	6	7

Spring Semester

		(Class)	(Lab)	Credit
OST 132	Keyboard Skill Building	1	2	2
OST 136	Word Processing	1	2	2
OST 164	Text Editing Applications	3	0	3
OST 134	Text Entry & Formatting	2	2	3
		7	6	10

Summer Term

		(Class)	(Lab)	Credit
ENG 111	Expository Writing	3	0	3
	— Humanities/Fine Arts Elective	3	0	3
		6	0	6

Second Year — Fall Semester

		(Class)	(Lab)	Credit
OST 133	Advanced Keyboard Skill Building	1	2	2
OST 223	Machine Transcription I	1	2	2
OST 236	Adv. Word/Inform. Proc.	2	2	3
OST 122	Office Computations	<u>1</u>	<u>2</u>	<u>2</u>
		5	8	9

Spring Semester

		(Class)	(Lab)	Credit
ACC 120	Principles of Accounting I	3	2	4
MAT 115	Mathematical Models	2	2	3
CIS 120	Spreadsheet I	<u>2</u>	<u>2</u>	<u>3</u>
		7	6	10

Summer Term

		(Class)	(Lab)	Credit
COM 231	Public Speaking	3	0	3
	— Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

Third Year — Fall Semester

		(Class)	(Lab)	Credit
BUS 260	Business Communications	3	0	3
CIS 165	Desktop Publishing I	2	2	3
	— Free Elective	<u>3</u>	<u>0</u>	<u>3</u>
		8	2	9

Spring Semester

		(Class)	(Lab)	Credit
OST 289	Office Systems Management	2	2	3
OST 224	Machine Transcription II	1	2	2
OST 286	Professional Development	<u>3</u>	<u>0</u>	<u>3</u>
		6	4	8

Total Credit Hours 65

**COURSE REQUIREMENTS FOR OFFICE SYSTEMS
TECHNOLOGY CERTIFICATE (EVENING)**

Fall Semester

		(Class)	(Lab)	Credit
ENG 111	Expository Writing	3	0	3
CIS 111	Basic PC Literacy	1	2	2
OST 131	Keyboarding	1	2	2
OST 184	Records Management	<u>1</u>	<u>2</u>	<u>2</u>
		6	6	9

Spring Semester

		(Class)	(Lab)	Credit
OST 132	Keyboard Skill Building	1	2	2
OST 134	Text Entry & Formatting	3	2	4
OST 164	Text Editing Applications	<u>3</u>	<u>0</u>	<u>3</u>
		7	4	9

Total credit hours 18

**** REFER TO PAGE 161 FOR A LIST OF APPROVED HUMANITIES/FINE
ARTS ELECTIVES.**

**++ REFER TO PAGE 161 FOR A LIST OF APPROVED SOCIAL/BEHAV-
IORAL/ SCIENCE ELECTIVES.**

Diploma and Certificate Curricula

ELECTRICAL/ELECTRONICS TECHNOLOGY

This curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial and industrial facilities.

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

Graduate should qualify for a variety of jobs in the electrical/electronic field as an on-the-job trainee or apprentice, assisting in the layout, installation and maintenance of electrical/electronic systems.

COURSE REQUIREMENTS FOR ELECTRICAL/ELECTRONICS TECHNOLOGY (EVENING)

First year— Fall Semester

		(Class)	(Lab)	Credit
ELC 112	DC/AC Electricity	3	6	5
BPR 130	Blueprint Reading: Construction	1	2	2
ACA 111	College Student Success	<u>1</u>	<u>0</u>	<u>1</u>
		5	8	8

Spring Semester

		(Class)	(Lab)	Credit
MAT 101	Applied Mathematics I	2	2	3
ELC 113	Basic Wiring I	2	6	4
CIS 110	Introduction to Computers	<u>2</u>	<u>2</u>	<u>3</u>
		6	10	10

Summer Term

		(Class)	(Lab)	Credit
ELC 118	National Electric Code	1	2	2
ENG 102	Applied Communication II	3	0	3
ELC 125	Diagrams & Schematics	<u>1</u>	<u>2</u>	<u>2</u>
		5	4	7

Second Year— Fall Semester

		(Class)	(Lab)	Credit
ELC 115	Industrial Wiring	2	6	4
ELC 114	Basic Wiring II	<u>2</u>	<u>6</u>	<u>4</u>
		4	12	8

Spring Semester

		(Class)	(Lab)	Credit
ELC 117	Motors & Controls	2	6	4
ELC 128	Introduction to PLC	2	3	3
ELC 119	NEC Calculations	<u>1</u>	<u>2</u>	<u>2</u>
		5	11	9

Total Credits Required 42

****Note:** A student may with the approval of the Department Chairman and the Vice President for Instruction substitute COE 112 Co-op Work Experience for BPR 130 Blueprint Reading: Construction.

MACHINING TECHNOLOGY

This curriculum is designed to develop skill in the theory and safe use of hand tools, power machinery, computerized equipment and sophisticated precision inspection instruments. Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations and make decisions to insure that work quality is maintained. Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies, and in a wide range of specialty machining job shops.

COURSE REQUIREMENTS FOR MACHINING TECHNOLOGY (EVENING)

Fall Semester

	(Class)	(Lab)	Credit
ACA 111 College Student Success	1	0	1
MAC 111A Machining Technology I (part A)	1	6	3
BPR 111 Blueprint Reading	1	2	2
MAT 101 Applied Math I	<u>2</u>	<u>2</u>	<u>3</u>
	5	10	9

Spring Semester

	(Class)	(Lab)	Credit
MAC 111B Machining Technology I (part B)	1	6	3
MAC 122 CNC Turning	1	3	2
MAC 124 CNC Milling	<u>1</u>	<u>3</u>	<u>2</u>
	3	12	7

Summer Term

	(Class)	(Lab)	Credit
ENG 102 Applied Communications II	3	0	3
MAC 151 Machining Calculations	1	2	2
MEC 141 Intro. Mfg. Processes	<u>2</u>	<u>2</u>	<u>3</u>
	6	4	8

Fall Semester

	(Class)	(Lab)	Credit
MAC 112 Machining Technology II	2	12	6
BPR 121 Blueprint Reading: Mechanical	<u>1</u>	<u>2</u>	<u>2</u>
	3	14	8

Spring Semester

	(Class)	(Lab)	Credit
MAC 113 Machining Technology III	<u>12</u>	<u>6</u>	<u>6</u>
	2	12	6

Total Credit Hours Required 38

Students may with approval of the Department Chairman and the Vice President of Instruction substitute COE 112 Co-op Work Experience for MAC 124 CNN Milling

**MACHINING TECHNOLOGY
CERTIFICATE PROGRAM (EVENING)****Fall Semester**

	(Class)	(Lab)	Credit
MAC 111A Machining Technology I (part A)	1	6	3
BPR 111 Blueprint Reading	1	2	2
MAT 101 Applied Math I	<u>2</u>	<u>2</u>	<u>3</u>
	4	10	8

Spring Semester

	(Class)	(Lab)	Credit
MAC 111B Machining Technology I (part B)	1	6	3
MAC 124 CNC Milling	1	3	2
MAC 122 CNC Turning	<u>1</u>	<u>3</u>	<u>2</u>
	3	12	7

Summer Term

	(Class)	(Lab)	Credit
ENG 102 Applied Communications II	3	0	3
MEC 141 Intro. Mfg. Processes	<u>2</u>	<u>2</u>	<u>3</u>
	5	2	6

Total Credit Hours Required 21

NURSING ASSISTANT

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

Course work emphasizes growth and development throughout the life span, personal care, vital signs, communications, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management; family resources and services; and employment skills.

Graduates of this curriculum may be eligible to be listed in the registry as a Nursing Assistant I and Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

COURSE REQUIREMENTS FOR NURSING ASSISTANT (CERTIFICATE)

Semester Schedule (Repeated Fall and Spring Semesters)

First Eight Weeks

		(Class)	(Lab)	(Clinical)	Credit
NAS 101	Nursing Assistant I	3	2	3	5
ACA 111	College Student Success	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
		4	2	3	6

Second Eight Weeks

		(Class)	(Lab)	(Clinical)	Credit
NAS 102	Nursing Assistant II	3	2	6	6
NAS 103	Home Health Care	2	0	0	2
NAS 105	Life Span Changes	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		7	2	6	10

Total credit hours 16

Note: Nursing Assistant is designed to allow a student to progress from an entry point through both levels of Nursing Assistant certification in one semester. Students may attain NA I Certification in the first eight weeks and progress immediately to the NA II portion of the certificate program. Students who are high school graduates and are already certified at the NA I level may enter a mid-semester on a space available basis and progress to the NA II level of certification.

APPROVED ELECTIVES

** APPROVED HUMANITIES/FINE ARTS ELECTIVES

			(Class)	(Lab)	Credit
ART	111	ART APPRECIATION	3	0	3
MUS	110	MUSIC APPRECIATION	3	0	3
PHI	110	HISTORY OF PHILOSOPHY	3	0	3
REL	110	WORLD RELIGIONS	3	0	3
SPA	111	ELEM. SPANISH I	3	0	3
SPA	112	ELEM. SPANISH II	3	0	3
FRE	111	ELEM. FRENCH I	3	0	3
FRE	112	ELEM. FRENCH II	3	0	3
ENG	132	INTRO. TO DRAMA	3	0	3
ENG	231	AMERICAN LIT. I	3	0	3
ENG	232	AMERICAN LIT. II	3	0	3
ENG	243	MAJOR BRITISH WRITERS	3	0	3
HUM	211	HUMANITIES I	3	0	3
HUM	212	HUMANITIES II	3	0	3

++ APPROVED SOCIAL/BEHAVIORAL SCIENCE ELECTIVES

			(Class)	(Lab)	Credit
PSY	150	GENERAL PSYCHOLOGY	3	0	3
SOC	210	INTRO. TO SOCIOLOGY	3	0	3
SOC	213	SOCIOLOGY OF THE FAMILY	3	0	3
SOC	220	SOCIAL PROBLEMS	3	0	3
SOC	225	SOCIAL DIVERSITY	3	0	3
POL	120	AMERICAN GOVERNMENT	3	0	3
HIS	131	AMERICAN HISTORY I	3	0	3
HIS	132	AMERICAN HISTORY II	3	0	3
HIS	121	WESTERN CIVILIZATION I	3	0	3
HIS	122	WESTERN CIVILIZATION II	3	0	3

DEVELOPMENTAL EDUCATION

Students scoring below the official cutoff scores on the Computerized Placement Tests will be assigned to the appropriate developmental course(s). These courses are designed to provide the student with the reading, writing, math, and keyboarding skills needed to enter a one or two-year program.

Because most curriculum courses have developmental prerequisites, the following restrictions apply: (1) Students will not be allowed to register for those curriculum courses until the prerequisite courses are passed. (2) Students required to take RED 070 and RED 080 should postpone taking any curriculum courses until they progress to RED 090. (3) Students required to take more than one developmental course should limit their enrollment in curriculum courses to those requiring the least reading, writing and computational competencies. (4) Students taking RED 070 may take ENG 080 at the same time, but students placed in RED 070 may not take ENG 090 without permission of the Division Chair for Arts and Sciences or the Chair of Developmental Studies.

DEVELOPMENTAL COURSES

(Day / Evening)

		(Class)	(Lab)	Credit
ACA 118	College Study Skills	1	2	2
ENG 080	Writing Foundations	3	2	4
ENG 090	Composition Strategies	3	0	3
MAT 060	Essential Mathematics	3	2	4
MAT 070	Introductory Algebra	3	2	4
MAT 080	Intermediate Algebra	3	2	4
OST 080	Keyboarding Literacy	1	2	2
RED 070	Essential Reading Skills	3	2	4
RED 080	Introduction to College Reading	3	2	4
RED 090	Improved College Reading	3	2	4

EXIT REQUIREMENTS

All students must earn a final grade of "C" (78) or better to exit Developmental math, reading and English courses and pass the exit exam. A student whose final grade is below "C" will receive a non-punitive grade of "I" (Incomplete) and must reenroll in the class the next semester. At the end of the second semester, the student will receive a letter grade of "A," "B," "C," or "F." The "I" then will become an "S" or a "U," appropriately.

Course Descriptions

	Class	Lab	Credit
ACA 111 College Student Success	1	0	1
Prerequisites:			
Corequisites: None			
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.			
ACA 118 College Study Skills	1	2	2
Prerequisites:			
Corequisites: None			
This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan. Students taking this course are exempted from ACA 111.			
ACC 120 Principles of Accounting 1	3	2	4
Prerequisites: MAT 080, RED 090 or satisfactory scores on the Placement Test			
Corequisites: MAT 115			
This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle. This course is intended for those who have not received credit for ACC 115.			

Class Lab Credit**ACC 121 Principles of Accounting II****3 2 4**

Prerequisites: ACC 120

Corequisites: None

This course is a continuation of ACC 120. Emphasis is placed on corporate and managerial accounting for both external and internal reporting and decision making. Upon completion, students should be able to analyze and record corporate transactions, prepare financial statements and reports, and interpret them for management.

ACC 129 Individual Income Taxes**2 2 3**

Prerequisites: MAT 070, RED 090 or satisfactory scores on the Placement Test

Corequisites: None

This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

ACC 130 Business Income Taxes**2 2 3**

Prerequisites: ACC 121, ACC 129

Corequisites: None

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax depreciation, accounting periods and methods, corporations, partnerships, S corporations, estates and trusts, and gifts. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

ACC 150 Computerized General Ledger**1 2 2**

Prerequisites: ACC 120, CIS 110 or higher

Corequisites: None

This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 220 Intermediate Accounting I**3 2 4**

Prerequisites: ACC 121

Corequisites: None

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 statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

	Class	Lab	Credit
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ACC 221 Intermediate Accounting II

3	2	4
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Prerequisites: ACC 220

Corequisites: None

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

ACC 225 Cost Accounting

3	0	3
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Prerequisites: ACC 121

Corequisites: None

This course introduces the nature and purpose of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ANT 220 Cultural Anthropology

3	0	3
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Prerequisites: ENG 111, RED 090, or satisfactory scores on the Placement Test.

Corequisites: None

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ART 111 Art Appreciation

3	0	3
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Prerequisites: RED 090 or satisfactory scores on the Placement Test.

Corequisites: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

AST 111 Descriptive Astronomy

3	0	3
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Prerequisites: MAT 080, RED 090, or satisfactory scores on the Placement Test.

Corequisites: None

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

	Class	Lab	Credit
AST 111A Descriptive Astronomy Lab	0	2	1
Prerequisites: MAT 080, RED 090, or satisfactory scores on the Placement Test.			
Corequisites: AST 111			
The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
ATR 112 Introduction to Automation	2	3	3
Prerequisites:			
Corequisites: None			
This course introduces the basic principles of automated manufacturing and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.			
BIO 110 Principles of Biology	3	3	4
Prerequisites: RED 090, MAT 080 or satisfactory scores on the Placement Test.			
Corequisites: None			
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
BIO 111 General Biology I	3	3	4
Prerequisites: RED 090, MAT 070 or satisfactory scores on the Placement Test.			
Corequisites: None			
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
BIO 112 General Biology II	3	3	4
Prerequisites: BIO 111			
Corequisites: None			
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			

	Class	Lab	Credit
BIO 120 Introductory Botany	3	3	4
Prerequisites: BIO 110 or BIO 111			
Corequisites: None			
This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organizations, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
BIO 130 Introductory Zoology	3	3	4
Prerequisites: BIO 110 or BIO 111			
Corequisites: None			
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
BIO 140 Environmental Biology	3	0	3
Prerequisites: RED 090, MAT 070, or satisfactory scores on the Placement Test			
Corequisites: None			
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
BIO 163 Basic Anatomy & Physiology	4	2	5
Prerequisites: RED 090, MAT 080 or MAT 115 or satisfactory scores on the Placement Test.			
Corequisites: None			
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.			

Class Lab Credit**BIO 165 Anatomy and Physiology I****3 3 4**

Prerequisites: RED 090, MAT 070 or satisfactory scores on the Placement Test

Corequisites: None

This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

BIO 166 Anatomy and Physiology II**3 3 4**

Prerequisites: BIO 165

Corequisites: None

This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems.

BIO 175 General Microbiology**2 2 3**

Prerequisites: BIO 110, BIO 163, BIO 166

Corequisites: None

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.

BPR 111 Blueprint in Reading**1 2 2**

Prerequisites: RED 070 or satisfactory scores on the Placement Test

Corequisites: None

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

BPR 121 Blueprint Reading: Mech**1 2 2**

Prerequisites: BPR 111 or MAC 131

Corequisites: None

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.

	Class	Lab	Credit
BPR 130 Blueprint Reading/Construction	1	2	2
Prerequisites: RED 070 or satisfactory scores on the Placement Test			
Corequisites: None			
This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.			
BUS 110 Introduction to Business	3	0	3
Prerequisites:			
Corequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test			
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.			
BUS 115 Business Law I	3	0	3
Prerequisites:			
Corequisites: None			
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.			
BUS 116 Business Law II	3	0	3
Prerequisites: BUS 115			
Corequisites: None			
This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.			
BUS 121 Business Math	2	2	3
Prerequisites:			
Corequisites: RED 090, MAT 090 or satisfactory scores on the Placement Test			
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.			
BUS 125 Personal Finance	3	0	3
Prerequisites: RED 090, MAT 090 or satisfactory scores on the Placement Test			
Corequisites: None			
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.			

170 / COURSE DESCRIPTIONS

	Class	Lab	Credit
BUS 137 Principles of Management	3	0	3
Prerequisites:			
Corequisites: ENG 090 or satisfactory scores on the Placement Test			
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.			
BUS 153 Human Resource Management	3	0	3
Prerequisites: RED 090, MAT 090 or satisfactory scores on the Placement Test			
Corequisites: None			
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.			
BUS 225 Business Finance	2	2	3
Prerequisites: ACC 120			
Corequisites: None			
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.			
BUS 228 Business Statistics	2	2	3
Prerequisites: MAT 115, MAT 140, or MAT 161			
Corequisites: None			
This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business.			
BUS 230 Small Business Management	3	0	3
Prerequisites: RED 090, MAT 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course introduces the challenges of entrepreneurship including the start-up and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.			

Class Lab Credit

BUS 255 Organizational Behavior in Business 3 0 3

Prerequisites:

Corequisites: None

This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.

BUS 260 Business Communication 3 0 3

Prerequisites: ENG 111, OST 131

Corequisites: None

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 workplace.

BUS 261 Diversity in Management 3 0 3

Prerequisites:

Corequisites: None

This course is designed to help managers recognize the need to incorporate diversity into all phases of organizational management. Topics include self-evaluation, management, sexual harassment, workforce diversity, dual careers, role conflict, and communication issues. Upon completion, students should be able to implement solutions that minimize policies, attitudes, and stereotypical behaviors that block effective team building.

BUS 280 REAL Small Business 4 0 4

Prerequisites:

Corequisites: None

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

CET 111 Computer Upgrade/Repair I 2 3 3

Prerequisites: None

Corequisites: None

This course is the first of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include safety practices. CPU/memory/bus identification, disk sub-system, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

	Class	Lab	Credit
CET 222 Computer Architecture	2	0	2
Prerequisites: None			
Corequisites: None			
This course introduces the organization and design philosophy of computer systems with respect to resource management, throughput, and operating system interaction. Topics include instruction sets, registers, data types, memory management, virtual memory, cache, storage management, multiprocessing, and pipelining. Upon completion, students should be able to evaluate system hardware and resources for installation and configuration purposes.			
CHM 131 Introduction to Chemistry	3	0	3
Prerequisites: MAT 080, RED 090 or satisfactory scores on the Placement Test.			
Corequisites: None			
This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
CHM 131A Introduction to Chemistry Lab	0	3	1
Prerequisites: MAT 080, RED 090 or satisfactory scores on the Placement Test.			
Corequisites: CHM 131			
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
CHM 151 General Chemistry I	3	3	4
Prerequisites: ENG 090, RED 90, MAT 080 or satisfactory scores on the Placement Test			
Corequisites: None			
This course covers fundamental principles and laws of chemistry. Topics include measurements, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			

	Class	Lab	Credit
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CHM 152 General Chemistry II

3	3	4
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Prerequisites: CHM 151

Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 251 Organic Chemistry I

3	3	4
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Prerequisites: CHM 152

Corequisites: None

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252.

CHM 252 Organic Chemistry II

3	3	4
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Prerequisites: CHM 251

Corequisites: None

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be examined. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields.

CIS 110 Introduction to Computers

2	2	3
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Prerequisites: ENG 090, RED 090, MAT 070 or satisfactory scores on the Placement Test

Corequisites: None

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers to use the computer to solve problems.

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	Class	Lab	Credit
CIS 111 Basic PC Literacy	1	2	2
Prerequisites:			
Corequisites: None			
This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.			
CIS 115 Introduction to Programming & Logic	2	2	3
Prerequisites: ENG 090, MAT 080 or MAT 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.			
CIS 120 Spreadsheets I	2	2	3
Prerequisites: CIS 110			
Corequisites: None			
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.			
CIS 130 Survey of Operating Systems	2	3	3
Prerequisites: ENG 090, RED 090, MAT 070, or satisfactory scores on the Placement Test			
Corequisites: None			
The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.			
CIS 152 Database Concepts & Applications	2	2	3
Prerequisites: CIS 110 or CIS 111			
Corequisites: None			
This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports and forms. Upon completion, students should be able to create simple database tables, queries reports, and forms which follow acceptable design practices.			

	Class	Lab	Credit
CIS 153 Database Applications	2	2	3
Prerequisites: CIS 152			
Corequisites: None			
This course covers advanced database functions continued from CIS 152. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.			
CIS 165 Desktop Publishing I	2	2	3
Prerequisites: ENG 090, RED 090, MAT 070 or satisfactory scores on the Placement Test			
Corequisites: None			
This course provides an introduction to desktop publishing software capabilities. Emphasis is placed on efficient use of a page layout software package to create, design, and print publications; hardware/software compatibility; and integration of specialized peripherals. Upon completion, students should be able to prepare publications given design specifications.			
CIS 169 Business Presentations	1	2	2
Prerequisites: CIS 110 or CIS 111			
Corequisites: None			
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 and graphics. Upon completion, students should be able to design and demonstrate an effective presentation.			
CIS 174 Network System Manager I	2	2	3
Prerequisites:			
Corequisites: None			
This course covers effective network management. Topics include network file system design and security, login scripts and user menus, printing services, e-mail, and backup. Upon completion, students should be able to administer an office network system.			
CIS 175 Network Management I	2	2	3
Prerequisites:			
Corequisites: None			
This course covers fundamental network administration and system management. Topics include accessing and configuring basic network management software. Upon completion, students should be able to apply system administrator skills developing a network management strategy.			

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	Class	Lab	Credit
CIS 220 Spreadsheets II	1	2	2
Prerequisites: CIS 120			
Corequisites: None			
This course covers advanced spreadsheet design and development. Topics include advanced functions, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.			
CIS 274 Network System Manager II	2	2	3
Prerequisites: CIS 174			
Corequisites: None			
This course is a continuation of CIS 174 focusing on advanced network management, configuration, and installation. Emphasis is placed on server configuration files, startup procedures, server protocol support, memory and performance concepts, and management and maintenance. Upon completion, students should be able to install and upgrade networks and servers for optimal performance. This course is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.			
CIS 275 Network Management II	2	2	3
Prerequisites: CIS 173			
Corequisites:			
This course is a continuation of CIS 175 focusing on advanced enterprise networks. Topics include directory service tree planning, management distribution and protection, improving network security, auditing the network, printing, networking, and system administration of an Internet node. Upon completion, students should be able to manage client services and network features and optimize network performance. This course is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.			
CIS 286 Systems Analysis & Design	3	0	3
Prerequisites: CIS 115			
Corequisites: None			
This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE 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.			

	Class	Lab	Credit
CIS 287 Network Support	2	2	3
Prerequisites: CIS 274 or CIS 275			
Corequisites: None			
This course provides experience using CD-ROM and on-line research tools and hands-on experience for advanced hardware support and troubleshooting. Emphasis is placed on troubleshooting network adapter cards and cabling, network storage devices, the DOS workstation, and network printing. Upon completion, students should be able to analyze, diagnose, research, and fix network hardware problems. This course is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.			
CIS 288 Systems Project	1	4	3
Prerequisites: CIS 227 or CIS 286			
Corequisites: None			
This course provides an opportunity to complete a significant systems project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.			
CIS 299 Operating System – LINUX	2	3	3
Prerequisites: CIS 130			
This course includes operating systems concepts for LINUX operating systems. Topics include hardware management, file and memory management, system configuration/optimization, utilities, and other related topics. Upon completion, students should be able to effectively use the LINUX operating system and its utilities.			
CJC 111 Introduction to Criminal Justice	3	0	3
Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
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.			
CJC 112 Criminology	3	0	3
Prerequisites: ENG 090, RED 090, or satisfactory scores on the Placement Test			
Corequisites: None			
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.			

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Class Lab Credit

CJC 113 Juvenile Justice

3 0 3

Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test
Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 121 Law Enforcement Operations

3 0 3

Prerequisites:

Corequisites: None

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.

CJC 131 Criminal Law

3 0 3

Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test
Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classifications of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedure & Evidence

3 0 3

Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test
Corequisites: None

This course covers judicial structure/process/procedure from incident to dispositions, 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, student should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 Corrections

3 0 3

Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test
Corequisites: None

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.

	Class	Lab	Credit
CJC 211 Counseling	3	0	3
Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.			
CJC 212 Ethics & Community Relations	3	0	3
Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.			
CJC 215 Organization & Administration	3	0	3
Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.			
CJC 221 Investigative Principles	3	2	4
Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.			
CJC 222 Criminalistics	3	0	3
Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime and 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.			

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	Class	Lab	Clinical	Credit
CJC 231 Constitutional Law	3	0	0	3

Prerequisites:

Corequisites: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 233 Correctional Law	3	0	0	3
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Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test

Corequisites: None

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

CJC 293 Selected Topics in Criminal Justice	3	0	0	3
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Prerequisites: Enrollment in the program

Corequisites: None

This course provides an opportunity to explore areas of current interest within the criminal justice field. Emphasis is placed on subject matter appropriate to the study of the criminal justice system. Individual student projects are required and become an integral component of this course.

COE 111 Co-op Work Experience	0	0	10	1
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Prerequisites: Successful completion of 12 SHC in the HSE program

Corequisites: COE 115

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 112 Co-op Work Experience I	0	2	0	2
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Prerequisites:

Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

	Class	Lab	Credit
COE 113 Co-op Work Experience I	0	3	0 3
Prerequisites:			
Corequisites:			
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.			
COE 115 Work Experience Seminar I	1	0	0 1
Prerequisites: Successful completion of 12 SHC in the HSE program.			
Corequisites: COE 111			
This course provides an opportunity to discuss fieldwork experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to the fieldwork placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services fieldwork experiences.			
COE 121 Co-op Work Experience II	0	0	10 1
Prerequisites: Successful completion of 12 SHC in the HSE program.			
Corequisites: COE 125			
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.			
COE 125 Work Exp Seminar II	1	0	0 1
Prerequisites: Successful completion of 12 SHC in the HSE program.			
Corequisites: COE 121			
This course provides an opportunity to discuss fieldwork experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to the fieldwork placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services fieldwork experiences.			
COM 110 Introduction to Communication	3	0	0 3
Prerequisites: RED 090 or satisfactory scores on the Placement Test.			
Corequisites: None			
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.			

Class Lab Credit**COM 120 Interpersonal Communication 3 0 3**

Prerequisites: RED 090 or satisfactory scores on the Placement Test.

Corequisites: None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved to satisfy the Comprehension Articulation Agreement general education core requirement in speech/communication.

COM 231 Public Speaking 3 0 3

Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test

Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion students should be able to prepare and deliver well-organized speeches and participate in-group discussion with appropriate audiovisual support. This course has been approved to satisfy the Comprehension Articulation Agreement general education core requirement in speech/communication.

CSC 120 Computing Fundamentals I 3 2 4

Prerequisites: MAT 080 or MAT 090 or satisfactory scores on the Placement Test

Corequisites: None

This course provides the essential foundation for the discipline of computing and a program of study in computer science, including the role of the professional. Topics include algorithm design, data abstraction, searching and sorting algorithms and procedural programming techniques. Upon completion, students should be able to solve problems, develop algorithms, specify data types, perform sorts and searches and use an operating system.

CSC 130 Computing Fundamentals II 3 2 4

Prerequisites: CSC 120

Corequisites: None

This course provides in-depth coverage of the discipline of computing and the role of the professional. Topics include software design methodologies, analysis of algorithm and data structures, searching and sorting algorithms, and file organization methods. Upon completion, students should be able to use software design methodologies and choice of data structures and understand social/ethical responsibilities of the computer professional.

	Class	Lab	Credit
CSC 133 C Programming	2	3	3
Prerequisites: ENG 090, MAT 070, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course introduces computer programming using the C programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays tables, pointers, and other related topics. Upon completion, students should be able to design, code, test, and debug C language programs.			
CSC 134 C++ Programming	2	3	3
This course introduces object-oriented computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug C++ language programs.			
CSC 136 FORTRAN Programming	2	3	3
Prerequisites:			
Corequisites: None			
This course introduces computer programming using the FORTRAN programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, subprograms and other related topics. Upon completion, students should be able to design, code, test, and debug FORTRAN language programs.			
CSC 139 Visual Basic Programming	2	3	3
Prerequisites:			
Corequisites: None			
This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs.			
CSC 220 Machine Implementation of Algorithms	3	2	4
Prerequisites: CSC 120			
Corequisites: MAT 271			
This course covers the organization and operation of real computer systems at the assembly language level. Topics include mapping of statements and constructs onto machine instruction sequences, internal data types and structures representation, numerical computation, and iterative approximation methods. Upon completion, students should be able to analyze computer system organization, implement procedural language elements, and describe the programming language translation process.			

	Class	Lab	Credit
DFT 111 Technical Drafting I	1	3	2
Prerequisites: MAT 060, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.			
DFT 115 Architectural Drafting	1	2	2
Prerequisites:			
Corequisites: None			
This course introduces basic drafting practices used in residential and light commercial design. Topics include floor plans, foundations, details, electrical components, elevations, and dimensioning practice. Upon completion, students should be able to complete a set of working drawings for a simple structure.			
DFT 151 CAD I	2	3	3
Prerequisites: MAT 060, RED 080 or satisfactory scores on the Placement Test			
Corequisites: None			
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.			
DFT 152 CAD II	2	3	3
Prerequisites: DFT 151			
Corequisites: None			
This course is a continuation of DFT 151. Topics include advanced two-dimensional, three-dimensional, and solid modeling and extended CAD applications. Upon completion, students should be able to generate and manage CAD drawings and models to produce engineering documents.			
DFT 153 CAD III	2	3	3
Prerequisites: DFT 111, DFT 151			
Corequisites: None			
This course covers basic principles of three-dimensional CAD wireframe and surface models. Topics include user coordinate systems, three-dimensional viewpoints, three-dimensional wireframes, and surface components and viewpoints. Upon completion, students should be able to create and manipulate three-dimensional wireframe and surface models.			
DRA 111 Theatre Appreciation	3	0	3
Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.			

Class Lab Credit

DRA 112 Literature of the Theatre**3 0 3**

Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test

Corequisites: None

This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 122 Oral Interpretation**3 0 3**

Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test

Corequisites: None

This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 130 Acting I**0 6 3**

Prerequisites:

Corequisites: None

This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble.

DRA 140 Stagecraft I**0 6 3**

Prerequisites:

Corequisites: None

This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry, scene painting, stage electrics, properties, and backstage organization. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre.

DRA 143 Costume Design**2 2 3**

Prerequisites: DRA 140

Corequisites: None

This course covers the analysis, research, design, and problem solving related to costume design. Emphasis is placed on director/designer communication, concepting, research, and rendering of designs. Upon completion, students should be able to demonstrate skills in communication, design process, and rendering.

	Class	Lab	Credit
DRA 147 Sound Technology	3	0	3
Prerequisites: DRA 140			
Corequisites: None			
This course provides an introduction to the analysis of sound equipment technology and its operation and uses on stage. Emphasis is placed on assessing sound needs and on installing, running, and maintaining equipment. Upon completion, students should be able to demonstrate skills as a sound environment designer and technician.			
DRA 150 Stage Management	3	0	3
Prerequisites: DRA 140			
Corequisites: None			
This course covers the skills necessary for a stage manager of school or professional productions. Emphasis is placed on scheduling, rehearsal documentation and management, personnel, paperwork, and organization. Upon completion, students should be able to effectively stage-manage entertainment productions.			
DRA 151 Mechanics and Maintenance	1	0	1
Prerequisites: DRA 140			
Corequisites: None			
This course is designed to analyze the internal workings and maintenance of a theatrical facility. Emphasis is placed on the mechanics and maintenance of rigging, counter-weight systems, hydraulics, electronics, and shop equipment. Upon completion, students should be able to demonstrate an understanding of the proper operation of backstage systems.			
DRA 160 Box Office and Publicity	1	3	2
Prerequisites:			
Corequisites: None			
This course covers the creation of a publicity program and the setup and operation of the theatre box office. Emphasis is placed on the use of an effective play marketing scheme and the smooth operation of the box office. Upon completion, students should be able to set up and run a marketing system and box office.			
DRA 170 Play Production I	0	9	3
Prerequisites:			
Corequisites: None			
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production.			

	Class	Lab	Credit
DRA 240 Lighting for the Theatre	2	2	3
Prerequisites:			
Corequisites: None			
This course is an applied study of theatre lighting and is designed to train theatre technicians. Emphasis is placed on lighting technology including the mechanics of lighting and light control equipment by practical work with lighting equipment. Upon completion, students should be able to demonstrate competence with lighting equipment.			
DRA 243 Scene Design	2	2	3
Prerequisites: DRA 140			
Corequisites: None			
This course covers the analysis, research, design, and problem solving related to scene design. Emphasis is placed on director/designer communication, conceiving, researching, rendering, and modeling of designs. Upon completion, students should be able to demonstrate skills in communication, design process, rendering and modeling.			
DRA 260 Directing	0	6	3
Prerequisites: DRA 130			
Corequisites: DRA 140			
This course provides an analysis and application of the techniques of theatrical directing. Topics include script selection, analysis, casting, rehearsal planning, blocking, stage business, tempo, and technical considerations. Upon completion, students should be able to plan, execute, and critically discuss a student-directed production.			
ECO 151 Survey of Economics	3	0	3
Prerequisites: MAT 060, RED 090 or satisfactory scores on the Placement Test			
Corequisites: ENG 090			
This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.			
ECO 251 Principles of Microeconomics	3	0	3
Prerequisites: MAT 060, RED 090 or satisfactory scores on the Placement Test			
Corequisites: ENG 090			
This course introduces economic analysis of individuals, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.			

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	Class	Lab	Credit
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ECO 252 Principles of Macroeconomics	3	0	3
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Prerequisites: MAT 060, RED 090 or satisfactory scores on the Placement Test
Corequisites: ENG 090

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

EDU 111 Early Childhood Credentials I	2	0	2
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Prerequisites: ENG 080, RED 080 or satisfactory scores on the Placement Test
Corequisites: None

This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

EDU 112 Early Childhood Credentials II	2	0	2
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Prerequisites: ENG 080, RED 080 or satisfactory scores on the Placement Test
Corequisites: None

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

EDU 113 Family/Early Childhood Credentials	2	0	2
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Prerequisites: ENG 080, RED 080 or satisfactory scores on the Placement Test
Corequisites: None

This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home.

	Class	Lab	Credit
EDU 116 Introduction to Education	3	2	4
Prerequisites: ENG 080, RED 080 or satisfactory scores on the Placement Test			
Corequisites: None			
This course introduces the American education system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational trends and issues, curriculum development, and observation and participation in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education.			
EDU 131 Child, Family, & Community	3	0	3
Prerequisites: RED 080 or satisfactory scores on the Placement Test			
Corequisites: ENG 080 or satisfactory scores on the Placement Test			
This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.			
EDU 144 Child Development I	3	0	3
Prerequisites: RED 080 or satisfactory scores on the Placement Test			
Corequisites: ENG 080 or satisfactory scores on the Placement Test			
This course covers the theories of child development and the developmental sequences of children from conception through the preschool years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones; plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.			
EDU 145 Child Development II	3	0	3
Prerequisites: EDU 144			
Corequisites: None			
This course covers theories of child development and developmental sequences of children from preschool through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics; plan experiences to enhance development, and describe appropriate interaction techniques and environments.			

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Class Lab Credit

EDU 146 Child Guidance

3 0 3

Prerequisites: ENG 080, RED 080 or satisfactory scores on the Placement Test

Corequisites: None

This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

EDU 151 Creative Activities

3 0 3

Prerequisites: ENG 080, RED 080 or satisfactory scores on the Placement Test

Corequisites: None

This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities.

EDU 151 A Creative Activities Lab

0 2 1

Prerequisites:

Corequisites: EDU 151

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

EDU 153 Health Safety & Nutrition

3 0 3

Prerequisites: ENG: 080, RED 080 or satisfactory scores on the Placement Test

Corequisites: None

This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

EDU 185 Cognitive & Language Act

3 0 3

Prerequisites: ENG 080, RED 080 or satisfactory scores on the Placement Test

Corequisites: None

This course covers methods of developing cognitive and language/communication skills in children. Emphasis is placed on planning the basic components of language and cognitive processes in developing curriculum activities. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum activities.

	Class	Lab	Credit
EDU 221 Children with Special Needs	3	0	3
Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245			
Corequisites: None			
This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.			
EDU 234 Infants, Toddlers, & Twos	3	0	3
Prerequisites: ENG 080, RED 080 or satisfactory scores on the Placement Test			
Corequisites: None			
This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.			
EDU 235 School-Age Development & Programming	2	0	2
Prerequisites: ENG 080, RED 080 or satisfactory scores on the Placement Test			
Corequisites: None			
This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.			
EDU 251 Exploration Activities	3	0	3
Prerequisites: ENG 080, RED 080 or satisfactory scores on the Placement Test			
Corequisites: None			
This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.			
EDU 259 Curriculum Planning	3	0	3
Prerequisites: EDU 112 or EDU 119			
Corequisites: None			
This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.			

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Class Lab Credit

EDU 261 Early Childhood Administration I 2 0 2

Prerequisites: ENG 080, RED 080 or satisfactory scores on the Placement Test

Corequisites: None

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

EDU 262 Early Childhood Administration II 3 0 3

Prerequisites: EDU 261

Corequisites: None

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

EDU 282 Early Childhood Literature 3 0 3

Prerequisites: ENG 080, RED 080 or satisfactory scores on the Placement Test

Corequisites: None

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

EGR 285 Design Project 0 4 2

Prerequisites:

Corequisites: ENG 090, RED 090, MAT 80 or satisfactory scores on the Placement Test

This course provides the opportunity to design and construct an instructor approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, construction, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate operational projects.

ELC 112 DC/AC Electricity 3 6 5

Prerequisites: MAT 060 or satisfactory scores on the Placement Test

Corequisites: None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

	Class	Lab	Credit
ELC 113 Basic Wiring I	2	6	4
Prerequisites: MAT 060 or satisfactory scores on the Placement Test			
Corequisites: None			
This course introduces the care/usage of tools and materials used in electric installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.			
ELC 114 Basic Wiring II	2	6	4
Prerequisites: ELC 113			
Corequisites: None			
This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.			
ELC 115 Industrial Wiring	2	6	4
Prerequisites: ELC 113			
Corequisites: None			
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.			
ELC 117 Motors and Controls	2	6	4
Prerequisites: ELC 112 or ELC 131			
Corequisites: None			
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contractors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.			
ELC 118 National Electrical Code	1	2	2
Prerequisites: MAT 060 or satisfactory scores on the Placement Test			
Corequisites: None			
This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.			
ELC 119 NEC Calculations	1	2	2
Prerequisites: MAT 060 or satisfactory scores on the Placement Test			
Corequisites: None			
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.			

	Class	Lab	Credit
ELC 125 Diagram and Schematics	1	2	2
Prerequisites: MAT 060 or satisfactory scores on the Placement Test			
Corequisites: None			
This course covers the interpretation of electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.			
ELC 128 Intro to PLC	2	3	3
Prerequisites: ENG 090, MAT 080, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.			
ELC 131 DC/AC Circuit Analysis	4	3	5
Prerequisites:			
Corequisites: MAT 121, ENG 090, MAT 080, RED 090 or satisfactory scores on the Placement Test			
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.			
ELN 131 Electronic Devices	3	3	4
Prerequisites: ELC 112, ELC 131, or ELC 140			
Corequisites: None			
This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thyristors, and related components. Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.			
ELN 132 Linear IC Applications	3	3	4
Prerequisites: ELN 131			
Corequisites: None			
This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.			

	Class	Lab	Credit
ELN 133 Digital Electronics	3	3	4
Prerequisites: ELC 112, ELC 131, or ELC 140			
Corequisites: None			
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.			
ELN 150 CAD for Electronics	1	3	2
Prerequisites: CIS 110 or CIS 111			
Corequisites: None			
This course introduces computer-aided drafting (CAD) with an emphasis on applications in the electronics field. Topics include electronics industry standards (symbols, schematic diagrams, layouts); drawing electronic circuit diagrams; and specialized electronic drafting practices and components such as resistors, capacitors, and ICs. Upon completion, students should be able to prepare electronic drawings with CAD software.			
ELN 232 Intro to Microprocessors	3	3	4
Prerequisites: ELN 133			
Corequisites: None			
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.			
ELN 237 Local Area Networks	2	3	3
Prerequisites: CIS 110 or CIS 111			
Corequisites: None			
This course introduces the fundamentals of local area networks and their operation in business and computer environments. Topics include the characteristics of network topologies, system hardware (repeaters, bridges, routers, gateways), system configuration, and installation and administration of the LAN. Upon completion, students should be able to install, maintain, and manage a local area network.			
ENG 080 Writing Foundations	3	2	4
Prerequisites: None			
Corequisites: ACA 118			
This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified coherent paragraph. This course does not satisfy the developmental writing prerequisite for ENG 111 or ENG 151 A.			

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	Class	Lab	Credit
ENG 090 Composition Strategies	3	0	3
Prerequisites: ENG 080			
Corequisites: None			
This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs			
ENG 102 Applied Communications II	3	0	3
Prerequisites: ENG 080			
Corequisites: None			
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. This is a diploma-level course.			
ENG 111 Expository Writing	3	0	3
Prerequisites: ENG 090, RED 090, CIS 080 or satisfactory scores on the Placement Test			
Corequisites: None			
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.			
ENG 112 Argument-Based Research	3	0	3
Prerequisites: ENG 111			
Corequisites: None			
This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.			

	Class	Lab	Credit
ENG 113 Literature-Based Research	3	0	3
Prerequisites: ENG 111			
Corequisites: None			
This course, the second in a series of two, expands the concepts developed in documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.			
ENG 114 Professional Research and Reporting	3	0	3
Prerequisites: ENG 111			
Corequisites: None			
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.			
ENG 131 Introduction to Literature	3	0	3
Prerequisites: ENG 111			
Corequisites: ENG 112, ENG 113, or ENG 114			
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.			
ENG 231 American Literature I	3	0	3
Prerequisites: ENG 112, ENG 113, or ENG 114			
Corequisites: None			
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret analyze, and respond to literary works in their historical, and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.			

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	Class	Lab	Credit
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ENG 232 American Literature II	3	0	3
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Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 233 Major American Writers	3	0	3
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Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in American Literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 241 British Literature I	3	0	3
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Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 242 British Literature II	3	0	3
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Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 243 Major British Writers	3	0	3
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Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

	Class	Lab	Credit
ENG 261 World Literature I	3	0	3
Prerequisites: ENG 112, ENG 113, or ENG 114			
Corequisites: None			
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural contexts, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.			
ENG 262 World Literature II	3	0	3
Prerequisites: ENG 112, ENG 113, or ENG 114			
Corequisites: None			
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.			
ENG 272 Southern Literature	3	0	3
Prerequisites: ENG 112, ENG 113, or ENG 114			
Corequisites: None			
This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works.			
ENG 273 African-American Literature	3	0	3
Prerequisites: ENG 112, ENG 113, or ENG 114			
Corequisites: None			
This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts.			
FRE 111 Elementary French I	3	0	3
Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.			

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Class Lab Credit

FRE 112 Elementary French II

3 0 3

Prerequisites: FRE 111

Corequisites: None

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

GEO 111 World Regional Geography

3 0 3

Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test
Corequisites: None

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GEO 112 Cultural Geography

3 0 3

Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test
Corequisites: None

This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GER 111 Elementary German I

3 0 3

Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test
Corequisites: None

This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Class Lab Credit

GER 112 Elementary German II

3 0 3

Prerequisites: GER 111

Corequisites: None

This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HEA 110 Personal Health/Wellness

3 0 3

Prerequisites:

Corequisites: None

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.

HEA 112 First Aid & CPR

1 2 2

Prerequisites:

Corequisites: None

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained.

HEA 120 Community Health

3 0 3

Prerequisites:

Corequisites: None

This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion students should be able to recognize and devise strategies to prevent today's community health problems.

HIS 111 World Civilizations I

3 0 3

Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test

Corequisites: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

202 / COURSE DESCRIPTIONS

	Class	Lab	Credit
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HIS 112	World Civilizations II		
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3	0	3
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Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test
Corequisites: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 121	Western Civilization I		
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3	0	3
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Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test
Corequisites: None

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 emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 122	Western Civilization II		
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3	0	3
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Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test
Corequisites: None

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 131	American History I		
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3	0	3
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Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test
Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Class Lab Clinical Credit

HIS 132 American History II

3 0 0 3

Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test
Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HSE 110 Introduction to Human Services

2 2 0 3

Prerequisites: None

Corequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test
This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

HSE 112 Group Process I

1 2 0 2

Prerequisites: Enrollment in the HSE program

Corequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test
This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 123 Interviewing Techniques

2 2 0 3

Prerequisites:

Corequisites: None

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125 Counseling

2 2 0 3

Prerequisites: PSY 150

Corequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

204 / COURSE DESCRIPTIONS

	Class	Lab	Clinical	Credit
HSE 150 Preventive Intervention	1	2	0	2
Prerequisites:				
Corequisites: ENG 090, RED 080 or satisfactory scores on the Placement Test				
This course presents skills training for prevention and control of violent behavior. Emphasis is placed on safety procedures which promote positive outcomes for clients and workers. Upon completion, students should be able to identify and demonstrate safety procedures for all persons involved.				
HSE 155 Community Resources Management	2	0	0	2
Prerequisites:				
Corequisites: ENG 080, RED 080 or satisfactory scores on the Placement Test				
This course focuses on the working relationships between human services agencies and the community. Emphasis is placed on identification and observation of community resources which contribute to the achievement of the human services mission. Upon completion, students should be able to demonstrate knowledge about mobilizing of community resources, marshaling public support, and determining appropriate sources of funding.				
HSE 210 Human Services Issues	2	0	0	2
Prerequisites: Successful completion of 12 SHC in the HSE program				
Corequisites: None				
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multifaceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.				
HSE 225 Crisis Intervention	3	0	0	3
Prerequisites:				
Corequisites: ENG 080, RED 080 or satisfactory scores on the Placement Test				
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.				
HSE 227 Children & Adolescents in Crisis	3	0	0	3
Prerequisites:				
Corequisites: ENG 080, RED 080 or satisfactory scores on the Placement Test				
This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents.				
HSE 250 Financial Services	2	0	0	2
Prerequisites:				
Corequisites: ENG 080, RED 080 or satisfactory scores on the Placement Test				
This course introduces those agencies that provide income maintenance case-work services. Emphasis is placed on qualifying applicants for a variety of economic assistant programs offered by human services agencies. Upon completion, students should be able to make a factual and objective assessment of a client's economic situation to qualify them for economic assistance.				

	Class	Lab	Clinical	Credit
HSE 251 Activities Therapy	2	2	0	3
Prerequisites:				
Corequisites: ENG 080, RED 080 or satisfactory scores on the Placement Test				
This course introduces skills and techniques used in recreation and leisure activities to enhance the lives of special populations. Emphasis is placed on music, art, and recreational therapy. Upon completion, students should be able to define, plan, and adapt recreational activities for selected groups and individuals.				
HUM 110 Technology and Society	3	0	0	3
Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test				
Corequisite: None				
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				
HUM 115 Critical Thinking	0	3	0	3
Prerequisites: ENG 101 or ENG 111				
Corequisites: None				
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 may meet the SACS humanities requirement for AAS degree programs.				
HUM 120 Cultural Studies	0	3	0	3
Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test				
Corequisite: None				
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				
HUM 130 Myth in Human Culture	0	3	0	3
Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test				
Corequisite: None				
This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				

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	Class	Lab	Credit
HUM 150 American Women's Studies	3	0	3
Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirements in humanities/fine arts.			
HUM 160 Introduction to Film	3	0	3
Prerequisites: ENG 111, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirements in humanities/fine arts.			
HUM 211 Humanities I	3	0	3
Prerequisites: ENG 111			
Corequisites: None			
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirements in humanities/fine arts.			
HUM 212 Humanities II	3	0	3
Prerequisites: ENG 111			
Corequisites: None			
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirements in humanities/fine arts.			

	Class	Lab	Credit
HYD 110 Hydraulics/Pneumatics I	2	3	3
Prerequisites: MAT 060 or satisfactory scores on the Placement Test			
Corequisites: None			
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.			
INT 110 International Business	3	0	3
Prerequisites: RED 090 or satisfactory scores on the Placement Test			
Corequisites: ENG 090 or satisfactory scores on the Placement Test			
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.			
ISC 112 Industrial Safety	2	0	2
Prerequisites:			
Corequisites: None			
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment.			
ISC 130 Introduction to Quality Control	3	0	3
Prerequisites			
Corequisites: None			
This course introduces the philosophies, principles, and techniques of managing quality. Topics include the functions, responsibilities, structures, costs, reports, personnel, and vendor-customer relationships associated with quality control and management. Upon completion, students should be able to demonstrate an understanding of quality control and management.			
ISC 131 Quality Management	3	0	3
Prerequisites:			
Corequisites: None			
This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.			

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	Class	Lab	Credit
ISC 132 Manufacturing Quality Control	2	3	3
Prerequisites:			
Corequisites: None			
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.			
ISC 133 Manufacturing Management Practices	2	0	2
Prerequisites:			
Corequisites: None			
This course covers successful industrial organizations and management practices for improving quality and productivity. Topics include self-managed work teams, problem-solving skills, and production management techniques. Upon completion, students should be able to demonstrate an understanding of day-to-day plant operations, team management processes, and the principles of group dynamics.			
ISC 140 Material & Capacity Planning	3	0	3
Prerequisites:			
Corequisites: None			
This course covers materials requirements planning (MRP) and capacity requirements planning (CRP). Emphasis is placed on measuring the amount of work scheduled and determining the human, physical, and material resources necessary. Upon completion, students should be able to demonstrate an understanding of material and capacity requirements planning and be prepared for the APICS CPIM examination.			
ISC 221 Statistical Quality Control	3	0	3
Prerequisites: Completion of curriculum mathematics requirement			
Corequisites: None			
This course covers the principles and techniques of statistical process control for the improvement of productivity. Emphasis is placed on basic statistics for quality control, organization and procedures for efficient quality control including inspections, process control and tests of significance. Upon completion, students should be able to apply statistical principles and techniques to enhance production.			
ISC 225 Facility Layout	3	2	4
Prerequisites:			
Corequisites: None			
This course provides a practical study of facility planning with emphasis on a structured approach to solving layout problems. Emphasis is placed on investigating and designing an effective facility layout. Upon completion, students should be able to design a basic work area indicating effective use of allowable resources.			

	Class	Lab	Credit
MAC 111 Machining Technology I	2	12	6
Prerequisites:			
Corequisites: None			
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.			
MAC 112 Machining Technology II	2	12	6
Prerequisites: MAC 111			
Corequisites: None			
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.			
MAC 113 Machining Technology III	2	12	6
Prerequisites: MAC 112			
Corequisites: None			
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.			
MAC 122 CNC Turning	1	3	2
Prerequisites:			
Corequisites: None			
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.			
MAC 124 CNC Milling	1	3	2
Prerequisites:			
Corequisites: None			
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.			
MAC 151 Machining Calculations	1	2	2
Prerequisites: MAT 101 or unsatisfactory scores on the Placement Test			
Corequisites: None			
This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.			

210 / COURSE DESCRIPTIONS

	Class	Lab	Credit
MAT 060 Essential Mathematics	3	2	4
Prerequisites: None			
Corequisites: None			
This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multistep mathematical problems using technology where appropriate.			
MAT 070 Introductory Algebra	3	2	4
Prerequisites: MAT 060			
Corequisites: RED 080			
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.			
MAT 080 Intermediate Algebra	3	2	4
Prerequisites: MAT 070			
Corequisites: RED 080			
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.			
MAT 101 Applied Mathematics I	2	2	3
Prerequisites: MAT 060, RED 070 or satisfactory scores on the Placement Test			
Corequisites: None			
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skill used in measurement, ration and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. This course is intended for certificate and diploma programs.			
MAT 115 Mathematic Models	2	2	3
Prerequisites: MAT 070, RED 070 or satisfactory scores on the Placement Test			
Corequisites: None			
This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.			

	Class	Lab	Credit
MAT 145 Analytical Math	3	0	3
Prerequisites: MAT 080 or MAT 090, RED 080			
Corequisites: None			
This course is designed to develop problem-solving and reasoning skills by the study of selected areas of mathematics. Topics include elementary and Boolean algebra, sets, logic, number theory, numeration systems, probability, statistics, and linear programming. Upon completion, students should be able to apply logic and other mathematical concepts.			
MAT 155 Statistical Analysis	3	0	3
Prerequisites: MAT 080 or MAT 090			
Corequisites: None			
This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
MAT 161 College Algebra	3	0	3
Prerequisites: MAT 080, RED 080 or satisfactory scores on the Placement Test			
Corequisites:			
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
MAT 162 College Trigonometry	3	0	3
Prerequisites: MAT 161			
Corequisites: None			
This course provides an integrated technological approach to trigonometry and its applications. Topics include trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			

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	Class	Lab	Credit
MAT 165 Finite Mathematics	3	0	3
Prerequisites: MAT 161			
Corequisites: None			
This course provides topics used to formulate models and to solve and interpret solutions using an algorithmic approach. Topics include linear algebra, linear programming, simplex method, sets and counting, probability, mathematics of finance, and logic. Upon completion students should be able to demonstrate both an understanding of the theoretical concepts of finite mathematics and the ability to solve related problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
MAT 167 Discrete Mathematics	3	0	3
Prerequisites: MAT 121 or higher			
Corequisites: None			
This course is a study of discrete mathematics with emphasis on applications. Topics include number systems, combinations/permutations, mathematical logic/proofs, sets/counting, Boolean algebra, mathematical induction, trees/graphs, and algorithms. Upon completion, students should be able to demonstrate competence in the topics covered.			
MAT 171 Precalculus Algebra	3	0	3
Prerequisites: MAT 080 or MAT 090, RED 080 or satisfactory scores on the Placement Test			
Corequisites: None			
This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
MAT 172 Precalculus Trigonometry	3	0	3
Prerequisites: MAT 171			
Corequisites: None			
This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle geometry, conic sections, and vectors. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			

	Class	Lab	Credit
MAT 271 Calculus I	3	2	4
Prerequisites: MAT 172			
Corequisites: None			
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
MAT 272 Calculus II	3	2	4
Prerequisites: MAT 271			
Corequisites: None			
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
MAT 273 Calculus III	3	2	4
Prerequisites: MAT 272			
Corequisites: None			
This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
MAT 280 Linear Algebra	3	0	3
Prerequisites: MAT 271			
Corequisites: None			
This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems.			

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	Class	Lab	Credit
MAT 285 Differential Equations	3	0	3
Prerequisites: MAT 272			
Corequisites: None			
This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena.			
MEC 110 Introduction to CAD/CAM	1	2	2
Prerequisites:			
Corequisites: ENG 090, RED 090, MAT 080 or satisfactory scores on the Placement Test			
This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.			
MEC 111 Machine Processes I	2	3	3
Prerequisites:			
Corequisites: ENG 090, MAT 080, RED 090 or satisfactory scores on the Placement Test			
This course introduces safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include safety, measuring tools, and the basic setup and operation of lathes, milling machines, drill presses, and saws. Upon completion, students should be able to manufacture a simple part to a specified tolerance.			
MEC 130 Mechanisms	2	3	3
Prerequisites: MAT 060, RED 070 or satisfactory scores on the Placement Test			
Corequisites: None			
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 used to transmit control signals. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.			
MEC 141 Introduction Manufacturing Processes	2	3	3
Prerequisites: ENG 090, MAT 080, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course covers the properties and characteristics of manufacturing materials and the processes used to form them. Emphasis is placed on manufacturing materials, heat-treating processes, and manufacturing processes. Upon completion, students should be able to identify physical characteristics of materials and describe processes used to manufacture a part.			

	Class	Lab	Credit
MEC 145 Manufacturing Materials I	2	3	3
Prerequisites:			
Corequisites: None			
This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.			
MEC 181 Introduction to CIM	2	0	2
Prerequisites:			
Corequisites: None			
This course introduces the elements of computer-integrated manufacturing (CIM). Topics include statistical process control, computer aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing.			
MEC 251 Statics	2	2	3
Prerequisites: PHY 131 or PHY 151			
Corequisites: None			
This course covers the concepts and principles of statics. Topics include systems of forces and moments on structures in two- and three-dimensions in equilibrium. Upon completion, students should be able to analyze forces and moments on structures.			
MEC 252 Strength of Materials	2	2	3
Prerequisites: MEC 251			
Corequisites: None			
This course covers the principles and concepts of stress analysis. Topics include centroids, moments of inertia, shear/moment diagrams, and stress and strain. Upon completion, students should be able to analyze forces and moments on structures.			
MEC 267 Thermal Systems	2	2	3
Prerequisites: PHY 131 or PHY 151			
Corequisites: None			
This course introduces the fundamental laws of thermodynamics. Topics include work and energy, open and closed systems, and heat engines. Upon completion, students should be able to demonstrate a knowledge of the laws and principles that apply to thermal power.			

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	Class	Lab	Clinical	Credit
MEC 270 Machine Design	3	3	0	4
Prerequisites: DFT 151, MEC 180, and MEC 250 or MEC 251 and MEC 252				
Corequisites: None				
This course covers the basic principles and underlying design and selection of machine elements. Topics include stress analysis, selection of components, power transmission, and other design considerations. Upon completion, students should be able to identify and solve mechanical design problems by applying basic engineering principles.				
MEC 271 Machine Design Project	0	3	0	1
Prerequisites:				
Corequisites: MEC 270				
This course provides an opportunity for involvement in the practical application of machine design by development of a project. Emphasis is placed on the design and engineering processes required to complete an approved project. Upon completion, students should be able to demonstrate the ability to progress from conceptual design to completed project.				
MED 110 Orientation to Medical Assisting	1	0	0	1
Prerequisites:				
Corequisites: None				
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.				
MED 114 Professional Interaction in Health Care	1	0	0	1
Prerequisites: Enrollment in the Medical Assisting program				
Corequisites: None				
This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communications with empathy and impartiality.				
MEC 181 Introduction to CIM	2	0	0	2
Prerequisites:				
Corequisites: None				
This course introduces the elements of computer-integrated manufacturing (CIM). Topics include statistical process control, computer aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing.				

	Class	Lab	Clinical	Credit
MEC 288 Manufacturing Eng R&D Project	0	2	0	1
Prerequisites:				
Corequisites: None				
This course provides an opportunity to research specific interest areas in the field of manufacturing engineering. Emphasis is on a specific area of concern. Upon completion, students should be able to demonstrate competence through a hands-on project.				
MED 118 Medical Law and Ethics	2	0	0	2
Prerequisites;				
Corequisites: None				
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.				
MED 121 Medical Terminology I	3	0	0	3
Prerequisites;				
Corequisites: None				
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.				
MED 122 Medical Terminology II	3	0	0	3
Prerequisites: MED 121				
Corequisites: None				
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.				
MED 130 Administrative Office Procedures I	1	2	0	2
Prerequisites: Enrollment in the Medical Assisting Program				
Corequisites: None				
This course introduces medical office administrative procedures. Topics include the appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.				

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	Class	Lab	Clinical	Credit
MED 131 Administrative Office Procedures II	1	2	0	2
Prerequisites: MED 130				
Corequisites: None				
This course is the second in a series and provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.				
MED 134 Medical Transcription	2	2	0	3
Prerequisites: MED 121				
Corequisites: None				
This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.				
MED 140 Exam Room Procedure I	3	4	0	5
Prerequisites: MED 121, MED 122, BIO 163				
Corequisites: None				
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.				
MED 150 Laboratory Procedures I	3	4	0	5
Prerequisites: MED 140				
Corequisites: None				
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/ skills based on course topics.				
MED 232 Medical Insurance Coding	1	3	0	2
Prerequisites: MED 131				
Corequisites: None				
This course is designed to build upon the coding skills introduced in MED 131. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion students should be able to demonstrate proficiency in coding for reimbursement.				

	Class	Lab	Clinical	Credit
MED 260 MED Clinical Externship	0	0	15	5
Prerequisites: Successful completion of all previous MED and BIO courses				
Corequisites: None				
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. Upon completion, students should be able to function as an entry-level health care professional. Students receive no monetary compensation for the clinical externship.				
MED 264 Medical Assisting Overview	2	0	0	2
Prerequisites: Successful completion of all previous MED and BIO courses				
Corequisites: None				
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.				
MED 270 Symptomatology	2	2	0	3
Prerequisites: Enrollment in the Medical Assisting program				
Corequisites: None				
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.				
MED 272 Drug Therapy	3	0	0	3
Prerequisites: Enrollment in the Medical Assisting program, MED 140, MAT 115				
Corequisites: None				
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.				
MED 276 Patient Education	1	2	0	2
Prerequisites: Enrollment in the Medical Assisting program				
Corequisites: None				
This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.				

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	Class	Lab	Credit
MKT 120 Principles of Marketing	3	0	3
Prerequisites: RED 090 or satisfactory scores on the Placement Test			
Corequisites: ENG 090 or satisfactory scores on the Placement Test			
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.			
MKT 223 Customer Service	3	0	3
Prerequisites:			
Corequisites: None			
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.			
MKT 224 International Marketing	3	0	3
Prerequisites:			
Corequisites: None			
This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.			
MKT 228 Service Marketing	3	0	3
Prerequisites:			
Corequisites: None			
This course is designed to define service marketing, demonstrate its importance, and note its special characteristics. Topics include basic building blocks of service marketing, distinctive aspects of services, and applications of service marketing mix. Upon completion, students should be able to demonstrate a basic understanding of the marketing mix as it applies to the service industry.			
MNT 110 Introduction to Maintenance Procedures	3	0	2
Prerequisites: MAT 060 or satisfactory scores on the Placement Test			
Corequisites: None			
This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.			

	Class	Lab	Clinical	Credit
MUS 110 Music Appreciation	3	0	0	3
Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test				
Corequisites: None				
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.				
NAS 101 Nursing Assistant I	3	2	3	5
Prerequisites: High school diploma or GED				
Corequisites: None				
This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry. This is a certificate-level course.				
NAS 102 Nursing Assistant II	3	2	6	6
Prerequisites: High school diploma or GED and currently listed as NA I with the State of North Carolina.				
Corequisites: None				
This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing. This is a certificate-level course.				
NAS 103 Home Health Care	2	0	0	2
Prerequisites: High school diploma or GED				
Corequisites: None				
This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and use of home health care equipment. Upon completion, students should be able to identify care for clients at home. This is a certificate-level course.				
NAS 105 Life Span Changes	2	0	0	2
Prerequisites: High school diploma or GED				
Corequisites: NAS 101 or NAS 102				
This course covers growth and development in relation to the human body throughout the life span. Topics include restorative care, safety, nutrition, and the physical, mental, and social aspects of the aging process. Upon completion, students should be able to understand the changes that occur throughout the life span. <i>This is a certificate level course.</i>				

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	Class	Lab	Clinical	Credit
NET 110 Data Communication/Networking	2	2	0	3
Prerequisites: ENG 090, MAT 080, RED 090 or satisfactory scores on the Placement Test				
Corequisites: None				
This course introduces data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.				
NET 126 Routing and Switching II	1	4	0	3
Prerequisites: NET 125				
This course introduces advanced router configurations, router protocols, switching methods, and hub technology. Topics include basic flow control methods, router startup commands, manipulation of router configuration files, IP and data link addressing. Upon completion, students should be able to prepare initial router configuration files and enable, verify, and configure IP addresses.				
NET 225 Adv. Routing and Switching I	1	4	0	3
Prerequisites: NET 126				
This course introduces advanced router configurations, advanced LAN switching theory and design, VLANs, Novell IPX, and threaded case studies. Topics include router elements and operations, adding router protocols to a configuration, monitoring IPX operations on the router, LAN segmentation, and advanced switching methods. Upon completion, students should be able to describe LAN and network segmentation with bridges, router, and switches, and describe a virtual LAN.				
NET 226 Adv. Routing and Switching II	1	4	0	3
Prerequisites: NET 225				
This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, and PPP encapsulation operation in a router. Upon completion, students should be able to provide solutions for network routing problem, identify ISDN protocols, channels, function groups, and describe Spanning Tree protocols.				
NUR 110 Nursing I	5	3	6	8
Prerequisites: Admission to the Associate Degree Nursing program				
Corequisites: NUR 117				
This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations in health.				

	Class	Lab	Clinical	Credit
NUR 117 Pharmacology	1	3	0	2
Prerequisites: Admission to the Associate Degree Nursing program				
Corequisites: NUR 110				
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 application of the nursing process regarding drug therapy. Upon completion, students should be able to compute dosages and administer medication safely.				
NUR 120 Nursing II	5	3	6	8
Prerequisites: NUR 110, NUR 117				
Corequisites: None				
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to participate in the delivery of nursing care for individuals with common alterations in health.				
NUR 130 Nursing III	4	3	6	7
Prerequisites: NUR 120				
Corequisites: NUR 244				
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on expanding the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to deliver nursing care to individuals with common alterations in health.				
NUR 210 Nursing IV	5	3	12	10
Prerequisites: NUR 130, NUR 244				
Corequisites: None				
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on using collaboration as a provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to modify nursing care for individuals with common alterations in health.				
NUR 220 Nursing V	4	3	15	10
Prerequisites: NUR 210				
Corequisites: None				
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on the nurse's role as an independent provider and manager of care for a group of individuals and member of a multidisciplinary team. Upon completion, students should be able to provide comprehensive nursing care to a group of individuals with common complex health alterations.				

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	Class	Lab	Clinical	Credit
NUR 244 Issues and Trends	2	0	0	2
Prerequisites: Admission to the Associate Degree Nursing program				
Corequisites: NUR 130				
This course presents an overview of current trends and issues in nursing as they affect nursing practice in a changing health care environment. Emphasis is placed on making an effective transition into the roles of the practicing nurse. Upon completion, students should be able to articulate professional aspects of the practice of nursing.				
OST 080 Keyboarding Literacy	1	2	0	2
Prerequisites:				
Corequisites: None				
This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.				
OST 122 Office Computations	1	2	0	2
Prerequisites: ENG 070, MAT 060, RED 080 or satisfactory scores on the Placement Test				
Corequisites: None				
This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.				
OST 131 Keyboarding	1	2	0	2
Prerequisites: ENG 070, RED 080 or satisfactory scores on the Placement Test				
Corequisites: None				
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy using the touch system. This course also includes setting and using tabs, formatting business letters, and formatting interoffice memorandums.				
OST 132 Keyboarding Skill Building	1	2	0	2
Prerequisites: OST 131				
Corequisites: None				
This course provides accuracy and speed-building drills. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed. This course also includes formatting reports, creating tables, reviewing business letter styles, and formatting letters and memos with special features.				

	Class	Lab	Credit
OST 133 Advanced Keyboard Skill Building	1	2	2
Prerequisites: OST 132			
Corequisites: None			
This course is designed to increase speed and improve accuracy to meet employment tests and job requirements. Emphasis is placed on individualized diagnostic and prescriptive drills. Upon completion, students should be able to keyboard with greater speed and accuracy as measured by five-minute timed writings and skill-development paragraphs. This course also includes formatting, itineraries, minutes of meetings, reports with enhancements, news releases, and resumes.			
OST 134 Text Entry & Formatting	2	2	3
Prerequisites: OST 131			
Corequisites: OST 132			
This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents.			
OST 136 Word Processing	1	2	2
Prerequisites: OST 131			
Corequisites: OST 132			
This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.			
OST 164 Text Editing Applications	3	0	3
Prerequisites: OST 131			
Corequisites: None			
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.			
OST 184 Records Management	1	2	2
Prerequisites: ENG 070, RED 090 or satisfactory Placement Test score			
Corequisites: None			
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, students should be able to transcribe documents into mailable copy.			
OST 223 Machine Transcription I	1	2	2
Prerequisites: OST 134, OST 136, OST 164, and ENG 111			
Corequisites: None			
This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.			

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	Class	Lab	Credit
OST 224 Machine Transcription II	1	2	2
Prerequisites: OST 223			
Corequisites: None			
This course provides advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents into mailable copy with minimal assistance.			
OST 236 Advanced Word/Information Processing 2	2	2	3
Prerequisites: OST 136			
Corequisites: None			
This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.			
OST 286 Professional Development	3	0	3
Prerequisites: OST 133, ENG 111			
Corequisites: None			
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office and society.			
OST 289 Office Systems Management	2	2	3
Prerequisites: OST 134, OST 136, OST 164, OST 236, ENG 111			
Corequisites: None			
This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.			
PED 110 Fit and Well for Life	1	2	2
Prerequisites: None			
Corequisites: None			
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.			
PED 142 Lifetime Sports	0	2	1
Prerequisites: None			
Corequisites: None			
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.			

	Class	Lab	Credit
PED 210 Team Sports	0	3	1
Prerequisites:			
Corequisites: None			
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.			
PHI 210 History of Philosophy	3	0	3
Prerequisites: ENG 111			
Corequisites: None			
This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sarte. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.			
PHY 110 Conceptual Physics	3	0	3
Prerequisites: MAT 070 or satisfactory score on the placement test.			
Corequisites: None			
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
PHY 110A Conceptual Physics Lab	0	2	1
Prerequisites: MAT 070 or satisfactory score on the placement test.			
Corequisites: PHY 110			
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
PHY 131 Physics-Mechanics	3	2	4
Prerequisites: MAT 121			
Corequisites: None			
This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principle studies to applications in engineering technology fields.			

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	Class	Lab	Credit
PHY 151 College Physics I	3	2	4
Prerequisites: MAT 161 or higher			
Corequisites: None			
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
PHY 152 College Physics II	3	2	4
Prerequisites: PHY 151			
Corequisites: None			
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
PHY 251 General Physics I	3	3	4
Prerequisites: MAT 271			
Corequisites: MAT 272			
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			
PHY 252 General Physics II	3	3	4
Prerequisites: MAT 272 and PHY 251			
Corequisites: None			
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course had been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.			

Class Lab Credit

PLA 120 Injection Molding**2 3 3**

Prerequisites: MAT 060, RED 080 or satisfactory scores on the Placement Test
 Corequisites: None

This course provides theory and processing experience with the injection molding process. Topics include machine type, molds, controls, machine polymer part relationship, molding factors, troubleshooting, and molding problems/solutions. Upon completion, students should be able to demonstrate an understanding of machine setup and operation and be able to optimize common injection molding machines.

POL 110 Introduction to Political Science**3 0 3**

Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test
 Corequisites: None

This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POL 120 American Government**3 0 3**

Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test
 Corequisites: None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POL 220 International Relations**3 0 3**

Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test
 Corequisites: None

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

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	Class	Lab	Credit
PSY 150 General Psychology	3	0	3
Prerequisites: RED 090 or satisfactory scores on the Placement Test			
Corequisites: ENG 090 or satisfactory scores on the Placement Test			
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.			
PSY 237 Social Psychology	3	0	3
Prerequisites: PSY 150 or SOC 210			
Corequisites: None			
This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.			
PSY 241 Developmental Psychology	3	0	3
Prerequisites: PSY 150			
Corequisites: None			
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.			
PSY 281 Abnormal Psychology	3	0	3
Prerequisites: PSY 150			
Corequisites: None			
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 behavioral patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.			

	Class	Lab	Credit
RED 070 Essential Reading Skills	3	2	4
Prerequisites: None			
Corequisites: ACA 118			
This course is designed for those with limited reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 151A.			
RED 080 Intro to College Reading	3	2	4
Prerequisites: RED 070			
Corequisites: None			
This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 151A.			
RED 090 Improved College Reading	3	2	4
Prerequisites: RED 080			
Corequisites: None			
This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. This course satisfies the developmental reading prerequisite for ENG 111 or ENG 151A.			
REL 110 World Religions	3	0	3
Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.			
REL 211 Introduction to Old Testament	3	0	3
Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.			

232 / COURSE DESCRIPTIONS

	Class	Lab	Credit
REL 212 Introduction to New Testament	3	0	3
Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.			
SOC 210 Introduction to Sociology	3	0	3
Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in social/behavioral sciences.			
SOC 213 Sociology of the Family	3	0	3
Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in social/behavioral sciences.			
SOC 220 Social Problems	3	0	3
Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.			

Class Lab Credit

SOC 225 Social Diversity

3 0 3

Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test

Corequisites: None

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SOC 240 Social Psychology

3 0 3

Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test

Corequisites: None

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SPA 111 Elementary Spanish I

3 0 3

Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test

Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 112 Elementary Spanish II

3 0 3

Prerequisites: SPA 111

Corequisites: None

This course is continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

234 / COURSE DESCRIPTIONS

	Class	Lab	Credit
SPA 120 Spanish for the Workplace	3	0	3
Prerequisites: ENG 090, RED 090 or satisfactory scores on the Placement Test			
Corequisites: None			
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.			
WLD 112 Basic Welding Processes	1	3	2
Prerequisites:			
Corequisites: None			
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.			

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