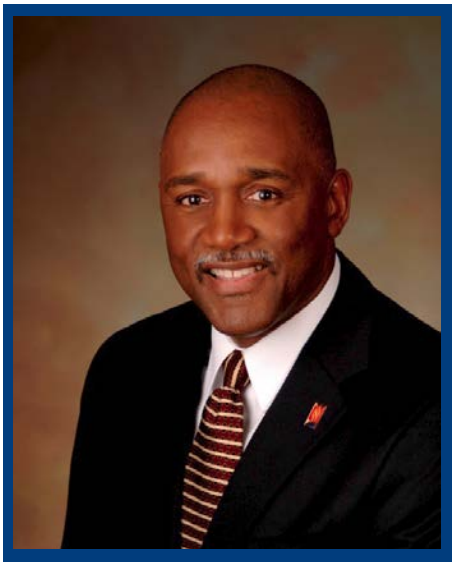
Roanoke-Chowan Community College

2013-2014 CATALOG

Roanoke-Chowan Community College



Greetings:

We are delighted that you have selected Roanoke-Chowan Community College to meet your continuous educational and workforce training needs. As your seventh President I pledge to do everything that I can to help the college and this community grow to its full potential.

Roanoke-Chowan Community College provides high quality academic and workforce training programs that lead to well-paying jobs and a good quality of life. Our trustees, administration and faculty envision R-CCC becoming a world-class institution playing a pivotal role in increasing the regional job skills level, drawing new companies, and increasing the number of available jobs in and around our college service area.

In order for R-CCC to grow and achieve the vision we have for it, we must work together. I will need you to enroll and encourage others to do the same in one of our 21 different curriculum programs. There are also many course offerings in 17 program areas taught by our Continuing Education Department designed for skill improvement or fulfillment. I ask you to also give us meaningful feedback on your experiences to enable us to continuously improve on our programs and services. It would also be beneficial for you to connect with the Alumni program so that we can keep you informed of our college progress. Furthermore, the college needs you as a partner who is willing to contribute annually to our College Foundation to help build appropriate financial resources for student scholarships and worthwhile initiatives to help meet the needs of the community we serve.

Working together we can accomplish anything. Again, I am delighted to be here in Northeast Carolina at Roanoke-Chowan Community College where lives are changed everyday. Catch the WAVE and join us.

Yours in service,

Michael A. Elam, Ed. D.
President

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Roanoke-Chowan Community College Board of Trustees

Appointed by Governor of North Carolina

Brenda Greene	June 30, 2013
James Eure	June 30, 2014
Virginia D. Spruill	June 30, 2015
Albert W. Vann	June 30, 2016

Appointed by Hertford County Board of Education

Andre Lassiter	June 30, 2013
Carl A. White	June 30, 2014
Rev. C. David Stackhouse	June 30, 2015
Mary Harrell-Sessoms	June 30, 2016

Appointed by Hertford County Commissioners

Jerri Pierce	June 30, 2013
Ronald J. Gatling	June 30, 2014
Wendy Ruffin-Barnes	June 30, 2015
Lillie Owens-White	June 30, 2016

Student Government Association President (Ex-officio)
Caneisha Gilliam

ADMINISTRATIVE OFFICERS

Dr. Michael A. Elam (2013) ..... President
B.S. in Zoology (1979), Howard University;
M.Ed. in Student Personnel and Administration (1981), Howard University;
Ed.D. in Higher Education Leadership (2007), Nova Southeastern University

Dr. Pocahontas Shearin Jones (2010) ..... Dean, Curriculum Programs
BS Biology/minor in Chemistry (1973), NC Central University;
MS in Public Health (1976), UNC-Chapel Hill;
Ph.D in Microbiology/Immunology (1987), Howard University

Michele Meischeid (1989) ..... Dean, Basic Skills
B.A. in Business and Public Administration (1985), University of Virginia at Wise;
M.A. in Reading Education: Adult Literacy (1993), Appalachian State University

Monique Mitchell (2001) ..... Dean of Learning Resources/Information Systems/Distance Learning & Assistant Dean of Curriculum
B.A (1989) in English/News Media, Elizabeth City State University;
Secondary Education Certification in English (1992), Elizabeth City State University;
Master of Library Science (1996), East Carolina University;
Ed.S. in Education Specialist: Education Leader (2012), Liberty University

Myra Poole (2010). ..... Senior Dean, Workforce and Student Development
B.S Accounting (1982) UNC-Charlotte
M.S. Business Administration (1989) East Carolina University

Kelly P. Vann (2005) ..... Dean, Finance & Facilities
B.S. in Accounting (2000), M.S. in Accounting (2001), East Carolina University

Wendy P. Vann (1997) ..... Dean, Student Development Services
B.S. in Business Administration (1994), Elizabeth City State University;
M.B.A. in Business Administration (2004), Hampton University

The College

Accreditation
Roanoke-Chowan Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Roanoke-Chowan Community College.

The Associate Degree Nursing program also is approved by the North Carolina Board of Nursing, the Cosmetology program by the North Carolina State Board of Cosmetic Arts. The College also is approved by the State Approving Agency to assist students eligible for veteran benefits.

VISION

Roanoke-Chowan Community College is a premier learning institution dedicated to preparing learners in our community and beyond to succeed in a diverse global society.

MISSION

Roanoke-Chowan Community College is a comprehensive two-year public institution located in Northeastern North Carolina where it serves a diverse student population and seeks to be student centered and committed to an open-door admissions policy. The college strives to serve the needs of individuals; its communities, business and industry; and other organizations by providing opportunities for life-long learning through quality educational programs and training that is relevant; economical; convenient; and life altering.

Many of our constituents are beset with challenges that act as barriers to even modest success; therefore, we see it as part of our mission to act as a catalyst in the creation of educational opportunities and training that can maximize individual and group potential within our service area. The College seeks to do this through contributing substantially to the educational goals of our students and by meeting the training needs of new and expanding industries within our service area.

The College also recognizes that even though our service area is challenged socially and economically, the span of our influence on our students must be global in nature. The College attempts to provide education and training, delivered through a diversity of modalities, which include traditional and non-traditional approaches to teaching and learning.

Develop both personal and marketable skills in all students.

1. Develop basic learning skills in all students.
2. Enable students to continue their education at other institutions.
3. Increase the global and cultural awareness of students and community.
4. Provide for the training needs of local business and industry.
5. Enhance the quality of life in the community.

HISTORY OF THE COLLEGE

In 1967 an abandoned prison compound located near the Village of Union in Hertford County was purchased. Under the leadership of the State Rep. Roberts H. Jernigan, Jr., and with the support of Sen. J. J. "Monk" Harrington and Rep. Emmett Burden, a fund to establish a two-year, vocational and technical training institution was provided by the North Carolina General Assembly. Originally called Roanoke-Chowan Technical Institute, the institution's name changed to Roanoke-Chowan Technical College in 1981 and to Roanoke-Chowan Community College (R-CCC) in 1987.

After the signing of an agreement by the Hertford County and State Boards of Education, the Hertford County Boards of Commissioners and Education jointly appointed the first institutional governing board. Among those serving on the board were Representative Jernigan, who served as chair until his death in March 1986, Senator Harrington, H. C. Freeland, Hunter Sharp, Jr., George Gibbs, John Robinson, J. L. Faulcon and Garland Barnes. Serving as secretary was R. P. Martin.

J. W. "Jack" Young, Jr. was elected as the first President. A former teacher, coach, and principal in the Hertford County School System, Young held the presidency until his retirement in September 1980. He was succeeded by five other presidents.

Dr. Edward H. Wilson, Jr. led the institution from 1981 until 1983, followed by Dr. David W. Sink, Jr. from 1984-1987. In 1987 Dr. Harold E. Mitchell who had served the school as a faculty member and later in an administrative capacity took the reigns as the school's fourth president. Mitchell served until 2000 and was followed by Dr. Mary C. Wyatt. Wyatt's tenure was between the years of 2001 to 2005.

On November 1, 2005, Dr. Ralph G. Soney assumed the role as president of the College and served as its sixth President. Dr. Soney, an accomplished community college educator served at four community colleges, two as chief academic officer within the state, before coming to the College. Dr. Claude Odom served as the chair of the Trustee Board upon Dr. Soney's arrival. In 2007 the chair position transferred to Ms. Wendy Ruffin-Barnes, who currently serves in that capacity. Dr. Soney served as the College's President until 2012.

June 17, 2013 Dr. Michael Elam became the College's seventh President. Dr. Elam, an experienced and qualified educational administrator had served as the System Vice President for Strategic Initiatives for the Louisiana Community and Technical College System. He was the sixth President at the College of the Mainland, and served in numerous leadership roles at university and community college levels.

Roanoke-Chowan Community College is currently situated on a 41-acre tract of land and has seven buildings which house instructional space and various administrative functions. A seven-acre Arboretum/Environmental Science Outdoor Laboratory is also part of the campus. It has been designated as a Project WILD Education Site by the NC Wildlife Resources Commission. The site is open to the public for self-guided tours and over the years has been used for instruction as part of curricular and continuing education classrooms.

The College currently has about 20 curricular programs in which students may seek degrees, diplomas and short term skills-based certificates. Most recently the College has added an Associate of Fine Arts Degree in Visual Arts, in addition to diplomas in high-demand occupational training in Building Construction, Plumbing and other construction-related technologies.

The College also has taken greater strides to provide transfer opportunities for students to pursue higher-level degrees. These efforts include the addition of the Hertford County Early College, which is located on the College's campus. Through the North Carolina Community College System, a formal transfer agreement has been established with the 16-member University of North Carolina System, as well as with a variety of private colleges.

In addition to conventional classroom instruction, the College has expanded its distance learning studies to include Internet-based courses. It has increased efforts with area school systems to provide more opportunities for high school students to take college courses, either on the R-CCC campus or at their respective high schools. Greater focus also has been placed on meeting the existing and future workforce needs of area business and industry through the Division of Continuing Education and Workforce Development.

The Continuing Education & Workforce Development Division also has continued to meet business needs by setting up basic or occupation-related classes within local industries as well as developing Focused Industrial Training (FIT) opportunities. Its Small Business component works on a one-to-one basis with individuals and small companies wanting to start and/or enhance a small business enterprise.
Roanoke-Chowan Community College has a strong tradition of building from the past and improving the present as it moves toward meeting the needs of tomorrow. Further, while the College is proud of its past, it realizes that its longevity is merely a stepping stone to the future.

INSTITUTIONAL GOALS

1. **Students** – Demonstrate a commitment to student success as a result of recognizing the holistic needs of the student body that the College are called to serve.

2. **Educational Programs** – Provide opportunities for excellence in learning through accessible, high quality educational experiences.

3. **Faculty** – Develop an innovative, cutting edge faculty who demonstrate a high degree of professionalism and who are well-trained; student/learning centered and committed to providing the best instruction possible.

4. **Staff** – Develop a staff committed to furthering the successes of the College through an emphasis on customer service and a positive attitude toward support of the educational and instructional goals of the College.

5. **Administration and Finance** – Improve efficiency, productivity and responsible use of all available resources through a comprehensive planning and management system.

6. **Facilities** – Provide an attractive, flexible, and accessible educational facility that enhances the quality of life in the community.

7. **Institutional Advancement** – Enhance the effectiveness of the college through appropriate planning, research, marketing, and resource development.

8. **Community Service** – Continuously strengthen the partnership between the College and the communities that it serves through providing quality and relevant programs and services.

9. **Technology** – Integrate the appropriate use of technology throughout all aspects of the College's operations to support the fulfillment of its mission and goals.

10. **Diversity** – Encourage an appreciation and understanding of diversity by providing programs and services that respond to the diversity within the College and community.

11. **Workforce Development** – To provide support for economic and workforce development through services to business and industry as a result of offering superior educational training and retraining to the citizens within the College service area that includes basic skills and literacy education, occupational and pre-baccalaureate programs.

ROANOKE-CHOWAN COMMUNITY COLLEGE FOUNDATION

In an effort to increase funding for both academic and community programs, Roanoke-Chowan Technical Institute created an independent foundation on February 17, 1975. Led by Robert H. Jernigan, Jr. and H.C. Freeland, two prominent members of the Ahoskie area, the Roanoke-Chowan Technical Institute Foundation began raising money to be used for student scholarships. The Foundation's original board consisted of 40 members who represented Hertford, Bertie, and Northampton counties.

In 1985, the by-laws were amended to create the name The Roanoke-Chowan Technical College Foundation, reflecting a change in the name and mission of the College. By this time, the foundation was providing emergency loans for tuition and books to needy students. A number of annual scholarships were also created. These included the Freeman Scholarship, named for Julian P. Freeman; the Jernigan Scholarship, named for Roberts Jernigan, one of the original founders of the foundation; the Jack Young Scholarship, created to honor the college's first president; and the Sylvia Flack Hunt Scholarship, established by nursing alumni in honor of the program's founder, Sylvia Flack Hunt. The foundation was also supporting an annual Spring Gala fund raiser for the community. By 1987, the foundation had launched its first comprehensive fund drive, Project 660. Although the project did not reach its goal of $660,000, it did raise money for student scholarships; equipment for the Automotive, Welding, and Light Construction programs; and library acquisitions. To oversee the day-to-day operations
of the foundation, Margaret Freeman was hired as its first executive director.

In 1990, the foundation once again changed its name to mirror the name change of the college. On May 24 of that year, it became the Roanoke-Chowan Community College Foundation. Today the foundation continues to offer scholarships and funding for special projects requested by the College.

Foundation Members

Mr. Quinton Turman (Chair.)
Mr. James Eure (Vice-Chair.)
Mrs. Wendy Ruffin-Barnes
Mr. Andre Lassiter
Ms. Lillie Owens-White
Ms. Amy Gillus
Mr. Bill Early
Mr. Curtis Wynn
Mrs. Donna Veale

Scholarships (See Student Development Services/Financial Aid for more information.)

- Roberts H. Jernigan, Jr. Scholarship
- Julian P. Freeman Scholarship
- Freeman Family Scholarship
- Harold E. Mitchell Scholarship
- John W. "Jack" Young, Jr. Scholarship
- Hugh C. Freeland Scholarship

- James Irvin Alexander Scholarship
- DuPont L. Davis Scholarship
- Hertford County Commissioners' Scholarship
- Northhampton County Farm Bureau Scholarship

OPERATING HOURS

Normal operating hours are 8:00 a.m. to 10:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. Patrolled by county law enforcement authorities, the College does not permit unauthorized personnel and/or vehicles on its property nor does it assume responsibility for accidents, injuries, or damages that might be incurred.

COLLEGE CLOSINGS

The College will remain open as scheduled unless the following emergencies exist:

- Adverse or severe weather that would prevent students and employees from traveling or that would prevent normal operation of the College.
- Quarantines or epidemics declared by medical authorities for public health purposes.
- Critical power or utilities failure that would prevent normal operation of the College.
- Declared national or state emergencies or restrictions imposed by civil authorities.
- Other contingencies, such as fire.

Announcements of closings will be made to the appropriate media. Personnel and students are encouraged not to call media or automatically assume that the College will be closed if no announcement has been made. Other public and private school closings in Hertford and surrounding counties do not mean that the College is or will be closed.

CAMPUS SECURITY ACT

In 1990, The Campus Security Act was signed into law. The implications of the law affect, to some extent, all postsecondary institutions. More importantly it involves the entire campus community, not just the campus security department in responding to crime incidents that occur on campus.

In 1998, the Campus Security Act was amended and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Act requires R-CCC to prepare and distribute to all current faculty, staff, and students an annual report which sets forth our policies on crime prevention issues and provide statistics on the number of specific, violent crimes (murder and non-negligent manslaughter and negligent manslaughter, forcible and non-

forcible sexual offenses, robbery, aggravated assault, burglary, arson, motor vehicle thefts, and hate crimes) which have occurred on campus and also the number of arrests on campus for liquor law violations, drug use violations, and weapons possession. The annual report is available at the campus security department located in the New Student Center. The report is also made available to the general public at http://ope.gov/security.

Employees and students play a major role in the success of crime prevention programs by taking individual precautionary steps to avoid becoming a crime victim, as well as by working together as a campus community. Known or suspected violations of federal and state laws occurring on campus should be reported to Campus Security. Criminal incidents occurring at off-campus, college-sponsored activities should be reported to the Campus Security and the law enforcement agency having jurisdiction.

Campus security is comprised of authorized Hertford County deputy sheriffs and non-sworn employees without authority granted by NCGS 74-A. As required by the provisions of this act, the following is provided:

Academic Year:

Offenses Reported

Criminal Offenses - On campus

	Total occurrences On campus		
Criminal offense	2009	2010	2011
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	1	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Arrests or Referrals for Campus Disciplinary Action:

Arrests - On campus

	Number of Arrests		
Law Violation	2009	2010	2011

a. Weapons: carrying, possessing, etc.	1	3	0
b. Drug abuse violations	1	2	1
c. Liquor law violations	0	4	0

Disciplinary Actions - On campus

	Number of persons referred for Disciplinary Action		
Law Violation	2009	2010	2011
a. Weapons: carrying, possessing, etc.	1	1	0
b. Drug abuse violations	1	2	0
c. Liquor law violations	0	4	0

PERFORMANCE MEASURES

The Performance Measures Report is the North Carolina Community College System's major accountability document. This annual performance report is based on data compiled from the previous year and serves to inform colleges and the public on the performance of our 58 community colleges.

In 1993, the State Board of Community Colleges began monitoring performance data on specific measures to ensure public accountability for programs and services. In 1998, the General Assembly directed the State Board to review past performance measures and define standards to ensure programs and services offered by community colleges in North Carolina were of sufficient quality.

In 2010, President Scott Ralls established a Performance Measures Committee to develop new performance- based student success measures to go into effect in 2013. After a year of researching, drafting, and soliciting feedback from college faculty and staff on potential measures, the Committee formally presented eight measures to the State Board. In November 2011, the State Board formally approved the Performance Measures. These measures were then submitted to the General Assembly in March 2012 and later adopted in June 2012 through Section 8.5 of S.L. 2012-142.

R-CCC 2013 Performance Measures Report

- Basic Skills Student Progress 13.1% (Below Baseline)
- GED Diploma Passing Rate 72.2% (Below Goal, Above Mean)
- Developmental Student Success Rate in College-Level English Courses 60.2% (Below Mean, Above Baseline)
- Developmental Student Success Rate in College-Level Math Courses 90.0 (Met or Exceeded Goal)
- First Year Progression 66.7% (Below Mean, Above Baseline)
- Curriculum Completion 47.5% (Met or Exceeded Goal)
- Licensure and Certification Passing Rate 74.5% (Below Mean, Above Baseline)
- College Transfer Performance (Less than 5 students transferred. Data was not published to preserve anonymity of students.)

Academic Year 2013 – 2014 Calendar

Fall 2013
Fall 2013 Tuition Due by 4:30 p.m..... August 6, 2013 (T)

Professional Development (Faculty and Staff) ..... August 12, 2013 (M)

First Day to Charge in Bookstore..... August 8, 2013 (Th)

Fall 2013 Registration..... August 13, 2013 (T)

Fall 2013 Tuition Due by - 7:30 p.m. ..... August 13, 2013 (T)
(Schedules with unpaid balances will be purged.)

Faculty Workday..... August 14, 2013 (W)

Last Day to Apply for a 100 % Refund for 16-week
& First 8-week Sessions ..... August 14, 2013 (W)

First Day of Class/Semester..... August 15, 2013 (Th)
& First 8-week Session

Last Day to Add ..... August 19, 2013 (M)

10% Point of the First 8-week Session ..... August 20, 2013 (T)

Last Day to Apply for a 75% Refund for First 8-week Session ..... August 20, 2013 (T)

Last Day to Charge in Bookstore ..... August 20, 2013 (T)

10% Point of the 16-week Session ..... August 26, 2013 (M)

Last Day to Apply for a 75% Refund for 16-week Session ..... August 26, 2013 (M)

Labor Day Holiday (College Closed)..... September 2, 2013 (M)

Last Day to Withdraw from First 8-week Session
to Ensure a Grade of "W" ..... September 18, 2013 (W)

Financial Aid Refund Checks Mailed..... September 27, 2013 (F)

May 2014 Prospective ..... October 1, 2013 (T)
Graduate Applications Due

Advising Month for Spring 2014 Begins ..... October 7, 2013 (M)

Student Fall Break (Faculty Professional Dev.) ..... October 10-11, 2013 (Th/F)
**Note: Inclement Weather Make-Up Days*

Last Day of First 8-week Session ..... October 14, 2013 (M)

Registration for Second 8-week Session ..... October 14, 2013 (M)

Last Day to Apply for a 100 % Refund for
Second 8-week Session ..... October 14, 2013 (M)

First Day of Second 8-week Session ..... October 15, 2013 (T)

10% Point of the Second 8-week Session ..... October 18, 2013 (F)

Last Day to Apply for a 75% Refund for Second 8-week Session ..... October 18, 2013 (F)

Last Day to Withdraw from 16-week Session
to Ensure a Grade of "W" ..... October 24, 2013 (Th)

Advising Day - Spring 2014 (No Classes) ..... November 6, 2013 (W)
**Note: Inclement Weather Make-Up Day*

Advising Month for Spring 2014 Ends ..... November 6, 2013 (W)

Early Registration Spring 2014 ..... November 7, 2013 (Th)

Last Day to Withdraw from Second 8-week Session
to Ensure a Grade of "W" ..... November 18, 2013 (M)

Thanksgiving Holiday (College Closed) ..... November 28-29, 2013
(Th/F)

Spring 2014 Tuition Due - by 4:30 p.m. ..... December 5, 2013 (Th)
(Early Registration participants; Schedules with unpaid balances will be purged)

Last Day to Remove Spring 2013 & Summer 2013 "I" Grades ..... December 13, 2013 (F)

Last Day of Classes/Semester ..... December 13, 2013 (F)

& Second 8-week Session

Fall 2013 Grades Due (5:00 pm)..... December 13, 2013 (F)

Christmas Holiday (College Closed)..... December 24 – 26, 2013 (T/W/Th)

New Year's Day Holiday (College Closed)..... Jan. 1, 2014 (W)

Spring 2014

College Reopens (Workday. Faculty & Staff)..... January 2, 2014 (Th)

Spring 2014 Registration ..... January 3, 2014 (F)

First Day to Charge in Bookstore..... January 3, 2014 (F)

Spring 2014 Tuition Due – by 4:30 p.m. ..... January 3, 2014 (F)
(Schedules with unpaid balances will be purged.)

Last Day to Apply for a 100 % Refund for 16-week
& First 8-week Session ..... January 3, 2014 (F)

First Day of Class/Semester..... January 6, 2014 (M)
& First 8-week Session

Last Day to Add ..... January 8, 2014 (W)

10% Point in the First 8-week Session..... January 9, 2014 (Th)

Last Day to Apply for a 75% Refund for First 8-week Session ..... January 9, 2014 (Th)

Last Day to Charge in Bookstore ..... January 9, 2014 (Th)

10% Point in the 16-week Session..... January 15, 2014 (W)

Last Day to Apply for a 75% Refund for 16-week Session ..... January 15, 2014 (W)

Martin Luther King, Jr. Holiday (College Closed) ..... January 20, 2014 (M)

Last Day to Withdraw from First 8-week Session
to Ensure a Grade of "W"..... February 7, 2014 (F)

Financial Aid Refund Checks Mailed..... February 14, 2014 (F)

Last Day of First 8-week Session ..... March 3, 2014 (M)

Registration for Second 8-week Session ..... March 3, 2014 (M)

Last Day to Apply for a 100 % Refund for
Second 8-week Session ..... March 3, 2014 (M)

First Day of Second 8-week Session ..... March 4, 2014 (T)

10% Point in the Second 8-week Session ..... March 7, 2014 (F)

Last Day to Apply for a 75% Refund for Second 8-week Session ..... March 7, 2014 (F)

Advising Month for Fall 2014 Begins ..... March 7, 2014 (F)

Last Day to Withdraw from 16-week Session
to Ensure a Grade of "W" ..... March 13, 2014 (Th)

Early Registration Summer 2014 ..... March 18, 2014 (T)

Spring Break (No Classes) ..... March 19-21, 2014
(W/Th/F) **Note: Inclement Weather Make-Up Days*

Advising Day - Fall 2014 (No Classes) ..... April 8, 2014 (T)
**Note: Inclement Weather Make-Up Day*

Advising Month for Fall 2014 Ends ..... April 8, 2014 (T)

Early Registration - Fall 2014 ..... April 9, 2014 (W)

Last Day to Withdraw from Second 8-week Session
to Ensure a Grade of "W" ..... April 10, 2014 (Th)

Summer 2014 Tuition Due - by 4:30 p.m ..... April 18, 2014 (F)
(Schedules with unpaid balances will be purged.)

Easter Holiday (College Closed) ..... April 21, 2014 (M)

Easter Break –Students (No Classes) ..... April 22, 2014 (T)

May 2014 Graduate Grades Due (2:00 P.M.) ..... May 1, 2014 (Th)

Last Day to Remove Fall 2013 "I" Grades ..... May 6, 2014 (T)

Last Day of Classes/Semester ..... May 6, 2014 (T)
& Second 8-week Session

Spring 2014 Grades Due (12:00 noon) ..... May 7, 2014 (W)

Graduation Rehearsal (10:00 a.m.) ..... May 9, 2014 (F)

Graduation (6:30 p.m.) ..... May 9, 2014 (F)

Summer 2014
Four Day Work Week Begins ..... May 19, 2014 (M)

Summer 2014 Registration ..... May 21 2014 (W)

First Day to Charge in Bookstore ..... May 21, 2014 (W)

Summer 2014 Tuition Due - by 3:00 p.m. ..... May 21, 2014 (W)
(Schedules with unpaid balances will be purged.)

Last Day to Apply for a 100 % Refund ..... May 21, 2014 (W)

First Day of Class/Summer Term ..... May 22, 2014 (Th)

Memorial Day Holiday (College Closed) ..... May 26, 2014 (M)

Last Day to Add ..... May 28, 2014 (W)

Last Day to Charge in Bookstore ..... May 28, 2014 (W)

10% Point of the Summer Term ..... May 29, 2014 (Th)

Last Day to Apply for a 75% Refund ..... May 29, 2014 (Th)

Financial Aid Refund Checks Mailed ..... June 12, 2014 (Th)

Last Day to Withdraw from Summer Term
to Ensure a Grade of "W" ..... July 3, 2014 (Th)

July 4th Holiday (College Closed) ..... July 4, 2014 (F)

Early Registration - Fall 2014 ..... July 8-9, 2014 (T/W)
(Tuition Due August 1, 2014)

Four Day Work Week Ends ..... July 28, 2014 (M)

Summer Term Ends ..... July 31, 2014 (Th)

Summer 2014 Grades Due (2:00 P.M.) ..... August 1, 2014 (F)

ADMISSION REQUIREMENTS

Roanoke-Chowan Community College (R-CCC) operates under the open-door admissions policy established in the North Carolina General Statute 115.D. All community colleges maintain an open-door admissions policy for all applicants who are high school graduates or are at least 18 years of age and who can benefit from the available curricular programs. High school students also may enroll under certain conditions.

Before admission to R-CCC is granted, applicants must meet the College's general requirements for admission and any specific requirements set by the program in which they are seeking entry.

A high school diploma or a high school diploma equivalency certificate (GED) is required for degree-granting programs and degree courses, as well as certain diploma and certificate programs. Non-high school graduates who are at least 18 years of age may be allowed to enter certain diploma and certificate programs or courses; however, they are ineligible for federal financial aid.

When To Apply

The process for admission to curriculum programs at R-CCC should begin as early as possible, preferably four to six weeks before registration--to allow sufficient time to complete all steps in the process. Also, applying early allows time to meet with counselors, apply for financial aid, and have questions answered. For additional information about admissions call the Admissions Office at (252) 862-1225.

How To Apply

Applications may be submitted in person, on-line at www.roanokechowan.edu or mailed to the following address:

Admissions Office
Roanoke-Chowan Community College
109 Community College Road
Ahoskie, North Carolina 27910

General Admissions

Applications for admission are available in Student Development Services in the New Student Center/Classroom Building or on-line via the college's website. To apply for entry into curricular programs, applicants must:

1. Submit a completed application for admission.

2. Submit an official transcript of high school graduation with a diploma or a high school diploma equivalency certificate (GED) to Student Development Services. Transcripts should be sealed and forwarded to the Admissions Office directly from the institution attended or by the applicant. A supplementary transcript of the final semester's work should be submitted by the school after high school graduation. Applicants with a high school diploma equivalency certificate (GED) must submit a copy of the test scores in lieu of a transcript.

3. Submit official transcripts of all work completed at other postsecondary institutions to Student Development Services. All official documents, such as transcripts from other colleges, become the property of R-CCC and cannot be returned or reissued. Faxed copies are not considered official transcripts.

4. Take the ASSET/COMPASS institutional placement test for proper course placement. Applicants who have taken the Scholastic Aptitude Test (SAT) or American College Testing (ACT) may be exempt from testing. (See Placement Testing.). Please contact the Director of Testing to schedule a date to test.

5. Schedule an appointment with the Director of Admissions/Student Advisement to complete the admissions process.

Note: Facsimile transcripts may be used to register for courses; however, official transcripts must be on file in Student Development Services before registering for another term.

Provisional Admissions

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such cases, all requirements must be completed within the first semester of attendance, including receipt of all official transcripts (high school and post-secondary) provided directly to the Office of Admissions. Provisional students will NOT be able to register for the next semester until all admission requirements are met.

Readmission of Curriculum Students

Students who were not enrolled at the College in a curriculum program within two years are considered former students and, therefore, must complete a new application for admission to update student information. Official transcripts, placement testing, and additional admission requirements may be requested if not required during period of initial enrollment.

Students who withdrew in good academic standing will be referred by a counselor to their advisor for assistance with registration. Students who withdrew as a result of unsatisfactory academic progress or disciplinary reasons must reapply through Student Development Services. Readmission decisions will be made by the Dean of Student Development Services.

Transfer Admissions

The College reserves the right to accept or reject credits earned at other recognized and regionally accredited universities, colleges, and institutions. Credits are accepted in accordance with R-CCC program offerings, and no credit for a course with a grade lower than C may be transferred. In some cases, (e.g. computer technologies and the health care programs) this may be more stringent. For transfer credits of core nursing courses to the Associate Degree Nursing program, a minimum score of 80 is required on the core courses.

Individuals seeking transfer credit must complete an application for admission and provide official transcripts from high school and all postsecondary institutions attended. A transcript evaluation is completed by the Registrar in cooperation with the appropriate Department Chair when necessary, with final approval from the Dean of Student Development Services. NOTE: In some cases, a course description and/or course syllabus may be required in order to determine the transferability of a course. No general education courses in math and English may be taken until the transcript evaluation is completed. Also, the evaluation determines if placement testing is needed.

Transfer students must complete at least 25 percent of the required semester hours of resident credit at R-CCC to be eligible to receive a degree, diploma, or certificate.

Admissions to the Associate Degree Nursing

The Associate Degree Nursing program has specific guidelines for program readmission (Please see admissions requirements under the program description in this catalog).

Special Credit Admissions

Individuals who register for one or more credit courses without designating a specific curriculum are classified as special credit students and may be exempt from certain requirements for admission.

Special credit students who complete 15 semester hours of credit in a given curriculum must declare a major and meet all college and program admission requirements. However, when a special credit student declares a major, appropriate credit earned as a special credit student may be accepted toward meeting the requirements for graduation. Students not declaring a major will receive only audit credit for additional courses beyond the completion of the 15 semester hours.

Special credit students must have a high school diploma or GED to take degree-level courses, as well as courses in certain diploma and certificate programs. Unless declaring a major, special credit students who have earned college degrees may submit official college transcripts in lieu of high school transcripts or GED scores. Note: Special credit students are not eligible for financial aid.

International Student Admissions

International students with proper authorization through the immigration and naturalization services may be admitted upon meeting certain criteria.

R-CCC has been approved to issue I-20 forms and enroll F-1 visa international students in AA, AS, AAS, AGE, diploma, and certificate programs of study. International students must be enrolled full-time. Full-time enrollment is a minimum of 12 semester credit hours for both fall and spring semesters.

In addition to R-CCC requirements, international students must (1) demonstrate a satisfactory achievement on the Test of English as a Foreign Language (TOEFL) with a score of at least Reading 17, Listening 17, Speaking 16, and Writing 16 on the Internet Based Test (IBT). For the Computer Based Test (CPT), the minimum score is 173 and 500 on the written test. An international student whose country has English as the only official language is exempt from the TOEFL exam. Testing arrangements may be made by contacting the Educational Testing Service, www.ets.org/toefl; however, an international student whose country has English as the only official language is exempt from taking the TOEFL exam (2) submit official transcripts of high school and college records with certified English translations; 3) submit an official bank statement, notarized letter of support, or sponsor's bank statement (in US dollars) showing financial ability to cover costs for your tuition, fees, books, and living expenses for one academic year; and 4) submit documentation of medical insurance to satisfy admission requirement for specific programs of study.

International students are classified as out-of-state students and, therefore, are charged out-of-state tuition. Estimated costs for a dependent student are $13,936 and $15, 936 for an independent student per academic year. These estimated costs include out-of-state tuition rates, books, and living expenses. Length of stay, payment of taxes, or ownership of property does not qualify an international student for status of legal resident. The entire admissions process must be completed and documentation received by the College according to the following deadlines:

Fall semester admission – June 1

Spring semester admission – October 1

Summer term admission – March 1

High School Admissions

Career and College Promise will offer structured opportunities for qualified high school juniors and seniors to enroll in community college courses that provide pathways that lead to a certificate, diploma, or degree as well as provide entry-level jobs skills. Academic credits earned through Career and College Promise shall enable students who continue into postsecondary education, after graduating from high school, to complete a postsecondary credential in less time than would normally be required.

Effective January 2012, the College will offer three pathway options for high school students to enroll in programs. The three pathways include: College Transfer pathway, Technical Career pathway, and Cooperative Innovative High School. Programs and the admission requirements are stated below.

College Transfer Pathway

The College offers the following college transfer pathways:

College Transfer Pathway-Humanities and Social Science
College Transfer Pathway -Business and Economics
College Transfer Pathway -Life and Health Sciences
College Transfer Pathway -Engineering and Mathematics

Admission requirements are based on the following criteria:

- High school juniors and seniors as of January 2012 or later.
- Students with at least a 3.0 grade point average on a 4.0 weighted scale.

- Students who have demonstrated college readiness on an approved assessment or placement test.
- A high school junior or senior who does not demonstrate college-readiness on an approved assessment or placement test may be provisionally enrolled in a College Transfer Pathway. To qualify for Provisional Status, a student must meet the following criteria:
    - Have a cumulative weighted GPA of 3.5;
    - Have completed two years of high school English with a grade of 'C' or higher;
    - Have completed high school Algebra II (or a higher level math class) with a grade of 'C' of higher;
    - Obtain the written approval of the high school principal or his/her designee; and,
    - Obtain the written approval of the community college president or his/her designee.

A Provisional Status student may register only for college mathematics (MAT) and college English (ENG) courses within the chosen Pathway. To be eligible to register for other courses in the Pathway, the student must first successfully complete mathematics and English courses with a grade of 'C' or higher.

To maintain eligibility for continued enrollment, a student must a). Continue to make progress toward high school graduation, and b). Maintain a 2.0 GPA in college coursework after completing two courses.

A student must enroll in one Core 44 College Transfer Pathway program of study and may not substitute courses in one program for courses in another.

A student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.

Technical Career Pathway

The College offers the following technical career pathways:

Cosmetology
Computer Information Technology – Basics Certificate
Computer Information Technology - Web/Security
Medical Office Administration Certificate
Office Administration Certificate
A/C, Heating, & Refrigeration Technology - Heat Pump Certificate
A/C, Heating, & Refrigeration Technology - HVAC Certificate
Building Construction Technology Certificate

Plumbing Certificate
Welding Technology Certificate
Manicuring/Nail Technology Certificate

Admission requirements are based on the following criteria:

- High school juniors and seniors as of January 2012 and later.
- Students interested in pursuing one of the 16 high school Career and Technical Education career clusters.
- Students with at least a 3.0 grade point average on a 4.0 weighted scale OR upon principal recommendation.
- Students who have demonstrated college readiness by meeting course prerequisites. Cooperative Innovative High School

Cooperative Innovative Programs

The Cooperative Innovative High Schools Program pathway will be a continued partnership between Hertford County Public Schools Early College High School and Roanoke-Chowan Community College.

Admission requirements are based on the following criteria:

- High school students in grades 9 to 12 with access to a cooperative innovative high school approved by the State Board of Education.
- Special emphasis and preference given to first-generation college students.
- Additional eligibility requirements are set by the local board of education and the partner community college or university.

For additional information on the enrollment requirements, please visit the Hertford County Public Schools Early College High School website at www.hertford.k12.nc.us/HertfordECollege.cfm.

How to Apply for a Career and College Promise Pathway

Interested applicants are asked to contact your school counselor about applying for a Career & College Promise pathway and/or the College's Director of Admissions/Student Advisement located in the Office of Student Development Services.

Residency Classification for Tuition Purposes

Under North Carolina law, a person may qualify as a resident for tuition purposes. In essence, the controlling North Carolina statute (S.G. 116-143.1) requires that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least

twelve (12) months immediately prior to his or her classification as a resident for tuition purposes."

A person does not lose the legal residency status for tuition purposes merely by serving in the armed forces outside North Carolina provided the person returns to the state to reside immediately upon discharge. Neither a foreign national nor an alien admitted to the United States on a student visa is eligible for resident tuition status. An alien holding a visa that will permit eventual permanent residence in the United States is subject to the same consideration as a citizen.

Failure to provide requested information for residency classification can result in students being classified as nonresidents for tuition purposes. Students who believe that they have been erroneously classified are 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 review in the Admissions Office and the Learning Resources Center (LRC).

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Placement Test Procedures

Roanoke-Chowan Community College requires the majority of applicants seeking admission into curricular programs to take the ACT ASSET (timed, paper and pencil test) or COMPASS (non-timed, computerized test) for placement purposes.

Both tests are designed to measure English, reading, mathematical, and, in some cases, algebraic skills. The College sets cutoff scores and minimum proficiency levels in writing, reading, numerical, and algebraic skills based on recommendations from the publisher of the test and the North Carolina Community College System Office. Placement in curricular and/or appropriate developmental courses is determined by test results. An admission's application must be on file in Student Services prior to testing.

Exemption from testing may apply to special credit applicants, transfer applicants and applicants who have taken the SAT (Scholastic Aptitude Test) or ACT. A Student Services' counselor shall determine if there are any testing exemptions. Generally, special credit and transfer students wanting to take a degree-level English or math course will be required to take the ASSET/COMPASS test unless there is an official college transcript documenting that the appropriate prerequisite has been met.

Applicants who have scored (within five years prior to application)

500 or higher on the verbal section of the SAT - exempt from writing and reading components of placement test

500 or higher on the math section of the SAT - exempt from all math components of placement test

20 or higher on the English section of the ACT - exempt from writing component of placement test

20 or higher on the reading section of the ACT - exempt from reading component of placement test

20 or higher on the math section of the ACT - exempt from all math components of placement test

Applicants seeking admission to the Associate Degree Nursing program are required to take all components of the ASSET or COMPASS test unless determined otherwise.

A Student Services' counselor will give applicants exempted from any part of the ASSET/COMPASS test a Placement Testing Waiver Form, which must be presented to the test administrator on the day of testing. Only the area(s) of the test indicted on the waiver form will be administered.

Retesting on the ASSET/COMPASS test will be permitted once, providing applicant has not enrolled in any developmental courses in the academic area of desired re-testing. The testing waiver form will indicate the area(s) of the test to be retaken.

Applicants who have taken the ASSET/COMPASS test at another college and applicants who have taken the SAT or ACT may have an official copy of the scores sent to the College's Testing Center. The Director of Assessment and Testing Services will review the test results and forward a notice of placement in the appropriate courses to Student Services and the curricular advisor. ASSET, COMPASS, SAT, or ACT scores faxed from another college will be accepted; however, an official hard copy of ASSET/COMPASS test scores must follow within 10 days. After the scores have been entered into the computerized record system, the official copy will be forwarded to Student Services for placement in the applicant's file.

ASSET/COMPASS test scores are valid for five years. Returning students, as well as students changing curriculums, must meet with a counselor in Student Development Services to have their academic record evaluated for course placement and/or the need for testing. For additional information about placement testing call the Testing Center at (252) 862-1238.

Please note the following testing changes for new students and returning/transfer students without valid test scores entering the College for Fall semester 2013:

North Carolina Community Colleges will implement the North Carolina Diagnostic Assessment and Placement (NC DAP) test to assess students' English, reading and math college readiness skills. Roanoke-Chowan Community College will implement the NC DAP for mathematics for Fall Semester 2013.

Students taking the NC DAP for developmental math will receive eight (8) separate test results, one for each of the eight developmental math modules. The range of possible scores for each test component is 1 to 12; the cut score that indicates proficiency for each developmental math module component is nine (9).

Other requirements include:

- Students must satisfy all developmental pre- or co-requisites as indicated by test scores.

- NC DAP scores will be valid for use for placement for five (5) years.
- NC DAP scores are transferable to other colleges with permission of the student.
- Retesting on the NC DAP test will be permitted once, providing applicant has not enrolled in any developmental math courses. A request to retest must be made to the Director of Testing/Assessment.

The College will continue to use Asset or COMPASS for English/Reading until NC DAP is fully implemented Fall Semester 2014.

ACADEMIC REQULATIONS

ACADEMIC INTEGRITY

In addition to good academic performance, students should exhibit honesty and integrity. Academic dishonesty is regarded by the College as a breach of academic ethics and deserves consequences. Academic dishonesty includes acts such as cheating, plagiarism, knowingly furnishing false information, forgery, alteration, or any use of identification or other projects with an intent to defraud. Faculty may take action to address cases involving academic dishonesty as they deem appropriate. Repeated acts of academic dishonesty will be referred to the Dean of Student Development Services, who has the authority to administer more severe disciplinary actions according to the Student Code of Conduct. Please review your college catalog for more information on Student Rights and Responsibilities.

Registration Procedures

As a member of the North Carolina Community College System, Roanoke-Chowan Community College operates on a 16-week fall and spring semester and a short-term ten week summer session. A two-to-three day registration period is held in August for fall semester classes, in January for spring semester classes, and in May for summer term classes. Prior to the start of each fall and spring semester, an early registration period is held. All students should register during the prescribed registration period for that semester. Specific dates are stated in the 2013-14 Academic Calendar posted in the front of the catalog. For additional information about registration, please call the Registrar's Office at (252) 862-1243.

Registration Sessions

Registration sessions are conducted each semester. Early registration is conducted each semester approximately four to six weeks prior to the start of a new semester. In addition, students have the opportunity to register for classes two to three days prior to the start of each semester. Specific dates are stated in the 2013-14 Academic Calendar

posted in the front of the catalog. During the designated days, students are encouraged to meet with their assigned advisor or a member of the advising team to register for courses.

New students and those not enrolled at the college during the last two years should first meet with the admissions director to update their admissions status. Once cleared for admissions, new students may meet with an assigned advisor to develop a class schedule.

Students that participate in early registration will have their grades checked at the end of the semester to assure prerequisites have been met for all courses. After final grades are checked and if it is determined by the Registrar that a course prerequisite was not met, the course will be administratively dropped from the student's schedule before the new semester begins. Students will be properly notified of the change.

Schedule Changes (Drop/Add Period)

Students may add courses during the designated add period (first three days of each semester). The add period sets a cutoff date for allowing students to enroll in courses. Students are not permitted to add courses beyond the scheduled add period, unless permission is granted by the appropriate college dean.

Students are permitted to drop courses without academic penalty prior to the 60 percent point of the semester. A grade of "W" will be issued for courses dropped prior to the 60 percent point. Students who drop courses after the 60 percent point will receive a grade of "WP" or "WF". Grades are not issued for courses dropped during the refund period and before the census date of the class. A "W" grade will appear on the student's record for a drop that occurs after the census date of the class.

Withdrawing from a class may affect a student's Financial Aid eligibility for future terms of enrollment. The Financial Aid Office is required to process a Return of Title IV Funds calculation when a student is dropped/withdrawn from all courses. Students are encouraged to consult with a financial aid officer prior to dropping or withdrawing from courses.

It is the responsibility of the student to complete the Drop/Add Form, secure all necessary signatures, and submit the completed form to the Registrar's Office for processing. Drop/Add forms are available in Student Services.

Schedule Purges

Students must pay for all classes by the designated payment dates or their schedules will be purged from the system. Please see 2013-14 Academic Calendar or the curriculum course schedule for registration payment dates.

Student Classification

Students enrolling in 12 or more credit hours in a given semester are classified as full time; less than 12, part time. Students who complete 30 or more credit hours with a passing grade are classified as sophomores; less than 30, freshmen. Students who register for one or more credit hours without designating a specific curriculum are classified as special credit students and must declare a major upon accumulation of 15 credit hours.

Class Schedule

Roanoke-Chowan Community College normally offers classes between the hours of 8:00 a.m. and 10:00 p.m. on Monday through Thursday and from 8:00 a.m. to 5:00 p.m. on Friday.

Course Load

For fall and spring semesters, the maximum student course load is 19 credit hours and 9 credit hours for summer term. The appropriate Division Director or Dean of Curriculum must approve overload hours before the registration form can be processed.

Course Syllabi

All courses will have a syllabus, which is to be used by the instructor and students. All students should be given a syllabus for each course regardless of the mode of delivery the first day of classes. Instructors are required to provide students in the course with a syllabus that outlines the student learning outcomes, expectations of students, methods of assessments to be used, and information regarding course content. Students are to be responsible for keeping the syllabus as a guide to the course. All instructors are asked to review the syllabus with students to emphasize essential information.

Attendance Requirements

Regular class attendance and promptness is important to good scholarship. All students are expected to attend class on the first day scheduled for a course. Students who have not attended at least once by the 10% percent date (census date) of the class will be dropped by the instructor as never entered (NE). No tuition and fee adjustments will be made. Regardless of the reasons, instructors have the authority to drop student who accumulate absences totaling 15% of instructional course hours. Students dropped by an instructor prior to the last day to drop without academic penalty (60% point) will receive a grade of "W". Students dropped by an instructor after the 60% point will receive a grade of "WP" or "WF".

Students adding courses after the first day of class are expected to report to class on the next meeting date. Students entering a class after the first meeting date are not excused from any missed initial course requirements. Instructors having students experiencing attendance problems are encouraged to initiate an **Early Alert Form** (**EAF**), which is submitted to the counselor. Absences from class do not relieve students of meeting all course requirements. Those who do not meet minimum attendance requirements will be given the grade of "WF", which will be computed in the students' grade point averages as a failing grade.

The following scale shall be used to determine when a student has overcut the limit of the class for 15%. Examples of 15% absentee limits:

Class Credit Hours	Class Contact Hours	Absentee Limits
1	16	2 hours
2	32	5 hours
3	48	7 hours
4	64	10 hours
5	80	12 hours

For example: In a four hour course, there are four meeting times for each week times the 16 weeks in the semester. The total class meetings will be 16 X 4=64 hours per semester. Ten percent of 64 are 6.4, so the 10% census date is the 7th day of the class meeting times. See syllabus for the course for each class for specific attendance requirement. Syllabi are given to students by the instructor on the first day the class meets. Some courses/programs may have a more stringent attendance requirement.

Online Course Entry Dates and Attendance

Online course (Internet Class) entry dates are determined by the first day a student logs in. If a student has difficulties logging on to Moodle, the course environment, he or she is required to contact the instructor. Any student who does not log in to the course by the 10% census date of the class will be dropped from the class with a grade of NE. Online students do not attend seated classes on campus; however, the instructor should have a clearly defined procedure to document student's attendance, typically following the 15% standard explained above. Students who do not participate adequately in an online course for a period equal to 15% of the total class days may be dropped for non-participation. In a 3-semester hour semester that meets over a period of 16 weeks, the 15% would equal just over 2 weeks (7 total hours of class time). For classes with more contact hours and classes meeting shorter periods of time, the 15% point would be calculated differently The specific attendance procedure tracked by the instructor should be cited in the syllabus. Students should be familiar with this procedure and expectations of the course.

Reinstatement Procedure for Attendance Drops

Students who wish to be reinstated must submit a Request for Reinstatement Form to the Dean of Student Development Services (or designee) upon returning to the College.

The Dean/designee will investigate the evidence provided by the student, instructor, and available records. A decision will be made within one working day of the request.

Students who are absent a second time after reinstatement and/or who fail to abide by any stated stipulation will be dropped with no further reinstatement consideration. At any time reinstatement is denied, students may follow the student appeal process. Attendance in the class under consideration is not allowed during this process.

Accommodating Absences Due to Religious Observances

Students may be excused for a maximum of two days per academic year due to personal religious observances. Any individual exercising this privilege must inform his or her teacher(s) at least two weeks before the absence in writing.

Students missing class assignments due to an absence related to an observance must be given an opportunity to make-up all work missed during the time he/she was absent. Faculty are asked to provide students opportunities that are appropriate to make-up missed assignments due to absence.

Examples of opportunities that are appropriate include but are not limited to:

- Allow for make-up assignment or exam equal to the missed activity;
- Create a class procedure allowing all students to drop one assignment grade or exam;
- Permit extra-credit work to substitute for missed work; and any other reasonable and appropriate opportunities as determined by the instructor.

The student must make-up the work within two weeks after the absence or he/she may forfeit the opportunity to make-up the time.

WITHDRAWING FROM CLASSES

Students who withdraw or drop all courses from the college before the 60% point of the term must complete the appropriate form and submit it to the Registrar's Office. **Students receiving financial aid are held responsible for repayment of aid.** Please refer to the **Return of Title IV Funds Policy.** A grade of "W" will be assigned.

All other withdraws after the 60% point will be deemed as a grade of "WP" or "WF". In the event a student must withdraw beyond the 60 percent point because of extraordinary circumstances beyond the student's control, the student may petition the Dean of Student Development Services for a "W". Once a grade has been recorded,

petitions will only be considered during the semester immediately after the grade was posted. The final decision will be submitted from the Dean of Curriculum's Office. Students officially registered for courses may not withdraw merely by non-attendance. No drops for any reason will be approved two weeks prior to the end of the semester.

Auditing Courses

Individuals who wish to audit courses must submit a completed admission's application to Student Services, follow regular registration procedures, pay required tuition and fees, and abide by all college regulations. Only persons with a high school diploma or GED will be permitted to audit degree-level courses and courses offered in certain diploma and certificate programs. Courses may be audited only once, and no credit is given for audited courses.

Students who audit courses cannot change to credit, nor can students who enroll in a course for credit change to audit after the deadline for dropping a course without penalty. A student who audits a course may repeat the course for credit. A record of the audit will be entered on the student's transcript as AU, which will not be converted to a letter grade. The hours of an audited course will be counted as part of a student's course load and will be subject to overload restrictions. Students are expected to attend class regularly and participate in class activities.

Credit by Exam

Students who wish to attempt to receive credit for a course by taking a proficiency exam must receive permission from the appropriate department chair or program coordinator. If permission is granted, the student registers and pays for the course. Then the student will need to make arranges to take the exam with the department chair or program coordinator.

The exam must be taken and a grade submitted to the Registrar during the Add Period, and only one attempt to complete the exam successfully is allowed. A score of 80 or higher must be made on the exam to be exempt from taking the course. A copy of the exam must be attached to the "CE" (Credit by Exam) form and submitted to the Dean of Curriculum's office. Upon successful completion of the exam, a CE grade will be awarded. This grade has no effect on quality points or grade-point averages.

Regular registration procedures and tuition rates apply for all courses attempted by proficiency exam. Developmental courses are not eligible for Credit by Exam.

Substituting Courses

To substitute one course for another, students must contact the appropriate department chair or program coordinator. If approved, the department chair or program coordinator will submit a Notification of Approval for Course Substitution Form to the Dean of Curriculum for final approval. Upon the dean's approval, the form is forwarded to the Registrar's Office for record-keeping purposes and graduation credit.

Course Statue of Limitations

The College has a statute of limitations for awarding credit to some curricular courses, particularly courses in the areas of computer technology, health technology, and science. Because of rapidly changing technology, many courses offered are significantly different from previously offered courses. Therefore, technical computer related courses older than three years will have to be repeated or the student will have to demonstrate competency in that course prior to receiving a degree, diploma, or certificate in a particular curriculum.

This statute applies to courses transferred from another institution, courses from RCCC that are being transferred from one curriculum to another, courses that a returning student has taken at RCCC previously, and credit earned as quarter hours that is being cross-walked to semester hour credit.

Additionally, grades may not be changed after one semester of the initial reported grade.

Non-traditional Credit

The College recognizes prior learning gained through a variety of non-traditional methods, such as College Level Examination Program (CLEP), Advanced Placement (AP), Defense Activity for Non-traditional Educational Support (DANTES), and Basic Law Enforcement Training (BLET), when applicable to the student's program of study.

College Level Examination Program (CLEP)--A national testing program administered by the College Entrance Examination Board, CLEP measures mastery of college-level introductory course content in numerous disciplines. Students who take the examinations and meet the credit-granting score standard will earn the appropriate number of credit hours, if applicable to their program of study.

Advanced Placement (AP)--Students who have taken the College Entrance Examination Board's Advanced Placement Examination in high school may request to receive college credit. Students who take the examination and meet the credit-granting score standard will earn the appropriate number of credit hours, if applicable to their program of study.

Defense Activity for Non-traditional Educational Support (DANTES)--Veterans may receive college credits through DANTES, a testing program by the Educational Testing

Service. This program enables veterans to obtain college credit for knowledge and skills acquired through non-traditional educational experiences in the armed forces. The ACE Guide will be used in evaluating Military credit.

Basic Law Enforcement Training (BLET)--Students who enroll in the College's Criminal Justice Technology program and have completed Basic Law Enforcement Training or correctional training may earn the appropriate number of credit hours, provided the training was not received through Continuing Education.

For consideration of credit for the aforementioned methods, applicants must submit official documentation of the credit(s) to the Registrar for evaluation. The Registrar will evaluate the documentation in consultation with the appropriate department chair or division director and with the Dean of Student Development Services. Credit earned is computed towards graduation requirements, but not for the student's overall GPA or for honors recognition.

Non-traditional credit is governed by the same guidelines that apply towards transfer credit from other colleges, universities, and institutions.

Experiential Learning

Roanoke-Chowan Community College does not consider experiential learning or life experiences for transfer credit evaluation. However, students who demonstrate prior proficiency for a course due to previous work or life experiences may apply for credit by examination. (See Credit by Examination)

Repeating Courses

Students may not repeat courses for credit in which they have already received a grade of "C" or higher unless required by the academic department or those that have exceeded the statute of limitations. Courses transferred from other institutions may not be repeated for credit, but students may audit the courses. If such courses are repeated, the original grade will be the grade of record; the "AU" (Audit) will be entered on the permanent record. Any course repeated will be recorded on the academic transcript. Only the best grade will be calculated in the cumulative grade point average and the total semester hours of credit toward graduation.

Students may repeat a course for credit in which they received a grade of "D" or "F" under the condition that in each case credit hours will be considered hours attempted and used in computing the quality point average.

Financial aid recipients and veterans will not receive assistance or benefits for repeating courses in which they have received a "D" grade unless required by the academic department.

Changes to Programs of Study

Students who decide to change programs of study must schedule a conference with their advisor. Upon agreement that the change is warranted, the student will be advised to meet with the counselor in Student Development Services where they will be given the name of their new advisor and advised to submit a Curriculum/Program Change Form to the Registrar. A Curriculum/Program Change Form must be submitted and processed by the Registrar or Director of Admissions to deem the change official.

Changes to Student Personal Information

To maintain accurate and up-to-date student records, students must submit a Student Status Change Form to Student Development Services when changes in name, address, and telephone number occur. For name changes, a certified copy of a court order, marriage certificate, dissolution decree, or other official documentation reflecting the new name must be attached to the change form.

Satisfactory Progress

Each curricular student is expected to make satisfactory progress toward obtaining a degree or diploma. At the end of each semester, a student's GPA for that period and his/her cumulative GPA are examined. The minimum cumulative GPA for remaining in good standing is shown in the following scale.

Attempted Credit Hrs.	GPA Diploma	GPA Degree
1-15	1.50	1.50
16-27	1.65	1.65
28-39	1.80	1.80
40-53	2.00	1.95
54 & above	2.00	2.00

Grading System

A final grade is awarded at the end of each course for which a student is registered. Instructors determine final grades by using the following system:

A	Excellent	90-100
B	Good	80- 89
C	Average	70-79
D	Poor	60-69
F	Failure in performance or failure to remove an I grade	

To determine GPAs, final grades have the following values or points: A=4; B=3; C=2: D=1; F=0. Each curricular department will determine its standards.

*I	Incomplete. Students may receive an "I" at the discretion of the instructor when 80% of the course has been completed and the final work required has not been completed as a result of extenuating circumstances. An "I" must be removed by the last day of classes of the next semester or it will automatically become an F (see **R-CCC Academic Calendar)**. Students cannot re-enroll in courses in which an "I" grade is the grade of record. If the student fails to remove the "I" during the required time period, the student must re-enroll in the course IF CREDIT FOR THE COURSE IS REQUIRED.
*AU	Audit. This grade is assigned to students who audit a course or who repeat a course in which a grade of C or higher has been earned.
*NE	Never Entered. A student who officially registers for a class but never attends will receive a "NE" grade. This is a non-punitive grade and does not affect a student's quality points. A "NE" is reported by instructors on the 10 percent attendance roster and posted to a student's academic transcript at that time. Instructors do not have to process a Drop Form for students receiving "NE" grades.
*W	Withdrawal. A "W" is received when a student officially withdraws from a course by the 60 percent point of the course. A "W" is assigned for administrative withdraws resulting from disciplinary action (i.e. suspension, etc.).
*WP	Withdrawal Passing. Student is passing course with an average of at least 60% at the time of drop.
*WF	Withdrawal Failing. Student is failing course with an average of less than 60% at the time of drop.
*CE	Credit by Examination. Student shows proficiency by examination. This grade is awarded for credit hours only.
*CL	College Level Examination Program (CLEP). This grade is awarded to students who have taken and met the credit-granting score standard for CLEP.
*AP	Advanced Placement. This grade is awarded to students who take the College Entrance Board's Advanced Placement Examination and who meet the credit-granting score standard for AP.
*MT	Military Training. This grade is awarded to veteran students who may receive college credits through DANTES, a testing program service by the Educational Testing Service.
*BL	Basic Law Enforcement Training. This grade is awarded to students who have completed Basic Law Enforcement Training. The training must be for curriculum credit and not continuing education credit.

*These grades do not affect a student's GPA or quality points.

Grade Point Averages (GPAs)

For the purpose of determining GPAs, final grades have the following values or points: A=4; B=3; C=2; D=1; F=0. Other grades are not included in the GPA. The cumulative GPA is computed by multiplying the points for each course by the semester hours for that course, then dividing by the total number of semester hours. A GPA of 2.0 for work taken at R-CCC is required for graduation. Some departments may have additional graduation requirements.

Please note: Students must complete developmental courses with a grade of C or better in order to progress to the next developmental or college level course. Developmental courses are not considered as part of any program's total hours required for graduation. They are, however, included in a student's cumulative grade-point average (GPA). Therefore, students must maintain a certain GPA in order to remain in good standing.

President's List

At the end of each semester, full-time curriculum students (12 credit hours or more) in a major maintaining a semester grade point average of 4.00 will be recognized on the President's List. All coursework must be numbered 100 level or higher. A student with an "I - Incomplete" grade is not eligible for the President's List in the semester the "Incomplete" is received.

Dean's List

At the end of each semester, full-time curriculum students (12 credit hours or more) in a major maintaining a semester grade point average between 3.25 and 3.99 with no grades less than a "B" will be recognized on the Dean's List. All coursework must be numbered 100 level or higher. A student with an "I - Incomplete" grade is not eligible for the Dean's List in the semester the "Incomplete" is received.

Academic Warning

Students who fail to maintain the minimum academic requirements will be placed on academic warning for the next semester and notified in writing of their status by the Registrar. Students on academic warning must consult with their advisor before registering again and can register for no more than 10 semester hours during the warning semester or term. Students who registered early for more than 10 semester hours for the next semester will need to make the necessary schedule adjustments to meet the requirements during the academic warning period.

Students who fail to reestablish the required average during the warning semester will be placed on academic probation the next semester.

Academic Probation

Students who fail to reestablish the required average after the warning semester will be placed on academic probation and notified in writing of their status by the Registrar. Students on academic probation can register for no more than six semester hours until the minimum academic requirements are achieved. Students on academic probation are considered to be making unsatisfactory progress and, therefore, are not eligible for financial aid or VA benefits.

Currently enrolled students classified as academic warning or probation are not permitted to register during early registration; however, individuals classified as academic warning or probation who are not currently enrolled and have no grades pending can register during early registration.

Student status is calculated each semester for all full- and part-time students, excluding Concurrent Enrollment and Special Credit students.

Make-Up Work

Instructors may establish procedures for make-up work.

Grade Changes

Any change of grade, except course repeats and incomplete grades, must be made by the instructor and approved by the Dean of Curriculum. If changes are necessary and the instructor is no longer available, the decision to change a grade rests with the Dean of Curriculum. A grade will only be changed if an error was made in computing or recording it. This must be done within the first three weeks of the start of the next semester.

Catalog of Record

Students in continuous attendance (summer term excluded) may graduate under the provisions of the catalog in effect on their date of entry into their current curriculum. Changes may be made in catalog requirements between the time students enter a curriculum and the time they are ready to finish. Students graduate under the catalog in effect at the time they originally enrolled. However, if the necessary courses are not available, students will graduate under the catalog in effect at the time of their anticipated graduation. The catalog of record for a student who does a change of program is the catalog in effect at the time the change of program becomes effective.

Graduation

Upon recommendation of the faculty and the approval of the Board of Trustees, appropriate degrees, diplomas, or certificates will be awarded to students successfully completing the requirements of the curriculum in which they are enrolled.

To graduate, students must:

1. Successfully complete all courses and credit hours required by their program as contained in this catalog. Transfer students must complete at least 25 percent of the required semester hours of credit at R-CCC to be eligible to receive a degree, diploma, or certificate.
2. Earned a minimum grade point average of 2.0 ("C" average) for work in the required courses of the curriculum for which they are applying for graduation.
3. Apply for graduation. Prior to registering for their final semester at the College, curricular students must complete an Application for Graduation form, which is available in the Registrar's Office; secure their advisor's signature as verification of graduation candidacy; and return the form to the Registrar for certification and verification of GPA, credit hours, and required courses.
4. Clear all financial obligations to the College. Students having an outstanding debt to the College, including charges, fees, fines, defaulted payments or student aid overpayments, will not be allowed to graduate or receive their graduation award until all debts are cleared.

Students are responsible for knowing and meeting graduation requirements. Although a faculty advisor is assigned to each student to advise in planning class schedules each semester, the final responsibility for meeting all graduation requirements rests with students.

Awards are issued only once a year at the May graduation ceremony. Students completing graduation requirements for degrees, diplomas, and certificates at points throughout the academic year must wait until the graduation ceremony following their completion to receive their award.

During the spring semester, prospective graduates will receive notification regarding all pertinent information relative to commencement. All prospective graduates are required to pay a graduation fee. Those who do not wish to participate in the commencement ceremony are still required to pay the graduation fee. The graduation fee includes the printing of the actual diploma and other expenses associated with the graduation exercises. The graduation attire and other accessories should be purchased through the College Bookstore.

Honor Graduates

There are two levels of distinctions--High Honors and Honors. To be considered a High Honor graduate, the student must have an overall GPA of 4.00 upon completion of any

degree or diploma program. To be considered an Honor graduate, the student must have an overall GPA of 3.75 to 3.99 upon completion of any degree or diploma program.

Students must complete 50 percent of their course work at R-CCC. The graduating student with the highest GPA in a degree program may be asked to give welcoming remarks during the graduation ceremony. If the highest GPA is shared by several students, the remarks will be delivered by the SGA president or vice president.

Transfer to Other Institutions

Courses successfully completed at R-CCC with a grade of C or better may be transferred to any other college in the North Carolina Community College System. The transfer credit, however, does not guarantee admission into a specific program within an institution.

To facilitate transferability to the University of North Carolina System, the Comprehensive Articulation Agreement (CAA) was developed between the UNC System and the North Carolina Community College System for transfer between the two systems. A number of private colleges and universities also have adopted the CAA. Students who complete the Associate in Arts or Associate in Science degrees may be able to transfer with junior status.

The CAA does not address admission to an institution nor to a specific major within an institution. For detailed information, contact the College Transfer Division Director.

Transcripts

Upon written request by a student, a transcript of curricular courses taken at R-CCC will be issued to the appropriate institution, agency, or individual. Official copies of transcripts are $5 per copy; unofficial copies are available at no cost. Transcripts will be processed daily and made available on the following day after requested. Please note: Delays in processing may occur during busy times, such as registration, graduation, etc. Transcripts are not released when the student has any indebtedness to the College.

Verification of Enrollment

Student may request verification of their enrollment at the College through the Registrar's Office. Verification requests for the current semester will not be processed until after the census date for the semester.

Family Educational Rights & Privacy Act of 1974

The Family Educational 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 18 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 students 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, 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. Students interested in reviewing their files must see the Registrar or Information Processing Specialist.

The college may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, if a student does not wish for the college to disclose directory information about them, the student should notify the Registrar in writing at the start of any semester while enrolled at the college.

An amendment to the Family Educational Rights and Privacy Act of 1974 and the Campus Sex Crimes Prevention Act (P.L. 106-386), requires all institutions of higher education to advise their campus community of where information concerning registered sex offenders in North Carolina can be obtained. In accordance with this amendment, the following Web address contains registered sex offenders information for NC: http://sbi.jus.state.nc.us/DOJHAHT/SOR/Default.htm.

Student-Right-To-Know

In accordance with the US Department of Education's Student Right-To-Know and Campus Security Act of 1999, the College makes available to prospective and enrolled students the completion or graduation rate of students in their program. Individuals interested in reviewing the completion or graduation rate information must request this information from the Registrar.

Tuition, Fees, and Other Expenses for Curriculum Students

Tuition is set by the State Board of Community Colleges at rates approved by the North Carolina General Assembly and is subject to change without notice. Student fees are set by the College Board of Trustees and are subject to change as well.

Textbooks, fees, and supplies are additional expenses which vary according to the program of study. The payment of all tuition and fees is required at the time of registration. Any student who does not pay tuition and fees will have his/her schedule purged from all classes. Students may not attend class until tuition is paid in full.

Students receiving financial aid, sponsorship assistance, and/or participating in e-Cashier must confirm that the College has the sufficient payment documentation required to be officially registered for class.

***Note: The following information applies to students enrolled in curriculum programs. For information on Continuing Education fees, see the appropriate section of this catalog.*

TUITION AND FEES – CURRICULUM STUDENTS

Tuition / Fee	Amount	Comments	
Tuition – NC Residents	$71.50	Per Credit Hour	$1,144.00 max
Tuition – Non NC Residents	$263.50	Per Credit Hour	$4,216.00 max
Student Activity Fee	$14.25	Per Semester	1 – 5 credit hours
Student Activity Fee	$30.50	Per Semester	6 – 16 credit hours
Parking Fee	$2.00	Per Semester	
Student Accident Insurance	$2.00	Per Semester	
Liability Insurance	$13.00	Per Academic Year	Certain courses
Technology Fee	$16.00	Per Semester	
Course Specific Fee	Varies	Per Course	Certain courses
Transcript Fee	$5.00	Each Official Copy	Unofficial Copies Free
Student ID Fee	$5.00	Each Additional	1st ID provided

Tuition Rates

At the publication of this catalog and effective July 1, 2013, tuition is $71.50 per credit hour, not to exceed $1,144.00, for legal residents of North Carolina. Tuition for out-of-state residents is $263.50 per credit hour, not to exceed $4,216.00. *(This amount is subject to change by the State Board of Community Colleges without notice.)*

Student Activity Fee

Student activity fees must be paid by day and evening students when registering for curriculum classes. The collected fees are used by the Student Government Association to help support students programs, athletic events, contests, and other activities. Fees are $30.50 each fall and spring semester if registering for six or more credit hours, and $14.25 if registering for less than six credits.

Parking Fee

Student parking fees are charged to support the College's parking facilities and campus security. The fee is $2.00 per student per semester.

Student Insurance

All curriculum students are required to purchase accident insurance. The $2.00 fee is due at the time of registration. Coverage is provided while on campus, while traveling to and from campus, and during approved off-campus events.

Students must submit claims for injury covered under the accident insurance provisions immediately, but in no instance later than 30 days, in order to benefit from coverage. All accidents must be reported to the Chief of Security's Office, Student Services Building, Room 108A, within 24 hours of the date of the accident. The premium for accident insurance is subject to change annually. For additional information concerning coverage, contact the Business Office at 252-862-1214.

Liability Insurance

Students enrolled in certain health science and vocational programs are required to purchase professional liability insurance coverage. The cost of the liability insurance is currently $13.00 per year. It is the student's responsibility to ensure that he/she is covered prior to attending these classes.

Technology Fee

A technology fee must be paid by day and evening students when registering for curriculum courses. The collected fees are used by the College to maintain and update computer hardware and software utilized by students. A fee of $16 per semester is assessed to all students.

Course Specific Fee

A course specific fee must be paid by students registering for specific courses of instruction. These fees are collected and used by the College to purchase items required for the course that are considered to be in addition to the normal supplies and materials that the College would provide.

Transcript Fees

Upon written request by a student, a transcript for curricular courses taken at R-CCC will be issued to the appropriate institution, agency, or individual. Official copies of transcripts are $5.00 each; unofficial copies are available at no cost. Transcripts requests are made through Business Office, located in the Jernigan Building, Room 102.

Transcripts, official or unofficial, cannot be processed or released until all of the student's financial obligations to the College have been satisfied. *(See the Academic Regulations section for more information.)*

Student ID Card Fees

Student ID cards are covered in the student activity fee for curriculum students; a replacement card is $5.00. *See the Student, Rights, Responsibilities, and Appeals section for more information.)*

Textbooks & Supplies

The cost of books and supplies depends upon the program in which enrolled. Full-time students can, however, expect to pay at least $400 per semester. The Bookstore is located in Room 111 of the Jernigan Building. Operating hours are posted on the Bookstore entrance. Additional information is provided on the Bookstore page of the College's website at www.roanokechowan.edu.

Waiver of Fees

Tuition and certain fees are waived for qualifying individuals. Effective July 1, 2009, tuition shall be waived for up to six credit hours of credit instruction per academic semester for senior citizens, age 65 or older, who are qualified as legal residents of North Carolina.

Tuition Refund Policy

Refunds are not automatic. All drop/add forms must be submitted to Student Services before any refund will be considered.

A 100% refund shall be made if the student officially drops prior to the first day of classes of the academic semester or term as noted in the College calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered is canceled due to insufficient enrollment.

A 75% refund shall be made if the student officially drops from the class(es) prior to or on the official 10% point of the semester. Student fees are NOT refundable.

Federal regulations, if different from above, will overrule this policy.

To be eligible for a tuition refund, the student must:

1. Officially register and pay tuition and fees.
2. Process and submit a Drop/Add Registration Change Notice form to the Registrar's Office no later than 10% point of the term as defined above.

For additional information regarding refunds, contact the Business Office staff at 252-862-1214 or Student Services staff at 252-862-1200.

Bookstore Refund Policy

The College Bookstore is managed and operated by Nebraska Book Company. Therefore, the College does not set the policies or rules. The Bookstore refund policy is subject to change without notice. Items may be returned to the Bookstore within five days of the date of purchase in their original packaging and with a receipt. If a class is cancelled, the Bookstore will accept the textbook as a return with a receipt and proper documentation and/or notification of the class cancellation by the appropriate College employee. Additional information is provided on the Bookstore page of the College's website www.roanokechowan.edu.

Title IV Federal Refund Policy

Title IV Federal Programs include, but are not limited to, Pell Grant and Supplemental Education Opportunity Grant (SEOG). Title IV Federal Financial Aid students who withdraw or stop attending the College will have their financial aid recalculated according to the Higher Education Amendments of 1998, 34 CFR part 668.22. Some grant recipients may owe a repayment to both the College and the Federal government as a result of this recalculation. Students will be notified if repayment is due.

Withdrawal from Course(s)

Students who receive financial aid from any of the Title IV Federal Programs (as listed above) may be responsible for repaying a portion of their aid if they withdraw, drop, or stop attending classes during the refund period.

Withdrawal from classes may also affect eligibility for financial aid for the following semester or academic year. Students will be notified if monies are due the College.

Past Due Accounts/Outstanding Debts

Any student who fails to resolve any outstanding debt to the College will not be permitted to register for classes, receive academic or financial aid transcripts, receive a diploma or certificate, and/or participate in graduation. In addition, past due accounts 90 days or older will be turned over to the NC Department of Revenue's Debt Setoff program.

Payment Plans/Options

The College provides students with the following payment options to cover tuition, fees, books, and supplies to those who qualify:

- Financial Aid and Scholarships– refer to the Financial Aid section of this catalog or contact the Financial Aid Office for information.

- Third Party/Sponsorship Agreements – A student's tuition, fees, and/or books may be covered through an agreement with the local Employment Security Commission, an employer, Veteran's Affairs, and other agencies and/or companies. The sponsorship agreement must state the amount of tuition, fees, books, and/or supplies covered and received by the Business Office before classes begin for the academic semester. Sponsored students must complete a Third Party Billing Agreement each semester, at the Business Office, in order to ensure that charges are properly deducted from their sponsorship. All questions or concerns can be directed to the Business Office located in the Jernigan Building, Room 102 (252-862-1229).

- Student Payment Plan – For $25 per semester, students may set up an interest-free monthly payment plan to cover the cost of their tuition and fees. This plan is sponsored by Nelnet Business Solutions (e-Cashier). Books may not be included in this payment plan and must be purchased by other means. Payment drafts that are not allowed due to insufficient funds or account numbers that do not exist will be charged a nonrefundable fee of $25 for each occurrence by Nelnet. Additional information is provided about e-Cashier at www.roanokechowan.edu/e-cashier.html or by contacting the Business Office Cashier at 252-862-1214. Availability of e-Cashier is determined by Roanoke-Chowan Community College. Please be aware that the College may elect not to have e-Cashier available during specific times and dates during registration. It is the student's responsibility to confirm with the Business Office that his/her account has been set up properly and will cover all

tuition and fees for the semester to ensure that his/her schedule does not get purged from the system. It is also the student's responsibility to notify the Business Office of any changes made to his/her schedule to ensure that their payment plan is adjusted accordingly.

**NOTE: Financial aid is not considered earned until the Financial Aid office verifies attendance and requests for awards to be applied to student accounts. Students with financial aid should understand that aid will not be applied to their account until the disbursement date published on the College calendar and therefore any payments they have contracted with Nelnet (e-Cashier) to draft from their account will continue and be posted on schedule. Once financial aid is actually applied to their account, then the balance that Nelnet reflects will be adjusted.

Please do not assume your balance will automatically be adjusted if you add or drop a class or if you receive financial aid. You should review your agreement balance online through MY FACTS Account or call the Roanoke-Chowan Community College Business Office at 252-862-1214 to confirm the change. Once e-Cashier has been turned off for a semester, a student cannot make changes; however, in some cases the Business Office can adjust the account if given permission in writing by the student.

FINANCIAL AID

The primary purpose of RCCC's financial aid program is to ensure that qualified students are not denied an opportunity to pursue a college education because of economic disadvantages. Our student focused staff are empowered to help students and their families seek, obtain, and make the best use of all financial resources available. Grants, scholarships, and a federal work-study program are available to help eligible students cover the cost of tuition, fees, books, and other related expenses.

Students interested in applying for financial assistance must complete the Free Application for Federal Student Aid (FAFSA). The form must be submitted in one of the following ways:

- Students may complete the online application at www.fafsa.ed.gov.
- Students may contact the Federal Student Aid Information Center toll-free at 1-800-433-3243 and request up to three (3) copies of the paper application which must be completed and mailed in to the federal processor in the envelope provided.
- Students may download a PDF version of the FAFSA at www.FederalStudentAid.ed.gov and mail it in to the federal processor.

You must reapply each year. Renewal is not automatic. You should complete the application as soon as possible after January 1st of each year. To be considered for financial aid, applicants must be enrolled in an eligible curriculum leading to a degree or diploma, students must have a high school diploma or GED in which the transcript has been received by RCCC's admissions office, students must be meeting and maintain satisfactory academic progress, and a student may not owe a repayment on a grant or be in default on an educational loan, in addition to any other criteria set by the US Department of Education.

Priority Dates

In order to provide adequate time for processing and awarding financial aid prior to the start of classes, priority dates are identified for each semester.

Fall Semester – June 1st
Spring Semester – November 1st

If you submit your financial aid application after the established priority dates, you must be prepared to pay for your tuition, fees, and books. Please be aware that it takes approximately eight to twelve weeks to process the application.

If a student's financial aid eligibility has not been determined before the start of the semester, the student will need to be prepared to pay for tuition, fees, and books out of pocket or will need to set up a tuition payment plan. Emergency assistance is available, but limited on a first come-first serve basis. Once eligibility has been determined, the student will be reimbursed for the amount of financial aid he is eligible for minus any funds due to the college.

Financial Aid Programs

Listed below are brief descriptions of federal, state, and institutional financial aid programs available to RCCC students. If you would like more specific information regarding any of these programs, please contact the financial aid office.

Federal Pell Grant is the largest student aid program. All undergraduate students who have not received their first baccalaureate degree are applying for a Federal Pell Grant when they complete the FAFSA. In order to qualify for a Pell Grant, students must have exceptional financial need as determined by Federal Methodology and be enrolled for at least three credit (not audit or hours classified as "permit") hours. It is awarded by the US Department of Education using a standard formula.

Federal Supplemental Educational Opportunity Grant (FSEOG) is designed for students exhibiting exceptional financial need. Funding is limited, so grants are awarded to a limited number of students.

Federal Work-Study Program (FWS) provides part-time employment opportunities to eligible students to earn money to help pay college expenses. Students participating in this program are employed in the library, administrative and faculty offices, and various other departments. To apply, students must complete the Free Application for Federal Student Aid (FAFSA) and a work-study application available in the Financial Aid Office.

North Carolina Community College Grant (NCCCG) is available to North Carolina residents who demonstrate financial need and are enrolled at North Carolina community colleges. Students must complete the FAFSA by the published deadline and list a NC Community College as one of the top three choices of institutions. The North Carolina State Education Assistance Authority in conjunction with College Foundation of North Carolina administers this program.

North Carolina Education Lottery Scholarship was created by the 2005 General Assembly to provide financial assistance to needy North Carolina students attending eligible colleges and universities located within the state of North Carolina. It is offered by the North Carolina State Education Assistance Authority through College Foundation of North Carolina.

Child Care Grant is primarily available for single parents who have children up to age 5 to help provide assistance in paying their day care cost while they are in school. Funding is limited, so students are encouraged to apply early.

North Carolina Nurse Education Scholarship Loan Program (NESLP) was created to work in combination with existing financial aid resources to encourage enrollment and retention of qualified nurse education students. Applicants must complete the FAFSA no later than July to be considered for NESLP.

North Carolina Nurse Scholars Program (NSP) was established to provide college scholarships for outstanding high school graduates and other persons interested in higher education to become a registered nurse (RN). These scholarships are based on academic merit. The application must be completed no later than May 1st. Please note deadline is subject to change. For more information on NSP, visit CFNC.org/NSP.

Targeted Assistance scholarships are awarded to students enrolled in credit or non-credit programs having an enrollment substantially less than the program capacity, but for which there is a high demand in the local area.

Less than Half-Time provides financial assistance to students enrolled less than half-time who meet other specific criteria.

Golden LEAF is available to assist Hertford, Northampton, Gates, Halifax, and Bertie county residents negatively impacted by the decline in the tobacco industry pending availability of funds.

Roanoke-Chowan Community College Foundation Scholarships are made available through the RCCC Foundation, various individuals, businesses, and civic and service organizations. Awards are determined annually and are subject to the availability of funds. The scholarship application deadline may vary each year.

North Carolina Community College Scholarships are available to students based on different factors such as academic performance, county of residence, program of study, enrollment status. Students should contact the financial aid office for more information and individual scholarship applications.

North Carolina Community College Loan Program and RCCC Short-Term Loan Program was designed to provide short-term loans to students who need assistance with the cost of tuition/fees. Loans must be repaid prior to the end of the semester/term in which the loan was received. Students failing to make repayments in a timely manner will receive written notice from the college. Unpaid accounts will we referred for collections.

Scholarships are provided each year through the Roanoke-Chowan Community College Foundation, Inc., and by the generosity of local industries, businesses, professional organizations, civic clubs, and individuals. The scholarship program consists of two types of awards: merit-based scholarships and need-based scholarships. While the majority of scholarships are need-based, others are awarded based upon specific criteria stipulated by the donor. Awards usually provide tuition assistance and require the recipient to maintain a minimum GPA (grade point average). Scholarships are awarded for one academic year beginning with the fall semester, with preference given to second year students. Students must reapply each year by completing the FAFSA (Free Application for Student Financial Aid). The Financial Aid Office and the College's website provide scholarship information and application forms and deadlines.

WIA (Workforce Investment Act), NAFTA/TAA (North America Free Trade Agreement/Trade Adjustment Assistance) or Dislocated Worker are federally funded programs that help cover the cost of tuition, fees, books, and/or supplies for students enrolling in certain programs and who, according to the Employment Security Commission/JobLink Guidelines, are economically disadvantaged. Detailed information can be obtained from the local Employment Security Commission Office.

Vocational Rehabilitation is a state-funded program established to assist disabled persons in obtaining training necessary for gainful employment. Assistance is provided to cover tuition, fees, and books. Detailed information can be obtained from the local Vocational Rehabilitation Office.

Eligibility Requirements

Financial aid is awarded primarily on the basis of need. In addition, financial assistance depends on the availability of funds. To be considered for financial aid, applicants must meet the following criteria:

1. Be enrolled or accepted for enrollment in an eligible program at Roanoke-Chowan Community College;
2. Be a citizen or an eligible non-citizen of the United States with a valid Social Security Number;
3. Be an undergraduate student who has not previously received a bachelor's degree;
4. Demonstrate financial need;
5. Have a high school diploma or GED certificate;
6. Be making satisfactory progress in the course of study pursued;
7. Not be in default on a Federal Perkins Loan (formerly NDSL) or a Student Loan (formerly Guaranteed Student Loan) and not owe a refund of federal funds at any institution;
8. Meet any applicable program or degree-specific criteria;
9. Must have resolved any drug conviction issue; and
10. Any male required to register with Selective Service at anytime must have done so to receive aid.

Debts

Students having an outstanding debt to RCCC will not be allowed to register, graduate, receive a diploma or certificate, or receive or have an academic transcript forwarded until all debts have been cleared.

Students in default of federal student loans or repayment of grants at any college cannot be awarded federal financial aid until repaid or satisfactory repayment arrangements have been made.

Satisfactory Progress For Financial Aid

The Higher Education Act of 1965, as amended by Congress in 1980, mandates higher education institutions to establish minimum standards of satisfactory progress for students receiving financial aid. RCCC makes these standards applicable to all Title IV aid. These standards are evaluated at the beginning of each academic year or period of re-enrollment, after each semester for diploma programs, and at the end of each

semester in which a student was on academic warning. To receive Title IV financial aid funds, students must meet the following:

1. Successful completion of a minimum percentage of attempted coursework. Students must pass 67% of the courses for which they register including developmental courses.
2. Maximum time frame in which a student must complete their program of study. Federal regulations require completion of a program of study within 150% of the published length of an academic program. All courses attempted are included. This includes transfer hours, courses taken in a different program of study, courses taken in which no financial aid was received.
3. Grade Point average requirements
   To be eligible or to continue to receive financial aid, students must have a cumulative GPA of at least a 2.0.
4. Developmental Studies
   Students may attempt up to 30 credit hours of developmental coursework. Students needing to enroll in developmental courses beyond 30 credit hours will not receive any financial assistance.

Financial Aid Warning and Probation

Students who fall below the minimum cumulative grade point average requirement and/or do not complete the required number of credit hours during any semester will be placed on financial aid warning for the next semester. Students will be allowed one (1) semester of warning. Students who are on financial aid warning and who fail to meet the minimum requirements after the semester of warning will be placed on financial aid probation. Students on probation are not eligible for financial aid. Students may appeal probation by completing an Appeal for Financial Aid Application in the Financial Aid Office.

Return of Title IV Funds Policy

The U.S. Department of Education requires each Financial Aid Office to calculate a Return of Title IV Funds for any student who withdraws completely, or does not otherwise complete their term of enrollment in which the student received federal financial aid. If a student receiving financial aid withdrawals from the college after beginning attendance, the amount of federal financial aid assistance earned by the student must be determined. The student's last day of attendance at the college is used to determine the percentage of Title IV earned. If the amount disbursed to the student is greater than the amount earned, the unearned funds must be returned. Generally when a student owes a Return of Title IV, the school and the student both have a responsibility to return funds. The student will receive a letter from the financial aid office stating the amounts they owe to both the US Department of Education and the amount they would then owe the college. Payments can be accepted for the US Department of Education for 45 days at the college. After that time it would be referred

through the National Student Loan Data System as an overpayment. If the amount due to the college has not been paid within 90 days it will be reported to the North Carolina's Department of Revenue for collections.

Financial Aid Reinstatement

When financial aid is terminated, it may be reinstated through the appeals process or by personally paying education costs and meeting satisfactory progress requirements. Upon meeting the satisfactory progress, aid will be reinstated the subsequent semester. Retroactive payments of financial aid are prohibited for semesters in which unsatisfactory progress was made.

Appeal of Financial Aid Termination

Students given notice of financial aid termination are entitled to procedural due process and may appeal the decision. Students may appeal their termination of eligibility for financial aid only for "extraordinary circumstances." Satisfactory progress appeal request forms are available in the financial aid office. All forms must be completed and accompanied by appropriate documentation. All satisfactory appeal requests will be reviewed by the Scholarship and Financial Aid Committee.

In all cases, termination of financial aid will remain in effect throughout the appeal process.

Financial Aid Standards

1. Roanoke-Chowan Community College's Forgiveness Policy does not apply for financial aid purposes.
2. Financial aid (Title IV) will be limited to 30 credit hours of developmental courses.
3. No Title IV aid will be awarded for AU (audit) grades or CE (credit by proficiency exam) or NE (never attended). AU grades will not be calculated in measuring satisfactory progress.
4. Payments are based on the number of credit hours for which you are enrolled as of the census date of the term and for which attendance can be verified at the time of payment.
5. Students must register for every course they plan to take during early registration and/or the regular registration period at the beginning of each semester regardless of when the course begins.
6. Students, who charge books and/or supplies and do not attend classes, must repay those charges.
7. Students may only use courses that count towards their degree to determine enrollment status.

8. Cosmetology and Barbering Programs must be calculated using clock hour conversions. This is a formula provided by the US Department of Education and it could result in a change to your award amount.
9. Generally, financial assistance is awarded for an academic year (Fall & Spring). Students should plan their finances accordingly.
10. For federal financial aid purposes, full-time students are defined as those students who are enrolled in courses required for their major for 12 or more credit hours each semester; three-quarter time students are those enrolled for 9 to 11 credit hours each semester; half-time students are those enrolled for 6 to 9 credit hours each semester; less than half-time students are those enrolled for 1 to 5 credit hours.
11. It is the student's responsibility to ensure that the Admissions Office has the correct mailing address. This is the address the financial aid refund check would be mailed to.

Service Members Opportunity Colleges

The College is designated as an institutional member of Service Members Opportunity Colleges (SOC), a group of more than 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As an SOC member, RCCC recognizes the unique nature of the military lifestyle. The College is committed to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

Veterans Assistance

The Veterans Administration (VA) sponsors the following educational assistance programs for qualifying veterans and other eligible persons: Chapter 30, 31, 32, 33, 34/30, 35, 1606, and VRAP. College programs are approved by the NC State Approval Agency for educating and training veterans, dependents of deceased or disabled veterans, and members of the Selected Reserve under Title 38 of the US Code.

Incoming veterans must meet with the College's VA Certifying Official to apply for VA benefits. Students receiving benefits must maintain satisfactory attendance and satisfactory academic progress. Students must be enrolled in an eligible curriculum leading to a degree or diploma, students must have a high school diploma or GED in which the transcript has been received by RCCC's admissions office, students must be meeting and maintain satisfactory academic progress, in addition to any other criteria set by the US Department of Veterans Affairs. Any course within the designated curriculum undertaken by students and carried after the formal drop/add period is included when determining student status. Benefits will not be received for courses previously passed or for taking courses not approved as part of the curriculum.

If placed on academic warning, students will have the next semester to raise their GPA up to the requirement. If a student does not meet the minimum cumulative GPA at the end of the warning semester, the certification to the VA will be terminated and benefits will stop. Students who fail to maintain the required GPA will be placed on academic probation. Students on probation are not eligible for VA benefits. The minimum cumulative grade-point average (GPA) as outlined under the guidelines for academic satisfactory progress must be maintained. However, once the GPA returns to good standing, benefits can restart. Please notify the VA Certifying Official to restart benefits. Specific details regarding other VA requirements can be obtained from the College's VA Certifying Official. Visit the Student Development Services office.

ACADEMIC AND SUPPORT SERVICES

Academic Advising

To assist students in their academic programs, the College has established an advising plan where every student is assigned a faculty advisor by the Office of Student Development Services. Each semester, the advisor helps plan the student's course schedule, keeps a record of progress, and is available for additional counseling. Advisors, as well as counselors, make every effort to provide guidance to students. However, the final responsibility for meeting all academic requirements rests with the student.

The faculty advisor system is designed to make a contribution to the students' educational progress. Students who have declared curricula are assigned a faculty advisor. Students may know their advisors not as instructors, but also as one from whom they may receive assistance in program planning, scheduling, and registration. The objective of the faculty advisors are as follows:

1. To have a conference with each new advisee as soon as possible to get acquainted.
2. To be alert to student problems in order to assist the student in both academic and personal matters. (Problems which the advisor feels unqualified to handle should be referred to the counselor's office.)
3. To assist the individual student in planning an academic schedule to meet course prerequisites and curriculum requirements. To assist the student in completing the program tracking sheet.
4. To maintain an academic progress file on each advisee. (This file should include grade reports, a graduation information sheet, and a program tracking sheet.)
5. To post office hours, showing when available for consultation with students.
6. To serve, upon request of the student, as the student's representative in conferences where decisions affecting status are made.

Bookstore

Located in Room 111 of the Jernigan Building, the bookstore carries a variety of items useful to students, such as textbooks, supplies, etc. The Bookstore policy for refunds states items may be returned within five days of date of purchase. The item must also be in original packing. The receipt is needed in order to return merchandise. No receipt, no returns. If a class is cancelled, the Bookstore will accept the textbook as a return with a receipt and proper notification of the class cancellation by the College. Operating hours are posted on the bookstore entrance. Textbook information is provided on the Bookstore website at www.roanokechowan.edu .

Career Services

Located in Room 214 of the New Student Center/Classroom Building, the Career Services/Job Placement Center provides guidance, support, and resources to R-CCC students and alumni with their life-long career development. The Center offers interest inventories, resource materials, workshops, and counseling to help students clarify and develop career goals. Services such as resume writing, interviewing techniques, job-seeking skills, etc. are available through a partnership with the Employment Security Commission/JobLink.

Cooperative Education

The Cooperative Education program offers qualified students an opportunity to integrate classroom learning with work experience. The program grants semester credit hours that apply toward the graduation requirements of specific curricular programs. These programs are state-approved and include, but are not limited to: Information Systems, Air Conditioning, Heating, and Refrigeration Technology; and Welding Technology.

Counseling Services

Guidance and counseling are an integral part of the overall educational program at the College. Students have the opportunity to discuss personal, academic or vocational concerns with a counselor. The counselor assists students in career planning, academic advising, placement testing, and referral services. The counselor works closely with faculty to identify and address specific needs of students. Counseling services provides an array of success workshops and seminars to enhance the student's academic achievement and career development. Students are seen on an individual basis and are encouraged to schedule appointments; however, walk-ins are welcome. For further information contact the counsel at (252) 862-1293.

Disability Services

The College fully supports the Americans With Disabilities Act (ADA) and is committed to providing reasonable accommodations in order for disabled students to achieve and maintain their maximum learning potential.

Students with a special need should contact the Director of Admissions/Student Advisement. Students who self-identify their disability and request accommodations must provide documentation from a qualified professional that supports the request for accommodations. Also, students requesting accommodations from the College must have a disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). While self-identification and providing documentation can be initiated at any time; the student must allow reasonable time for accommodations to be implemented by the College. Designated parking spaces for the disabled are located conveniently near each building. For further information contact the admissions director at (252) 862-1225.

Distance Learning

To make higher education more accessible to all, the College offers distance learning courses that provide students with the opportunity to earn college credit in non-traditional methods. These courses are taught by college faculty and may include Internet-based courses, hybrid, teleweb and telecourses offered by the UNC Center for Public Television, and courses offered via videoconferencing via the North Carolina Information Highway (NCIH). These courses are listed in the curriculum course schedule published each term and include College Transfer general education courses such as art, English, history, literature, math, music, psychology, and sociology as well as studies in business, information technology, criminal justice, education, medical and office systems, and other fields.

The North Carolina Community College System has provided definitions and codes for various types of distance learning classes:

- **Cooperative Education – CP –** Instruction consisting of the integration of traditional classroom learning with supervised work experience and where there is no Internet requirement.
- **Digital media – DM –** College credit or continuing education course where 100% of the instruction is delivered by non-telecourse digital video or media resources.
- **Hybrid – HY –** College credit or continuing education course where the primary delivery is online with a requirement that students also meet in traditional face-to-face sessions as determined appropriate by the college.

- **Independent Study – IS –** Self-paced course in which a student progresses through the instructional materials at their own pace, regardless of method of delivery.
- **Information Highway/Two-way Video – IH –** College credit or continuing education course where 100% of the instruction is delivered by two- or more way video.
- **Online – OL –** College credit or continuing education course where 100% of the instruction is delivered through the Internet.
- **Telecourse – TV –** College credit or continuing education course where 100% of the instruction is delivered by video, television or cassette.
- **Teleweb – TW –** College credit or continuing education course where the primary delivery of instruction is via telecourse and also requires Internet access as a supplemental part of the course.
- **Traditional – TR –** College credit or continuing education course where the instructor and students meet face-to-face, according to designated dates/times/location and where there is no internet or other method of delivery requirement.
- **Web-supported or Web-assisted – WB –** College credit or continuing education course where the primary delivery is via traditional face-to-face method with a requirement that students have internet access as a supplemental part of the course.

Distance learning students register and pay tuition and fees in the same manner as traditional students, but those taking online or hybrid classes may not have to come on campus as often or at all. Students in Internet-based courses such as online or hybrid classes must complete an online orientation before beginning coursework. Telecourse students may have to be on campus for orientation and to attend sessions that may be required by the course instructor.

Online and hybrid courses are also offered through Continuing Education for individuals wanting to learn specific skills. These courses offer professional development opportunities for educators, professionals, and individuals interested in enhancing their skills. All learners taking Internet, hybrid or teleweb courses must have access to a computer with Internet accessibility, be computer literate, have access to Microsoft Office Suite (Microsoft Word, Excel, PowerPoint), and have at least 5-10 hours per course each week for completing course assignments.

The College's online learning management system (LMS) is Moodle. All courses at R-CCC, including traditional, online, and hybrid classes, use the Moodle environment. Online classes use Moodle as their primary instructional environment. Class discussions, tests, and other activities are completed online. Hybrid classes use both Moodle and on-campus sessions for instruction. In traditional classes, Moodle is used to share resources to enhance on-campus instruction.

The College's communication system is Google Mail (G-Mail). All students and faculty have Gmail accounts as well as access to other Google resources.
Roanoke-Chowan Community College Moodle environment can be accessed through our college's Web site or directly through its URL at http://roanokechowan.mrooms3.net/.
If you are interested in previewing our Moodle environment to determine if online learning is right for you, please visit our Online Learning Preview Course.
You are allowed to enter this preview course with the username and password ***visitor***.
A self assessment, "Are You Ready for Online Classes?" is available within this preview course. Sample assignments from several online classes can also be viewed in the preview course.

New students are expected to complete an orientation to Moodle. On-campus and online orientation sessions are available each semester. Students are permitted to self-enroll in the Moodle orientation course once they have completed the application and registration process.

Institutional Services & Live Projects

Under certain circumstances, curricular students or classes may be utilized to provide services or live projects for the College and outside public agencies. Arrangements and agreements for such must be made between the lead faculty, the Dean of Curriculum, the Dean of Finance, and the President. The activities involved in providing services must be a part of the regular training of students, and this information must be contained in the agreement to provide services.

Any live project conducted in the Continuing Education and Workforce Development Division must be relevant to the training and approved by the division's dean and the Dean of Finance prior to beginning the live project.

JobLink Center

JobLink Career Center provides students and the general public with user-friendly services and information regarding employment and training on the main campus. Job placement, resumé writing, interview preparation and a variety of career-related assessments are available in the JobLink Centers. Local agency representatives staffing the JobLink centers include NC Employment Security Commission, Mid-East Commission, Vocational Rehab Services, CADA, WIA and Dislocated Workers, National Center for Aging, Youth at Work, and Department of Social Services. For more information, visit the JobLink Center in the Dupont Davis Building or call 252-862-1257.

Learning Resources Center

The Learning Resources Center (LRC) provides library, audiovisual and computer-assisted instruction services to support and enrich the College's instructional programs. The LRC is open to community residents, students and employees.

During the spring and fall, LRC hours are 8:00 a.m. - 8:30 p.m. Monday – Thursday and 8:00 a.m. - 5 p.m. on Friday. LRC hours vary during the summer semesters.

Library Services

Users must have a library card to check out materials from the LRC. Community residents may request an initial patron card free of charge at the Circulation Desk. A validated student ID card serves as a library card for R-CCC students.

R-CCC was the first in the NC Community College System to use an automated library catalog. The union catalog makes it possible for users to see and request materials via interlibrary loan from other NC community college libraries. Interlibrary loan services are also available by user request through WorldCat. Online access to the NC Community College catalog may be gained through the College's website or the Community Colleges Libraries in North Carolina (CCLINC) website-- the address is http://louise.nccommunitycolleges.edu/.

The LRC also offers a coin-operated photocopying machine, a fax machine, printing services, community and group study rooms, DVDs, CDs and audio books. Internet access is available for registered library patrons.

The library maintains a comprehensive reference collection and general collection. The LRC houses more than 30,000 items, maintains a print periodical collection and subscribes to several online databases for student-use.

The LRC provides access to high quality resources such as periodicals, national and local newspapers, professional journals, research articles, e-books, audio books, and online videos through the database, NC LIVE. R-CCC also provides articles, periodicals and newspapers through the databases NewsBank and SIRS. All databases can be used by registered students.

Audiovisuals

Televisions equipped with DVD players, LCD and data/video projectors, laptops, and CD players are available for use. Audiovisual equipment and materials are available for in-house and community group use. Some items are restricted for in-library use or instructor use only.

Computer-Assisted Instruction Lab

The Computer-Assisted Instruction Lab (CAI Lab) provides access to computers and maintains software to support RCCC's curricular programs.

The lab's computers may be used to access online courses, prepare reports, term papers, or other school-related materials. Users must abide by the College's and LRC's Computer Acceptable Use Agreement and all policies posted in the lab.

More questions?

Contact the LRC by phone at (252) 862-1209, by email at lrc@roanokechowan.edu or chat with us by visiting www.libguides.roanokechowan.edu

New Student Orientation

Orientation for new students is conducted during the summer prior to the start of the new academic year. A series of "One Stop" registrations are conducted from May through July. During the "One Stop" sessions, new students attend an orientation session, complete placement testing, register for classes, and if needed, may meet with the financial aid staff.

In addition, the College offers a one-credit hour ACA 122 College Transfer Success course, which all new curricular students should take the first semester they register. The course is designed to help students function effectively within the College's environment to meet their educational objectives (see "Course Descriptions" for more details).

Note: Only certain programs accept this one-credit hour as part of the number of credit hours completed for graduation, but it is always counted as part of a student's course load.

Patron Services

Certain curricula provide services to patrons or clients as part of the students' educational program. The priority of rendering services is as follows: (1) students, (2) employees, (3) families of students and employees, and (4) persons with no connection to the College.

Patrons served by these curricula need to be aware that the College cannot guarantee workmanship and will accept no responsibility for damages incurred. Patrons or clients will be asked to sign a waiver to that effect. They also must provide costs for parts, materials, and necessary supplies involved in providing services.

Shops and Facilities

Department chairs/ coordinators are responsible for supervising and scheduling activities for their respective lab/shop facilities, which must be closed and secured when not in use by students or personnel. Anyone wishing to use any lab/shop beyond regularly scheduled time may do so only with special permission from the appropriate department chair/coordinator.

No work of a commercial (for profit) nature may be done in any lab/shop facility. Work performed in a lab/shop must be directly related to course objectives. Fees for parts, supplies, or services may be charged only in accordance with college procedure.

Student Activities

A student activities program is developed and sponsored annually by the SGA and the Student Activities Coordinator. Such activities may include intramurals; club memberships; sporting events; and educational, cultural, and social events. Any other type of curricular department social functions must be appropriately approved. Students are expected to conduct themselves with honor and exhibit high standards of responsible citizenship during all college functions whether on or off campus. For more information contact the Student Activities Coordinator at (252) 862-1248.

Student Government Association

The purpose of this organization is to promote in each student a personal sense of pride and responsibility in the College and to accept his democratic responsibilities as an American citizen. The Student Government Association (SGA) acts as an intermediary between the student body and the administration of the College, serving as a student forum representing the student's views to the College's faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. All students who pay activity fees are members of the Student Government Association.

Roanoke-Chowan Community College encourages students to participate in the institution's decision making process. They are encouraged to participate in the Student Government Association through which the president serves as a non-voting member of the Board of Trustees. In addition, there are several institutional committees where student input is needed and volunteers are sought. Students interested in serving should contact the advisor to the SGA. The advisor to the SGA is the Student Activities Coordinator. The student body elects SGA officers annually. Officers serve from election until the end of the next spring semester. For more information contact the Student Activities Coordinator at (252) 862-1248.

Student Clubs and Organizations

There are several chartered campus clubs. These groups sponsor many events for the entire campus, as well as those planned for their own members. Students are encouraged to take an active role in clubs on campus and to establish other clubs and organizations that fulfill the objectives of Roanoke-Chowan Community College. For more information contact the Student Activities Coordinator at (252) 862-1248.

Student Support Services

The **Student Support Services** (SSS) program is a federally-funded TRIO program that offers a variety of academic and support services for eligible students. **SSS** provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward successful completion of their educational programs. The goals of **SSS** are to increase the college retention and graduation rates of its participants and facilitate the transfer of these participants to four-year colleges and universities. All services are **FREE** to program participants.

Services include the following:

- Tutorial assistance
- Personal, academic, financial, and career counseling and referrals
- Assistance with educational planning
- Computer assistance in supervised labs
- Study skills and personal development/enrichment workshops and seminars
- Financial literacy education and training
- College transfer assistance
- Cultural enrichment activities

To participate in the program, students must meet certain eligibility requirements and complete an application form. Forms may be obtained from the Student Support Services Office. For more information, call (252) 862-1303.

STUDENT RIGHTS, RESPONSIBILITIES, and APPEALS

General Purpose

Roanoke-Chowan Community College strives to create an academic community conducive to the development of each student by fostering an educational process committed to excellence and equity. College students are citizens of the local, state and national governments and of the academic community and are therefore, expected to conduct themselves as law abiding members of each community at all times. Admission to a College carries with it special privileges and imparts special responsibilities apart from those rights and duties enjoyed by non-students. Students are expected to behave in a manner that is conducive to the mission of the College. In recognition of the special relationship that exists between the College and the academic community, Roanoke-Chowan Community College Board of Trustees has authorized the President to take such action that may be necessary to maintain campus safety and preserve the integrity of the College.

Student Code of Conduct Policy

Applicability

This Code of Student Conduct is applicable to every student enrolled at the College, and may at times, apply to persons off campus when using College facilities or participating in RCCC programs or activities, including off campus trips and clinical sites. The term "student" includes all persons registered for or enrolled in one or more courses at RCCC, either for credit or non-credit. Students may be accountable to both civil authorities and to the College for acts that constitute violations of law and this Code. Disciplinary action at the College will be independent and proceed during the process of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. RCCC has the discretion to proceed with disciplinary action under this Code in addition to any criminal or civil judicial proceedings.

Statement of Expectation

Each student of Roanoke-Chowan Community College is expected to conduct him or herself in accordance with the College policy to preserve RCCC's safe and supportive learning environment. Roanoke-Chowan Community College has the right to take necessary and appropriate action to support and protect the health, safety and well-being of the college community. RCCC students are expected to abide by local, state and federal laws as well as college policies.

Faculty Rights and Authority

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in prohibited behaviors that result in disruption of a class or college-sponsored activity may be directed by the faculty member to leave the class or activity for the remainder of the period. Actions of dismissal should be reported to the Dean for Student Development Services. Longer suspensions from a class or activity, or dismissal on disciplinary grounds, require action by the Dean for Student Development Services or designee.

Student Rights and Protections

All students are guaranteed the following rights: 1) freedom to pursue their educational goals; 2) freedom to inquire, assemble, and express their opinions; 3) due process as provided in the fourteenth amendment of the US Constitution; 4) un-prejudicial evaluation of academic performance (all students are entitled to an explanation of the basis for grades); 5) the expectation of personal safety and protection of property while on campus; and 6) continuity of the educational process.

Students accused of disciplinary violations are entitled to the following procedural protections:

- To be informed of the specific charges against them.
- To be allowed to request an informal resolution of the case.
- To be allowed reasonable time to prepare a defense.
- To hear and respond to all evidence upon which a charge is based.
- To call and question relevant witnesses.
- To be assured of confidentiality, in accordance with the terms of the Family Education Rights and Privacy Act of 1974.
- To be allowed to request that any person conducting a disciplinary conference, or serving as a discipline committee member or chair, be disqualified on the grounds of personal bias.
- To be provided with a copy of these rights prior to any conference or disciplinary hearing.
- To be considered innocent of the charges until proven guilty by a preponderance of the evidence.

Conduct Required

Each student shall conduct himself/herself in a manner consistent with the College's mission as an educational institution. Any student who fails to conduct himself/herself in such a manner violates this Code and a disciplinary penalty may be imposed.

Prohibited Student Conduct

Specific examples of conduct which are violations of the Code for which students are subject to disciplinary sanctions include but are not limited to the following, and include any attempt to commit the following:

A. Academic dishonesty including cheating, taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the college staff or student body without permission; receiving or giving help during tests; submitting papers or reports prepared or written by others as one's own; i.e., plagiarism

B. Theft misuse or damage to College property, the property of a member of the College community or the property of a visitor on College premises or at college functions; unauthorized entry upon the property of the College or into a College facility or a portion which has been restricted in use and placed off limits; unauthorized presence in a College facility after closing hours.

C. Possession, or distribution, of alcoholic beverages or being in a state of intoxication on the college campus or at college sponsored or supervised events off campus or in college owned vehicles. Possession, use or distribution of any illegal drugs except as expressly permitted by law on the college campus or at college sponsored or supervised events off campus or in college owned vehicles. Any influence which may be attributed to the use of alcohol or other illegal substances shall not in any way limit the responsibility of the individual for the consequences of his/her actions.

D. Lewd or indecent conduct, public physical action, openly vulgar or profane language, or distribution of pornographic material.

E. Mental or physical abuse of any person on college premises, at college—sponsored activities, or at college-supervised functions, including verbal or physical actions that threaten or endanger the health or safety of any persons or which promote hatred or prejudice.

F. Any act, comment, or behavior, which is sexually suggestive or harassing in nature and which in any way, interferes with student and/or employee performance or creates an intimidating, hostile, or offensive environment.

G. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings, or at other college activities including public service functions, and other duly authorized activities on college premises.

H. Occupation or seizure in any manner of college property, a college facility or any portion thereof, for a use inconsistent with prescribed, customary, or authorized use.

I. Participating in or conducting an assembly, demonstration, or gathering in a manner that threatens or causes injury to persons or property, which interferes with free access to ingress or egress of college facilities, which is harmful, obstructive, or disruptive to the educational process or institutional functions of the College.

J. Possession or use of a firearm, incendiary device, explosive or unauthorized use of any instrument designed to inflict serious bodily injury to any person. Possession of a firearm on campus is classified as a felony.

K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.

L. Gambling

M. The College is a tobacco-free campus.

N. Littering which includes disposing of paper, bottles, cans or any other form of litter on campus grounds or in any building.

O. Violation of College regulations regarding the operation and parking of motor vehicles

P. Forgery, alteration, or misuse of College documents, records, or instruments of identification with intent to deceive.

Q. Failure to comply with instructions of College officials who are acting in performance of their duties.

R. Violation of the terms of disciplinary probation or any College regulation during the period of suspension.

S. Fiscal irresponsibility such as failure to pay college-levied fines and foundation loans or the passing of worthless checks to college officials.

T. Violation of a local, state, or federal criminal law on college premises

U. Furnishing false or incomplete information to the College.

V. Beepers and/or cell phones must be turned off or placed on vibrate during classes. This restriction does not apply to emergency personnel, but emergency personnel should notify their instructor in advance.

W. Use of college computers or networking resources to engage in any behavior that violates any federal, state, or local laws, on College regulations including downloading of copyrighted material or any unauthorized software.

X. Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to college data

Y. Any conduct which materially and adversely affects the educational process.

When violations of the Student Code of Conduct occur, the College will take appropriate disciplinary action. The College has adopted procedures to allow due process, as required by law.

Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. Information on the Student Code of Conduct Policy and due process may be obtained from the Dean of Student Development Services.

Authority for Student Discipline

Ultimate authority for student discipline is vested in the Board of Trustees and President of Roanoke-Chowan Community College. Discipline authority has been delegated to the Dean of Student Development Services.

Any member of the College community may refer a student, student group, or organization suspected of violating this Code to the Dean. All case referrals must be submitted in writing. Those referring cases are normally expected to serve as the complainant, and to present relevant evidence in judicial review hearings.

The Dean will conduct a preliminary review to determine whether the alleged misconduct might result in expulsion or suspension from the College. A student who is alleged to have violated one or more of the standards of conduct may admit the violation and accept disciplinary action as prescribed by the Dean of Student Development Services or may request a hearing before the Student Conduct and Appeals Committee.

Temporary Disciplinary Action

In the event that the Dean or President has reasonable cause to believe that a student's continued enrollment poses (1) a danger to the health or safety of the student, other persons, or College property; or is (2) an ongoing threat of disrupting the academic process, the Dean may impose a disciplinary penalty, pending a hearing. The Dean may suspend a student from the College for an interim period pending disciplinary or criminal proceedings, or medical evaluation. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the College poses a substantial and immediate threat to him/herself or to others, or to the stability and continuance of normal college functions. Upon the decision to impose disciplinary action, the Dean shall notify the student by an expeditious but reasonable means.

Disciplinary Penalties

The following penalties comprise the range of official College actions, which may be taken when a student engages in prohibited conduct. These penalties are not exclusive and may be imposed together with other penalties.

1. Warning: A verbal or written notice to the student that a violation of a published College policy has occurred and that the continuation of such conduct or action could result in further disciplinary action. This becomes a matter of record in the Dean's office.
2. Restricted privileges: Denial or restriction of one or more privileges granted to students. These may be, but are not limited to, the use of an automobile, access to specific areas of the campus, dining privileges, visitation privileges, or participation in athletics, intramurals or other extracurricular activities. Restricted privileges results in the loss of good standing and becomes a matter of record. This restricted condition will be in effect for no less than two semesters. Any violation during this condition may result in immediate suspension.
3. Disciplinary Probation: An indication that the student is not in good standing, and that his/her continued enrollment is conditioned upon adherence to published College policies.
4. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.
5. Withholding an official transcript, or degree, or right to register: Imposed when financial obligations are not met.
6. Restitution: Paying for damaging, misusing, destroying or losing property belonging the college, college personnel or students.
7. Prohibition against readmission.
8. Suspension: Separation from the College for a definite term, during which the student shall not be permitted to attend courses or participate in any College activity.
9. Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion. Expulsion is not a permanent separation, but neither is a definite time set when return is expected.
10. Group Probation: This is given to a college club or other organized group for a specified period of time.
11. Group Restriction: Removing college recognition during the semester in which the offense occurred or for a longer period (usually not more than one other semester).
12. Group Charter Revocation: Removal of college recognition for a group, club, society or other organization for a minimum of two years.

Academic Impact

A student suspended may be allowed to complete his/her academic work without extension of time. Since the student is prohibited from entering the campus without permission, coordination shall be through the Dean for Curriculum Instruction. An expelled student has no right to complete academic work.

Student Appeal Policy/Rights of Due Process

Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. Any disciplinary determination

resulting in suspension or expulsion from the College may be appealed to the President or designee.

The notice of appeal must be sent to the Office of the President within ten working days after receipt of disciplinary action. The appeal must be in writing, sent to the Office of the President by certified mail, return receipt requested.

The appeal may be heard by the Student Conduct and Appeals Committee. The committee shall conduct closed proceedings that guarantee procedural fairness. The committee may recommend that the student be exonerated or disciplined. If discipline is recommended, the committee may advocate an official written reprimand, probation, or one of the following penalties:

A. Suspension from the College for a specified time, not to exceed two semesters, or until a condition is met.
B. Dismissal from the college for an unspecified period of time.
C. Permanent expulsion from the college.

The committee shall present its findings and recommendations to the President of the college within five working days of conclusion of the hearing. The President, after a full and complete review, will notify the student of the results of the hearing. The President's decision shall be final.

STUDENT GRIEVANCE PROCEDURE/DUE PROCESS

Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff (support and administrative) concerning the following:

A. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.
B. Sexual harassment complaints should be directed to the Dean of Student Development Services. Copies of the procedure may be obtained from this office.
C. Academic matters, excluding individual grades except where the conditions in item "A" above apply.

Procedure

Step 1. The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within 10 working days of the incident which generated the complaint.

The student and instructor are encouraged to seek resolution informally before filing an academic grievance.

Step 2. If the complaint is not resolved at the informal conference with the instructor or staff member, the student should meet with the faculty of staff member's direct supervisor within 10 working days after meeting with the faculty/staff person with who the grievance is filed. As part of the effort to resolve the issue, the supervisor will consult with the accused and chief administrative officer of the division concerned.

Step 3. If the complaint is not resolved at the informal conference with the direct supervisor, the student may file a written grievance. The student must put the grievance in written form, and shall include both a simple, straightforward statement of the grievance, and a short, plain statement of facts that the student believes supports the contention. The written grievance must be presented to the Office of the Dean, Student Development Services within 10 working days after satisfying Step 2. The Office of the Dean, Student Development Services will refer the written grievance to the chief administrative officer of the division.

Step 4: The Senior Dean will notify the chairperson of the Student Conduct and Appeals Committee within 10 working days upon notification of the grievance to convene the committee and conduct a hearing. The Committee Chair will convene the committee within 10 working days upon receipt of the Senior Dean's notification. Following hearing procedures, the committee will decide by a majority vote the solution of the grievance and forward a recommendation and findings to the Senior Dean and the Office of the President within 5 working days after the hearing.

The President will review the committee's findings/recommendations, make a final decision, and notify the student in writing within 10 working days. The President's decision shall be final.

Sexual Harassment

Under Title IX of the Education Amendments of 1972, no education program or activity receiving federal financial assistance may exclude, deny benefits to or discriminate against any person on the basis of sex (20 U.S.C. sec. 1681.a). The purpose of the statute is to prevent "discriminatory practice" in education and "to provide… effective protection against those practices."

Sexual harassment is a form of discrimination that may violate state and federal laws. Roanoke-Chowan Community College is committed to providing an environment for all

students that is free from offensive or degrading conduct or remarks. In 1980, the Equal Employment Opportunity Commission adapted guidelines to help define sexual harassment in the academic setting. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made an expressed or implied term or condition of employment or status in a class, program or activity;

2. Submission to or rejection of such conduct by an individual is used to make employment or educational decisions (such as hiring, promotion, or grading in a course);

3. Such conduct has the effect of substantially interfering with an individual's work or educational performance or creates an intimidating, hostile, or offensive environment for working or learning.

If a student feels that he or she is being sexually harassed by another person, he or she should notify the appropriate instructor or staff person immediately. Sexually harassing behavior can be intimidating, exploitive, or coercive and diminishes the goals of the college to provide a healthy living, learning, and working environment. Students found guilty of sexually harassing another person will be subject to disciplinary action up to and including dismissal from the college.

COLLEGE/WORKPLACE ANTI-VIOLENCE POLICY

Safety and security of all students, staff, faculty and customers is a primary concern of Roanoke-Chowan Community College. Therefore, acts of violence made by or against any of the aforementioned will not be tolerated. Students, staff, faculty and customers committing acts or threats of violence will be subject to disciplinary action that may result in dismissal/ suspension from the college and/or having privileges suspended.

Roanoke-Chowan Community College has a zero tolerance for violence and therefore prohibits the following behaviors:

- any act or threat of violence made by an employee, student or customer against another;
- any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion;
- any act or threat of violence which endangers the safety of employees, customers, vendors, contractors, or the general public;
- any act or threat of violence made directly or indirectly by words, gestures, or symbols;
- use or possession of weapons on the college campus.

SEXUAL ASSAULT RESPONSE SYSTEM

Roanoke-Chowan Community College provides a comprehensive Sexual Assault Response System which defines and coordinates the efforts of the College to provide a caring and effective institutional response to sexual assaults that maintains the dignity of all members of the campus community. Roanoke-Chowan Community College will not tolerate any form of sexual assault, rape, or nonconsensual sexual activity. Members of the campus community found to be in violation of this policy will be subject to disciplinary action including, but not limited to, suspension and expulsion from the College. This policy will be enforced using internal disciplinary procedures, public safety programs, and the encouragements of external prosecution of alleged offenders. While allowing flexibility, this policy is intended to ensure continuity and consistency for both victims/survivors and accused perpetrators to receive needed support services.

The Dean of Student Development Services will oversee the implementation of this policy/protocol and serves as a primary resource for the student reporting an assault. All students who are victims of sexual assault are encouraged to report to Security that a sexual assault has occurred on campus and/or contact the Dean of Student Development Services as soon as possible after the alleged incident. Complaints by or against students will be handled by the Dean for Student Development for resolutions within existing disciplinary procedures. The Security Department will investigate the crime and secure criminal warrants as appropriate. For more information about procedures involving student reports of sexual assault and the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, contact the Dean of Student Development Services or Campus Security. All incidents of sexual assault must be reported to the Dean for Student Development Services with identifying information or anonymously.

Electronic Sexual Assault Guidelines

The primary purpose of the Roanoke-Chowan Community College computer network is educational and all users must understand this purpose. Users must rely on the honesty, integrity, and respect for the rights of others. The college does not attempt to define all acceptable or unacceptable uses of the network. Some examples of unacceptable use include: using the network for any illegal activity, using the network for financial gain, invading the privacy of others and posting anonymous messages, and creating and displaying threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted mail. Unacceptable use of the network by students will result in suspension and/or loss of privileges. In addition, violation of state or federal statutes could make the users subject to criminal prosecution.

SUBSTANCE ABUSE and COMMUNICABLE DISEASE POLICY

Roanoke-Chowan Community College recognizes its responsibility to provide

- a wholesome environment of health education awareness for students, faculty, and staff,
- a climate which discourages alcohol and substance abuse and the spread of communicable diseases, and
- the implementation of those measures which foster good school/community relations in the pursuit of maximized learning experiences for all its students.

Roanoke-Chowan Community College will conduct educational programs as needed to inform students, staff, and faculty about substance abuse and communicable diseases, including warning signs and preventive measures. The educational program may include, but not limited to, written publications, audio and video presentations, guest speakers, seminars, workshops, health fairs, and other similar publications and activities. The College will also appoint a task force, as needed, composed of representatives from all segments of the institution, to advise and assist in implementing policies, programs, and procedures in support of these endeavors.

Substance abuse assistance will focus on actions such as:

- providing existing human resources for early intervention for individuals with a chemical problem,
- offering educational drug abuse prevention programs,
- referring persons needing assistance to existing community agencies, while preserving the dignity of the individual and the confidentiality of their student record, and
- referring students exhibiting erratic and/or disruptive behavior to the Dean of Student Development Services where students will be subject to disciplinary action.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on college premises, or as a part of any college-sponsored activity. The possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G. S. 89 90 through G.S. 90 94 in or on any part of the Roanoke-Chowan Community College campus will not be tolerated. For any infraction which is a violation of Federal or N.C. Law student will be turned over to local authorities.

The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V. Chapter 90 of the NC General Statutes. Historically, these drugs have a high potential for abuse and include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" not prescribed by a licensed physician. The term "alcoholic beverage" includes beer, wine, whiskey, and any other beverages listed in Chapter 18B of the NC General Statutes.

Students convicted of violating any federal, state, or local crime drug statute or alcoholic beverage control statute while in the workplace, on college premises, or as a part of any college-sponsored activity must inform the College in writing within three days of the conviction. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any state or federal court. As a precondition for continued enrollment at the College, students also may be required to finish successfully a drug abuse/alcoholic rehabilitation program sponsored by an approved private or governmental institution.

Policies regarding communicable diseases are as follows:

- Persons infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically based judgments in individual cases establish that exclusion or restriction is necessary to the health and safety of the individual or to the health and safety of other members of the College community.
- Any student, college employee (either full time or part time) and any employee of contractors or contracted services who knows or has reasonable basis for believing that he or she is infected with a communicable disease has the responsibility of reporting this fact on a confidential basis, to the appropriate supervisor.

COMPUTER NETWORK ACCEPTABLE USE POLICY

The primary purpose of the Roanoke-Chowan Community College computer network is educational. The college's mission is to enhance economic development and the quality of life in our community through an environment of academic excellence, dedicated to educating a diverse population for success in the workplace and in higher education. All users must understand this purpose.

The users of www.roanokechowan.edu (all of RCCC's computer resources and computer network) must rely on the honesty, integrity, and respect for the rights of others and on a conscious effort to be of service to others and the community. The college does not attempt to define all acceptable or unacceptable uses of the network. Acceptable conduct must be assessed by individual users. The following information assists the users in making such assessments.

Examples of Acceptable Use Encouraged by Roanoke-Chowan Community College:

Acceptable Use of Computers and the Network for:

1. Obtaining and spreading knowledge;
2. Gathering research material and data;

3. Analyzing data;
4. Providing data and research in support of public service;
5. Preparing course materials;
6. Enhancing educational approaches and teaching methods;
7. Enhancing course work;
8. Developing surveys and administering targeted demographic surveys.

Users are responsible for their actions and activities on www.roanokechowan.edu, including responsibility for becoming informed of and complying with license and copyright provisions of the software they use. Unacceptable use of the network will result in suspension or revocation of those privileges.

Unacceptable Use Includes:

1. Using the network for any illegal activity, including violation of copyright or other contracts;
2. Using the network for financial or other commercial gain;
3. Degrading or disrupting equipment or system performance;
4. Vandalizing the data of another user;
5. Wastefully using finite resources;
6. Gaining unauthorized access to resources or entities, including unauthorized use of others' passwords;
7. Invading the privacy of individuals;
8. Posting anonymous messages;
9. Creating or displaying threatening, obscene, racist, sexist, or harassing (persistently annoying of another user) material, including broadcasting unsolicited messages or sending unwanted mail;
10. Using the network in support of groups outside the College when such use is not in keeping with the mission of the College; and
11. Using personal web pages not primarily focused on the mission of the College.

Network Procedures:

Manners - Appropriate network manners include being polite, using appropriate language, and not revealing personal addresses or phone numbers of students or colleagues. Remember: Electronic mail (e-mail) is not guaranteed to be private. In addition, system operators log network use (WWW, e-mail, etc.) However, all communication and information accessible on the networks can be assumed to be private (following the dictates of common politeness and common sense.)

Authorization - Students, faculty, and staff must have appropriate authorization to use the network.

Priority of Access - Students, faculty, and staff have the right to access the equipment; thus, users shall not play games or use computer resources for non-academic purposes when other users require the system for academic purposes.

Conflicts - In the case of conflicts among users of computing resources and the network, resolution will follow the RCCC Network Administration Hierarchy.

Disclaimer - Information obtained through www.roanokechowan.edu is at the user's own risk. RCCC is not responsible for the accuracy or quality of information obtained. Users need to consider the source of any information obtained, and, as this is a global network, accept responsibility for accessing inappropriate material as described under Unacceptable Uses.

Penalties for Improper Use - Users violating guidelines, including applicable state and federal laws, are subject to loss of network privileges. In addition, violation of state or federal statutes could make the users subject to criminal prosecution.

Intellectual Property Policy

The college encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the college or to enhance the teaching/learning environment. Faculty, staff, and students, utilizing college time, property and/or materials, may create work which is the subject of the College's intellectual property protection and which the College will have exclusive rights to and ownership of; and which faculty, staff, and students will make available for use to the College without the expectation of further compensation.

The College has adopted the following policy concerning intellectual property rights as it pertains to employees and students:

The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

A. Ownership resides with the employee or student if all of the following criteria are met:
   1) The work is the result of individual initiative, not requested or required by the college.
   2) The work is not the product of a specific contract or assignment made as a result of employment or enrollment with the college.
   3) The work is not prepared within the scope of the employee's employment or students' course/program requirements.
   4) The work is not prepared using college equipment, supplies, or other resources

5) The work is not prepared during the employee's work time or as part of the student's class or lab time, as the case may be.

B. Ownership resides with the college if any of the above criteria are not met and/or if the following criteria apply:
   1) The work is prepared within the scope of the employee's job duties or student's course/program requirements.
   2) The work is the product of a specific contract or assignment made in the course of the employee's employment or student's enrollment with the college.
   3) The development of the work involved facilities, time, and/or other resources of the college including, but not limited to, released time, grant funds, college personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.
      a. Intellectual property created in whole or in part with College resources is subject to ownership by the College and the College retains the right to financial reward and claim for distribution governed by terms and conditions of an Ownership Agreement between the creator(s) and the College.
      b. Intellectual property created without the use of College resources but for the purpose of fulfilling college functions or its mission may be subject to joint ownership by the college and the creator. The creator(s) may retain the rights to use the intellectual property, to financial reward and claim for distribution if the parties so provide in an Ownership Agreement between the creator(s) and the College.
      c. The use of College resources for personal gain or political promotion constitutes inappropriate use of College resources and subject to reprimand.

SAFETY REGULATIONS

Roanoke-Chowan Community College encourages all students and employees to report emergencies and/or criminal actions to the College's Campus Security Office located in Office 108-A in the New Student Center. Should an emergency incident or crime occur on campus, victims and witnesses are strongly encouraged to immediately contact the College Campus Security Office at (252) 862-1219 (telephone), or (252) 862-1200 (campus operator).

College Closings and Inclement Weather Policy

The College will remain open as scheduled unless the following emergencies exist:

1. Adverse or severe weather that would prevent students and employees from traveling or that would prevent normal operation of the College
2. Quarantines or epidemics declared by medical authorities for public health purposes
3. Critical power or utilities failure that would prevent normal operation of the College
4. Declared national or state emergencies or restrictions imposed by civil authorities
5. Other contingencies, such as fire

Announcements concerning school closing for both employees and students will be made by 6:30 a.m. A message will be placed on the college telephone message system (252 862-1200), on the college website at www.roanokechowan.edu and on the following television and radio stations:

WAVY TV Channel 10 – Virginia
WITN TV Channel 7 – Washington, NC
FM 98.3 Radio – Murfreesboro
AM 970 Radio and FM 99.3 Radio - Murfreesboro

Students should not call media or automatically assume that the College will be closed if no announcement has been made. Other public and private school closings in Hertford and surrounding counties do not mean that the College is or will be closed.

Fire & Tornado Drills

During fire drills and actual fire emergencies, fire alarms will be signaled by a constant high-pitched sound and flashing lights. Procedures to be followed are:

1. Close classroom windows and doors
2. Evacuate buildings in a quiet, orderly fashion (single file-no pushing or running) using the nearest fire exit from any room
3. Move at least 200 feet from buildings and remain with class or group

A tornado warning will be announced on the public address system or by other means for buildings not connected to the system. Procedures to be followed are:

1. Open as many windows in exterior walls as practical
2. Move to interior classrooms, hallways, offices, or vaults
3. Sit on floor with backs to corridor walls or glass areas. If available, use coats and jackets to cover head, arms, and legs to reduce the possibility of injury from flying glass and other debris.
4. Remain in the interior space until college administration advises the warning has ended

First Aid

First aid kits are adequate for the treatment of minor injuries and may be found in the following locations:

1. Jernigan Building.....Jernigan 124 (Biology Labs)
2. New Student Center.....Student Development Services
3. Young Building.....Welding Classroom
4. Freeland Building.....Cosmetology & Nursing Departments
5. Freeman Building.....Barbering Classroom, Early College

Food/Drink in Classrooms
Eating and drinking are permitted only in designated areas. Opened containers of food or drinks are not permitted in classrooms, labs, auditorium, gym, or the Learning Resources Center. Special permission for parties, club meetings, etc., must be cleared on an individual basis by the unit dean and/or appropriate administrator.

Lost and Found

Lost and found items should be registered with the Roanoke-Chowan Community College Campus Security Office located in the New Student Center.

Student ID Cards

All students registering for curricular courses must have an ID card and must wear it at all times while on campus. The card is issued when students first register and then validated in subsequent semesters. The cost of the initial card is covered in the student activity fee; a replacement card is $5. The ID card serves as a library card for RCCC students and must be presented when checking out materials from the Learning Resources Center. The card also must be presented for admission to certain college-sponsored events, or when requested.

Students enrolled in non-credit classes, such as ABE and GED, also are required to have and wear an ID card. A $5 fee is required, unless the student activity fee has been paid.

Student Health Services

The College has no facilities or personnel for medical treatment other than for minor first aid. At least one first aid kit is located in each campus building and maintained by the Student Activities Coordinator. All injuries and accidents should be reported to Student Services, even if the accident is perceived to be minor. In the event professional medical services are required, the Business Office should be notified. Emergency medical services are available at the Roanoke-Chowan Hospital emergency room. In the event of an outbreak of a contagious disease, students may be required to provide proof that they have current immunization as recommended by the local health department.

Student Housing

The College does not provide student housing. Students who wish to live away from home must make their own housing arrangements. Assistance in locating living arrangements in the community may be provided by Student Services; however, RCCC assumes no responsibility in any financial arrangement between the student and the landlord.

Student Lounge and Cafeteria

The Student Lounge and cafeteria provide a convenient place for relaxation, conversation, and a break between classes. The cafeteria provides short-order food services available in the New Student Center. In addition to hamburgers, hot dogs, French fries, and various sandwiches, breakfast foods and daily specials are available. Drink and snack vending machines are located in most buildings. Normal operating hours for food services are 8 a.m. to 2 p.m. To help maintain overall campus cleanliness, food and drink should be kept within the student lounge or taken outside. Food and drink is not permitted in classrooms/laboratories, the auditorium and the Multipurpose Room unless permission is granted by a college official or personnel.

All individuals wishing to use the Student Lounge and cafeteria are required to adhere to the College's Student Codes of Conduct, etiquette, and decorum. Individuals that cause disruption in the lounge and cafeteria will be asked to leave the area. Failure to comply with the guidelines will result in the loss of Student Lounge privileges. Those who do not adhere to the rules of the Student Lounge will be asked to leave the area by Campus Security. Incidents and violations of the Student Code of Conduct deemed sufficiently serious will be referred to the Dean of Student Development Services for further action, as warranted.

Telephone Services/Emergency Messages

The College telephone system is for business purposes. Students needing to make calls are to use the pay phones located in various buildings. Students are encouraged to advise family and friends not to call them at the College unless there is an emergency. Emergency calls will be directed to Student Development Services. The name of the caller, the nature of the emergency, and a return number will be taken, and every effort will be made to contact the student.

If a person on campus requests the location of a student concerning an emergency situation, the person will normally be referred to the Dean of Student Development

Services to determine the nature of the emergency. If it is apparent that an emergency situation exists, a short message will be delivered to the student stating the name of the person and where the person will be waiting.

Traffic and Parking

Each student, employee, and visitor must comply with parking regulations and posted signs. The College reserves the right to withdraw motor vehicle privileges at any time from any person who does not comply with rules and regulations.

Vehicle Registration

Every vehicle regularly driven on campus by students and employees must be registered in Student Services. When a parking permit is issued to an individual, that person is responsible and accountable for that particular permit and for all parking violations of the vehicle so registered, regardless of who is operating the vehicle. Parking permits are not transferable. If the permit is lost or stolen, individuals should notify Student Services.

Display of Permit:
Parking permits should be displayed as soon as obtained and placed in the bottom left corner of the rear glass of automobiles and in the most prominent place on motorcycles and motor scooters. Permits must be clearly visible from the rear, and they will not be honored unless displayed correctly. The identification number must be legible at all times.

Parking Areas:
Parking is on a first-come, first-served basis unless otherwise posted. Signs indicate areas for students, employees, visitors, and special reserved areas.

The following are designated as No Parking Areas:

1. a sidewalk
2. a pedestrian crosswalk
3. in or in front of a public driveway
4. lawns or grassed areas
5. areas prohibited by official signs
6. streets or driving lanes where parking spaces are not marked
7. on or over lines that mark parking spaces or lanes
8. reserved areas not designated as an authorized parking space for the person driving the vehicle

Handicapped Parking. A limited number of spaces have been reserved for handicapped individuals, and others will be reserved as needed. Authorization for parking in these areas may be given for (a) having an official state-issued handicapped license plate or

hanging tag or (b) having a statement signed by a physician stating type and duration of handicap. All persons qualifying for a reserved handicapped parking space must be registered as such in Student Services, and the vehicle in which they are being transported must display a state-issued handicapped license plate or hanging tag.

Institutional Vehicle Parking. Parking spaces will be reserved and marked by signs for RCCC vehicles. Other vehicles are not to park in these spaces at any time.

Abandoned Vehicles:
Notice of impending towing, including date, will be posted on a vehicle left unattended on campus for five consecutive days. On the eighth day following posting of the notice, the vehicle will be towed in accordance with Article 7A, Section 20-219.11 of the NC General Statutes.

Speed Limit:
A speed limit of 10 miles per hour will be observed for all vehicles while on campus.

Violations/Penalties:
The Business Office or its designee will issue traffic tickets. Fines are $3 per violation for failure to register vehicle; $10 per violation for improper parking; $250 per violation for parking in a handicapped zone.

All fines are due and must be paid in the Business Office within five days after the date of issuance, excluding weekends or college holidays. The original copy of the violation must be presented along with payment. If the ticket copy is lost, the ticket can be paid if the individual presents the vehicle license number and parking permit number.

Students who fail to pay fines will not be allowed to register or secure a transcript of records until the obligation has been cleared. Willful disregard of traffic violations or of unpaid fines may subject students to disciplinary action.

Appeals:
Persons feeling that their vehicle has been unjustly ticketed may appeal by submitting a written appeal to Dean of Finance within five days, excluding weekends or college holidays, following issuance of a ticket. After five days, the right to appeal is denied.

College employees and students not agreeing with the Dean of Finance's decision may file a grievance in accordance with college procedures. Visitors may submit a written grievance directly to the College President.

Implementation of the appeal procedure will not eliminate the responsibility to pay fines. A refund will be made if the appeal verifies the ticket was unjustly issued.

Visitors and Children on Campus

Visitors are always welcome on the Roanoke-Chowan Community College campus. Visitors should report to the receptionist desk located in the New Student Center so that information and directions can be given to make the visit a beneficial one. The College does not encourage non-official visits. Individuals who are loitering or who have not registered at the receptionist desk will be asked to leave the campus. Under no circumstances will visitors be allowed in classrooms, laboratories, or off-campus sites without appropriate approval.

Children and any other persons not registered for a class are not allowed in laboratories or classrooms at any site unless authorized by the appropriate dean. Minor children must not be left unattended in any area of the College. The college assumes no responsibility for their safety and welfare. At community school sites, only persons attending college or school activities are permitted on the premises. Students who violate these regulations at any of Roanoke-Chowan Community College's class locations will be subject to having their enrollment terminated.

Continuing Education & Workforce Development

The Continuing Education and Workforce Development Division offers a wide variety of programs and courses, both on and off campus, designed to meet the needs and interests of area adults, business and industry, and community service organizations. The Division promotes and supports industry training as well as builds and prepares a skilled and competitive workforce by offering Basic Skills programs, occupational training, customized industry training, small business assistance and personal/community interest courses. The Continuing Education and Workforce Development Division is dedicated to meeting the diverse needs of the community through strategic partnerships and community involvement while fostering a commitment to lifelong learning. Program and services are flexible, convenient, and affordable.

Continuing Education Credits (CEU'S)

Roanoke-Chowan Community College awards Continuing Education Units (CEU's) for specific non-credit classes, courses, workshops, seminars, and other programs. CEU's will be awarded for non-credit courses satisfactorily completed on the basis of one CEU for each ten hours of instruction. Fractions of CEU's will be awarded. Thus, a 24-hour course will earn 2.4 CEU's. CEU's will not be awarded to students who fail to complete a course satisfactorily.

High School Equivalency

Students successfully completing the *GED*® program are awarded a High School Diploma Equivalency Certificate.

WHEN CLASSES BEGIN

Classes will begin after enough prospective students express sufficient interest. Every effort is made to arrange courses for the convenience of the students.

Registration and Fees

To register for classes, students must be at least 18 years of age. Under special provisions, individuals between the age of 16 and 18 may be allowed to enter ABE and *GED*® studies. High school students 16 years or older may participate in fire, rescue, and non-certification EMS courses pursuant to college policy.

Fees are based on the total number of course hours. All fee waivers are pending the approval of the North Carolina General Assembly.

Number of Hours	Registration Fee
1-24	$65
25-50	$120
51+	$175

Specific classes may require additional fees including: technology and/or lab fees.

Self-supporting classes have a pro-rated cost per individual or group and are not waiver eligible.

The registration fee may be waived for students enrolling in specific classes for fire service, rescue, and law enforcement personnel. Registration cost may be waived for one occupational extension course per term for North Carolina citizens who are 65 or older.

A registration fee is not charged for Adult Basic Education programs, for preparatory instructional programs for the High School Diploma Equivalency Certificate (GED) or for English as a Second Language program. There is a $35.00 fee for official GED testing.

A nominal fee for accident insurance is charged to all individuals taking a vocational course such as Heating, Air Conditioning, & Refrigeration. Students are responsible for purchasing necessary supplies, materials, or textbooks.

Some courses have special admission requirements. Also, for some courses, the number of students who may enroll is limited. The program coordinator should be contacted for additional information

Refunds

1. A 100 percent refund of registration fees will be made to students who officially withdraw from class before the first class meeting and who submit a written refund request.

2. A 75 percent refund of the registration fee for occupational courses will be made to students who officially withdraw from classes on the first day of classes or before the class reaches the 10 percent point.
3. No refunds are made for self-supporting classes once they have begun. If classes are canceled or filled, a full refund will be made.

OTHER COSTS

For a class in which a textbook is to be used, the student is responsible for acquiring a personal copy of the textbook. If a student wishes to construct a project in class which will become personal property when completed, the student is to supply all materials. Other fees, such as technology fee, liability insurance, or cost of printed materials, may be required for some courses.

Course Repetition

State regulations require that students, including those 65 or older, who take an occupational extension course more than twice within a five-year period are subject to course repetition policy and fee implication. Legislative requirements state that "students who take an occupational extension course more than twice within a five-year period shall pay their cost for the course based on the amount of funds generated by a student membership hour of occupational extension multiplied by the number of actual hours the class is to be taught." A rate of $6.80* per scheduled hour will be charged to those individuals who have taken an occupational extension class more than twice and are not otherwise exempt.

Students may repeat occupational extension course more than once if the repetitions are required for certifications, licensure or recertification.

*Note: Rate is set by NC Legislators and is subject to change without notice.

Enrollment and Attendance

Enrollment in courses, whether offered seated or online, is accepted during the first 10 percent of total class hours. Students are required to attend at least 80 percent of all class meetings in order to complete the course satisfactorily.

Workforce Development

Occupational Extension

Occupational Extension (OE) courses help prepare students for jobs or upgrade their current job skills. Classes may also be customized to meet the workforce development needs of local employers, supervisors and staff. OE offerings includes courses such as workplace Spanish, Effective Teacher Training, Notary Public, Activity Coordinator Training, Financial Literacy (also available online), Residential Weatherization, Professional Development for Early Childhood Educators (also available online),

Electrical Contractors License Renewal Preparation, Waste Water Plant Operator, and Auto Safety Inspection. Examples of other courses are Basic Conversational Spanish, Employability Skills, and Introduction, Intermediate and Advanced Computer classes.

Ed2Go Online Courses

Online courses (Ed 2 Go) are designed to help individuals acquire valuable new skills from the comfort of their home or office. Several types of courses are offered via this method: Internet courses, computer courses, personal enrichment courses, legal courses, small business courses, and large business/management courses.

Emergency Services Training

The Emergency Services department provides EMS training, Firefighter I and II training, rescue technician training, and safety courses. Courses offered vary in instructional length and admission requirements based on the type of course. A variety of safety courses are offered and include CPR, First Aid, and HazMat training held on and off campus.

Emergency Medical Technician certification at any level may lead to employment at EMS agencies, fire and rescue services, hospitals and industry. The Emergency Medical Services division offers certification and non-certification courses in pre-hospital care, safety training, and community health. Emergency Medical Technician courses prepare the participant for certification examination at the state. Monthly and special continuing education course are offered at various locations in our service area.

Firefighter I and II, and Rescue Technician courses are offered throughout the year at local agencies and on campus. The college sponsors an Annual Fire weekend college in February. Certificate and non-certificate courses are offered. For specific admissions requirements contact the Emergency Services Department at 862-1266.

Business and Industry

Through the Customized Industry Training Program, customized training may be provided at little or no cost to meet special manpower needs when new industry is ready to go into production or an existing industry is seeking to expand its workforce. Through Customized Industry Training, technical training may be offered at little or no cost to upgrade an employer's existing workforce when employees must learn new skills as a result of new technology such as: OSHA 10, Train-the-Trainer, Technical Training Kepner-Tregoe's Analytic Trouble Shooting Training and Six Sigma Black and Green Belt Training. A supervisory development training program also is available to supervisors at various levels of management to prepare for advancement. Courses are designed to offer practical applications to meet current needs of business and industry as well as enhance personal growth and development.

Human Resources Development (HRD)
The Human Resources Development program helps prepare the unemployed and underemployed for jobs that best match their skills and abilities. Short-term instruction is provided in human relations, job-seeking skills, using computers to search for jobs, and basic skills related to the world of work.

Small Business Center
The Roanoke-Chowan Community College Small Business Center (SBC) is part of a statewide network designed to support the development and growth of small businesses. Millions of Americans choose to pursue the dream of being their own boss. Just look around our community and you will see strong evidence that the free enterprise system is alive and well in Hertford and surrounding counties. But turning the dream of small business ownership into reality is no easy task. It often requires intensive planning and research, creative problem solving, strong determination to succeed, and the savvy to navigate countless regulatory agencies and resource options.

Your Small Business Center can help, and we are right here in your local community!

Experienced counselors and trainers can help take the confusion out of what can seem like an endless list of rules, regulations, and red tape. We can show you what it takes to start your business, serve as a sounding board for your ideas, and assist you as your business grows. The SBC offers a multi-faceted approach to facilitating business development by providing prospective and current small business owners with a central point of contact for information, education, and assistance.

Allied Health
A variety of health occupation courses are offered through Continuing Education division. The courses are Nurse Aide I, Nurse Aide II, Phlebotomy, Medication Aide, Home Care Aide, EKG Technician, Foodservice Management and Medical Billing and Coding. Many of these courses, the individual upon successful completion of the course will be eligible to take either a national certification or state level certification test.
To enroll, individuals must have a high school diploma or GED and have scored satisfactorily on the TABE Reading Test. An up to date immunization record is required for courses with a clinical component. For more information regarding Health Occupations call 252-862-1261.

Self-Supporting
Corporate and Continuing Education self-supporting classes are those classes which rely on registration fee payments from students enrolled in the class for support of the instructional salaries, supplies and administrative overhead costs. Since these classes are only taught when a sufficient number of students register and pay for the class, no refunds will be granted after the class has begun.

Career Readiness Certificate (CRC)

North Carolina's Career Readiness Certificate (CRC) certifies core employability skills required across multiple industries and occupations. The Career Readiness Certificate is a portable credential that promotes career development and skill attainment for the individual, and confirms to employers that an individual possesses basic workplace skills in reading for information, applied math, and locating information – skills that most jobs require. In addition, the employer has confirmation that the individual is capable of learning job specific skills.

WorkKeys

WorkKeys is a job skills assessment system measuring "real world" skills that employers believe are critical to job success. WorkKeys assessments measure abilities in communication, problem-solving, and interpersonal skills. These skills are valuable for any occupation-skilled or professional-and at any level of education.

The North Carolina Career Readiness Certificate is based on the 3 most required WorkKeys skills of Applied Math, Reading for Information, and Locating Information. These skills are required by 90% of jobs.

KeyTrain

KeyTrain is an on-line assessment tool used to evaluate a student's foundational skills in reading, applied mathematics, locating information, applied technology, writing, listening, observation, and teamwork. KeyTrain also assists students in exploring different career paths based on their interests and current skill level. KeyTrain has been shown to be beneficial for students preparing to take their *GED*® and other college placement tests. KeyTrain helps prepare students to take the WorkKeys Assessments to earn their North Carolina Career Readiness Certificate.

Transcripts

Course transcripts are free and may be obtained from the Continuing Education and Workforce Development Division.

Basic Skills

A number of educational and self-improvement opportunities are provided for adults through the various Basic Skills programs. These programs include Adult Basic Education (ABE), General Education Development (*GED*®), English as a Second Language (ESL), Compensatory Education, Basic Skills Refresher and Basic Skills Plus.

Classes are held on campus and at various community locations during day and evening hours and are open to individuals 18 and older. No fee is required to attend classes or for in-class use of books and supplies.

To enroll in classes, individuals must be at least 18 years of age and complete the Basic Skills Orientation held once a month on campus and at off-campus class sites as needed. Sixteen and seventeen year olds also may enroll provided written permission is granted from the public/private school and their parent or legal guardian (a notarized documentation from parents and public school officials must first be obtained).

Adult Basic Education (ABE)

ABE is designed primarily for adults whose basic skills are below the ninth grade level, ABE classes focus on helping adults function more effectively in today's technological world by improving their reading, writing, and math skills. Students work with instructors to improve in areas that they, the instructor, and the placement tests deem to be areas of limited proficiency. Students without a high school diploma are encouraged to continue studies in the General Educational Development (*GED*®) program.

General Educational Development (*GED*®)

GED® diploma is offered as a means for adults with educational skills at the high school level to earn the equivalent of a high school diploma by passing the *GED*® exam. The exam consists of five subject tests: language arts-writing, social studies, science, language arts-reading and math. Students achieving a minimum total score of 2250, with no single test lower than 410, will receive a High School Diploma Equivalency Certificate from the North Carolina Community College System. In preparation for the exam, students are guided through an individualized study process by instructors and given Official *GED*® Practice Tests. Students should demonstrate proficiency on the practice tests before taking the exam. The *GED*® exam is administered on campus several times each month during the day, afternoon and evening. A $35.00 first-time testing fee is required. **Testing and fees will change January 1, 2014**.

Students are eligible to participate in the College's annual graduation exercises provided they have (1) completed all tests of the *GED*® exam by the designated deadline, (2) ordered their cap and gown and paid the required graduation fee by the designated deadline, and (3) returned all college materials and met all financial obligations of the College.

English as a Second Language (ESL)

ESL instruction is offered for adults whose native language is not English and who are interested in improving their English speaking, reading, and writing skills. Classes focus on everyday life skills that enable the student to be a functioning member of society by learning the English language. These classes are available to adults age 18 and above or for younger students, age 16 or 17 who have dropped out of high school (a notarized documentation from parents and public school officials must first be obtained).

Compensatory Education (CED)

Designed to help improve academic skills of adults with intellectual disabilities, CED classes are offered in cooperation with Solid Foundation Facilities, Inc.'s Choanoke Valley.

Basic Skills Refresher Class (Hybrid)
This is a class for students who need to increase their skill levels in the math, reading and writing areas to prepare for the Work Keys tests and/or to enroll in an Occupational Extension course. Students may work in class with an instructor and/or enroll into the KeyTrain online program. The KeyTrain program provides students, at their convenience, the ability to obtain skills upgrade by utilizing the Internet.

Basic Skills Plus
Basic Skills Plus-General Occupational Technology & Welding Technology (Plate) Certificate
This program is designed for people who have not attained a high school or a *GED*® diploma and would like to participate in tuition free college courses to obtain a General Occupational Technology Certificate or Welding Technology (Plate) Certificate. Eligible students will attend both college level courses and a Basic Skills class to work toward completing the *GED*® exam. The college level courses will be in electricity, hydraulics, safety, welding (cutting processes & basic welding processes) and college student success. Students will also complete an introduction to computers course and WorkKeys tests for the opportunity to obtain a Career Readiness Certificate (CRC). Interested students will need to be tested for eligibility prior to registration for the college level courses.

Basic Skills Plus-Nurse Aide I Training
This program is designed for people who have not attained a high school or a *GED*® diploma and would like to participate in a tuition free course to complete Nurse Aide I Training. Eligible students will attend both the Nurse Aide I Training course and a Basic Skills class to work toward completing the *GED*® exam. Students will also complete an introduction to computers course and WorkKeys tests for the opportunity to obtain a Career Readiness Certificate (CRC). Interested students will need to be tested for eligibility prior to registration for the Nurse Aide I Training class.

When/How to Register

Roanoke-Chowan Community College Basic Skills program operates on a fall and spring semester and a short summer session. A five day registration period is held once a month during morning, afternoon, and evening scheduled times. The Basic Skills program registration is an open registration throughout the year. Each student who has completed orientation will register for the current semester, and register for classes at the beginning of each following semester.

New Student Orientation

1. Schedule an appointment by contacting the Basic Skills Department or the Basic Skills Assessment Coordinator at 862-1258.

2. Sign up for the Basic Skills Orientation which is offered once a month at 9:30 a.m., 1:30 p.m., or 5:30p.m.
3. Attend the five sessions which provide an introduction to the Basic Skills Program; completion of registration forms, review guidelines and policies; completion of placement tests; and preparation for tests and class by setting goals and assessing personal learning style and level of motivation.
4. Select a class site to attend.
5. Report to the Basic Skills class site according to your scheduled appointment date and time to begin the first day of attendance.

Registration Steps

1. Go to class site according to your scheduled appointment.
2. Complete class registration which includes reviewing of placement scores, setting goals, and signing registration forms.
3. Complete a class schedule for dates and hours of attendance (if applicable).
4. Attend class according to your semester schedule or whenever the class meets.
5. Once your instructor submits your registration forms to the Basic Skills Office, your instructor will notify you to pay a $5.00 fee to the Business Office. You will need to take receipt and proceed to Student Services for a student ID card to be issued. You **must** present your receipt from the Business Office to the Student Services representative before your ID card will be issued.

*** **NOTE**: If students are re-entering the program after an absence, they need to contact the Basic Skills Assessment Coordinator at 862-1258 to determine if reassessment testing is needed prior to registering for class.

Student Activity Fee

Students enrolled in Basic Skills classes may participate in on-campus student activities provided they pay a small annual student activity fee. Upon payment of the fee, students will be issued a student card valid for one year from the date of payment.

Programs of Study for 2013-2014

(All programs of study are subject to changes due to pending state approvals)

College Transfer Programs:	**Program Code**
Associate in Arts	A10100
❖ Diploma under the Associate in Arts Program	D10100
• Pre-Business Administration, Accounting, Economics, Finance and Marketing	A1010B
• Pre-Elementary Education	A1010R
• Pre-Information Systems	A1010V
• Pre-Nursing	A1010I
Associate in Fine Arts	A10200
• Pre-Art	A1020A
Associate in General Education	A10300
• *Nursing	A10300N
*See financial office before signing up for this program	
Associate in Science	A10400
❖ Diploma under the Associate in Science Program	D10400

Associate in Applied Science Degrees (A.A.S.) and their related options:

Air Conditioning, Heating, & Refrigeration Technology	A35100
• Air Conditioning, Heating, & Refrig. Tech. Diploma	D35100
o Heat Pump Certificate	C35100A
o HVAR Certificate	C35100B
o HVAC Mechanical Installation Certificate	C35100C
Associate Degree Nursing	A45110
Biotechnology	A20100
Building Construction Technology	A35140
o Building Construction Technology Certificate	C35140
Business Administration	A25120
Computer Information Technology	A25260
o Multimedia Certificate	C25260A
o CIT Basics Certificate	C25260B
o Operating Systems Certificate	C25260C
o Web/Security Certificate	C25260D
Criminal Justice Technology	A55180
Early Childhood Education	A55220
Human Services Technology	A45380
o Human Services Technology Certificate	C45380
Human Services Technology - Mental Health Concentration	A4538C
• Human Services Technology – Mental Health	D4538C
Industrial Systems Technology	A50240
• Industrial Systems Technology Diploma	D50240
o Electrical Certificate	C50240A
o Mechanical Certificate	C50240B
o PLC Certificate	C50240C
Medical Office Administration	A25310

- Medical Office Administration Diploma D25310
    - Medical Office Administration Certificate C25310

Office Administration A25370

- Office Administration Diploma D25370
    - Office Administration Certificate C25370

Radiography A45700

Web Technologies A25290

- Multimedia Certificate C25290A

Diploma Programs and their related options:

Barbering D55110

Cosmetology D55140

Dental Assisting D45240

Plumbing D35300

- Plumbing Certificate C35300

Welding Technology D50420

- Pipe Certificate C50420B
- Plate Certificate C50420C

Certificate Programs:

Accounting C25100

<u>Career and College Promise Programs:</u>

(High school students may enroll only in these program pathways)

Associate Degree: College Transfer Pathways:

College Transfer Pathway-Humanities and Social Science P1012A

College Transfer Pathway -Business and Economics P1012B

College Transfer Pathway -Life and Health Sciences P1042A

College Transfer Pathway -Engineering and Mathematics P1042B

Diploma Programs:

Cosmetology Diploma D55140H

Welding Technology Diploma D50420H

Certificate Programs:

Computer Information Technology – Basics Certificate C25260HA

Computer Information Technology - Web/Security C25260HB

Medical Office Administration Certificate C25310H

Office Administration Certificate C25370H

A/C, Heating, & Refrig Tech - Heat Pump Certificate C35100HA

A/C, Heating, & Refrig Tech - HVAC Certificate C35100HB

Building Construction Technology Certificate C35140H

Plumbing Certificate C35300H

Welding Technology Certificate C50420H

2+2 Elizabeth State University Partnership Information:

2 + 2 Elizabeth City State University Partnership

Roanoke Chowan Community College has entered into a partnership two plus two agreement. This 2 + 2 teacher prep allows a student to complete the first two years at Roanoke-Chowan Community College earning an associate degree. Students are able to then transfer to Elizabeth City State University into either of the programs listed below based upon eligibility:

1. Pre-aviation science
2. Birth through kindergarten education
3. Pre-business administration/marketing
4. Computer engineering/industrial technology
5. Computer engineering technology/engineering technology, associate science, engineering with a minor in mechanical and automation
6. Associate in science, engineering technology, with a minor in computer and information technology
7. Pre-criminal justice
8. Pre-marine environmental science
9. Pre-middle grades education
10. Pre-pharmaceutical science, with a concentration in biotechnology
11. Pre-pharmaceutical science, with a concentration in clinical science

COLLEGE TRANSFER PROGRAMS:

Associate in Arts (A10100)
Pending State Approval

The Associate in Arts (AA) degree is granted for planned programs of study consisting of a minimum of 64 and a maximum of 65 semester hours of College Transfer courses.

Courses are approved for transfer through the Comprehensive Articulation Agreement, which was developed by the North Carolina Community College System and the 16-member University of North Carolina System to address the transfer needs of students between the two systems. A number of private colleges and universities also honor the Comprehensive Articulation Agreement.

The AA program requires courses in English composition, humanities and fine arts, social and behavioral sciences, natural sciences, and mathematics and is designed for students who plan to pursue a liberal arts education. The A.S. program is for students who plan to pursue education in the fields of science, mathematics, or technology.

Course and Hour Requirements

Title	Class	Lab	Clin/Exp	Credit

General Education Courses

English Composition (6 SHC)

ENG	111	Expository Writing	3	0	0	3
{ENG	112	Argument-Based Research	3	0	0	3
	or					
ENG	113	Literature-Based Research	3	0	0	3
	or					
ENG	114	Prof. Research & Reporting	3	0	0	3}

Humanities/Fine Arts

Select 12 SHC from the following:

Four courses from at least three discipline areas are required. At least one course must be a literature course.

Humanities:

ENG	131	Introduction to Literature	3	0	0	3
ENG	233	Major American Writers	3	0	0	3
ENG	243	Major British Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
REL	110	World Religions	3	0	0	3
REL	211	Intro to Old Testament	3	0	0	3
REL	212	Intro to New Testament	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	112	Elementary Spanish II	3	0	0	3

Fine Arts:

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
ART	117	Non-Western Art History	3	0	0	3
DRA	111	Theatre Appreciation	3	0	0	3
DRA	115	Theatre Criticism	3	0	0	3
DRA	126	Storytelling	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	113	American Music	3	0	0	3

3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.

COM	231	Public Speaking	3	0	0	3

Social/Behavioral Sciences

Select 12 SHC from the following:

Four courses from at least three discipline areas are required. At least one course must be a history course.

ECO	151	Survey of Economics	3	0	0	3
ECO	251	Prin of Microeconomics	3	0	0	3
ECO	252	Prin of Macroeconomics	3	0	0	3
GEO	111	World Regional Geography	3	0	0	3
GEO	130	Gen Physical Geography	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	121	Western Civilization I	3	0	0	3
HIS	122	Western Civilization II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
POL	120	American Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSY	237	Social Psychology	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOC	220	Social Problems	3	0	0	3
SOC	225	Social Diversity	3	0	0	3

Natural Sciences
Select 8 SHC from the following:
Two courses, including accompanying laboratory work, from the biological and physical science disciplines are required.

BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
BIO	120	Introductory Botany	3	3	0	4
BIO	130	Introductory Zoology	3	3	0	4
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	1
CHM	131	Intro to Chemistry	3	0	0	3
CHM	131A	Intro to Chemistry Lab	0	3	0	1
CHM	132	Organic & Biochemistry	3	3	0	4

Mathematics
Select 6 SHC from the following:
At least one course in introductory mathematics is required; the other course may be selected from among other quantitative subjects, such as computer science and statistics. CIS 110 or documentation of competence in basic computer skills is required.

CIS	110	Intro to Computers	2	2	0	3
CIS	115	Intro to Prog & Logic	2	3	0	3
MAT	141	Mathematical Concepts I	3	0	0	3
MAT	142	Mathematical Concepts II	3	0	0	3
MAT	151	Statistics I	3	0	0	3

MAT	161	College Algebra	3	0	0	3
MAT	162	College Trigonometry	3	0	0	3
MAT	171	Precalculus Algebra	3	0	0	3
MAT	172	Precalculus Trigonometry	3	0	0	3
MAT	175	Precalculus	4	0	0	4
MAT	263	Brief Calculus	3	0	0	3
MAT	271	Calculus I	3	2	0	4

Other Required Courses

ACA	122	College Transfer Success	1	0	0	1

Physical Education Requirement

Select at least 1 SHC from the following:

PED	110	Fit and Well for Life	1	2	0	2
PED	111	Physical Fitness I	0	3	0	1
PED	113	Aerobics I	0	3	0	1
PED	115	Step Aerobics I	0	3	0	1
PED	117	Weight Training I	0	3	0	1
PED	120	Walking for Fitness	0	3	0	1
PED	122	Yoga I	0	2	0	1
PED	125	Self-Defense-Beginning	0	2	0	1
PED	130	Tennis-Beginning	0	2	0	1
PED	137	Badminton	0	2	0	1
PED	138	Archery	0	2	0	1
PED	142	Lifetime Sports	0	2	0	1
PED	143	Volleyball-Beginning	0	2	0	1
PED	145	Basketball-Beginning	0	2	0	1
PED	148	Softball	0	2	0	1
PED	149	Flag Football	0	2	0	1
PED	152	Swimming-Beginning	0	2	0	1
PED	217	Pilates I	0	2	0	1

Electives

Select 18 SHC from the following:

Electives may be chosen from the following courses. Electives may also be chosen from the Humanities/Fine Arts, Social/Behavioral Sciences, and Natural Sciences/Mathematics courses listed previously. (Courses used to meet the requirements in these areas may not be counted as electives.)

ACC	120	Prin of Financial Acct	3	2	0	4
ACC	121	Prin of Managerial Acct	3	2	0	4
BIO	145	Ecology	3	3	0	4
BIO	163	Basic Anat & Physiology	4	2	0	5
BIO	168	Anatomy and Physiology I	3	3	0	4
BIO	169	Anatomy and Physiology II	3	3	0	4
BIO	275	Microbiology	3	3	0	4
BUS	110	Introduction to Business	3	0	0	3

BUS	115	Business Law I	3	0	0	3
CJC	111	Intro to Criminal Justice	3	0	0	3
CJC	121	Law Enforcement Ops	3	0	0	3
CJC	141	Corrections	3	0	0	3
EDU	216	Foundations of Education	3	2	0	4
ENG	125	Creative Writing I	3	0	0	3
HEA	110	Personal Health/Wellness	3	0	0	3
HIS	221	African-American History	3	0	0	3
PSY	259	Human Sexuality	3	0	0	3
				Total SHC		**65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

An associate in arts degree is awarded upon successful completion of 64-65 semester hours of College Transfer courses.

Diploma in Arts (D10100)

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credit
General Education Courses						
English Composition (6 SHC)						
ENG	111	Expository Writing	3	0	0	3
{ENG	112	Argument-Based Research	3	0	0	3
	or					
ENG	113	Literature-Based Research	3	0	0	3
	or					
ENG	114	Prof. Research & Reporting	3	0	0	3}

Humanities/Fine Arts
Select 12 SHC from the following:
Four courses from at least three discipline areas are required. At least one course must be a literature course.

Humanities:

ENG	131	Introduction to Literature	3	0	0	3
ENG	233	Major American Writers	3	0	0	3
ENG	243	Major British Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3

HUM	120	Cultural Studies	3	0	0	3
REL	110	World Religions	3	0	0	3
REL	211	Intro to Old Testament	3	0	0	3
REL	212	Intro to New Testament	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	112	Elementary Spanish II	3	0	0	3

Fine Arts:

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
ART	117	Non-Western Art History	3	0	0	3
DRA	111	Theatre Appreciation	3	0	0	3
DRA	115	Theatre Criticism	3	0	0	3
DRA	126	Storytelling	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	113	American Music	3	0	0	3

3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.

COM	231	Public Speaking	3	0	0	3

Social/Behavioral Sciences

Select 12 SHC from the following:

Four courses from at least three discipline areas are required. At least one course must be a history course.

ECO	151	Survey of Economics	3	0	0	3
ECO	251	Prin of Microeconomics	3	0	0	3
ECO	252	Prin of Macroeconomics	3	0	0	3
GEO	111	World Regional Geography	3	0	0	3
GEO	130	Gen Physical Geography	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	121	Western Civilization I	3	0	0	3
HIS	122	Western Civilization II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
POL	120	American Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSY	237	Social Psychology	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOC	220	Social Problems	3	0	0	3
SOC	225	Social Diversity	3	0	0	3

Natural Sciences
Select 8 SHC from the following:
Two courses, including accompanying laboratory work, from the biological and physical science disciplines are required.

BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
BIO	120	Introductory Botany	3	3	0	4
BIO	130	Introductory Zoology	3	3	0	4
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	1
CHM	131	Intro to Chemistry	3	0	0	3
CHM	131A	Intro to Chemistry Lab	0	3	0	1
CHM	132	Organic & Biochemistry	3	3	0	4

Mathematics
Select 6 SHC from the following:
At least one course in introductory mathematics is required; the other course may be selected from among other quantitative subjects, such as computer science and statistics. CIS 110 or documentation of competence in basic computer skills is required.

MAT	141	Mathematical Concepts I	3	0	0	3
MAT	142	Mathematical Concepts II	3	0	0	3
MAT	151	Statistics I	3	0	0	3
MAT	161	College Algebra	3	0	0	3
MAT	162	College Trigonometry	3	0	0	3
MAT	171	Precalculus Algebra	3	0	0	3
MAT	172	Precalculus Trigonometry	3	0	0	3
MAT	175	Precalculus	4	0	0	4
MAT	263	Brief Calculus	3	0	0	3
MAT	271	Calculus I	3	2	0	4
CIS	110	Intro to Computers	2	2	0	3
CIS	115	Intro to Prog & Logic	2	3	0	3
				Total SHC		**44**

A diploma under the A10100 is awarded upon successful completion of the entire general education core with a grade of "C" or better in each course.

Pre-Business Administration, Accounting, Economics, Finance and Marketing (A1010B)
Pending State Approval

The Pre-Major Associate in Arts: Business Administration curriculum is designed for College Transfer students who intend to major in Business Administration.

Course and Hour Requirements

		Title	Class	Lab	Clin/Exp	Credits
General Education Courses						
ENG	111	Expository Writing	3	0	0	3
{ENG	112	Argument-Based Research	3	0	0	3
	or					
ENG	113	Literature-Based Research	3	0	0	3
	or					
ENG	114	Prof. Research & Reporting	3	0	0	3}

Humanities/Fine Arts
Select 12 SHC from the following:
Four courses from at least three discipline areas are required. At least one course must be a literature course.

Humanities:

ENG	131	Introduction to Literature	3	0	0	3
ENG	233	Major American Writers	3	0	0	3
ENG	243	Major British Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
REL	110	World Religions	3	0	0	3
REL	211	Intro to Old Testament	3	0	0	3
REL	212	Intro to New Testament	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	112	Elementary Spanish II	3	0	0	3

Fine Arts:

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
ART	117	Non-Western Art History	3	0	0	3
DRA	111	Theatre Appreciation	3	0	0	3
DRA	115	Theatre Criticism	3	0	0	3
DRA	126	Storytelling	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	113	American Music	3	0	0	3
COM	231	Public Speaking	3	0	0	3

Social/Behavioral Sciences
Select 12 SHC from the following:
Four courses from at least three discipline areas are required. At least one course must be a history course.

Choose One:

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

Required:

ECO	251	Prin of Microeconomics	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3

Natural Sciences

Select 8 SHC from the following:

Two courses, including accompanying laboratory work, from the biological and physical science disciplines are required.

BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
BIO	120	Introductory Botany	3	3	0	4
BIO	130	Introductory Zoology	3	3	0	4
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	1
CHM	131	Intro to Chemistry	3	0	0	3
CHM	131A	Intro to Chemistry Lab	0	3	0	1
CHM	132	Organic & Biochemistry	3	3	0	4

Mathematics (6-8 SHC)

The following courses are required.

Choose One:

MAT	161	College Algebra	3	0	0	3
MAT	171	Precalculus Algebra	3	0	0	3
MAT	175	Precalculus	4	0	0	4

Choose One:

MAT	263	Brief Calculus	3	0	0	3
MAT	271	Calculus I	3	2	0	4

Other Required Courses

ACA	122	College Transfer Success	1	0	0	1
ACC	120	Prin of Financial Acct	3	2	0	4
ACC	121	Prin of Managerial Acct	3	2	0	4
CIS	110	Intro to Computers	2	2	0	3
ECO	252	Prin of Macroeconomics	3	0	0	3
MAT	151	Statistics I	3	0	0	3

Electives (Select a course from the following)

BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
PSY	237	Social Psychology	3	0	0	3
SOC	220	Social Problems	3	0	0	3
SOC	225	Social Diversity	3	0	0	3
				Total SHC		**65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Upon successful completion of the associate in arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Business Administration will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree.

Pre-Elementary Education (A1010R)

Pending State Approval

The Pre-Major Associate in Arts: Elementary Education curriculum is designed for College Transfer students who intend to major in Elementary Education.

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credit
General Education Courses						
ENG	111	Expository Writing	3	0	0	3
{ENG	112	Argument-Based Research	3	0	0	3
	or					
ENG	113	Literature-Based Research	3	0	0	3}

Humanities/Fine Arts
Select 12 SHC from the following:

Four courses from at least three discipline areas are required. At least one course must be a literature course.

3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.

Required:

ENG	233	Major American Writers	3	0	0	3
COM	231	Public Speaking	3	0	0	3

Choose One:

ART	111	Art Appreciation	3	0	0	3

ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3

Choose One:

DRA	111	Theatre Appreciation	3	0	0	3
DRA	115	Theatre Criticism	3	0	0	3
DRA	126	Storytelling	3	0	0	3
ENG	131	Introduction to Literature	3	0	0	3
ENG	243	Major British Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
MUS	113	American Music	3	0	0	3
REL	110	World Religions	3	0	0	3
REL	211	Intro to Old Testament	3	0	0	3
REL	212	Intro to New Testament	3	0	0	3

Social/Behavioral Sciences

Select 12 credit hours from the following courses:
Four courses from at least three discipline areas are required. At least one course must be a history course.

Choose One:

HIS	121	Western Civilization I	3	0	0	3
HIS	122	Western Civilization II	3	0	0	3

Required:

PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3

Choose one from the following or a second history from above:

ECO	151	Survey of Economics	3	0	0	3
ECO	251	Prin of Microeconomics	3	0	0	3
ECO	252	Prin of Macroeconomics	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
POL	120	American Government	3	0	0	3

Natural Sciences

Select 8 credit hours from the following courses:
Two courses including accompanying laboratory work are required.

BIO	111	General Biology	3	3	0	4
CHM	131	Intro to Chemistry	3	0	0	3

CHM	131A	Intro to Chemistry Lab	0	3	0	1

Mathematics
Select 6 SHC from the following:

Choose Two: (CIS 110 or documentation of competence in basic computer skills is required.)

CIS	110	Intro to Computers	2	2	0	3
MAT	141	Math Concepts I	3	0	0	3
MAT	142	Math Concepts II	3	0	0	3
MAT	161	College Algebra	3	0	0	3

Diversity Studies (18 SHC)
Select courses from a minimum of two and a maximum of three different prefixes.

ART	117	Non-Western Art History	3	0	0	3
HIS	221	African-American History	3	0	0	3
PSY	237	Social Psychology	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
PSY	259	Human Sexuality	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
REL	110	World Religions	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOC	220	Social Problems	3	0	0	3
SOC	225	Social Diversity	3	0	0	3

Other Required Courses

ACA	122	College Transfer Success	1	0	0	1

Pick one:

PED	110	Fit and Well for Life	1	2	0	2
PED	111	Physical Fitness I	0	3	0	1
PED	113	Aerobics I	0	3	0	1
PED	115	Step Aerobics I	0	3	0	1
PED	117	Weight Training I	0	3	0	1
PED	120	Walking for Fitness	0	3	0	1
PED	122	Yoga I	0	2	0	1
PED	125	Self-Defense-Beginning	0	2	0	1
PED	130	Tennis-Beginning	0	2	0	1
PED	137	Badminton	0	2	0	1
PED	138	Archery	0	2	0	1
PED	142	Lifetime Sports	0	2	0	1
PED	143	Volleyball-Beginning	0	2	0	1
PED	145	Basketball-Beginning	0	2	0	1
PED	148	Softball	0	2	0	1
PED	149	Flag Football	0	2	0	1
PED	152	Swimming-Beginning	0	2	0	1
PED	217	Pilates I	0	2	0	1

Total SHC 64

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Upon successful completion of the associate in arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Elementary Education will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree.

Pre-Information Systems (A1010V)

Pending State Approval

The Pre-Major Associate in Arts: Information Systems curriculum is designed for College Transfer students who intend to major in information systems.

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Courses						
ENG	111	Expository Writing	3	0	0	3
{ENG	112	Argument-Based Research	3	0	0	3
	or					
ENG	113	Literature-Based Research	3	0	0	3
	or					
ENG	114	Prof. Research & Reporting	3	0	0	3}

Humanities/Fine Arts

Select 12 SHC from the following:

Four courses from at least three discipline areas are required. At least one course must be a literature course.

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
ART	117	Non-Western Art History	3	0	0	3
COM	231	Public Speaking	3	0	0	3
DRA	111	Theatre Appreciation	3	0	0	3
DRA	115	Theatre Criticism	3	0	0	3
DRA	126	Storytelling	3	0	0	3
ENG	131	Introduction to Literature	3	0	0	3
ENG	233	Major American Writers	3	0	0	3
ENG	243	Major British Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3

MUS	113	American Music	3	0	0	3
REL	110	World Religions	3	0	0	3
REL	211	Intro to Old Testament	3	0	0	3
REL	212	Intro to New Testament	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	112	Elementary Spanish II	3	0	0	3

Social/Behavioral Sciences
Select 12 SHC from the following:
Four courses from at least three discipline areas are required. At least one course must be a history course.

Required:

ECO	251	Prin of Microeconomics	3	0	0	3

Recommended:

POL	120	American Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
ECO	151	Survey of Economics	3	0	0	3
GEO	111	World Regional Geography	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	121	Western Civilization I	3	0	0	3
HIS	122	Western Civilization II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
PSY	237	Social Psychology	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOC	220	Social Problems	3	0	0	3
SOC	225	Social Diversity	3	0	0	3

Natural Sciences
Select 8 SHC from the following:
Two courses, including accompanying laboratory work, from the biological and physical science disciplines are required.

BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
BIO	120	Introductory Botany	3	3	0	4
BIO	130	Introductory Zoology	3	3	0	4
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	1
CHM	131	Intro to Chemistry	3	0	0	3
CHM	131A	Intro to Chemistry Lab	0	3	0	1

CHM	132	Organic and Biochemistry	3	3	0	4

Mathematics
Select 6 to 8 SHC from the following:

Choose One:

MAT	161	College Algebra	3	0	0	3
MAT	171	Precalculus Algebra	3	0	0	3
MAT	175	Precalculus	4	0	0	4

Choose One:

MAT	263	Brief Calculus	3	0	0	3
MAT	271	Calculus I	3	2	0	4

Other Required Courses
The following courses are required (20 SHC)

ACA	122	College Transfer Success	1	0	0	1
ACC	120	Prin of Financial Acct	3	2	0	4
ACC	121	Prin of Managerial Acct	3	2	0	4
CIS	110	Introduction to Computers	2	2	0	3
ECO	252	Prin of Macroeconomics	3	0	0	3
MAT	151	Statistics I	3	0	0	3

One of the following is required:

BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3

Total SHC **65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Upon successful completion of the associate in arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Information Systems will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree. Grade point average requirements vary, and admission is competitive across the several programs in Information Systems.

Pre-Nursing (A1010I)
Pending State Approval

The Pre-Major Associate in Arts: Nursing curriculum is designed for College Transfer students who intend to major in nursing.

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Courses						
ENG	111	Expository Writing	3	0	0	3
{ENG	112	Argument-Based Research	3	0	0	3
	or					
ENG	113	Literature-Based Research	3	0	0	3
	or					
ENG	114	Prof. Research & Reporting	3	0	0	3}

Humanities/Fine Arts

Select 12 SHC from the following:

Four courses from at least three discipline areas are required. At least one course must be a literature course.

Humanities:

ENG	131	Introduction to Literature	3	0	0	3
ENG	233	Major American Writers	3	0	0	3
ENG	243	Major British Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
REL	110	World Religions	3	0	0	3
REL	211	Intro to Old Testament	3	0	0	3
REL	212	Intro to New Testament	3	0	0	3

Fine Arts:

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
ART	117	Non-Western Art History	3	0	0	3
COM	231	Public Speaking	3	0	0	3
DRA	111	Theatre Appreciation	3	0	0	3
DRA	115	Theatre Criticism	3	0	0	3
DRA	126	`Storytelling	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	113	American Music	3	0	0	3

Social/Behavioral Sciences

Select 12 SHC from the following:

Four courses from at least three discipline areas are required. At least one course must be a history course.

Choose One:

HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	121	Western Civilization I	3	0	0	3
HIS	122	Western Civilization II	3	0	0	3

HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3

Required:

PSY	150	General Psychology	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3

Natural Sciences
Select 8 SHC from the following:
Two courses, including accompanying laboratory work, from the biological and physical science disciplines are required.

CHM	131	Intro to Chemistry	3	0	0	3
CHM	131A	Intro to Chemistry Lab	0	3	0	1
CHM	132	Organic and Biochemistry	3	3	0	4

Mathematics (6 SHC)
The following courses are required.

MAT	151	Statistics I	3	0	0	3
MAT	161	College Algebra	3	0	0	3

Other Required Courses

BIO	168	Anatomy and Physiology I	3	3	0	4
BIO	169	Anatomy and Physiology II	3	3	0	4
BIO	275	Microbiology	3	3	0	4
CIS	110	Intro to Computers	2	2	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3

Total SHC **65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Upon successful completion of the associate in arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Nursing will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree.

Associate in Fine Arts (A10200)
Pending State Approval

The Associate in Fine Arts degree shall be granted for planned programs of study consisting of a minimum of 64 and a maximum of 65 semester hours of approved college transfer courses. (Ref. 23 NCAC 2E.0204) Within the degree program, the institution shall include opportunities for the

achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

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

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

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Courses						
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3

Humanities/Fine Arts
Select 6 hours from the following:
Two courses from at lease two discipline areas are required.
At least one course must be a literature course.

DRA	126	Storytelling	3	0	0	3
ENG	233	Major American Writers	3	0	0	3
HUM	160	Introduction to Film	2	2	0	3

Social/Behavioral Sciences
Select 9 hours from the following:
Three courses from at least three discipline areas are required.
At least one course must be a history course.

HIS	131	American History I	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3

Mathematics
Select 3 SHC from the following:
Choose One:

MAT	161	College Algebra	3	0	0	3
MAT	171	Precalculus Algebra	3	0	0	3

Natural Sciences
Select 4 hours from the following.
One course, including the accompanying laboratory work, from the biological and physical science disciplines is required.

BIO	111	General Biology I	3	3	0	4

Other Required Hours:
Students must take the courses listed below (36 SHC):

ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
ART	121	Two-Dimensional Design	0	6	0	3
ART	122	Three-Dimensional Design	0	6	0	3
ART	131	Drawing I	0	6	0	3
ART	171	Computer Art I	0	6	0	3
ART	240	Painting I	0	6	0	3
ART	247	Jewelry I	0	6	0	3
ART	264	Digital Photography I	1	4	0	3
ART	266	Videography I	0	6	0	3
ART	281	Sculpture I	0	6	0	3
ART	283	Ceramics I	0	6	0	3

Other Required Courses

ACA	122	College Transfer Success	1	0	0	1

Total SHC **65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Three semester hour credits in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.

Upon successful completion of the associate in fine arts degree, students who meet the requirements outlined in this articulation agreement will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree.

Pre-Art (A1020A)
Pending State Approval

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

Course and Hour Requirements

Title	Class	Lab	Clin/Exp	Credits
General Education Courses				

ENG	111	Expository Writing	3	0	0	3
{ENG	112	Argument-Based Research	3	0	0	3
	or					
ENG	113	Literature-Based Research	3	0	0	3
	or					
ENG	114	Prof. Research & Reporting	3	0	0	3}

Humanities/Fine Arts
Select 6 hours from the following:
Two courses from at lease two discipline areas are required.
At least one course must be a literature course.

ART	117	Non-Western Art History	3	0	0	3
COM	231	Public Speaking	3	0	0	3
DRA	111	Theatre Appreciation	3	0	0	3
DRA	115	Theatre Criticism	3	0	0	3
DRA	126	Storytelling	3	0	0	3
ENG	233	Major American Writers	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
HUM	160	Introduction to Film	2	2	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	113	American Music	3	0	0	3
REL	110	World Religions	3	0	0	3

Social/Behavioral Sciences
Select 9 hours from the following:
Three courses from at least three discipline areas are required.
At least one course must be a history course.

HIS	131	American History I	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3

Mathematics
Select 3 SHC from the following:
Choose One:

MAT	161	College Algebra	3	0	0	3
MAT	171	Precalculus Algebra	3	0	0	3

Natural Sciences
Select 4 hours from the following.
One course, including the accompanying laboratory work, from the biological and physical science disciplines is required.

BIO	111	General Biology I	3	3	0	4

Major Courses

ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
ART	121	Two-Dimensional Design	0	6	0	3
ART	122	Three-Dimensional Design	0	6	0	3
ART	131	Drawing I	0	6	0	3

Electives

Select 21 hours from the following:

ART	171	Computer Art I	0	6	0	3
ART	240	Painting I	0	6	0	3
ART	247	Jewelry I	0	6	0	3
ART	264	Digital Photography I	1	4	0	3
ART	275	Intro to Commercial Art	0	6	0	3
ART	281	Sculpture I	0	6	0	3
ART	283	Ceramics I	0	6	0	3

Other Required Courses

ACA	122	College Transfer Success	1	0	0	1
				Total SHC		**65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Upon successful completion of the associate in fine arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Art will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree.

Associate in General Education (A10300)

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 life-long learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

Course and Hour Requirements

Title	Class	Lab	Clin/Exp	Credits

General Education Courses

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.

English

Select 6 SHC from the following:

ENG	111	Expository Writing	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
ENG	114	Prof Research & Reporting	3	0	0	3
ENG	115	Oral Communication	3	0	0	3

Humanities/Fine Arts

Select 3 SHC from the following:

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

Humanities:

ENG	131	Introduction to Literature	3	0	0	3
ENG	233	Major American Writers	3	0	0	3
ENG	243	Major British Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
REL	110	World Religions	3	0	0	3
REL	211	Intro to Old Testament	3	0	0	3
REL	212	Intro to New Testament	3	0	0	3

Fine Arts:

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
ART	117	Non-Western Art History	3	0	0	3
DRA	111	Theatre Appreciation	3	0	0	3
DRA	115	Theatre Criticism	3	0	0	3
DRA	126	Storytelling	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	113	American Music	3	0	0	3

Social/Behavioral Sciences

Select 3 SHC from the following:

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

ECO	151	Survey of Economics	3	0	0	3
ECO	251	Prin of Microeconomics	3	0	0	3
ECO	252	Prin of Macroeconomics	3	0	0	3
GEO	111	World Regional Geography	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3

HIS	121	Western Civilization I	3	0	0	3
HIS	122	Western Civilization II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
HIS	221	African-American History	3	0	0	3
POL	120	American Government	3	0	0	3
PSY	110	Life Span Development*	3	0	0	3
PSY	141	Psych of Death & Dying	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSY	241	Developmental Psych	3	0	0	3
PSY	265	Behavioral Modification*	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3

Natural Sciences/Mathematics

Select 3 SHC from the following:

Select courses from the following discipline areas: astronomy, biology, chemistry, earth sciences, physics, general science, college algebra, trigonometry, calculus, computer science, and/or statistics.

Natural Sciences

BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
BIO	120	Introductory Botany	3	3	0	4
BIO	130	Introductory Zoology	3	3	0	4
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	1
BIO	145	Ecology	3	3	0	4
BIO	155	Nutrition	3	0	0	3
BIO	163	Basic Anat & Physiology	4	2	0	5
BIO	168	Anatomy and Physiology I	3	3	0	4
BIO	169	Anatomy and Physiology II	3	3	0	4
BIO	275	Microbiology	3	3	0	4
CHM	131	Intro to Chemistry	3	0	0	3
CHM	131A	Intro to Chemistry Lab	0	3	0	1
CHM	132	Organic & Biochemistry	3	3	0	4
CHM 151		General Chemistry I	3	3	0	4
CHM 152		General Chemistry II	3	3	0	4
PHY	131	Physics-Mechanics*	3	2	0	4

Mathematics

MAT	110	Math Measurement*	3	0	0	3
MAT	115	Math Models*	2	2	0	3
MAT	121	Algebra/Trigonometry I*	2	2	0	3
MAT	122	Algebra/Trigonometry II*	2	2	0	3
MAT	141	Math Concepts I	3	0	0	3
MAT	142	Math Concepts II	3	0	0	3

MAT	151	Statistics I	3	0	0	3
MAT	161	College Algebra	3	0	0	3
MAT	171	Precalculus Algebra	3	0	0	3
MAT	172	Precalculus Trigonometry	3	0	0	3
MAT	175	Precalculus	4	0	0	4
MAT	263	Brief Calculus	3	0	0	3
MAT	271	Calculus I	3	2	0	4
CIS	110	Intro to Computers	2	2	0	3
	or					
CIS	111	Basic PC Literacy*	1	2	0	2
CIS	115	Intro to Prog & Logic	2	2	0	3

Required Course

ACA	122	College Transfer Success	1	0	0	1

Other Required Courses (49-50 SHC)
Other required hours include additional general education and professional courses.

Total SHC **65**

*Course is not a part of the college transfer comprehensive articulation agreement.

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

An associate in general education degree is awarded upon successful completion of 64-65 semester hours of College level courses.

Associate in Science (A10400)

Pending State Approval

The Associate in Science (AS) degree is granted for planned programs of study consisting of a minimum of 64 and a maximum of 65 semester hours of College Transfer courses.

Courses are approved for transfer through the Comprehensive Articulation Agreement, which was developed by the North Carolina Community College System and the 16-member University of North Carolina System to address the transfer needs of students between the two systems. A number of private colleges and universities also honor the agreement.

The AS program requires courses in English composition, humanities and fine arts, social and behavioral sciences, natural sciences, and mathematics, and is designed for students who plan to pursue education in the fields of science, mathematics, or technology.

Course and Hour Requirements

Title	Class	Lab	Clin/Exp	Credits
General Education Courses				

ENG	111	Expository Writing	3	0	0	3
{ENG	112	Argument-Based Research	3	0	0	3
	or					
ENG	113	Literature-Based Research	3	0	0	3
	or					
ENG	114	Prof. Research & Reporting	3	0	0	3}

Humanities/Fine Arts
Select 9 SHC from the following:
Three courses from at least three of the following discipline areas are required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion. At least one course must be a literature course. At least one course must be a fine arts course.

Humanities:

ENG	131	Introduction to Literature	3	0	0	3
ENG	233	Major American Writers	3	0	0	3
ENG	243	Major British Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
REL	110	World Religions	3	0	0	3
REL	211	Intro to Old Testament	3	0	0	3
REL	212	Intro to New Testament	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	112	Elementary Spanish II	3	0	0	3

Fine Arts:

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
ART	117	Non-Western Art History	3	0	0	3
COM	231	Public Speaking	3	0	0	3
DRA	111	Theatre Appreciation	3	0	0	3
DRA	115	Theatre Criticism	3	0	0	3
DRA	126	Storytelling	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	113	American Music	3	0	0	3

Social/Behavioral Sciences
Select 9 credit hours from the following courses:
Three courses from three discipline areas are required. At least one course must be a history course. Two additional courses from two of the following discipline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology.

ECO	151	Survey of Economics	3	0	0	3
ECO	251	Prin of Microeconomics	3	0	0	3
ECO	252	Prin of Macroeconomics	3	0	0	3

HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	121	Western Civilization I	3	0	0	3
HIS	122	Western Civilization II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
POL	120	American Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOC	220	Social Problems	3	0	0	3
SOC	225	Social Diversity	3	0	0	3

Natural Sciences
Select 8 SHC from the following:
Two courses, including accompanying laboratory work, from the biological and physical science disciplines are required. *Select a set:*

{BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4}
	or					
{CHM	151	General Chemistry I	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4}

Mathematics
Select 6 SHC from the following:
At least one course in introductory mathematics is required; the other course may be selected from among other quantitative subjects, such as computer science and statistics. CIS 110 or documentation of competence in basic computer skills is required.

CIS	110	Intro to Computers	2	2	0	3
CIS	115	Intro to Prog & Logic	2	3	0	3
MAT	151	Statistics I	3	0	0	3
MAT	171	Precalculus Algebra	3	0	0	3
MAT	172	Precalculus Trigonometry	3	0	0	3
MAT	175	Precalculus	4	0	0	4
MAT	263	Brief Calculus	3	0	0	3
MAT	271	Calculus I	3	2	0	3

Select 6 additional SHC from the following or from the Mathematics courses listed above:

BIO	120	Introductory Botany	3	3	0	4
BIO	130	Introductory Zoology	3	3	0	4
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	1
CHM	131	Intro to Chemistry	3	0	0	3
CHM	131A	Intro to Chemistry Lab	0	3	0	1

CHM	132	Organic & Biochemistry	3	3	0	4

Other Required Courses

ACA	122	College Transfer Success	1	0	0	1
HEA	110	Personal Health/Wellness	3	0	0	3

Mathematics/Natural Sciences Electives

Select 14 SHC from the following or the Mathematics/Natural Sciences courses listed above.

BIO	155	Nutrition	3	0	0	3
BIO	163	Basic Anat & Physiology	4	2	0	5
BIO	168	Anatomy and Physiology I	3	3	0	4
BIO	169	Anatomy and Physiology II	3	3	0	4
BIO	275	Microbiology	3	3	0	4
MAT	141	Math Concepts I	3	0	0	3
MAT	142	Math Concepts II	3	0	0	3
MAT	161	College Algebra	3	0	0	3

General Electives

Select 3 SHC from the following courses

ACC	120	Prin of Financial Acct	3	2	0	4
ACC	121	Prin of Managerial Acct	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
CJC	111	Intro to Criminal Justice	3	0	0	3
CJC	121	Law Enforcement Operations	3	0	0	3
CJC	141	Corrections	3	0	0	3
EDU	216	Foundations in Education	3	2	0	4
ENG	125	Creative Writing I	3	0	0	3
HIS	221	African-American History	3	0	0	3
PSY	259	Human Sexuality	3	0	0	3
				Total SHC		**65**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

An associate in science degree is awarded upon successful completion of 64-65 semester hours of College Transfer courses.

Diploma in Science (D10400)

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Courses						
ENG	111	Expository Writing	3	0	0	3
{ENG	112	Argument-Based Research	3	0	0	3
	or					
ENG	113	Literature-Based Research	3	0	0	3
	or					
ENG	114	Prof. Research & Reporting	3	0	0	3}

Humanities/Fine Arts

Select 9 SHC from the following:

Three courses from at least three of the following discipline areas are required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion. At least one course must be a literature course. At least one course must be a fine arts course.

Humanities:

ENG	131	Introduction to Literature	3	0	0	3
ENG	233	Major American Writers	3	0	0	3
ENG	243	Major British Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
REL	110	World Religions	3	0	0	3
REL	211	Intro to Old Testament	3	0	0	3
REL	212	Intro to New Testament	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	112	Elementary Spanish II	3	0	0	3

Fine Arts:

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
ART	117	Non-Western Art History	3	0	0	3
COM	231	Public Speaking	3	0	0	3
DRA	111	Theatre Appreciation	3	0	0	3
DRA	115	Theatre Criticism	3	0	0	3
DRA	126	Storytelling	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	113	American Music	3	0	0	3

Social/Behavioral Sciences

Select 9 credit hours from the following courses:

Three courses from three discipline areas are required. At least one course must be a history course. Two additional courses from two of the following discipline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology.

ECO	151	Survey of Economics	3	0	0	3

ECO	251	Prin of Microeconomics	3	0	0	3
ECO	252	Prin of Macroeconomics	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	121	Western Civilization I	3	0	0	3
HIS	122	Western Civilization II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
POL	120	American Government	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOC	220	Social Problems	3	0	0	3
SOC	225	Social Diversity	3	0	0	3

Natural Sciences
Select 8 SHC from the following:
Two courses, including accompanying laboratory work, from the biological and physical science disciplines are required. *Select a set:*

{BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4}
	or					
{CHM	151	General Chemistry I	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4}

Mathematics
Select 6 SHC from the following:
At least one course in introductory mathematics is required; the other course may be selected from among other quantitative subjects, such as computer science and statistics. CIS 110 or documentation of competence in basic computer skills is required.

CIS	110	Intro to Computers	2	2	0	3
CIS	115	Intro to Prog & Logic	2	3	0	3
MAT	151	Statistics I	3	0	0	3
MAT	171	Precalculus Algebra	3	0	0	3
MAT	172	Precalculus Trigonometry	3	0	0	3
MAT	175	Precalculus	4	0	0	4
MAT	263	Brief Calculus	3	0	0	3
MAT	271	Calculus I	3	2	0	3

Select 6 additional SHC from the following or from the Mathematics courses listed above:

BIO	120	Introductory Botany	3	3	0	4
BIO	130	Introductory Zoology	3	3	0	4
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	1

CHM	131	Intro to Chemistry	3	0	0	3
CHM	131A	Intro to Chemistry Lab	0	3	0	1
CHM	132	Organic & Biochemistry	3	3	0	4
				Total SHC		**44**

A diploma under the A10400 is awarded upon successful completion of the entire general education core with a grade of "C" or better in each course.

ASSOCIATE IN APPLIED SCIENCE DEGREES (A.A.S.), DIPLOMAS, AND CERTIFICATES:

Courses that can be used to fulfill the Humanities/Fine Arts, Social/Behavioral Science, and Physical Education requirements for the Associate in Applied Science Degrees (A.A.S.) and Diplomas:

			Class	Lab	Clinic/Exp	Credits
Humanities/Fine Arts Courses						
ART	111	Art Appreciation	3	0	0	3
ART	113	Art Methods and Materials	2	2	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
ART	116	Survey of American Art	3	0	0	3
ART	117	Non-Western Art History	3	0	0	3
ART	121	Design	0	6	0	3
ART	131	Drawing I	0	6	0	3
ART	171	Computer Art I	0	6	0	3
ART	240	Painting I	0	6	0	3
ART	244	Watercolor	0	6	0	3
ART	260	Photography Appreciation	3	0	0	3
ART	281	Sculpture I	0	6	0	3
ART	283	Ceramics I	0	6	0	3
DRA	111	Theatre Appreciation	3	0	0	3
DRA	115	Theatre Criticism	3	0	0	3
DRA	126	Storytelling	3	0	0	3
ENG	125	Creative Writing I	3	0	0	3
*ENG	131	Introduction to Literature	3	0	0	3
*ENG	233	Major American Writers	3	0	0	3
*ENG	243	Major British Writers	3	0	0	3
*ENG	261	World Literature I	3	0	0	3
*ENG	262	World Literature II	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	113	American Music	3	0	0	3
REL	110	World Religions	3	0	0	3
REL	211	Introduction to Old Testament	3	0	0	3

REL	212	Introduction to New Testament	3	0	0	3

*Note: These courses can only be taken if the program requires ENG 112, ENG-113, or ENG-114

			Class	Lab	Clinic/Exp	Credits
Social/Behavioral Sciences Courses						
ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics 3	0	0	3	
ECO	252	Principles of Macroeconomics 3	0	0	3	
GEO	111	World Regional Geography	3	0	0	3
GEO	130	General Physical Geography	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	121	Western Civilization I	3	0	0	3
HIS	122	Western Civilization II 3	0	0	3	
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
HIS	221	African-American History	3	0	0	3
POL	120	American Government	3	0	0	3
PSY	110	Life Span Development	3	0	0	3
PSY	141	Psychology of Death and Dying	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOC	220	Social Problems	3	0	0	3
SOC	225	Social Diversity	3	0	0	3

		Class	Lab	Clinic/Exp	Credits
Physical Education Courses					
PED 110	Fit and Well for Life	1	2	0	2
PED 111	Physical Fitness I	0	3	0	1
PED 113	Aerobics I	0	3	0	1
PED 115	Step Aerobics I	0	3	0	1
PED 117	Weight Training I	0	3	0	1
PED 120	Walking for Fitness	0	3	0	1
PED 122	Yoga I	0	2	0	1
PED 125	Self-Defense-Beginning	0	2	0	1
PED 130	Tennis-Beginning	0	2	0	1
PED 137	Badminton	0	2	0	1
PED 138	Archery	0	2	0	1
PED 142	Lifetime Sports	0	2	0	1
PED 143	Volleyball-Beginning	0	2	0	1
PED 145	Basketball-Beginning	0	2	0	1
PED 148	Softball	0	2	0	1
PED 149	Flag Football	0	2	0	1
PED 152	Swimming-Beginning	0	2	0	1
PED 217	Pilates I	0	2	0	1

Accounting (C25100)

The Accounting program is offered through a collaborative agreement with Halifax Community College in Weldon. Courses leading to an accounting certificate may be completed at RCCC, while courses leading to an associate degree may be completed at Halifax.

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

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

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Course and Hour Requirements

Title			Class	Lab	Clin/Exp	Credits
General Education Required Courses						
None						
Major Required Courses						
ACC	120	Prin of Financial Acct	3	2	0	4
ACC	121	Prin of Managerial Acct	3	2	0	4
ACC	129	Individual Income Taxes	2	2	0	3
ACC	140	Payroll Accounting	1	2	0	2
ACC	150	Acct Software Appl	1	2	0	2
CIS	110	Intro to Computers	2	2	0	3
Total Major Required Hours						**18**
Other Required Courses						
None						
Total Required Credit Hours for Certificate Program						**18**

A certificate is awarded from Roanoke-Chowan Community College upon successful completion of the above courses.

An associate in applied science degree is awarded from Halifax Community College upon successful completion of the program.

Air Conditioning, Heating, & Refrigeration Technology (A35100)

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

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	111	Expository Writing	3	0	0	3
ENG	115	Oral Communication	3	0	0	3
MAT	115	Math Models	2	2	0	3
Humanities/Fine Arts Requirement*						3
**(Choose one course from the Humanities/Fine Arts Course list on page 124)*						
Social/Behavioral Sciences Requirement*						3
**(Choose one course from the Social/Behavioral Sciences Course list on page 125)*						
Total General Education Required Hours						**15**
Major Required Courses						
AHR	110	Intro to Refrigeration	2	6	0	5
{AHR	111	HVACR Electricity	2	2	0	3
	or					
ELC	111	Introduction to Electricity	2	2	0	3}
AHR	112	Heating Technology	2	4	0	4
AHR	113	Comfort Cooling	2	4	0	4
AHR	114	Heat Pump Technology	2	4	0	4
AHR	115	Refrigeration Systems	1	3	0	2
AHR	130	HVAC Controls	2	2	0	3
AHR	151	HVAC Duct Systems I	1	3	0	2
AHR	152	HVAC Duct Systems II	1	3	0	2
AHR	160	Refrigerant Certification	1	0	0	1
AHR	180	HVACR Customer Relations	1	0	0	1
AHR	211	Residential System Design	2	2	0	3
AHR	212	Advanced Comfort Systems	2	6	0	4
AHR	213	HVACR Building Code	1	2	0	2
BPR	130	Print Reading-Construction	0	0	0	3
{CIS	110	Intro to Computers	2	2	0	3

	or					
CIS	111	Basic PC Literacy	1	2	0	2}
{ISC	112	Industrial Safety	2	0	0	2
	or					
ISC	115	Construction Safety	2	0	0	2}
WLD	112	Basic Welding Processes	1	3	0	2
Select 2 hours from the following:						
AHR	120	HVACR Maintenance	1	3	0	2
{COE	112	Co-op Work Experience I	0	0	20	2
	or					
COE	122	Co-op Work Experience II	0	0	20	2}
Total Major Required Hours						**51**
Other Required Courses						
{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	1	0	0	1}
Physical Education Requirement*						1
	**(Choose one course from the Physical Education Course list on page 125)*					
Total Required Credit Hours for A.A.S. Degree						**68**

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

An associate in applied science degree is awarded upon successful completion of the program.

Air Conditioning, Heating, & Refrigeration Technology (D35100)

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	111	Expository Writing	3	0	0	3
MAT	115	Math Models	2	2	0	3
Total General Education Required Hours						**6**
Major Required Courses						
AHR	110	Intro to Refrigeration	2	6	0	5
{AHR	111	HVACR Electricity	2	2	0	3
	or					
ELC	111	Introduction to Electricity	2	2	0	3}
AHR	112	Heating Technology	2	4	0	4
AHR	113	Comfort Cooling	2	4	0	4
AHR	114	Heat Pump Technology	2	4	0	4
AHR	130	HVAC Controls	2	2	0	3
AHR	151	HVAC Duct Systems I	1	3	0	2

AHR	160	Refrigerant Certification	1	0	0	1
AHR	180	HVACR Customer Relations	1	0	0	1
WLD	112	Basic Welding Processes	1	3	0	2

Select 2 hours from the following:

AHR	120	HVACR Maintenance	1	3	0	2
{COE	112	Co-op Work Experience I	0	0	20	2
	or					
COE	122	Co-op Work Experience II	0	0	20	2}
Total Major Required Hours						**31**

Other Required Courses

{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	1	0	0	1}
Physical Education Requirement*						1
	**(Choose one course from the Physical Education Course list on page 125)*					
Total Required Credit Hours for Diploma Program						**39**

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

A diploma is awarded upon successful completion of the program. Two certificate options are available:

Heat Pump Certificate (C35100A)

Major Required Courses

{AHR	111	HVACR Electricity	2	2	0	3
	or					
ELC	111	Introduction to Electricity	2	2	0	3}
AHR	113	Comfort Cooling	2	4	0	4
AHR	114	Heat Pump Technology	2	4	0	4
AHR	130	HVAC Controls	2	2	0	3
AHR	160	Refrigerant Certification	1	0	0	1
Total Major Required Hours						**15**

HVAR Certificate (C35100B)

Major Required Courses

AHR	110	Intro to Refrigeration	2	6	0	5
{AHR	111	HVACR Electricity	2	2	0	3
	or					
ELC	111	Introduction to Electricity	2	2	0	3}
AHR	112	Heating Technology	2	4	0	4
AHR	160	Refrigerant Certification	1	0	0	1
Total Major Required Hours						**13**

HVAC Mechanical Installation Certificate (C35100C)

Major Required Courses

AHR	151	HVAC Duct Systems I	1	3	0	2
AHR	152	HVAC Duct Systems II	1	3	0	2
AHR	211	Residential System Design	2	2	0	3
AHR	213	HVACR Building Code	1	2	0	2
BPR	130	Blueprint Reading/Construction	0	0	0	3
WLD	112	Basic Welding Processes	1	3	0	2
Total Major Required Hours						**14**

Associate Degree Nursing (A45110)

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

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

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

Program Entrance Requirements

Approved by the NC Board of Nursing, the Associate Degree Nursing (ADN) program admits first time nursing students in the fall semester only. A maximum of 60 students may be enrolled in the program, which includes first and second level. To be considered for program admission, applicants must meet the admission requirements established by both the College and the program. A brief outline of the ADN admission process follows (a detailed description available in Student Services):

Minimum Requirements

1. Complete the College's application for admission and the Associate Degree Nursing Program Application.

2. Submit official high school transcript (must have received diploma) or official copy of GED scores to Registrar's Office.

3. Submit official transcripts from all previously attended colleges to Registrar's Office.
   Registrar's Office
   Roanoke-Chowan Community College

4. Meet minimum cutoff scores on placement tests or progress through appropriate developmental courses.

5. Complete (or have completed) one biology course in high school or one course equivalent to high school biology at R-CCC or another college with a minimum grade of C.

6. Complete (or have completed) one chemistry course in high school or one course equivalent to high school chemistry at R-CCC or another college with a minimum grade of C.

7. Have a minimum cumulative (overall) grade point average (GPA) of 2.5 or higher on the most recent three academic semester records (college or high school).

8. Meet the minimum required scores on the Test of Essential Academic Skills (TEAS) admission test. Scoring is based on recommendations from the Assessment Technologies Institute. Applicants who fail to meet the minimum passing score on the TEAS will be allowed to retest one time during the admissions process. TEAS score will be valid for one year.

After applicants have completed all minimum requirements, the competitive criteria for selection will be implemented in order to select the best qualified applicants. Applicants are rated on various factors using a point-based scale.

Upon conditional acceptance into the ADN program applicant must provide:

1. **Proof of current CNA registry:** Provide proof of listing as a Nursing Assistant I with no substantiated findings with the North Carolina Division of Facility Services (NCDFS) or completion of a DFS approved Nursing Assistant Training and Competency Evaluation Program and awaiting nurse aid registry verification **by August 1, no extensions will be granted**. **For fall, 2014 ADN admission proof of listing with the CNA registry will be due on or before April 15. CNA registry must remain current throughout the ADN program.**

2. **Proof of current CPR certification:** Provide proof of current CPR Certification. (Health Care Provider Level from American Red Cross or American Heart Association) **by August 1, no extensions will be granted**. **For fall 2014 ADN admission proof of CPR will be due on or before April 15. CPR must remain current throughout the ADN program.**

3. **Completed Health Form:** Submit a completed North Carolina Community College System (NCCCS) Health Examination Form, available online at www.roanokechowan.edu verifying physical and emotional health as evidence of the applicant's ability to provide safe nursing care to the public (21 NCAC 36.0320). This examination includes a current TB skin

test (chest x-ray if positive TB skin test), Chicken Pox titer (or vaccine), Hepatitis B series (or declination*), Influenza (flu) and complete immunization records. The health exam may be completed by a physician, nurse practitioner, or physician assistant. The health exam must be current within 6 months of enrollment in a "NUR" course and be **submitted by April 15**, **no extensions will be granted**. **Applicant may sign a declaration form for waiver of Hepatitis B immunization after consultation with the program coordinator.*

If the Health Examination Form and all other required documents are not submitted by the deadline dates (as stated above), the applicant may forfeit his/her admission into the Nursing Program.

4. **Letter of Final Decision:** Upon evaluation of these documents, a final recommendation will be made by the ADN Admissions Committee regarding admission status. The applicant will be assigned one of the following enrollment categories:

- Accepted for enrollment
- Alternate (Qualified but placed on a waiting list)
- Not accepted (Those who do not qualify at this time)

A letter will be sent to each applicant by the postal mail, informing the applicant of the final admission recommendation.

5. **Mandatory Attendance at Orientation Session:** Each student who receives a *letter of unconditional admission (acceptance without stipulations)* will be required to attend the orientation session for the ADN program held annually on campus in August.

9.3 Transfer Students

Applicants desiring to transfer into Roanoke-Chowan Community College Associate Degree Nursing program must meet the same admission criteria required of all nursing students. The applicant must follow the same procedure required by R-CCC for all transfer students as outlined in the R-CCC catalog. A transfer student is defined as a student who has completed all requirements for progression to the next semester at the college from which they are transferring. Admission for the transfer student is on a "space-available" basis.

In addition to the catalog requirements, the student may be requested to provide course outlines for all nursing courses for which the applicant is seeking credit, scores from any standardized test(s) like the TEAS test, taken at former schools, and a letter of recommendation from clinical instructor who most recently supervised applicant. The ADN Program Coordinator along with the Registrar will evaluate the outlines and determine the amount of credit to be awarded. Applicant must complete or receive transfer credit for coursework required in curriculum sequence prior to point of entrance into 'NUR' course with a grade of "C" or above in related coursework and an "80" (B) or better in 'NUR' courses.

Due to the rapidly changing technology in nursing studies, any student seeking transfer to the ADN program after more than one-year lapse in nursing education will be asked to demonstrate satisfactory performance, an "80" (B) or better, of nursing competencies by means of theory (written exam) and clinical (skills) performance evaluations. The method for evaluating

satisfactory competence will be written and skills competency examinations administered by the nursing faculty at a scheduled time, to be announced during the application process.

All applicants seeking advanced placement as a transfer student must complete **ALL** of the above admission requirements by the beginning of the semester prior to enrollment. (For example, if you plan to enter the ADN program as a transfer student in the spring semester your application and all supporting documents are required to be submitted within thirty (30) business days of the beginning of fall semester. If fall semester begins August 15 then your application deadline would be September 26). Completion of the minimum admission requirements for transfer does not guarantee acceptance into the program. Following completion of the minimum admission requirements for a transfer student, the competitive selection process will be implemented for admission to the ADN program.

Advanced Placement (LPN)

Enrollment is contingent upon meeting the criteria met by the generic nursing students, space availability as well as the following criteria:

1. High school graduation or equivalent.
2. Transcript from the Practical Nursing Program showing courses taken and grades earned.
3. Current unrestricted license to practice in North Carolina.
4. Completion of or transfer credit for coursework required in curriculum sequence prior to point of entrance into NUR courses. Additional courses may sometimes be required. A minimum grade of "80" (B) is required on each nursing course and a minimum of "C" or better on all related coursework.
5. Satisfactory completion with a grade of an "80" (B) or above on theory (written exam) and clinical performance (skill competency) evaluation, which are administered by the nursing faculty at a scheduled time, to be announced during the application process.

All applicants seeking advanced placement must complete **ALL** of the above admission requirements by the beginning of the semester prior to enrollment. (For example, if you plan to enter the ADN program as an advanced placement student in the spring semester your application and all supporting documents are required to be submitted within thirty (30) business days of the beginning of fall semester). Completion of the minimum admission requirements for advanced placement does not guarantee acceptance into the program. Following completion of the minimum admission requirements for an advanced placement student, the competitive selection process will be implemented for admission to the ADN program.

Criminal Background Check

A clinical component is required by the ADN Program and a criminal background check is required by most clinical agencies. A students' criminal record will impact the students' opportunity to successfully complete the clinical portion of the course and therefore will limit the students' ability to progress in the program. If a student is unable to attend any clinical site due to the criminal background check, the student will be dismissed from the program. For criminal

background checks visit the web address: www.certifiedbackgrounds.com Students are responsible for the fees associated with criminal background checks.

General Abilities & Requirements

The practice of nursing involves cognitive, sensory, affective, and psychomotor performance requirements. Nursing students should possess and be able to demonstrate the following abilities: critical thinking, interpersonal skills, mobility, communication skills, motor skills, hearing ability, visual acuity, tactile sensation, cognitive abilities, and weight bearing ability. Nursing students/applicants requiring special accommodations or modifications for learning (e.g., interpreter, reader, large print materials, or testing considerations) should contact Student Services.

Progression & Continuation

1. Students must earn at least an "80" (B) in each nursing course and a "C" or better in related curriculum sequence courses in order to progress to the next NUR course (see ADN Performance Evaluation Policy). Students failing to meet this performance standard will be dismissed from the program.

2. Course prerequisites for NUR prefix courses as well as other course requirements are defined in the curricular section of the College catalog and the ADN Policy Manual. Students must successfully complete these prerequisites prior to enrolling in subsequent course offerings. Enrolled students must take NUR prefix courses in sequence.

3. Students must achieve satisfactory clinical and laboratory performance evaluation in each nursing course in order to progress to the next NUR course.

4. Students must maintain evidence of current tuberculin skin test status on file in the ADN department student records while enrolled.

5. Students must maintain evidence of current CPR certification (Health Care Provider) on file in the ADN department student records while enrolled.

6. Students must maintain evidence of current Nursing Assistant I registry on file in the ADN department student records while enrolled.

7. Students must maintain current malpractice insurance with the College.

Each student will be required to demonstrate Math Proficiency by scoring a minimum of "90" on math proficiency tests. Inability to master this content with "90" will result in an unsatisfactory grade for NUR 111 and will result in an "F" for the course. The student will be required to exit the program at that point.

Program Readmission

Students who have interrupted their studies in the ADN program and wish to continue their academic pursuits are eligible for readmission on a space-available basis. Readmission guidelines are as follows:

1. All current minimum admission requirements will be applicable.

2. Applicants will be considered for admission using the competitive selection criteria for readmission along with all other students applying for entrance into that year

3. Applicants who have exited the current ADN program twice for unsatisfactory academic, lab, or clinical performance evaluations will be ineligible for readmission. Any applicant not enrolled in the nursing program within two years from the time of their withdrawal/dismissal will have to repeat all nursing courses.

4. Applicants will be asked to demonstrate satisfactory performance of nursing competencies in theory (written exam) and clinical (skills) performance if seeking readmission after one year lapse in nursing education.

Certification/Licensure Opportunities
(Prior to completion of associate degree)
NA II Listing-Students satisfactorily completing the second semester of the ADN A45100 program (NUR 112) are eligible to apply for NA II listing through the NC Board of Nursing. A current NA I listing is required prior to admission to the ADN program and to obtain a NA II listing.

Graduation Requirements

1. Students must complete all required courses within their curriculum as published in the catalog at the time of their initial enrollment.

2. Students must have an overall 2.0 GPA with no grade less than 80 in nursing and C in nursing-related courses

3. All students satisfactorily completing the fourth semester (NUR 213) will be awarded an associate degree upon completion of program and college graduation requirements.

Licensure Eligibility Requirements
In accordance with the provisions of Chapter 150B of the General Statutes, the NC Board of Nursing (NCBON GS 90-171.37) may deny licensure, revoke or suspend a license, or invoke disciplinary measures in which the Board determines that the nurse or applicant:

- has given false information or has withheld material information from the Board in procuring or attempting to procure a license to practice nursing;

- has been convicted or pleaded guilty or nolo contendere to any crime that indicates that the nurse is unfit or incompetent to practice nursing or that the nurse has deceived or

defrauded the public. Conviction shall not automatically bar licensure. The Board of Nursing shall consider factors regarding the conviction (90-171.48);

- has a mental or physical disability or uses any drugs to a degree that interferes with his or her fitness to practice nursing;
- engages in conduct that endangers the public health;
- is unfit or incompetent to practice nursing by reason of deliberate or negligent acts or omissions regardless of whether actual injury to the patient is established;
- engages in conduct that deceives, defrauds, or harms the public in the course of professional activities or services;
- has violated any provision of the Nursing Practice Act, G.S. Ch. 90, Sect. 1, Article 9A;
- has willfully violated any rules enacted by the Board.

Program Dismissal

Any student who demonstrates behavior that conflicts with safety essential to nursing practice will be dismissed from the program per the Associate Degree Nursing Program Coordinator. Safe practice is defined as practicing within the NC Nursing Practice Act (G.S. Chapter 90, Section 1, Article 9A), practicing within guidelines and objectives of the program, practicing within rules and regulations of affiliating health care agencies, and practicing within the ANA Code of Ethics and NLNAC Core Competencies.

The ADN Department also reserves the right to dismiss any student from the program who presents physical and/or emotional health problems that do not respond to appropriate treatment and/or counseling within a reasonable time frame. These behaviors and/or problems would be of the nature that they impair the student's ability to provide safe nursing care to the public. Also, any student who fails to meet the progression and continuation guidelines will be dismissed from the program.

Specific policies related to the ADN program are addressed in detail in the ADN Program Policy Manual.

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
BIO	168	Anatomy and Physiology I	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
{ENG	112	Argument-Based Research	3	0	0	3
	or					
ENG	113	Literature-Based Research	3	0	0	3
	or					
ENG	114	Prof. Research & Reporting	3	0	0	3}

HUM	115	Critical Thinking	3	0	0	3
PSY	150	General Psychology	3	0	0	3
Total General Education Required Hours						**16**
Major Required Courses						
CIS	110	Intro to Computers	2	2	0	3
BIO	169	Anatomy and Physiology II	3	3	0	4
NUR	111	Intro to Health Concepts	4	6	6	8
NUR	112	Health-Illness Concepts	3	0	6	5
NUR	113	Family Health Concepts	3	0	6	5
NUR	114	Holistic Health Concepts	3	0	6	5
NUR	211	Health Care Concepts	3	0	6	5
NUR	212	Health System Concepts	3	0	6	5
NUR	213	Complex Health Concepts	4	3	15	10
PSY	241	Developmental Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
Total Major Required Hours						**56**
Other Required Courses						
ACA	122	College Transfer Success	1	0	0	1
Total Required Credit Hours for A.A.S. Degree						**73**

Based upon placement test scores, developmental courses in English, reading, math, and algebra also may be required.

Students who plan to take science courses at RCCC must comply with appropriate prerequisite requirements which include satisfactory completion of high school biology and high school chemistry within the last 5 years.

An associate degree in nursing is awarded upon successful completion of the program.

Barbering (D55110)

The Barbering Curriculum is designed to provide competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the barber industry. The curriculum also provides a simulated environment that enables students to develop manipulative skills.

Course work includes instruction in all phases of professional barbering, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge and other selected topics.

Graduates should qualify to sit for the State Board of Examiners. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in barbershops and related businesses.

Students must fill out Barber School application before enrolling in Core Barber classes. Forms will be available in Student Services.

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	102	Applied Communications II	3	0	0	3
PSY	101	Applied Psychology	3	0	0	3
Total General Education Required Hours						**6**
Major Required Courses						
BAR	111	Barbering Concepts I	4	0	0	4
BAR	112	Barbering Clinic I	0	24	0	8
BAR	113	Barbering Concepts II	4	0	0	4
BAR	114	Barbering Clinic II	0	24	0	8
BAR	115	Barbering Concepts III	4	0	0	4
BAR	116	Barbering Clinic III	0	12	0	4
BAR	117	Barbering Concepts IV	2	0	0	2
BAR	118	Barbering Clinic IV	0	21	0	7
Total Major Required Hours						**41**
Other Required Courses						
{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	1	0	0	1}
Total Required Credit Hours for Diploma Program						**48**

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

A diploma is awarded upon successful completion of the program.

Biotechnology (A20100)

Pending State Approval

The Biotechnology program is offered through a collaborative agreement with Pitt Community College in Greenville. The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist, laboratory technician/instrumentation technician, and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

Biotechnology is an Associate Degree program offered in conjunction with Pitt Community College who awards the degree. Students may take courses marked with an asterisk (*) at Roanoke-Chowan Community College. All other courses must be taken at Pitt Community College.

Course and Hour Requirements

Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses					
*ENG 111	Expository Writing	3	0	0	3
{*ENG112	Argument-Based Research	3	0	0	3
or					
*ENG 113	Literature-Based Research	3	0	0	3
or					
*ENG 114	Prof. Research & Reporting	3	0	0	3}
Humanities/Fine Arts					
Select a course from the following:					
*ART 111	Art Appreciation	3	0	0	3
HUM 110	Technology and Society	3	0	0	3
*HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 140	History of Architecture	3	0	0	3
HUM 160	Introduction to Film	2	2	0	3
*MUS 110	Music Appreciation	3	0	0	3
Social/Behavioral Sciences					
Select a course from the following:					
*POL 120	American Government	3	0	0	3
*PSY 150	General Psychology	3	0	0	3
*SOC 210	Introduction to Sociology	3	0	0	3
*SOC 213	Sociology of the Family	3	0	0	3
Math Elective					
Select a course (and its' accompanying lab) from the following:					
*MAT 110	Math Measurement	2	2	0	3
*MAT 115	Mathematical Models	2	2	0	3
*MAT 161	College Algebra	3	0	0	3
*MAT 175	Precalculus	4	0	0	4
*MAT 175A	Precalculus Lab	0	2	0	1
Total General Education Required Hours					**15-17**
Major Required Courses					
*BIO 111	General Biology I	3	3	0	4
*BIO 112	General Biology II	3	3	0	4

*BIO	275	Microbiology	3	3	0	4
BTC	181	Basic Lab Techniques	3	3	0	4
BTC	250	Principles of Genetics	3	0	0	3
BTC	270	Recombinant DNA Tech	3	3	0	4
BTC	281	Bioprocess Techniques	2	6	0	4
BTC	285	Cell Culture	2	3	0	3
*CHM	132	Organic & Biochemistry	3	3	0	4

Chemistry Elective
Select 4 SHC from the following:

*CHM	131	Intro to Chemistry	3	0	0	3
*CHM	131A	Intro to Chemistry Lab	0	3	0	1
CHM	151	General Chemistry I	3	3	0	4

Science Elective
Select 8 SHC from the following:
(Note: If a student selected CHM 151 under the Chemistry Elective the student must select CHM 152 and then select 4 more hours from the Science Electives.)

BTC	275	Industrial Microbiology	3	3	0	4
BTC	286	Immunological Techniques	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1
PHY	151	College Physics I	3	2	0	4

Experience Elective
Select a course from the following:

BTC	288	Biotech Lab Experience	0	6	0	2
COE	112	Co-op Work Experience I	0	0	20	2

Computer Elective
Select a course from the following:

*CIS	110	Intro to Computers	2	2	0	3
*WEB	110	Internet/Web Fundamentals	2	2	0	3
Total Major Required Hours						**51**

Other Required Courses
Select a course from the following:

ACA	111	College Student Success	1	0	0	1
ACA	122	College Transfer Success	1	0	0	1

Total Required Credit Hours for A.A.S. Degree **67-69**

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

An associate in applied science degree is awarded from Pitt Community College upon successful completion of the program.

Building Construction Technology (A35140)
Pending State Approval

The Building Construction Technology curriculum is designed to provide students with an overview of the building construction industry. Construction labs/lecture courses and other related classes, provide students with up-to-date knowledge on materials, trends, and techniques of the ever-changing construction industry.

Course work includes basic construction concepts such as general construction, blueprint reading, construction estimating, and project management. Students will also diversify their knowledge of construction in other areas like electrical wiring, construction surveying, plumbing, statics/strength of materials, and HVAC.

Graduates should qualify for entry-level jobs in any general construction setting and be able to advance quickly to management positions such as supervisors, superintendents, project coordinators, project planners, estimators, and inspectors.

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	111	Expository Writing	3	0	0	3
ENG	115	Oral Communication	3	0	0	3
MAT	121	Algebra/Trigonometry I	2	2	0	3
Humanities/Fine Requirement*						3
**(Choose one course from the Humanities/Fine Arts Course list on page 124)*						
Social/Behavioral Sciences Requirement*						3
**(Choose one course from the Social/Behavioral Sciences Course list on page 125)*						
Total General Education Required Hours						**15**
Major Required Courses						
AHR	113	Comfort Cooling	2	4	0	4
BPR	130	Blueprint Reading/Const	1	2	0	2
CAR	111	Carpentry I	3	0	15	8
CAR	112	Carpentry II	3	0	15	8
CAR	114	Residential Bldg Codes	3	0	0	3
CST	131	OSHA/Safety/Certification	2	2	0	3
CST	211	Construction Surveying	2	3	0	3
CST	221	Statics/Structures	3	3	0	4
CST	241	Planning/Estimating I	2	2	0	3
ELC	113	Basic Wiring I	2	6	0	4
PLU	111	Intro to Basic Plumbing	1	3	0	2
Select four hours from the following:						
CIS	111	Basic PC Literacy	1	2	0	2
COE	111	Co-op Work Experience I	0	0	10	1

COE	112	Co-op Work Experience I	0	0	20	2
COE	121	Co-op Work Experience I	0	0	10	1
WLD	112	Basic Welding Processes	1	3	0	2

Select three hours from the following:

BUS	110	Introduction to Business	3	0	0	3
ECO	251	Prin of Microeconomics	3	0	0	3
ECO	252	Prin of Macroeconomics	3	0	0	3
Total Major Required Hours						**51**

Other Required Courses

{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	1	0	0	1}
Physical Education Requirement*						1
	**(Choose one course from the Physical Education Course list on page 125)*					
Total Required Credit Hours for A.A.S. Degree						**68**

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

An associate in applied science degree is awarded upon successful completion of the program. ***A certificate option is also offered and is listed below:***

Building Construction Technology Certificate (C35140)

Major Required Courses

BPR	130	Blueprint Reading Construction	1	2	0	2
CAR	111	Carpentry I	3	15	0	8
CST	131	OSHA/Safety/Certification	2	2	0	3
CST	241	Planning/Estimating I	2	2	0	3
Total Major Required Hours						**16**

Business Administration (A25120)

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 and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	111	Expository Writing	3	0	0	3
{ENG	112	Argument-Based Research	3	0	0	3
	or					
ENG	113	Literature-Based Research	3	0	0	3
	or					
ENG	114	Prof. Research & Reporting	3	0	0	3}
MAT	115	Math Models	2	2	0	3
Humanities/Fine Arts Requirement*						3
	**(Choose one course from the Humanities/Fine Arts Course list on page 124)*					
Social/Behavioral Sciences Requirement*						3
	**(Choose one course from the Social/Behavioral Sciences Course list on page 125)*					
Total General Education Required Hours						**15**
Major Required Courses						
ACC	120	Prin of Financial Acct	3	2	0	4
ACC	121	Prin of Managerial Acct	3	2	0	4
ACC	129	Individual Income Taxes	2	2	0	3
ACC	140	Payroll Accounting	1	2	0	2
ACC	150	Acct Software Appl	1	2	0	2
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	116	Business Law II	3	0	0	3
BUS	135	Principles of Supervision	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
BUS	225	Business Finance	2	2	0	3
BUS	260	Business Communication	3	0	0	3
CIS	110	Intro to Computers	2	2	0	3
COE	111	Co-op Work Experience I	0	0	10	1
{ECO	151	Survey of Economics	3	0	0	3
	or					
ECO	251	Prin of Microeconomics	3	0	0	3
	or					
ECO	252	Principles of Macroeconomics	3	0	0	3}
MKT	120	Principles of Marketing	3	0	0	3
OST	122	Office Computations	1	2	0	2
OST	131	Keyboarding	1	2	0	2
Select one of the following:						
BUS	121	Business Math	2	2	0	3
BUS	230	Small Business Management	3	0	0	3

CIS	124	DTP Graphics Software	2	2	0	3
CTS	130	Spreadsheet	2	2	0	3
OST	136	Word Processing	2	2	0	3
OST	184	Records Management	2	2	0	3
Total Major Required Hours						**53**

Other Required Courses

{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	1	0	0	1}
Physical Education Requirement*						1

**(Choose one course from the Physical Education Course list on page 125)*

Total Required Credit Hours for A.A.S. Degree **70**

MAT 115 may be substituted with MAT 151. Based upon placement test scores, developmental courses in English, reading, and math also may be required.

An associate in applied science degree is awarded upon successful completion of the program.

Computer Information Technology (A25260)

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

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
English						
Select one of the following						
ENG	112	Argument-Based Research	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3

ENG	114	Prof. Research & Reporting	3	0	0	3

Humanities/Fine Arts Requirement* 3

**(Choose one course from the Humanities/Fine Arts Course list on page 124)*

Social/Behavioral Sciences Requirement* 3

**(Choose one course from the Social/Behavioral Sciences Course list on page 125)*

Total General Education Required Hours 15

Major Required Courses

BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Intro to Prog & Logic	3	0	0	3
COE	111	Co-op Work Experience I	0	0	10	1
CTS	118	IS Professional Comm	2	0	0	2
CTS	120	Hardware/Software Support	2	3	0	3
CTS	250	User Support & Softw Eval	2	2	0	3
CTS	285	Systems Analysis & Design	3	0	0	3
CTS	289	System Support Project	1	4	0	3
DBA	110	Database Concepts	2	3	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
NOS	130	Windows Single user	2	2	0	3
NOS	230	Windows Admin I	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3

Choose 9 hours from the following courses:

CIS	124	DTP Graphics Software	2	2	0	3
CIS	160	MM Resources Integration	2	2	0	3
CTS	210	Computer Ethics	3	0	0	3
DME	110	Intro to Digital Media	2	2	0	3
DME	130	Digital Animation I	2	2	0	3
WEB	120	Intro Internet Multimedia	2	2	0	3

Total Major Required Hours 54

Other Required Courses

{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	1	0	0	1}

Physical Education Requirement* 1

**(Choose one course from the Physical Education Course list on page 125)*

Total Required Credit Hours for A.A.S. Degree 71

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

An associate in applied science degree is awarded upon successful completion of the program.
Certificate options also are offered and are listed below:

Multimedia Certificate (C25260A)

Multimedia is the merging of graphics, text, video, and sound into one product which is controllable by a computer. The Multimedia Certificate Program is both practical and innovative in providing students with real-world training for new careers in a dynamic field.

The program offers students:

- Hands-on experience with the software tools used to produce multimedia
- Techniques and processes used in multimedia design
- Careers in the multimedia industry

The Multimedia Certificate Program meets the needs of industry trainers and others who want to expand their careers with training in multimedia design and production.

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3
CIS	160	MM Resources Integration	2	2	0	3
DME	110	Intro to Digital Media	2	2	0	3
DME	130	Digital Animation I	2	2	0	3
WEB	120	Intro Internet Multimedia	2	2	0	3
Total Major Required Hours						**15**

CIT Basics Certificate (C25260B)

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3
CIS	124	DTP Graphics Software	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
Total Major Required Hours						**12**

Operating Systems Certificate (C25260C)

Pre-requisites

CIS	110	Introduction to Computers
NOS	110	Operating Systems Concepts

Major Required Courses

CTS	210	Computer Ethics	3	0	0	3
CTS	250	User Support & Softw Eval	2	2	0	3
NOS	130	Windows Single user	2	2	0	3
NOS	230	Windows Admin I	2	2	0	3
Total Major Required Hours						**12**

Web/Security Certificate (C25260D)

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3

NET	110	Networking Concepts	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
Total Major Required Hours						**12**

Cosmetology (D55140)

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	102	Applied Comm II	3	0	0	3
PSY	101	Applied Psychology	3	0	0	3
Total General Education Required Hours						**6**
Major Required Courses						
COS	111	Cosmetology Concepts I	4	0	0	4
COS	112	Salon I	0	24	0	8
COS	113	Cosmetology Concepts II	4	0	0	4
COS	114	Salon II	0	24	0	8
COS	115	Cosmetology Concepts III	4	0	0	4
COS	116	Salon III	0	12	0	4
COS	117	Cosmetology Concepts IV	2	0	0	2
COS	118	Salon IV	0	21	0	7
Total Major Required Hours						**41**
Other Required Courses						
{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	1	0	0	1}
Total Required Credit Hours for Diploma Program						**48**

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

A diploma is awarded upon successful completion of the program.

Criminal Justice Technology (A55180)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	111	Expository Writing	3	0	0	3
{ENG	112	Argument-Based Research	3	0	0	3
	or					
ENG	113	Literature-Based Research	3	0	0	3
	or					
ENG	114	Prof. Research & Reporting	3	0	0	3}
MAT	115	Math Models	2	2	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
Humanities/Fine Arts Requirement*						3
	**(Choose one course from the Humanities/Fine Arts Course list on page 124)*					
Total General Education Required Hours						**18**
Major Required Courses						
{CIS	110	Intro to Computers	2	2	0	3
	or					
CIS	111	Basic PC Literacy	1	2	0	2}
CJC	111	Intro to Criminal Justice	3	0	0	3
CJC	112	Criminology	3	0	0	3
CJC	113	Juvenile Justice	3	0	0	3
CJC	121	Law Enforcement Ops	3	0	0	3
CJC	122	Community Policing	3	0	0	3
CJC	131	Criminal Law	3	0	0	3
CJC	132	Court Proc & Evidence	3	0	0	3

CJC	141	Corrections	3	0	0	3
CJC	151	Intro to Loss Prevention	3	0	0	3
CJC	160	Terrorism: Underlying Issues	3	0	0	3
CJC	170	Critical Incident Management for Public Safety	3	0	0	3
CJC	212	Ethics & Comm Relations	3	0	0	3
CJC	221	Investigative Principles	3	2	0	4
CJC	231	Constitutional Law	3	0	0	3
CJC	232	Civil Liability	3	0	0	3
COE	110	World of Work	1	0	0	1
COM	231	Public Speaking	3	0	0	3
Total Major Required Hours						**52-53**
Other Required Courses						
{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	1	0	0	1}
Physical Education Requirement*						1
	**(Choose one course from the Physical Education Course list on page 125)*					
Total Required Credit Hours for A.A.S. Degree						**72-73**

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

An associate in applied science degree is awarded upon successful completion of the program.

Dental Assisting (D45240)

Pending State Approval

Offered through a collaborative agreement with Martin Community College in Williamston, the Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chair side and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

Dental Assisting is a Diploma program offered in conjunction with Martin Community College who awards the Diploma. Students may take courses marked with an asterisk (*) at Roanoke-Chowan Community College. All other courses must be taken at Martin Community College.

Course and Hour Requirements

Title			Class	Lab	Clin/Exp	Credits
General Education Required Courses						
*****ENG	102	Applied Comm II*****	3	0	0	3
*****PSY	150	General Psychology*****	3	0	0	3
Total General Education Required Hours						**6**
Major Required Courses						
BIO	106	Intro to Anatomy/ Physiology/Microbiology	2	2	0	3
*****CIS	111	Basic PC Literacy*****	1	2	0	2
DEN	100	Basic Orofacial Anatomy	2	0	0	2
DEN	101	Preclinical Procedures	4	6	0	7
DEN	102	Dental Materials	3	4	0	5
DEN	103	Dental Sciences	2	0	0	2
DEN	104	Dental Health Education	2	2	0	3
DEN	105	Practice Management	2	0	0	2
DEN	106	Clinical Practice I	1	0	12	5
DEN	107	Clinical Practice II	1	0	12	5
DEN	111	Infection/Hazard Control	2	0	0	2
DEN	112	Dental Radiography	2	3	0	3
Total Major Required Hours						**41**
Other Required Courses						
ACA	115	Success & Study Skills	0	2	0	1
Total Required Credit Hours for Diploma Program						**48**

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

A diploma is awarded from Martin Community College upon successful completion of the program.

Early Childhood Education (A55220)

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

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

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

Program Entrance Requirements

To be considered for admission to the program, applicants must meet the entrance requirements established by both the College and the program. These requirements include submitting to the lead faculty a health card or statement from a physician stating the condition of health and, if requested, interviewing with the lead faculty.

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	111	Expository Writing	3	0	0	3
{ENG	114	Professional Research & Reporting	3	0	0	3
	or					
COM	231	Public Speaking	3	0	0	3}
{MAT	115	Math Models	2	2	0	3
	or					
MAT	141	Mathematical Concepts I	3	0	0	3}
PSY	150	General Psychology	3	0	0	3
Humanities/Fine Arts Requirement*						3
	**(Choose one course from the Humanities/Fine Arts Course list on page 124)*					
Total General Education Required Hours						**15-16**
Major Required Courses						
CIS	110	Intro to Computers	2	2	0	3
EDU	119	Intro to Early Child Educ	4	0	0	4
EDU	131	Child, Family, & Commun	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
EDU	151	Creative Activities	3	0	0	3
EDU	153	Health, Safety, & Nutrition	3	0	0	3
EDU	221	Children w/ Exceptionalities	3	0	0	3
EDU	271	Educational Technology	2	2	0	3
EDU	280	Lang & Lit Experiences	3	0	0	3
EDU	282	Early Childhood Lit	3	0	0	3
EDU	284	Early Child Capstone Prac	1	9	0	4
Child Development						
Select one set:						
EDU	144	Child Development I	3	0	0	3
EDU	145	Child Development II	3	0	0	3
	or					
PSY	244	Child Development I	3	0	0	3
PSY	245	Child Development II	3	0	0	3

Students must select a "Track" below and then choose 9 hours from <u>that</u> "Track":

Early Childhood Track

EDU	162	Observation and Assess. in ECE	3	0	0	3
EDU	234	Infants, Toddlers, & Twos	3	0	0	3
EDU	235	School-Age Dev. and Programs	3	0	0	3
EDU	259	Curriculum Planning	3	0	0	3

or **College Transferable Track**

BIO	111	General Biology I	3	3	0	4
EDU	216	Foundations of Education	3	2	0	4
HEA	110	Personal Health/Wellness	3	0	0	3
HIS	121	Western Civilization I	3	0	0	3
HIS	131	American History I	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3

or **Administrative Track**

BUS	110	Introduction to Business	3	0	0	3
EDU	261	Early Childhood Admin I	3	0	0	3
EDU	262	Early Childhood Admin II	3	0	0	3
EDU	287	Leadership in ECE	3	0	0	3

or **Special Education Track**

EDU	154	Social/Emotion/Behavior Dev.	3	0	0	3
EDU	222	Learners w/Behavior Disorders	3	0	0	3
EDU	247	Sensory and Physical Disabilities	3	0	0	3

Total Major Required Hours **50**

Other Required Courses

{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	1	0	0	1}

Physical Education Requirement* 1

**(Choose one course from the Physical Education Course list on page 125)*

Total Required Credit Hours for A.A.S. Degree **67-68**

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

An associate in applied science degree is awarded upon successful completion of the program.

Human Services Technology
(Without concentration) (A45380)

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.

Human Services Technology:
Mental Health Concentration (A4538C)

The Human Services Technology/Mental Health concentration prepares students for job opportunities in the mental health field. The curriculum enables students to understand culturally and emotionally handicapped, developmentally disabled, or addicted clients through a variety of models and diagnoses.

Course work includes a history of the mental health movement, current developments and future trends, and theoretical models affecting individual development and behavior in a diverse client population. Fieldwork experiences provide opportunities for application of knowledge in agency and institutional settings.

Graduates should qualify for employment in mental health treatment centers serving a diverse multicultural client population in public and private settings. Graduates will work with individuals, families, groups, organizations, and communities in providing a therapeutic arena of care.

Program Entrance Requirements

Admission is strongly encouraged during fall semesters only. To be considered for admission to either program, applicants must meet the entrance requirements established by both the College and the HST Department.

- Complete (or have completed) one year of biology and one year of chemistry in high school or one course in general biology and/or chemistry at RCCC or another college with a minimum grade of C.

- Meet minimum cutoff scores on placement tests and/ or complete all recommended developmental courses (ENG, RED, MAT) with a minimum grade of C.

Progression Requirements

Students must earn a minimum grade of C in all major courses to complete the program successfully. Any major courses with a grade lower than C is to be retaken before beginning clinical.

Students will not be admitted to clinical unless they have successfully met HSE 160 and HSE 162 pre-requisites.

Graduation Requirement
Students must have a cumulative GPA of 2.0 with a 2.0/C or higher in clinical to graduate from the HST program.

Additional Program Expenses
As required per student-expenses could exceed $150 for the full program.

- Liability insurance/clinical--$20 per year is due the semester the student enters HSE 160 and HSE 162. Insurance must be purchased before placement into clinical agency.
- Medical exam, shots, TB Tine/PPD test, Hepatitis B vaccine recommended
- Transportation to clinical and meals, and any clothing needed to meet agency requirements
- Any registration for workshops, applications for credentials, organizational memberships, literature

Program Dismissal
The HST Department reserves the right to dismiss students from the program who present physical, emotional, or addiction problems, providing such problems do not respond and maintain to appropriate treatment/counseling within a reasonable period of time, to be determined by HST Program Coordinator. Students who exhibit behavior conflicting with the practice essential to the program, to be determined by HST Program Coordinator, may be dismissed. Students showing need for personal recovery and/or educational assistance will be asked to seek appropriate services.

Human Services Technology (A45380)
(Without concentration)

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
BIO	163	Basic Anat & Physiology	4	2	0	5
ENG	111	Expository Writing	3	0	0	3
{ENG	112	Argument-Based Research	3	0	0	3
	or					
ENG	113	Literature-Based Research	3	0	0	3
	or					
ENG	114	Prof. Research & Reporting	3	0	0	3}
SOC	210	Introduction to Sociology	3	0	0	3
Humanities/Fine Arts Requirement*						3
	**(Choose one course from the Humanities/Fine Arts Course list on page 124)*					
Total General Education Required Hours						**17**

Major Required Courses

BUS	135	Principles of Supervision	3	0	0	3
BUS	230	Small Business Management	3	0	0	3
{CIS	110	Intro to Computers	2	2	0	3
	or					
CIS	111	Basic PC Literacy	1	2	0	2}
HSE	110	Intro to Human Services	2	2	0	3
HSE	112	Group Process I	1	2	0	2
HSE	123	Interviewing Techniques	2	2	0	3
HSE	125	Counseling	2	2	0	3
HSE	160	HSE Clinical Supervis I	1	0	0	1
HSE	162	HSE Clinical Exp I	0	0	6	2
HSE	210	Human Services Issues	2	0	0	2
HSE	225	Crisis Intervention	3	0	0	3
HSE	226	Mental Retardation	3	0	0	3
HSE	227	Children & Adol in Crisis	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSY	265	Behavioral Modification	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SAB	135	Addictive Process	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
Total Major Required Hours						**51-52**

Other Required Courses

{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	1	0	0	1}
Physical Education Requirement*						1
	**(Choose one course from the Physical Education Course list on page 125)*					
Total Required Credit Hours for A.A.S. Degree						**70-71**

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

An associate in applied science degree is awarded upon successful completion of the program. ***A certificate option is also offered and is listed below:***

Human Services Technology Certificate (C45380)

Major Required Courses

HSE	112	Group Process I	1	2	0	2
HSE	123	Interviewing Techniques	2	2	0	3
HSE	125	Counseling	2	2	0	3
HSE	210	Human Services Issues	2	0	0	2

PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
Total Major Required Hours						**16**

Human Services Technology: (A4538C)
Mental Health Concentration

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
BIO	163	Basic Anat & Physiology	4	2	0	5
ENG	111	Expository Writing	3	0	0	3
{ENG	112	Argument-Based Research	3	0	0	3
	or					
ENG	113	Literature-Based Research	3	0	0	3
	or					
ENG	114	Prof. Research & Reporting	3	0	0	3}
SOC	210	Introduction to Sociology	3	0	0	3
Humanities/Fine Arts Requirement*						3
	**(Choose one course from the Humanities/Fine Arts Course list on page 124)*					
Total General Education Required Hours						**17**
Major Required Courses						
BUS	230	Small Business Management	3	0	0	3
{CIS	110	Intro to Computers	2	2	0	3
	or					
CIS	111	Basic PC Literacy	1	2	0	2}
HSE	110	Intro to Human Services	2	2	0	3
HSE	112	Group Process I	1	2	0	2
HSE	123	Interviewing Techniques	2	2	0	3
HSE	125	Counseling	2	2	0	3
HSE	160	HSE Clinical Supervis I	1	0	0	1
HSE	162	HSE Clinical Exp I	0	0	6	2
HSE	210	Human Services Issues	2	0	0	2
HSE	225	Crisis Intervention	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SAB	135	Addictive Process	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
Concentration						
HSE	226	Mental Retardation	3	0	0	3
MHA	150	Mental Health Systems	3	0	0	3
MHA	155	Psychological Assessment	3	0	0	3

MHA	240	Advocacy	2	0	0	2
PSY	265	Behavioral Modification	3	0	0	3
Total Major Required Hours						**53-54**

Other Required Courses

{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	1	0	0	1}
Physical Education Requirement*						1

**(Choose one course from the Physical Education Course list on page 125)*

Total Required Credit Hours for A.A.S. Degree **72-73**

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

An associate in applied science degree is awarded upon successful completion of the program. ***A diploma option is also offered and is listed below:***

Human Services Technology – Mental Health Diploma (D4538C)

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	111	Expository Writing	3	0	0	3
PSY	150	General Psychology	3	0	0	3
Total General Education Required Hours						**6**
Major Required Courses						
HSE	110	Intro to Human Services	2	2	0	3
HSE	112	Group Process I	1	2	0	2
HSE	123	Interviewing Techniques	2	2	0	3
HSE	160	HSE Clinical Supervis I	1	0	0	1
HSE	162	HSE Clinical Exp I	0	0	6	2
HSE	225	Crisis Intervention	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
Concentration						
HSE	226	Mental Retardation	3	0	0	3
MHA	150	Mental Health Systems	3	0	0	3
MHA	155	Psychological Assessment	3	0	0	3
MHA	240	Advocacy	2	0	0	2
PSY	265	Behavioral Modification	3	0	0	3
Total Major Required Hours						**31**
Other Required Courses						
{ACA	111	College Student Success	1	0	0	1

	or					
ACA	122	College Transfer Success	1	0	0	1}
Physical Education Requirement*						1
	**(Choose one course from the Physical Education Course list on page 125)*					
Total Required Credit Hours for Diploma						**39**

A diploma is awarded upon successful completion of the program.

Industrial Systems Technology (A50240)

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

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

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

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	111	Expository Writing	3	0	0	3
ENG	115	Oral Communication	3	0	0	3
MAT	115	Math Models	2	2	0	3
Humanities/Fine Arts Requirement*						3
	**(Choose one course from the Humanities/Fine Arts Course list on page 124)*					
Social/Behavioral Sciences Requirement*						3
	**(Choose one course from the Social/Behavioral Sciences Course list on page 125)*					
Total General Education Required Hours						**15**
Major Required Courses						
BPR	111	Blueprint Reading	1	2	0	2
{CIS	110	Intro to Computers	2	2	0	3
	or					
CIS	111	Basic PC Literacy	1	2	0	2}
ELC	112	DC/AC Electricity	3	6	0	5
ELC	118	National Electrical Code	1	2	0	2
ELC	125	Diagrams & Schematics	1	2	0	2
ELC	128	Intro to PLC	2	3	0	3
ELC	228	PLC /Applications	2	6	0	4

HYD	110	Hydraulics/Pneumatics I	2	3	0	3
ISC	112	Industrial Safety	2	0	0	2
MEC	111	Machine Processes I	1	4	0	3
MEC	151	Mechanical Mfg Systems	1	3	0	2
MNT	110	Intro to Maint Procedures	1	3	0	2
MNT	130	Control Systems	2	4	0	4
MNT	160	Industrial Fabrication	1	3	0	2
MNT	240	Ind Equip Troubleshooting	1	3	0	2
WLD	112	Basic Welding Processes	1	3	0	2

Technical Electives

Select 9 SHC from the following:

AHR	110	Intro to Refrigeration	2	6	0	5
AHR	112	Heating Technology	2	4	0	4
AHR	113	Comfort Cooling	2	4	0	4
AHR	120	HVACR Maintenance	1	3	0	2
AHR	130	HVAC Controls	2	2	0	3
AHR	160	Refrigerant Certification	1	0	0	1
COE	111	Co-op Work Experience I	0	0	10	1
ELC	111	Intro to Electricity	2	2	0	3
ELC	113	Basic Wiring I	2	6	0	4
ELC	120	Intro to Wiring	2	2	0	3
MNT	220	Rigging and Moving	1	3	0	2
WLD	110	Cutting Processes	1	3	0	2
WLD	115	SMAW (Stick) Plate	2	9	0	5
WLD	116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD	117	Industrial SMAW	1	4	3	
WLD	121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD	131	GTAW (TIG) Plate	2	6	0	4
WLD	132	GTAW (TIG) Plate/Pipe	1	6	0	3
WLD	141	Symbols & Specifications	2	2	0	3
Total Major Required Hours						**51-52**

Other Required Courses

{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	1	0	0	1}
Physical Education Requirement*						1

**(Choose one course from the Physical Education Course list on page 125)*

Total Required Credit Hours for A.A.S. Degree	**68-69**

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

An associate in applied science degree is awarded upon successful completion of the program.
Diploma and certificate options also are offered and are listed below:

Industrial Systems Technology Diploma (D50240)

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	115	Oral Communication	3	0	0	3
MAT	115	Math Models	2	2	0	3
Total General Education Required Hours						**6**
Major Required Courses						
BPR	111	Blueprint Reading	1	2	0	2
{CIS	110	Intro to Computers	2	2	0	3
	or					
CIS	111	Basic PC Literacy	1	2	0	2}
ELC	112	DC/AC Electricity	3	6	0	5
ELC	118	National Electrical Code	1	2	0	2
HYD	110	Hydraulics/Pneumatics I	2	3	0	3
ISC	112	Industrial Safety	2	0	0	2
MEC	151	Mechanical Mfg Systems	1	3	0	2
MNT	110	Intro to Maint Procedures	1	3	0	2
MNT	130	Control Systems	2	4	0	4
MNT	160	Industrial Fabrication	1	3	0	2
WLD	112	Basic Welding Processes	1	3	0	2
Students must choose one of the following options:						
Option 1 (Electrical)						
ELC	128	Intro to PLC	2	3	0	3
ELC	228	PLC /Applications	2	6	0	4
Option 2 (Mechanical)						
MEC	111	Machine Processes I	1	4	0	3
WLD	121	GMAW (MIG) FCAW/Plate	2	6	0	4
Total Major Required Hours						**35-36**
Other Required Courses						
{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	1	0	0	1}
Physical Education Requirement*						1
	**(Choose one course from the Physical Education Course list on page 125)*					
Total Required Credit Hours for Diploma						**43-44**

A diploma is awarded upon successful completion of the program.

Industrial Systems Technology Certificates:

Electrical Certificate (C50240A)

Major Required Courses						
ELC	111	Intro to Electricity	2	2	0	3
ELC	113	Basic Wiring I	2	6	0	4
ELC	118	National Electrical Code	1	2	0	2
ISC	112	Industrial Safety	2	0	0	2
MNT	130	Control Systems	2	4	0	4
Total Major Required Hours						**16**

Mechanical Certificate (C50240B)

Major Required Courses						
HYD	110	Hydraulics/Pneumatics I	2	3	0	3
ISC	112	Industrial Safety	2	0	0	2
MEC	111	Machine Processes I	1	4	0	3
MEC	151	Mechanical Mfg Systems	1	3	0	2
MNT	160	Industrial Fabrication	1	3	0	2
WLD	112	Basic Welding Processes	1	3	0	2
Total Major Required Hours						**14**

PLC Certificate (C50240C)

Major Required Courses						
ELC	112	DC/AC Electricity	3	6	0	5
ELC	128	Intro to PLC	2	3	0	3
ELC	228	PLC /Applications	2	6	0	4
ISC	112	Industrial Safety	2	0	0	2
Total Major Required Hours						**14**

Medical Office Administration (A25310)

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	111	Expository Writing	3	0	0	3
{ENG	112	Argument-Based Research	3	0	0	3
	or					
ENG	113	Literature-Based Research	3	0	0	3
	or					
ENG	114	Prof. Research & Reporting	3	0	0	3}
MAT	115	Math Models	2	2	0	3
Humanities/Fine Arts Requirement*						3
	**(Choose one course from the Humanities/Fine Arts Course list on page 124)*					
Social/Behavioral Sciences Requirement*						3
	**(Choose one course from the Social/Behavioral Sciences Course list on page 125)*					
Total General Education Required Hours						**15**
Major Required Courses						
ACC	120	Prin of Financial Acct	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
BUS	260	Business Communication	3	0	0	3
CIS	110	Intro to Computers	2	2	0	3
COE	111	Co-op Work Experience I	0	0	10	1
CTS	130	Spreadsheet	2	2	0	3
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	131	Keyboarding	1	2	0	2
OST	134	Text Entry & Formatting	2	2	0	3
OST	136	Word Processing	2	2	0	3
OST	148	Med Coding Billing & Insur	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3
OST	164	Text Editing Applications	3	0	0	3
OST	184	Records Management	2	2	0	3
OST	241	Med Ofc Transcription I	1	2	0	2
OST	242	Med Ofc Transcription II	1	2	0	2
OST	243	Med Office Simulation	2	2	0	3
OST	289	Administrative Office Mgt	2	2	0	3
Major Electives:						
Select one of the following:						
ACC	140	Payroll Accounting	1	2	0	2
BUS	115	Business Law I	3	0	0	3
BUS	121	Business Math	2	2	0	3
BUS	135	Principles of Supervision	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
DBA	110	Database Concepts	2	3	0	3

OST	122	Office Computations	1	2	0	2
OST	135	Adv Text Entry & Format	3	2	0	4
OST	236	Adv Word/Information Proc	2	2	0	3
Total Major Required Hours						**55-57**

Other Required Courses

{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	1	0	0	1}
Physical Education Requirement*						1

**(Choose one course from the Physical Education Course list on page 125)*

Total Required Credit Hours for A.A.S. Degree	**72-74**

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

An associate in applied science degree is awarded upon successful completion of the program. A diploma and certificate option are listed below:

Medical Office Administration Diploma (D25310)

Course and Hour Requirements

Title			Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	111	Expository Writing	3	0	0	3
MAT	115	Math Models	2	2	0	3
Total General Education Required Hours						**6**

Major Required Courses

BUS	110	Introduction to Business	3	0	0	3
CIS	110	Intro to Computers	2	2	0	3
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	131	Keyboarding	1	2	0	2
OST	134	Text Entry & Formatting	2	2	0	3
OST	148	Med Coding Billing & Insur	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3
OST	164	Text Editing Applications	3	0	0	3
OST	243	Med Office Simulation	2	2	0	3
OST	289	Administrative Office Mgt	2	2	0	3
Total Major Required Hours						**32**

Other Required Courses

{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	1	0	0	1}
Physical Education Requirement*						1

(Choose one course from the Physical Education Course list on page 125)

Total Required Credit Hours for Diploma **40**

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

A diploma is awarded upon successful completion of the program.

Medical Office Administration Certificate (C25310)

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3
Total Required Credit Hours						**12**

Office Administration (A25370)

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	111	Expository Writing	3	0	0	3
{ENG	112	Argument-Based Research	3	0	0	3
	or					
ENG	113	Literature-Based Research	3	0	0	3
	or					
ENG	114	Prof. Research & Reporting	3	0	0	3}
MAT	115	Math Models	2	2	0	3
Humanities/Fine Arts Requirement*						3
(Choose one course from the Humanities/Fine Arts Course list on page 124)						
Social/Behavioral Sciences Requirement*						3
(Choose one course from the Social/Behavioral Sciences Course list on page 125)						
Total General Education Required Hours						**15**

Major Required Courses

ACC	120	Prin of Financial Acct	3	2	0	4
ACC	129	Individual Income Taxes	2	2	0	3
ACC	140	Payroll Accounting	1	2	0	2
BUS	110	Introduction to Business	3	0	0	3
BUS	260	Business Communication	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
COE	111	Co-op Work Experience I	0	0	10	1
CTS	130	Spreadsheet	2	2	0	3
DBA	110	Database Concepts	2	3	0	3
OST	122	Office Computations	1	2	0	2
OST	131	Keyboarding	1	2	0	2
OST	134	Text Entry & Formatting	2	2	0	3
OST	136	Word Processing	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
OST	184	Records Management	2	2	0	3
OST	223	Admin Office Transcript I	2	2	0	3
OST	284	Emerging Technologies	1	2	0	2
OST	289	Administrative Office Mgt	2	2	0	3

Major Elective:
Select one of the following:

BUS	115	Business Law I	3	0	0	3
BUS	121	Business Math	2	2	0	3
BUS	135	Principles of Supervision	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
OST	135	Adv Text Entry & Format	3	2	0	4
OST	236	Adv Word/Information Proc	2	2	0	3
Total Major Required Hours						**52-53**

Other Required Courses

{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	1	0	0	1}
Physical Education Requirement*						1

**(Choose one course from the Physical Education Course list on page 125)*

Total Required Credit Hours for A.A.S. Degree **69-70**

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

An associate in applied science degree is awarded upon successful completion of the program. A diploma and certificate option is listed below:

Office Administration Diploma (D25370)

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	111	Expository Writing	3	0	0	3
MAT	115	Math Models	2	2	0	3
Total General Education Required Hours						**6**
Major Required Courses						
ACC	120	Prin of Financial Acct	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
BUS	260	Business Communication	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
CTS	130	Spreadsheet	2	2	0	3
OST	131	Keyboarding	1	2	0	2
OST	134	Text Entry & Formatting	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
OST	184	Records Management	2	2	0	3
OST	284	Emerging Technologies	1	2	0	2
OST	289	Administrative Office Mgt	2	2	0	3
Total Major Required Hours						**32**
Other Required Courses						
{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	1	0	0	1}
Physical Education Requirement*						1
	**(Choose one course from the Physical Education Course list on page 125)*					
Total Required Credit Hours for Diploma						**40**

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

A diploma is awarded upon successful completion of the program.

Office Administration Certificate (C25370)

Major Required Courses						
CIS	110	Introduction to Computers	2	2	0	3
CTS	130	Spreadsheet	2	2	0	3
DBA	110	Database Concepts	2	3	0	3
OST	131	Keyboarding	1	2	0	2
OST	284	Emerging Technologies	1	2	0	2
Total Required Credit Hours						**13**

Plumbing (D35300)

The Plumbing curriculum is designed to give individuals the opportunity to acquire basic skills to assist with the installation and repair of plumbing systems in residential and small buildings.

Course work includes sketching diagrams, interpretation of blueprints, and practices in plumbing assembly. Students will gain knowledge of state codes and requirements.

Graduates should qualify for employment at parts supply houses, maintenance companies, and plumbing contractors to assist with various plumbing applications.

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	102	Applied Comm II	3	0	0	3
MAT	115	Math Models	2	2	0	3
Total General Education Required Hours						**6**
Major Required Courses						
BPR	130	Print Reading-Construction	0	0	0	3
PLU	110	Modern Plumbing	4	15	0	9
PLU	120	Plumbing Applications	4	15	0	9
PLU	130	Plumbing Systems	3	9	0	6
PLU	140	Intro to Plumbing Codes	1	2	0	2
PLU	150	Plumbing Diagrams	1	2	0	2
WLD	112	Basic Welding Processes	1	3	0	2
Total Major Required Hours						**32**
Other Required Courses						
{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	1	0	0	1}
Physical Education Requirement*						1
	**(Choose one course from the Physical Education Course list on page 125)*					
Total Required Credit Hours for Diploma Progam						**41**

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

A diploma is awarded upon successful completion of the program. ***A certificate option is also offered and is listed below:***

Plumbing Certificate (C35300)

Major Required Courses						
PLU	110	Modern Plumbing	4	15	0	9
PLU	140	Intro to Plumbing Codes	1	2	0	2

PLU	150	Plumbing Diagrams	1	2	0	2
WLD	112	Basic Welding Processes	1	3	0	2
Total Major Required Hours						**15**

Pre-Nursing (A10300N)

The Pre-Nursing curriculum provides individuals with an opportunity to upgrade their skills by taking courses suited for their occupational interests and/or needs. The suggested sequence of pre-nursing courses is designed primarily for students interested in allied health careers. Completion of courses, however, does not guarantee admission to RCCC's Health Technologies programs.

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
BIO	168	Anatomy and Physiology I	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
{ENG	112	Argument-Based Research	3	0	0	3
	or					
ENG	113	Literature-Based Research	3	0	0	3
	or					
ENG	114	Prof. Research & Reporting	3	0	0	3}
HUM	115	Critical Thinking	3	0	0	3
PSY	150	General Psychology	3	0	0	3
Total General Education Required Hours						**16**
Major Required Courses						
CIS	110	Intro to Computers	2	2	0	3
BIO	169	Anatomy and Physiology II	3	3	0	4
PSY	241	Developmental Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
Total Major Required Hours						**12-13**
Other Required Courses						
ACA	122	College Transfer Success	1	0	0	1
				Total SHC		**29-30**

Radiography (A45700)

Pending State Approval

The Radiography program is offered through a collaborative agreement with Pitt Community College in Greenville. The agreement allows students to take general and related courses at RCCC and major courses at Pitt, where the associate in applied science degree is earned. Clinical experiences are provided in a variety of settings, including Roanoke-Chowan Hospital.

Completion of courses at RCCC does not guarantee admission into Pitt's Radiography program. A limited number of students are admitted each fall to the program, and selections are made by an admission's committee at Pitt. Selections are based upon ranking of all applicants who have successfully completed related courses and met Pitt's admission's requirements, including an interview with the Radiography Chairperson.

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

Radiography is an Associate Degree program offered in conjunction with Pitt Community College who awards the degree. Students may take courses marked with an asterisk (*) at Roanoke-Chowan Community College. All other courses must be taken at Pitt Community College.

Course and Hour Requirements

Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses					
*ENG 111	Expository Writing	3	0	0	3
*ENG 114	Prof Research & Reporting	3	0	0	3
*HUM 115	Critical Thinking	3	0	0	3
*MAT 115	Mathematical Models	2	2	0	3
*PSY 150	General Psychology	3	0	0	3
Total General Education Required Hours					**15**
Major Required Courses					
*BIO 163	Basic Anat & Physiology	4	2	0	5
*CIS 111	Basic PC Literacy	1	2	0	2
RAD 110	Rad Intro & Patient Care	2	3	0	3
RAD 111	RAD Procedures I	3	3	0	4
RAD 112	RAD Procedures II	3	3	0	4
RAD 121	Radiographic Imaging I	2	3	0	3
RAD 122	Radiographic Imaging II	1	3	0	2
RAD 131	Radiographic Physics I	1	3	0	2
RAD 151	RAD Clinical Ed I	0	0	6	2
RAD 161	RAD Clinical Ed II	0	0	15	5
RAD 171	RAD Clinical Ed III	0	0	12	4
RAD 211	RAD Procedures III	2	3	0	3
RAD 231	Radiographic Physics II	1	3	0	2

RAD	241	Radiobiology/Protection	2	0	0	2
RAD	245	Image Analysis	1	3	0	2
RAD	251	RAD Clinical Ed IV	0	0	21	7
RAD	261	RAD Clinical Ed V	0	0	21	7
RAD	271	Radiography Capstone	0	3	0	1
Total Major Required Hours						**60**
Other Required Courses						
ACA	111	College Student Success	1	0	0	1
				Total SHC		**76**

Based upon placement test scores, developmental courses in English, reading, math, and algebra also may be required. Applicants must meet scores at Pitt Community College. Students who plan to take science courses at Roanoke-Chowan Community College must comply with appropriate prerequisite of high school biology within last 5 years.

An associate in applied science degree is awarded from Pitt Community College upon successful completion of the program.

Web Technologies (A25290)

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and mobile devices to disseminate and collect information via the Internet.

Course work in this program covers the terminology and use of computers, Internet-ready devices, servers, databases, programming languages, as well as Internet applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of Internet and mobile applications, websites, web services, and related areas of Internet technologies.

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
English						
Select one of the following						
ENG	112	Argument-Based Research	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
ENG	114	Prof. Research & Reporting	3	0	0	3
Humanities/Fine Arts Requirement*						3

**(Choose one course from the Humanities/Fine Arts Course list on page 124)*

Social/Behavioral Sciences Requirement*						3
(Choose one course from the Social/Behavioral Sciences Course list on page 125)						
Total General Education Required Hours						**15**
Major Required Courses						
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Intro to Prog & Logic	2	3	0	3
CIS	124	DTP Graphics Software	2	2	0	3
CIS	160	MM Resources Integration	2	2	0	3
DBA	110	Database Concepts	2	3	0	3
DME	110	Intro to Digital Media	2	2	0	3
DME	130	Digital Animation I	2	2	0	3
NET	110	Networking Concepts	2	2	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
WEB	115	Web Markup and Scripting	2	2	0	3
WEB	120	Intro Internet Multimedia	2	2	0	3
WEB	140	Web Development Tools	2	2	0	3
WEB	210	Web Design	2	2	0	3
WEB	230	Implementating Web Serv	2	2	0	3
WEB	250	Database Driven Websites	2	2	0	3
WEB	285	Emerging Web Technologies	2	2	0	3
WEB	289	Internet Tech. Project	1	4	0	3
Total Major Required Hours						**54**
Other Required Courses						
{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	1	0	0	1}
Physical Education Requirement*						1
(Choose one course from the Physical Education Course list on page 125)						
Total Required Credit Hours for A.A.S. Degree						**71**

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

An associate in applied science degree is awarded upon successful completion of the program.

Multimedia Certificate (C25290A)

Multimedia is the merging of graphics, text, video, and sound into one product which is controllable by a computer. The Multimedia Certificate Program is both practical and innovative in providing students with real-world training for new careers in a dynamic field.

The program offers students:

- Hands-on experience with the software tools used to produce multimedia
- Techniques and processes used in multimedia design
- Careers in the multimedia industry

The Multimedia Certificate Program meets the needs of industry trainers and others who want to expand their careers with training in multimedia design and production.

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3
CIS	160	MM Resources Integration	2	2	0	3
DME	110	Intro to Digital Media	2	2	0	3
DME	130	Digital Animation I	2	2	0	3
WEB	120	Intro Internet Multimedia	2	2	0	3
Total Major Required Hours						**15**

Welding Technology (D50420)

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

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	102	Applied Comm II	3	0	0	3
MAT	115	Math Models	2	2	0	3
Total General Education Required Hours						**6**
Major Required Courses						
ISC	112	Industrial Safety	2	0	0	2
WLD	110	Cutting Processes	1	3	0	2
WLD	115	SMAW (Stick) Plate	2	9	0	5
WLD	116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD	117	Industrial SMAW	1	4	0	3
WLD	121	GMAW (MIG) FCAW/Pla	2	6	0	4
WLD	131	GTAW (TIG) Plate	2	6	0	4
WLD	132	GTAW (TIG) Plate/Pipe	1	6	0	3
WLD	141	Symbols & Specifications	2	2	0	3
Total Major Required Hours						**30**

Other Required Courses

{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	1	0	0	1}
Physical Education Requirement*						1
	**(Choose one course from the Physical Education Course list on page 125)*					
Total Required Credit Hours for Diploma Program						**38**

Based upon placement test scores, developmental courses in English, reading, and math also may be required.

A diploma is awarded upon successful completion of the program. ***Certificate options are also offered and are listed below:***

Welding Technology Certificates:

Pipe Certificate (C50420B)

Major Required Courses

WLD	115	SMAW (Stick) Plate	2	9	0	5
WLD	116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD	117	Industrial SMAW	1	4	0	3
Total Major Required Hours						**12**

Plate Certificate (C50420C)

Major Required Courses

WLD	110	Cutting Processes	1	3	0	2
WLD	115	SMAW (Stick) Plate	2	9	0	5
WLD	121	GMAW (MIG) FCAW/Pla	2	6	0	4
WLD	141	Symbols & Specifications	2	2	0	3
Total Major Required Hours						**14**

<u>Career and College Promise Program Requirements:</u>

College Transfer Pathway-Humanities and Social Science - P1012A

General Education Courses
English Composition (6 SHC)

ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3

Humanities/Fine Arts (6 SHC)

ART	111	Art Appreciation	3	0	0	3
ENG	131	Introduction to Literature	3	0	0	3

Social/Behavioral Sciences (6 SHC)

HIS	121	Western Civilization I	3	0	0	3
PSY	150	General Psychology	3	0	0	3

Natural Sciences/Mathematics (7 SHC)

BIO	111	General Biology I	3	3	0	4
MAT	161	College Algebra	3	0	0	3

Other Required General Education (6 SHC)

COM	231	Public Speaking	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3

Other Required Courses

ACA	122	College Transfer Success	1	0	0	1

Total SHC 32

College Transfer Pathway -Business and Economics - P1012B

General Education Courses

English Composition (6 SHC)

ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3

Humanities/Fine Arts (3 SHC)

ENG	131	Introduction to Literature	3	0	0	3

Social/Behavioral Sciences (9 SHC)

ECO	251	Prin of Microeconomics	3	0	0	3
HIS	121	Western Civilization I	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3

Natural Sciences/Mathematics (7 SHC)

BIO	111	General Biology I	3	3	0	4
MAT	161	College Algebra	3	0	0	3

Other Required General Education (6 SHC)

CIS	110	Intro to Computers	2	2	0	3
COM	231	Public Speaking	3	0	0	3

Other Required Courses

ACA	122	College Transfer Success	1	0	0	1
				Total SHC		**32**

College Transfer Pathway -Life and Health Sciences - P1042A

General Education Courses

English Composition (6 SHC)

ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3

Humanities/Fine Arts (3 SHC)

ENG	131	Introduction to Literature	3	0	0	3

Social/Behavioral Sciences (3 SHC)

HIS	121	Western Civilization I	3	0	0	3

Natural Sciences/Mathematics (19 SHC)

BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
CHM	151	General Chemistry I	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4
MAT	171	Precalculus Algebra	3	0	0	3

Other Required Courses

ACA	122	College Transfer Success	1	0	0	1
				Total SHC		**32**

College Transfer Pathway -Engineering and Mathematics - P1042B

General Education Courses

English Composition (6 SHC)

ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3

Humanities/Fine Arts (3 SHC)

ENG	131	Introduction to Literature	3	0	0	3

Social/Behavioral Sciences (6 SHC)

ECO	251	Prin of Microeconomics	3	0	0	3

HIS	121	Western Civilization I	3	0	0	3
Natural Sciences/Mathematics (14 SHC)						
CHM	151	General Chemistry I	3	3	0	4
MAT	171	Precalculus Algebra	3	0	0	3
MAT	172	Precalculus Trigonometry	3	0	0	3
MAT	271	Calculus I	3	2	0	4
Other Required Courses						
ACA	122	College Transfer Success	1	0	0	1
				Total SHC		**32**

Cosmetology Diploma - D55140H

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	102	Applied Comm II	3	0	0	3
PSY	101	Applied Psychology	3	0	0	3
Total General Education Required Hours						**6**
Major Required Courses						
COS	111	Cosmetology Concepts I	4	0	0	4
COS	112	Salon I	0	24	0	8
COS	113	Cosmetology Concepts II	4	0	0	4
COS	114	Salon II	0	24	0	8
COS	115	Cosmetology Concepts III	4	0	0	4
COS	116	Salon III	0	12	0	4
COS	117	Cosmetology Concepts IV	2	0	0	2
COS	118	Salon IV	0	21	0	7
Total Major Required Hours						**41**
Other Required Courses						
ACA	111	College Student Success	1	0	0	1
Total Required Credit Hours for Diploma Program						**48**

Welding Technology Diploma - D50420H

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
General Education Required Courses						
ENG	102	Applied Comm II	3	0	0	3
MAT	115	Math Models	2	2	0	3

Total General Education Required Hours						**6**

Major Required Courses

WLD	110	Cutting Processes	1	3	0	2
WLD	115	SMAW (Stick) Plate	2	9	0	5
WLD	116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD	117	Industrial SMAW	1	4	0	3
WLD	121	GMAW (MIG) FCAW/Pla	2	6	0	4
WLD	131	GTAW (TIG) Plate	2	6	0	4
WLD	132	GTAW (TIG) Plate/Pipe	1	6	0	3
WLD	141	Symbols & Specifications	2	2	0	3
WLD	143	Welding Metallurgy	1	2	0	2
Total Major Required Hours						**30**

Other Required Courses

ACA	111	College Student Success	1	0	0	1
PED	110	Fit and Well for Life	1	2	0	2
Total Required Credit Hours for Diploma Program						**39**

Computer Information Technology – Basics Certificate - C25260HA

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Intro to Prog & Logic	3	0	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
Total Major Required Hours						**15**

Computer Information Technology - Web/Security - C25260HB

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
SEC	110	Security Concepts	3	0	0	3
Total Major Required Hours						**12**

Medical Office Administration Certificate - C25310H

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	136	Word Processing	2	2	0	3

OST	149	Medical Legal Issues	3	0	0	3
Total Required Credit Hours						**15**

Office Administration Certificate – C25370H

Major Required Courses

CIS	110	Introduction to Computers	2	2	0	3
OST	131	Keyboarding	1	2	0	2
OST	136	Word Processing	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
OST	184	Records Management	2	2	0	3
Total Required Credit Hours						**14**

A/C, Heating, & Refrig Tech - Heat Pump Certificate - C35100HA

Major Required Courses

AHR	110	Intro to Refrigeration	2	6	0	5
AHR	111	HVACR Electricity	2	2	0	3
AHR	113	Comfort Cooling	2	4	0	4
AHR	114	Heat Pump Technology	2	4	0	4
Total Major Required Hours						**16**

A/C, Heating, & Refrig Tech - HVAC Certificate - C35100HB

Major Required Courses

AHR	110	Intro to Refrigeration	2	6	0	5
AHR	111	HVACR Electricity	2	2	0	3
AHR	112	Heating Technology	2	4	0	4
AHR	213	HVACR Building Code	1	2	0	2
Total Major Required Hours						**14**

Building Construction Technology Certificate - C35140H

Major Required Courses

BPR	130	Blueprint Reading Construction	1	2	0	2
CAR	111	Carpentry I	3	15	0	8
CST	131	OSHA/Safety/Certification	2	2	0	3
CST	241	Planning/Estimating I	2	2	0	3
Total Major Required Hours						**16**

Plumbing Certificate - C35300H

Major Required Courses						
PLU	110	Modern Plumbing	4	15	0	9
PLU	140	Intro to Plumbing Codes	1	2	0	2
PLU	150	Plumbing Diagrams	1	2	0	2
WLD	112	Basic Welding Processes	1	3	0	2
Total Major Required Hours						**15**

Welding Technology Certificate - C50420H

Major Required Courses						
WLD	110	Cutting Processes	1	3	0	2
WLD	115	SMAW (Stick) Plate	2	9	0	5
WLD	121	GMAW (MIG) FCAW/Pla	2	6	0	4
WLD	141	Symbols & Specifications	2	2	0	3
Total Major Required Hours						**14**

Developmental Education

To help ensure success in college-level courses, the Developmental Education Department offers English, and math courses for students who need to improve their basic skills as indicated through placement testing. Specific courses that must be taken are determined by test score results. Students who place in developmental courses also are required to take lighter course loads to enhance their success.

Students must complete developmental courses with a grade of C or better in order to progress to the next developmental or college level course. Developmental courses are not considered as part of any program's total hours required for graduation. They are, however, included in a student's cumulative grade-point average (GPA). Therefore, students must maintain a certain GPA in order to remain in good standing.

The length of time that a student remains in the department depends upon the number of developmental courses that must be taken and the progress made by the student. As developmental requirements are completed, students take curricular courses.

Course and Hour Requirements

	Title		Class	Lab	Clin/Exp	Credits
English Courses						
ENG	075	Reading & Language Essent	5	0	0	5
ENG	085	Reading & Writing Found	5	0	0	5
ENG	095	Reading & Comp Strategies	5	0	0	5

Math Courses

DMA-010	Operations With Integers	.75	.50	0	1
DMA-020	Fractions and Decimals	.75	.50	0	1
DMA-030	Propor/Ratio/Rate/Percent	.75	.50	0	1
DMA-040	Express/Lin Equat/Inequal	.75	.50	0	1
DMA-050	Graphs/Equations of Lines	.75	.50	0	1
DMA-060	Polynomial/Quadratic Appl	.75	.50	0	1
DMA-070	Rational Express/Equation	.75	.50	0	1
DMA-080	Radical Express/Equations	.75	.50	0	1

Students who place in ENG 075, Reading & Language Essentials will not be permitted to take any curricular courses.

Students who enroll in ENG 085, Reading & Writing Foundations and who take one developmental math courses will be allowed to enroll in one entry-level curricular course as determined by their advisor.

Students who take ENG 095, Reading & Composition Strategies may enroll in curricular courses designated by their advisor.

Distance Learning

To make higher education more accessible to all, the College offers distance learning courses that provide students with the opportunity to earn college credit in non-traditional methods. These courses are taught by college faculty and include Internet-based courses, hybrid, teleweb and telecourses offered by the UNC Center for Public Television, and courses offered via videoconferencing. These courses are listed in the curriculum course schedule published each term and include College Transfer general education courses such as art, English, history, literature, math, music, psychology, and sociology as well as studies in business, information technology, criminal justice, education, medical and office systems, and other fields.

Distance learning students register and pay tuition and fees in the same manner as traditional students, but they do not have to come on campus as often. Students in Internet-based courses must complete an online orientation before beginning coursework. Telecourse students, however, may have to be on campus for orientation and to attend sessions that may be required by the course instructor.

Online courses are also offered through Continuing Education for individuals wanting to learn specific skills. Theses courses offer professional development opportunities for educators, professionals, and individuals interested in enhancing their skills.

All learners taking Internet, hybrid or teleweb courses must have access to a computer with Internet accessibility, be computer literate, have access to MS Office, and have at least 5-10 hours per course each week for completing course assignments.

Learning Resources Center

The Learning Resources Center (LRC) provides library, audiovisual, and computer-assisted instruction services to support and enrich the College's instructional programs. Open to community

residents, as well as students and employees, LRC hours are 8:00 a.m. - 8:30 p.m. Monday, Tuesday, and Thursday, and 8:00 a.m. - 5 p.m. on Wednesday and Friday. The LRC hours vary during the summer semesters.

To check out materials from the LRC, a library card is needed. Initial patron cards are free of charge and may be obtained upon request at the Circulation Desk. A validated student ID card serves as a library card for R-CCC students.

Library:
The first in the NC Community College System, R-CCC's automated library catalog is a union catalog, which makes it possible for users to see and request materials from various other NC community college libraries. Using a Java-enabled browser, online access to the catalog may be gained through the College's Web site or the Community Colleges Libraries in North Carolina (CCLINC) Web site, the address is http://louise.nccommunitycolleges.edu/.

The library maintains a comprehensive reference collection, more than 28,000 volumes and 173 periodicals, a bestseller collection, and numerous daily and weekly newspapers. Interlibrary loan service also is available, as well as a coin-operated photocopying machine, a fax machine, typewriters, online job listings, DVDs, video tapes, CDs and many other print and non-print media. Internet access also is available for registered library patrons, as well as online databases and reference materials.

In addition to the Internet, NC LIVE is available online. NC LIVE provides access to high quality resources such as periodicals, national and local newspapers, professional journals, reference sources, research articles, and other information not available to individual Internet users. R-CCC provides additional electronic databases such as Newsbank and SIRS for use by registered students.

Audiovisuals:
Video cassette recorders, televisions, DVD players, LCD/Data Video projectors, laptops, CD players, and cassette recorders are available for use. Audiovisual equipment and materials are available for in-house and community group use. Some items are restricted to use in the library or instructor use only.

Computer-Assisted Instruction Lab:
The Computer-Assisted Instruction Lab (CAI Lab) provides access to computers and maintains a variety of computerized materials to support RCCC's curricular programs.

The CAI Lab provides students with access to various software programs to complete assignments, tutorial software to improve basic skills or assist with standardized test preparation, and access to software as part of course requirements.

Individuals possessing basic computer knowledge and operational skills also may use the lab's computers to access online courses and to prepare reports, term papers, or other materials. Users must provide their own supplies and abide by all policies posted in the lab.

Curricular Course Descriptions

Academic Related

ACA 111	**College Student Success**	1	0	1
Prerequisites:	None			
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 122	**College Transfer Success**	1	0	1
Prerequisites:	None			
Corequisites:	None			

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

Accounting

ACC 120	**Principles of Financial Accounting**	3	2	4
Prerequisites	None			
Corequisites:	None			

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 121	**Principles of Managerial Accounting**	3	2	4
Prerequisites:	ACC 120			
Corequisites:	None			

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 129 **Individual Income Taxes** 2 2 3
Prerequisites: None
Corequisites: None

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC 140 **Payroll Accounting** 1 2 2
Prerequisites: ACC 115 or ACC 120
Corequisites: None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

ACC 150 **Accounting Software Applications** 1 2 2
Prerequisites: ACC 115 or ACC 120
Corequisites: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

Air Conditioning, Heating, and Refrigeration

AHR 110 **Introduction to Refrigeration** 2 6 5
Prerequisites: None
Corequisites: None

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111 **HVACR Electricity** 2 2 3
Prerequisites: None
Corequisites: None

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test

equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112 **Heating Technology** 2 4 4
Prerequisites: None
Corequisites: None

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

AHR 113 **Comfort Cooling** 2 4 4
Prerequisites: None
Corequisites: None

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

AHR 114 **Heat Pump Technology** 2 4 4
Prerequisites: AHR 110 or AHR 113
Corequisites: None

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation; defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 115 **Refrigeration Systems** 1 3 2
Prerequisites: AHR 110
Corequisites: None

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

AHR 120 **HVACR Maintenance** 1 3 2
Prerequisites: None
Corequisites: None

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and

related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

AHR 125 **HVAC Electronics** 1 3 2
Prerequisites: None
Corequisites: AHR 111 or ELC 111

This course introduces the common electronic control components in HVAC systems. Emphasis is placed on identifying electronic components and their functions in HVAC systems and motor-driven control circuits. Upon completion, students should be able to identify components, describe control circuitry and functions, and use test instruments to measure electronic circuit values and identify malfunctions.

AHR 130 **HVAC Controls** 2 2 3
Prerequisites: AHR 111, ELC 111, or ELC 112
Corequisites: None

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

AHR 151 **HVAC Duct Systems I** 1 3 2
Prerequisites: None
Corequisites: None

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

AHR 152 **HVAC Duct Systems II** 1 3 2
Prerequisites: AHR 151
Corequisites: None

This course introduces the techniques used to lay out and fabricate more advanced types of duct work found in HVAC systems. Emphasis is placed on the skills required to work with complex rectangular and round fittings and transitions. Upon completion, students should be able to lay out and fabricate complex rectangular and round fittings.

AHR 160 **Refrigerant Certification** 1 0 1
Prerequisites: None
Corequisites: None

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

AHR 180 **HVACR Customer Relations** 1 0 1
Prerequisites: None
Corequisites: None

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

AHR 211 **Residential System Design** 2 2 3
Prerequisites: None
Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

AHR 212 **Advanced Comfort Systems** 2 6 4
Prerequisites: AHR 114
Corequisites: None

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

AHR 213 **HVACR Building Code** 1 2 2
Prerequisites: None
Corequisites: None

This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade.

Art

ART 111 **Art Appreciation** 3 0 3
Prerequisites: None
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.*

ART 113 **Art Methods and Materials** 2 2 3
Prerequisites: None
Corequisites: None

This course provides an overview of media and techniques. Emphasis is placed on exploration and manipulation of materials. Upon completion, students should be able to demonstrate familiarity with a variety of methods, materials, and processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 114 **Art History Survey I** 3 0 3
Prerequisites: None
Corequisites: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 115 **Art History Survey II** 3 0 3
Prerequisites: None
Corequisites: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 116 **Survey of American Art** 3 0 3
Prerequisites: None
Corequisites: None

This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 117 **Non-Western Art History** 3 0 3
Prerequisites: None
Corequisites: None

This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should

be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 121 **Two-Dimensional Design** 0 6 3
Prerequisites: None
Corequisites: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 122 **Three-Dimensional Design** 0 6 3
Prerequisites: None
Corequisites: None

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 131 **Drawing I** 0 6 3
Prerequisites: None
Corequisites: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 171 **Computer Art I** 0 6 3
Prerequisites: None
Corequisites: None

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 240 **Painting I** 0 6 3
Prerequisites: None

Corequisites: None

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 244 **Watercolor** 0 6 3
Prerequisites: None
Corequisites: None

This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 247 **Jewelry I** 0 6 3
Prerequisites: None
Corequisites: None

This course introduces a basic understanding of the design and production of jewelry. Emphasis is placed on concepts and techniques using metals and other materials. Upon completion, students should be able to demonstrate an ability to use appropriate methods to create unique jewelry. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 260 **Photography Appreciation** 3 0 3
Prerequisites: None
Corequisites: None

This course introduces the origins and historical development of photography. Emphasis is placed on the study of composition and history of photography as an art form. Upon completion, students should be able to recognize and produce, using color transparencies, properly exposed, well-composed photographs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 264 **Digital Photography I** 1 4 3
Prerequisites: None
Corequisites: None

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 266 **Videography I** 0 6 3
Prerequisites: None
Corequisites: None

This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, story boarding, and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 275 **Introduction to Commercial Art** 0 6 3
Prerequisites: None
Corequisites: None

This course introduces the materials and techniques used in creative layout design for publication. Emphasis is placed on design for advertising in a variety of techniques and media including computer graphics. Upon completion, students should be able to demonstrate competence in manual camera-ready layout design and computer graphics literacy. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 281 **Sculpture I** 0 6 3
Prerequisites: None
Corequisites: None

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 283 **Ceramics I** 0 6 3
Prerequisites: None
Corequisites: None

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Barbering
BAR 111 **Barbering Concepts I** 4 0 4
Prerequisites: MAT 060 or DMA 010, DMA 020, and DMA 030

Prerequisite Note: Students may take their first semester sequence of courses (i.e. BAR 111 & BAR 112) before meeting the math prerequisite, but before they can start their second semester of BAR classes the math prerequisite must be met.
Corequisites: BAR 112

This course introduces basic barbering concepts and includes careers in barber styling and various hair treatments. Emphasis is placed on sanitizing equipment, professional ethics, skin, scalp and hair disorders and treatment and safe work practices. Upon completion, students should be able to safely and competently apply barbering concepts in the shop setting.

BAR 112 Barbering Clinic I 0 24 8
Prerequisites: MAT 060 or DMA 010, DMA 020, and DMA 030
Prerequisite Note: Students may take their first semester sequence of courses (i.e. BAR 111 & BAR 112) before meeting the math prerequisite, but before they can start their second semester of BAR classes the math prerequisite must be met.
Corequisites: BAR 111

This course introduces basic clinic services. Topics include a study of sanitizing procedures for implements and equipment, determination of hair texture, hair cutting, and hair processing. Upon completion, students should be able to safely and competently demonstrate shop services.

BAR 113 Barbering Concepts II 4 0 4
Prerequisites: MAT 060 or DMA 010, DMA 020, and DMA 030
Prerequisite Note: Students may take their first semester sequence of courses (i.e. BAR 111 & BAR 112) before meeting the math prerequisite, but before they can start their second semester of BAR classes the math prerequisite must be met.
Corequisites: BAR 114

This course covers more comprehensive barbering concepts. Topics include safety and sanitation, product knowledge as well as both wet and thermal hairstyling. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

BAR 114 Barbering Clinic II 0 24 8
Prerequisites: MAT 060 or DMA 010, DMA 020, and DMA 030
Prerequisite Note: Students may take their first semester sequence of courses (i.e. BAR 111 & BAR 112) before meeting the math prerequisite, but before they can start their second semester of BAR classes the math prerequisite must be met.
Corequisites: BAR 113

This course provides experience in a simulated shop setting. Topics include draping, shampooing, hair cutting, and hair drying as well as chemical processing. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

BAR 115 Barbering Concepts III 4 0 4
Prerequisites: MAT 060 or DMA 010, DMA 020, and DMA 030

Prerequisite Note: Students may take their first semester sequence of courses (i.e. BAR 111 & BAR 112) before meeting the math prerequisite, but before they can start their second semester of BAR classes the math prerequisite must be met.
Corequisites: BAR 116

This course covers more comprehensive barbering concepts. Topics include hair processing as well as finger waving, wet and thermal hairstyling, skin care, including electricity/light therapy, and manicuring. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

BAR 116 Barbering Clinic III 0 12 4
Prerequisites: MAT 060 or DMA 010, DMA 020, and DMA 030
Prerequisite Note: Students may take their first semester sequence of courses (i.e. BAR 111 & BAR 112) before meeting the math prerequisite, but before they can start their second semester of BAR classes the math prerequisite must be met.
Corequisites: BAR 115

This course covers more comprehensive barbering concepts. Emphasis is placed on intermediate-level of skin care manicuring, scalp treatments, hair design, chemical restructuring and other related topics. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

BAR 117 Barbering Concepts IV 2 0 2
Prerequisites: MAT 060 or DMA 010, DMA 020, and DMA 030
Prerequisite Note: Students may take their first semester sequence of courses (i.e. BAR 111 & BAR 112) before meeting the math prerequisite, but before they can start their second semester of BAR classes the math prerequisite must be met.
Corequisites: BAR 118

This course covers advanced barbering concepts. Topics include hair color, advanced hair cutting techniques, hair styling, shaving, skin care, retailing, and preparing for a job interview. Upon completion, students should be able to demonstrate an understanding of these barbering concepts and meet program completion requirements.

BAR 118 Barbering Clinic IV 0 21 7
Prerequisites: MAT 060 or DMA 010, DMA 020, and DMA 030
Prerequisite Note: Students may take their first semester sequence of courses (i.e. BAR 111 & BAR 112) before meeting the math prerequisite, but before they can start their second semester of BAR classes the math prerequisite must be met.
Corequisites: BAR 117

This course provides advanced experience in a simulated shop setting. Emphasis is placed on efficient and competent delivery of all shop services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in the areas covered on the Barbering Licensing Examination and meet entry-level employment requirements.

Biology

BIO 094	**Concepts of Human Biology**	3	2	4
Prerequisites:	None			
Corequisites:	ENG 095 or RED 090			

This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.

BIO 111	**General Biology I**	3	3	4
Prerequisites	ENG 095 or RED 090			
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.*

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 organization, 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:	ENG 095 or RED 090; BIO 094 or equiv.			
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 140A	**Environmental Biology Lab**	0	3	1
Prerequisites:	None			
Corequisites:	BIO 140			

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 145	**Ecology**	3	3	4
Prerequisites:	BIO 110 or BIO 111			
Corequisites:	None			

This course provides an introduction to ecological concepts using an ecosystems approach. Topics include energy flow, nutrient cycling, succession, population dynamics, community structure, and other related topics. Upon completion, students should be able to demonstrate comprehension of basic ecosystem structure and dynamics. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 155	**Nutrition**	3	0	3
Prerequisites:	ENG 111			
Corequisites:	None			

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as wellas nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 163 **Basic Anatomy & Physiology** 4 2 5
Prerequisites: ENG 095 or RED 090; BIO 094 or equiv.
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 168 **Anatomy and Physiology I** 3 3 4
Prerequisites: ENG 095 or RED 090; BIO 094 or equivalent high school course with a grade of C or better, completed within the last five calendar years; CHM 094 or equivalent high school course with a grade of C or better, completed within the last five calendar years
Corequisites: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 169 **Anatomy and Physiology II** 3 3 4
Prerequisites: BIO 168
Corequisites: None

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

BIO 275 **Microbiology** 3 3 4
Prerequisites: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168
Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Blueprint Reading

BPR 111	**Blueprint Reading**	1	2	2

Prerequisites: None
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 130	**Print Reading- Construction**	0	0	3

Prerequisites: None
Corequisites: None

This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents.

Business

BUS 110	**Introduction to Business**	3	0	3

Prerequisites: None
Corequisites: None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BUS 115	**Business Law I**	3	0	3

Prerequisites: None
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

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: None
Corequisites: None

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 135 **Principles of Supervision** 3 0 3
Prerequisites: None
Corequisites: None

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

BUS 137 **Principles of Management** 3 0 3
Prerequisites: None
Corequisites: None

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

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 230 **Small Business Management** 3 0 3
Prerequisites: None
Corequisites: None

This course introduces the challenges of entrepreneurship including the startup 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.

BUS 260 **Business Communication** 3 0 3

Prerequisites: ENG 111
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 work place.

Carpentry

CAR 111	**Carpentry I**	3	15	8

Prerequisites: None
Corequisites: None

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

CAR 112	**Carpentry II**	3	15	8

Prerequisites: CAR 111
Corequisites: None

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

CAR 114	**Residential Building Codes**	3	0	3

Prerequisites: None
Corequisites: None

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

Chemistry

CHM 094	**Basic Biological Chemistry**	3	2	4

Prerequisites: (DMA 010, DMA 020, and DMA 030), MAT 060, MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: DMA 040 or MAT 070

This course introduces the chemistry important to biological processes. Emphasis is placed on the aspects of general, organic, and biological chemistry that apply to biological systems and processes.

Upon completion, students should be able to demonstrate an understanding of the basic biological chemistry necessary for success in college-level biology courses.

CHM 131	**Introduction to Chemistry**	3	0	3
Prerequisites:	ENG 095 or RED 090; MAT 070 or DMA 040 and DMA 050			
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.*

CHM 131A	**Introduction to Chemistry Lab**	0	3	1
Prerequisites:	None			
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.*

CHM 132	**Organic and Biochemistry**	3	3	4
Prerequisites:	CHM 131 and CHM 131A or CHM 151			
Corequisites:	None			

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences.*

CHM 151	**General Chemistry I**	3	3	4
Prerequisites:	ENG 095 or RED 090; MAT 070 or DMA 040 and DMA 050			
Corequisites:	None			

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences.*

CHM 152 General Chemistry II 3 3 4

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.*

Information Systems

CIS 110 Introduction to Computers 2 2 3

Prerequisites: None
Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in mathematics (Quantitative Option).*

CIS 111 Basic PC Literacy 1 2 2

Prerequisites: None
Corequisites: None

This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

CIS 115 Introduction to Programming & Logic 2 3 3

Prerequisites: (DMA 040 and DMA-050), MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121,
MAT 161, MAT 171, or MAT 175 and CIS 110
Corequisites: None

This course introduces computer programming and problem solving in a structured program logic environment. 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in mathematics (Quantitative Option).*

CIS 124 DTP Graphics Software 2 2 3

Prerequisites: None
Corequisites: None

This course introduces graphic design software using a variety of software packages. Emphasis is placed on efficient utilization of software capabilities. Upon completion, students should be able to incorporate appropriate graphic designs into desktop publishing publications.

CIS 160	**MM Resources Integration**	2	2	3
Prerequisites:	CIS 110 or CIS 111			
Corequisites:	None			

This course introduces the peripherals and attendant software needed to create stand-alone or networked interactive multimedia applications. Emphasis is placed on using audio, video, graphic, and network resources; using peripheral-specific software; and understanding file formats. Upon completion, students should be able to utilize multimedia peripherals to create various sound and visual files to create a multimedia application.

Criminal Justice

CJC 111	**Introduction to Criminal Justice**	3	0	3
Prerequisites:	None			
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CJC 112	**Criminology**	3	0	3
Prerequisites:	None			
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.

CJC 113	**Juvenile Justice**	3	0	3
Prerequisites:	None			
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: None
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CJC 122 **Community Policing** 3 0 3
Prerequisites: None
Corequisites: None

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131 **Criminal Law** 3 0 3
Prerequisites: None
Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 **Court Procedure & Evidence** 3 0 3
Prerequisites: None
Corequisites: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 **Corrections** 3 0 3
Prerequisites: None
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CJC 151 **Introduction to Loss Prevention** 3 0 3
Prerequisites: None
Corequisites: None

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

CJC 160 **Terrorism: Underlying Issues** 3 0 3
Prerequisites: None
Corequisites: None

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning consideration involving threat assessments. Upon completion, the student should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

CJC 170 **Critical Incident Management for Public Safety** 3 0 3
Prerequisites: None
Corequisites: None

This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques, legal issues, and response procedures to critical incidents.

CJC 212 **Ethics & Community Relations** 3 0 3
Prerequisites: ENG 095 or RED 090
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 221 **Investigative Principles** 3 2 4
Prerequisites: ENG 095 or RED 090
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 231	**Constitutional Law**	3	0	3
Prerequisites:	ENG 095 or RED 090			
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 232	**Civil Liability**	3	0	3
Prerequisites:	ENG 095 or RED 090			
Corequisites:	None			

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

Cooperative Education

COE 110	**World of Work**	1	0	0	1
Prerequisites:	None				
Corequisites:	None				

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

COE 111	**Co-op Work Experience I**	0	0	10	1
Prerequisites:	None				
Corequisites:	None				

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	0	20	2
Prerequisites:	None				
Corequisites:	None				

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 121	**Co-op Work Experience II**	0	0	10	1
Prerequisites:	None				
Corequisites:	None				

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 122	**Co-op Work Experience II**	0	0	20	2
Prerequisites:	None				
Corequisites:	None				

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.

Communication

COM 231	**Public Speaking**	3	0	3
Prerequisites:	None			
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 Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).*

Cosmetology

COS 111	**Cosmetology Concepts I**	4	0	4
Prerequisites:	None			
Corequisites:	COS 112			

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112 **Salon I** 0 24 8

Prerequisites: None
Corequisites: COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113 **Cosmetology Concepts II** 4 0 4
Prerequisites: COS 111
Corequisites: COS 114

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 **Salon II** 0 24 8
Prerequisites: COS 112
Corequisites: COS 113

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115 **Cosmetology Concepts III** 4 0 4
Prerequisites: COS 111 and MAT 060 or DMA 010, DMA 020, and DMA 030
Corequisites: COS 116

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116 **Salon III** 0 12 4
Prerequisites: COS 112 and MAT 060 or DMA 010, DMA 020, and DMA 030
Corequisites: COS 115

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

COS 117 **Cosmetology Concepts IV** 2 0 2
Prerequisites: COS 111 and MAT 060 or DMA 010, DMA 020, and DMA 030
Corequisites: COS 118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118	**Salon IV**	0	21	7
Prerequisites:	COS 112 and MAT 060 or DMA 010, DMA 020, and DMA 030			
Corequisites:	COS 117			

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 121	**Manicure/Nail Technology I**	4	6	6
Prerequisites:	None			
Corequisites:	None			

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 222	**Manicure/Nail Technology II**	4	6	6
Prerequisites:	COS 121			
Corequisites:	None			

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

Construction

CST 131	**OSHA/Safety/Certification**	2	2	3
Prerequisites:	None			
Corequisites:	None			

This course covers the concepts of work site safety. Topics include OSHA regulations, tool safety, and certifications which relate to the construction industry. Upon completion, students should be able to identify and maintain a safe working environment based on OSHA regulations and maintain proper records and certifications.

CST 211	**Construction Surveying**	2	3	3

Prerequisites: MAT 115 or MAT 120 or MAT 121 or MAT 161 or MAT 171 or MAT 175
Corequisites: None

This course covers field-surveying applications for residential and commercial construction. Topics include building layout and leveling, linear measurement and turning angles, plumbing vertical members, and topographic and utilities surveys. Upon completion, students should be able to properly and accurately use surveying equipment to lay out residential and commercial buildings.

CST 221	**Statics/Structures**	3	3	4

Prerequisites: MAT 115 or MAT 120 or MAT 121 or MAT 161 or MAT 171 or MAT 175 and ARC 112 or CAR 112 or CST 112
Corequisites: None

This course covers the principles of statics and strength of materials as applied to structural building components. Topics include forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be able to accurately analyze load conditions present in structural members.

CST 241	**Planning/Estimating I**	2	2	3

Prerequisites: BPR 130 or MAT 120 or MAT 121 or MAT 161 or MAT 171 or MAT 175
Corequisites: None

This course covers the procedures involved in planning and estimating a residential structure. Topics include labor and equipment with emphasis placed on quantity take-off of materials necessary to construct a residential structure. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs and plan the labor to construct a residential structure.

Computer Information Technology

CTS 118	**IS Professional Communication**	2	0	2

Prerequisites: None
Corequisites: None

This course prepares the information systems professional to communicate with corporate personnel from management to end-users. Topics include information systems cost justification tools, awareness of personal hierarchy of needs, addressing these needs, and discussing technical issues with non-technical personnel. Upon completion, students should be able to communicate information systems issues to technical and non-technical personnel.

CTS 120	**Hardware/Software Support**	2	3	3

Prerequisites: CIS 110 or CIS 111
Corequisites: None

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and

optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 130	**Spreadsheet**	2	2	3
Prerequisites:	CIS 110 or CIS 111 or OST 137			
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.

CTS 210	**Computer Ethics**	3	0	3
Prerequisites:	CIS 110 or CIS 111 or NET 110 or TNE 111			
Corequisites:	None			

This course introduces the student to current legal and ethical issues in the computer/engineering field. Topics include moral reasoning, ethical standards, intellectual property, social issues, encryption, software piracy, constitutional issues, and public policy in related matters. Upon completion, students should be able to demonstrate an understanding of the moral and social responsibilities and public policy issues facing an industry.

CTS 250	**User Support & Software Evaluation**	2	2	3
Prerequisites:	CTS 120 and NOS 130			
Corequisites:	None			

This course provides an opportunity to evaluate software and hardware and make recommendations to meet end-user needs. Emphasis is placed on software and hardware evaluation, installation, training, and support. Upon completion, students should be able to present proposals and make hardware and software recommendations based on their evaluations.

CTS 285	**Systems Analysis & Design**	3	0	3
Prerequisites:	CIS 115			
Corequisites:	None			

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS 289	**System Support Project**	1	4	3
Prerequisites:	CTS 285			
Corequisites:	None			

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Database Management Technology

DBA 110	**Database Concepts**	2	3	3

Prerequisites: None
Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

Digital Media Technology

DME 110	**Intro to Digital Media**	2	2	3

Prerequisites: None
Corequisites: None

This course introduces students to key concepts, technologies, and issues related to digital media. Topics include emerging standards, key technologies and related design issues, terminology, media formats, career paths, and ethical issues. Upon completion, students should be able to demonstrate the various media formats that are used in digital media technology.

DME 130	**Digital Animation I**	2	2	3

Prerequisites: DME 110
Corequisites: None

This course introduces concepts for planning and developing animation sequences. Emphasis will be placed on review of digital animation concepts and exploration of various animation software packages. Upon completion, students should be able to produce simple animations.

Drama/Theatre

DRA 111	**Theatre Appreciation**	3	0	3

Prerequisites: None
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.*

DRA 115	**Theatre Criticism**	3	0	3

Prerequisites: DRA 111
Corequisites: None

This course is designed to develop a critical appreciation of the theatre from the viewpoint of the audience/consumer. Emphasis is placed on viewing, discussing, and evaluating selected theatre performance, either live or on film/video. Upon completion, students should be able to express their critical judgments both orally and in writing. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 126	**Storytelling**	3	0	3
Prerequisites:	DRA 111			
Corequisites:	None			

This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Economics

ECO 151	**Survey of Economics**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course, for those who have not received credit for ECO 251 or 252, 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:	ENG 095 and MAT 070 or DMA-040 and DMA-050			
Corequisites:	None			

This course introduces economic analysis of individual, 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.*

ECO 252 **Principles of Macroeconomics** 3 0 3
Prerequisites: ENG 095 and MAT 070 or DMA-040 and DMA-050
Corequisites: None

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.*

Education

EDU 119 **Introduction to Early Childhood Education** 4 0 4
Prerequisites: None
Corequisites: None

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children.

EDU 131 **Child, Family, & Community** 3 0 3
Prerequisites: ENG 085 or ENG 080 and RED 080
Corequisites: None

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

EDU 144 **Child Development I** 3 0 3
Prerequisites: ENG 085 or ENG 080 and RED 080
Corequisites: None

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

EDU 145 **Child Development II** 3 0 3
Prerequisites: ENG 085 or ENG 080 and RED 080
Corequisites: None

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

EDU 146 **Child Guidance** 3 0 3
Prerequisites: ENG 085 or ENG 080 and RED 080
Corequisites: None

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors.

EDU 151 **Creative Activities** 3 0 3
Prerequisites: ENG 085 or ENG 080 and RED 080
Corequisites: None

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments.

EDU 153 **Health, Safety, & Nutrition** 3 0 3
Prerequisites: ENG 085 or ENG 080 and RED 080
Corequisites: None

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

EDU 154 **Social/Emotion/Behavior Development** 3 0 3
Prerequisites: Take one set: ENG 080, RED 080, EDU 144 (or PSY 244), and EDU 145 (or PSY 245) **or** ENG 085, EDU 144 (or PSY 244), EDU 145 (or PSY 245)
Corequisites: None

This course covers the emotional/social development of children and the causes, expressions, prevention and management of challenging behaviors in all children. Emphasis is placed on caregiver/family/child relationships, positive emotional/social environments, developmental

concerns, risk factors, and intervention strategies. Upon completion, students should be able to identify factors influencing emotional/social development, utilizing screening measures, and designing positive behavioral supports.

EDU 162 **Observation and Assessment in Early Childhood Education** 3 0 3
Prerequisites: Take one set: ENG-080 and RED-080 or ENG 085
Corequisites: None

This course introduces the research, benefits, goals, and ethical considerations associated with observation and assessment in Early Childhood environments. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and use assessments to enhance programming and collaboration for children and families.

EDU 163 **Classroom Management and Instruction** 3 0 3
Prerequisites: ENG 085 or ENG 080 and RED 080
Corequisites: None

This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

EDU 216 **Foundations of Education** 4 0 4
Prerequisites: ENG 095 or ENG-090 and RED-090
Corequisites: None

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences 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. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement at select institutions. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement at select institutions.*

EDU 221 **Children with Exceptionalities** 3 0 3
Prerequisites: ENG 095 or ENG-090 and RED-090, EDU 144 (or PSY 244), and EDU 145 (or PSY 245)
Corequisites: None

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities,

describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement at select institutions. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement at select institutions.*

EDU 222 Learners with Behavior Disorders 3 0 3
Prerequisites: Take one set: ENG 090, RED 090, EDU 144 (or PSY 244), and EDU 145 (or PSY 245) **or** ENG 095, EDU 144 (or PSY 244), EDU 145 (or PSY 245)
Corequisites: None

This course provides a comprehensive study of learners with behavioral disorders encompassing characteristics, assessments, placement alternatives, inclusion and family interventions. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize positive behavior support systems.

EDU 234 Infants, Toddlers, & Twos 3 0 3
Prerequisites: Take one set: ENG 090, RED 090, and EDU 119 or ENG 095 and EDU 119
Corequisites: None

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

EDU 235 School-Age Development & Programs 3 0 3
Prerequisites: ENG 095 or ENG-090 and RED-090
Corequisites: None

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.

EDU 243 Learning Theory 3 0 3
Prerequisites: ENG 095 or ENG-090 and RED-090
Corequisites: None

This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the eight types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation.

EDU 244 Human Growth/Development 3 0 3
Prerequisites: ENG 095 or ENG-090 and RED-090

Corequisites: None

This course introduces lateral entry teachers to theories and ages and stages related to human growth and development from birth through adolescence. Emphasis is placed on development through the stages of a child's life in the areas of physical, emotional, social, intellectual, and moral development. Upon completion, students should be able to identify and describe milestones of each stage in all areas of development and discuss factors that influence growth.

EDU 245 **Policies and Procedures** 3 0 3
Prerequisites: ENG 095 or ENG-090 and RED-090
Corequisites: None

This course is designed to introduce new lateral entry teachers to the policies and procedures established by the local education agency. Topics include emergency situation procedures, acceptable discipline, chain of command, role of mentors, evaluation procedures, employment requirements, dress codes, and other policies and procedures. Upon completion, students should be able to explain the policies and procedures to students, parents, or others and discuss the purpose of each policy category.

EDU 247 **Sensory and Physical Disabilities** 3 0 3
Prerequisites: Take ENG 090, RED 090, EDU 144 (or PSY 244), and
EDU 145 (or PSY 245) **or**
Take ENG 095, EDU 144 (or PSY 244), EDU 145 (or PSY 245)
Corequisites: None

This course covers characteristics, intervention strategies, assistive technologies, and inclusive practices for children with sensory and physical disabilities. Topics include inclusive placement options, utilization of support services, other health impairments and family involvement for children with sensory and physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies and service delivery options for those specific disabilities.

EDU 259 **Curriculum Planning** 3 0 3
Prerequisites: ENG 095 or ENG-090 and RED-090, and EDU 119
Corequisites: None

This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

EDU 261 **Early Childhood Administration I** 3 0 3
Prerequisites: ENG 095 or ENG-090 and RED-090
Corequisites: EDU-119

This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding

resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards.

EDU 262	**Early Childhood Administration II**	3	0	3
Prerequisites:	ENG 095 or ENG-090 and RED-090, and EDU 261			
Corequisites:	EDU 119			

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

EDU 271	**Educational Technology**	2	2	3
Prerequisites:	ENG 095 or ENG-090 and RED-090			
Corequisites:	None			

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

EDU 280	**Language & Literacy Experiences**	3	0	3
Prerequisites:	ENG 095 or ENG-090 and RED-090			
Corequisites:	None			

This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences.

EDU 282	**Early Childhood Literature**	3	0	3
Prerequisites:	ENG 095 or ENG-090 and RED-090			
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.

EDU 284 **Early Child Capstone Prac** 1 9 4
Prerequisites: Take ENG 095 or ENG-090 and RED-090, EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151
Corequisites: None

This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 287 **Leadership in Early Childhood Education** 3 0 3
Prerequisites: Take one set: ENG 090, RED 090, EDU 119, EDU 131, EDU 144 (or PSY 244), EDU 145 (or PSY 245) **or** ENG 095, EDU 119, EDU 131, EDU 144 (or PSY 244), EDU 145 (or PSY 245)
Corequisites: None

This course is designed to facilitate and guide the development of early childhood professionals preparing for leadership roles in improving community early childhood services. Topics include principles of social change, characteristics of effective leaders, techniques of action research, childcare funding mechanisms, quality initiatives, and key issues in early care. Upon completion, students should be able to identify key issues; develop strategic plans; establish relationships with community leaders; and identify opportunities and barriers for advocacy.

Electricity

ELC 111 **Introduction to Electricity** 2 2 3
Prerequisites: None
Corequisites: None

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 112 **DC/AC Electricity** 3 6 5
Prerequisites: None
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, troubleshoot, and repair DC/AC circuits.

ELC 113 **Basic Wiring I** 2 6 4
Prerequisites: None
Corequisites: None

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 118 **National Electrical Code** 1 2 2
Prerequisites: None
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 120 **Intro to Wiring** 2 2 3
Prerequisites: None
Corequisites: None

This course is an introduction to wiring concepts for non-electricians. Topics include safety, tools, materials, techniques and terminology associated with electrical wiring. Upon completion, students should be able to use and/or identify wiring tools, materials and procedures at an introductory level.

ELC 125 **Diagrams and Schematics** 1 2 2
Prerequisites: None
Corequisites: None

This course covers the interpretation of electrical diagrams, schematics, and drawings common to 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 **Introduction to PLC** 2 3 3
Prerequisites: None
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 228 **PLC Applications** 2 6 4
Prerequisites: None
Corequisites: None

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

English

ENG 075	**Reading & Language Essent**	5	0	5
Prerequisites:	None			
Corequisites:	None			

This course uses whole language to develop proficiency in basic reading and writing. Emphasis is placed on increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to understand and create grammatically and syntactically correct sentences. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111.*

ENG 085	**Reading & Writing Found**	5	0	5
Prerequisites:	ENG 075 or ENG 070 and RED 070			
Corequisites:	None			

This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111.*

ENG 095	**Reading & Comp Strategies**	5	0	5
Prerequisites:	ENG 085 or ENG 080 and RED 080			
Corequisites:	None			

This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing. *This course satisfies the developmental writing requirement for ENG 111.*

ENG 102	**Applied Communications II**	3	0	3
Prerequisites:	ENG 075 or ENG 070			
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 095 or ENG 090 and RED 090
Corequisites: ENG 111A

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.*

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 ENG 111 by focusing on writing that involves literature-based research and 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. This course is also available through the Virtual Learning Community (VLC).*

ENG 114 **Professional Research & 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 115 **Oral Communication** 3 0 3

Prerequisites: ENG 085 or ENG 080
Corequisites: None

This course introduces the basic principles of oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings.

ENG 125	**Creative Writing I**	3	0	3
Prerequisites:	ENG 111			
Corequisites:	None			

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

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 233	**Major American Writers**	3	0	3
Prerequisites:	ENG 112, ENG 113, or ENG 114			
Corequisites:	None			

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American 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.*

ENG 243	**Major British Writers**	3	0	3
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.*

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 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 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.*

Geography

GEO 111	**World Regional Geography**	3	0	3
Prerequisites:	None			
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 130	**General Physical Geography**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Health

HEA 110	**Personal Health/Wellness**	3	0	0	3
Prerequisites:	None				
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

History

HIS 111	**World Civilizations I**	3	0	3
Prerequisites:	ENG 095 or RED 090			
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.*

HIS 112	**World Civilizations II**	3	0	3
Prerequisites:	ENG 095 or RED 090			
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**	3	0	3
Prerequisites:	ENG 095 or RED 090			
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 the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 122	**Western Civilization II**	3	0	3
Prerequisites:	ENG 095 or RED 090			
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** 3 0 3
Prerequisites: ENG 095 or RED 090
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.*

HIS 132 **American History II** 3 0 3
Prerequisites: ENG 095 or RED 090
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.*

HIS 221 **African-American History** 3 0 3
Prerequisites: ENG 095 or RED 090
Corequisites: None

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Health Sciences

HSC 120 **CPR** 0 2 0 1
Prerequisites: None
Corequisites: None

This course covers the basic knowledge and skills for the performance of infant, child, and adult CPR and the management of foreign body airway obstruction. Emphasis is placed on recognition, assessment, and proper management of emergency care. Upon completion, students should be able to perform infant, child, and adult CPR and manage foreign body airway obstructions.

Human Services

HSE 110	**Introduction to Human Services**	2	2	0	3

Prerequisites: None
Corequisites: None

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: None
Corequisites: None

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: None
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: None

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.

HSE 160	**HSE Clinical Supervision I**	1	0	0	1

Prerequisites: Successful completion of 12 SHC in the HSE Program, including HSE 110 and HSE 123
Corequisites: HSE 161 or HSE 162 or HSE 163 or HSE 164

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

HSE 162 **HSE Clinical Experience I** 0 0 6 2
Prerequisites: Successful completion of 12 SHC in the HSE Program, including HSE 110 and HSE 123
Corequisites: HSE 160

This course provides supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

HSE 210 **Human Services Issues** 2 0 0 2
Prerequisites: None
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 multi-faceted 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: None
Corequisites: None

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 226 **Mental Retardation** 3 0 0 3
Prerequisites: PSY 150
Corequisites: None

This course covers mental retardation and related issues. Emphasis is placed on the theoretical perspectives, causes, prevention, and treatment of mental retardation. Upon completion, students should be able to demonstrate a general knowledge of the mentally retarded individual.

HSE 227 **Children & Adolescents in Crisis** 3 0 0 3
Prerequisites: None
Corequisites: None

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: None

Corequisites: None

This course introduces those agencies that provide income maintenance casework 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.

Humanities

HUM 115 Critical Thinking 3 0 3
Prerequisites: 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 has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities requirement for AAS degree programs.*

HUM 120 Cultural Studies 3 0 3
Prerequisites: None
Corequisites: 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 160 Introduction to Film 2 2 3
Prerequisites: None
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 requirement in humanities/fine arts.*

Hydraulics & Pneumatics

HYD 110 Hydraulics/Pneumatics I 2 3 3
Prerequisites: None
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.

HYD 210	**Advanced Hydraulics**	1	3	2
Prerequisites:	HYD 110 or HYD 111 or HYD 112			
Corequisites:	None			

This course covers advanced hydraulic systems. Emphasis is placed on advanced hydraulic systems and components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, application, operation, and maintenance of hydraulic components and systems.

Industrial Science

ISC 112	**Industrial Safety**	2	0	2
Prerequisites:	None			
Corequisites:	None			

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

ISC 115	**Construction Safety**	2	0	2
Prerequisites:	None			
Corequisites:	None			

This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

Mathematics

DMA-010	**Operations With Integers**	.75	.50	1
Prerequisites:	None			
Corequisites:	None			

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

DMA-020	**Fractions and Decimals**	.75	.50	1
Prerequisites:	Take DMA-010			
Corequisites:	None			

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application

problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

DMA-030 **Propor/Ratio/Rate/Percent** .75 .50 1
Prerequisites: Take All: DMA-010 and DMA-020
Corequisites: None

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

DMA-040 **Express/Lin Equat/Inequal** .75 .50 1
Prerequisites: Take One Set:
Set 1: DMA-010, DMA-020 and DMA-030
Set 2: MAT-060
Corequisites: None

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

DMA-050 **Graphs/Equations of Lines** .75 .50 1
Prerequisites: Take One Set:
Set 1: DMA-010, DMA-020, DMA-030 and DMA-040
Set 2: DMA-040 and MAT-060
Corequisites: None

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

DMA-060 **Polynomial/Quadratic Appl** .75 .50 1
Prerequisites: Take One Set:
Set 1: DMA-010, DMA-020, DMA-030, DMA-040 and DMA-050
Set 2: DMA-040, DMA-050, and MAT-060
Set 3: MAT-060 and MAT-070
Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

DMA-070 **Rational Express/Equation** .75 .50 1

Prerequisites: Take One Set:
Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050 and DMA-060
Set 2: DMA-040, DMA-050, DMA-060, and MAT-060
Set 3: DMA-060, MAT-060, and MAT-070
Set 4: DMA-010, DMA-020, DMA-030, DMA-060, AND MAT-070
Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

DMA-080 **Radical Express/Equations** .75 .50 1
Prerequisites: Take One Set:
Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060 and DMA-070
Set 2: DMA-060, DMA-070, MAT-060, and MAT-070
Set 3: DMA-040, DMA-050, DMA-060, DMA-070, and MAT-060
Set 4: DMA-010, DMA-020, DMA-030, DMA-060, DMA-070, and MAT-070
Corequisites: None

This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

MAT 101 **Applied Mathematics I** 2 2 3
Prerequisites: (DMA-010, DMA-020, DMA-030), MAT 060, MAT 070, MAT 080, MAT 090, or MAT 095
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 skills used in measurement, ratio 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 diploma programs.*

MAT 110 **Mathematical Measurement** 2 2 3
Prerequisites: (DMA-010, DMA-020, DMA-030), MAT 060 and MAT 070, MAT 080, MAT 090, MAT 095, MAT 120,
MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None

This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.

MAT 115 **Mathematical Models** 2 2 3
Prerequisites: (DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050), MAT-060 and MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
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, function notation, linear functions, 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.

MAT 121 **Algebra/Trigonometry I** 2 2 3
Prerequisites: (DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050), MAT-060 and MAT 070, MAT 080, MAT 090, or MAT 095
Corequisites: None

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122 **Algebra/Trigonometry II** 2 2 3
Prerequisites: MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 141 **Mathematical Concepts I** 3 0 3
Prerequisites: (DMA-010, DMA-020, DMA-030, and DMA-040), MAT-060 and MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None

This course is the first of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 142	**Mathematical Concepts II**	3	0	3
Prerequisites:	MAT 141			
Corequisites:	None			

This course is the second of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on probability, statistics, functions, introductory geometry, and mathematics of finance. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts and utilize technology as a mathematical tool. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirements in natural sciences/mathematics.*

MAT 151	**Statistics I**	3	0	3
Prerequisites:	(DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050), MAT-060 and MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175			
Corequisites:	None			

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).*

MAT 161	**College Algebra**	3	0	3
Prerequisites:	(DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050, DMA-060), MAT-060 and MAT 080, MAT 090, MAT 095			
Corequisites:	None			

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving 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 for the Associate in Arts Degree.*

MAT 162	**College Trigonometry**	3	0	3
Prerequisites:	MAT 161			
Corequisites:	None			

This course provides an integrated technological approach to trigonometric applications used in problem solving. Emphasis is placed on applications involving 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 for the Associate in Arts Degree.*

MAT 171 Precalculus Algebra 3 0 3

Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, DMA-080; Set 2: MAT-060* and MAT-080; Set 3: MAT-060* and MAT-090; Set 4: MAT-095; Set 5: MAT-161

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 for the Associate in Arts Degree.*

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 trigonometry, conic sections, vectors and polar coordinates. 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 for the Associate in Arts Degree.*

MAT 175 Precalculus 4 0 4

Prerequisites: (DMA-060, MDA-070, and DMA-080) or MAT 080, and High School Algebra III/ Trigonometry or MAT 161

Corequisites: None

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. 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.*

MAT 263 **Brief Calculus** 3 0 3
Prerequisites: MAT 161
Corequisites: None

This course is designed for students needing only one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 271 **Calculus I** 3 2 4
Prerequisites: MAT 172 or MAT 175
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.*

Mechanical
MEC 111 **Machine Processes I** 1 4 3
Prerequisites: None
Corequisites: None

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

MEC 151 **Mechanical Management Systems** 1 3 2
Prerequisites: None
Corequisites: None

This course covers mechanical systems and sub-systems including timing cams, cam followers, timing belts, servo-motors, mechanical drive units, bearings, and mechanical linkage. Emphasis will be placed on the understanding of these components and their integration into operating systems. Upon completion, students should be able to diagnose mechanical problems using a structured approach to troubleshooting mechanical systems and sub-systems.

Medical Assisting
MED 121 **Medical Terminology I** 3 0 0 3
Prerequisites: None
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.

Mental Health

MHA 150	**Mental Health Systems**	3	0	0	3
Prerequisites:	HSE 110				
Corequisites:	None				

This course introduces the treatment and services available at both public and private mental health facilities. Topics include intake procedures, admission criteria, history, and structure of mental health facilities. Upon completion, students should be able to demonstrate competence in articulating both the theory and practice of mental health services delivery. *This course is a unique concentration requirement of the Mental Health concentration in the Human Services Technology program.*

MHA 155	**Psychological Assessment**	3	0	0	3
Prerequisites:	PSY 150				
Corequisites:	None				

This course covers psychological assessment. Emphasis is placed on different types of psychological tests. Upon completion, students should be able to recognize and understand the purpose of various psychological tests. *This course is a unique concentration requirement of the Mental Health concentration in the Human Services Technology program.*

MHA 240	**Advocacy**	2	0	0	2
Prerequisites:	HSE 110				
Corequisites:	None				

This course covers the roles and duties of the client advocate. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from contact initiation to termination. *This course is a unique concentration requirement of the Mental Health concentration in the Human Services Technology program.*

Marketing and Retailing

MKT 120	**Principles of Marketing**	3	0	3

Prerequisites: None
Corequisites: None

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.

Maintenance

MNT 110	**Introduction to Maintenance Procedures**	1	3	2

Prerequisites: None
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.

MNT 130	**Control Systems**	2	4	4

Prerequisites: None
Corequisites: None

This course introduces industrial control systems which include devices such as motor controls, programmable logic controllers (PLCs), and other control components. Topics include schematics and ladder logic structures, related to PLCs, I/O identification, equipment interface, motor controls, and other electrical control devices. Upon completion, students should be able to safely install, maintain, troubleshoot and repair electrical control systems.

MNT 160	**Industrial Fabrication**	1	3	2

Prerequisites: None
Corequisites: None

This course covers the necessary techniques to fabricate and assemble basic items common in industrial environments. Emphasis is placed on students being able to create basic items such as frames, guards, supports, and other components commonly used in industry. Upon completion, students should be able to safely fabricate and assemble selected items within specifications.

MNT 220	**Rigging & Moving**	1	3	2

Prerequisites: None
Corequisites: None

This course covers the principles of safe rigging practices for handling, placing, installing, and moving heavy machinery and equipment. Topics include safety, weight and dimensional estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics. Upon completion, students should be able to safely relocate and set up equipment using accepted rigging practices.

MNT 240 **Industrial Equipment Troubleshooting** 1 3 2
Prerequisites: None
Corequisites: None

This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

MNT 250 **PLC Interfacing** 2 4 4
Prerequisites: ELC 128
Corequisites: None

This course introduces touch screens, PLC interface devices, and PID loops for applications such as motion control, encoders, and stepping motors. Topics include LVDT control, touch screens, PID controls, and motion controls. Upon completion, students should be able to safely install, program, and maintain touch screens and other interface devices.

Music
MUS 110 **Music Appreciation** 3 0 3
Prerequisites: None
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.*

MUS 113 **American Music** 3 0 3
Prerequisites: None
Corequisites: None

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Networking Technology
NET 110 **Networking Concepts** 2 2 3
Prerequisites: None
Corequisites: None

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

Networking Operating Systems

NOS 110 Operating System Concepts 2 3 3
Prerequisites: None
Corequisites: None

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 130 Windows Single User 2 2 3
Prerequisites: NOS 110 or CET 211
Corequisites: None

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 230 Windows Administration I 2 2 3
Prerequisites: NOS 130
Corequisites: None

This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

Nursing

NUR 111 Intro to Health Concepts 4 6 6 8
Prerequisites: Admission to the Associate Degree Nursing Program
Corequisites: BIO 165/168, PSY 150, ENG 111, ACA 111

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112 Health-Illness Concepts 3 0 6 5
Prerequisites: NUR 111
Corequisites: BIO 166/169, PSY 241, NUR 113

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113 Family Health Concepts 3 0 6 5
Prerequisites: NUR 111
Corequisites: BIO 166/169, PSY 241, NUR 112

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114 Holistic Health Concepts 3 0 6 5
Prerequisites: NUR 111, NUR 112, NUR 113
Corequisites: SOC 210, NUR, 211, NUR 212

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 211 Health Care Concepts 3 0 6 5
Prerequisites: NUR 111, NUR 112, NUR 113
Corequisites: SOC 210, NUR 114, NUR 212

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212 Health System Concepts 3 0 6 5
Prerequisites: NUR 111, NUR 112, NUR 113
Corequisites: SOC 210, NUR 114, NUR 211

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics,

accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213 Complex Health Concepts 4 3 15 10
Prerequisites: NUR 111
Corequisites: HUM 115, CIS 110, ENG 112/113/114, NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

Office Systems Technology

OST 122 Office Computations 1 2 2
Prerequisites: None
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 2
Prerequisites: None
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 level using the touch system.

OST 134 Text Entry & Formatting 2 2 3
Prerequisites: OST 131
Corequisites: None

This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

OST 135 Advanced Text Entry & Format 3 2 4
Prerequisites: OST 134
Corequisites: None

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

OST 136	**Word Processing**	2	2	3
Prerequisites:	OST 131			
Corequisites:	None			

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 148	**Medical Coding Billing & Insurance**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

OST 149	**Medical Legal Issues**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST 164	**Text Editing Applications**	3	0	3
Prerequisites:	None			
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**	2	2	3
Prerequisites:	None			
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. Upon completion, students should be able to set up and maintain a records management system.

OST 223 **Admin Office Transcript I** 2 2 3
Prerequisites: OST 164; and OST 134 or OST 136
Corequisites: None

This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.

OST 236 **Adv Word/Information Proc** 2 2 3
Prerequisites: OST 136
Corequisites: None

This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

OST 241 **Medical Ofc Transcription I** 1 2 2
Prerequisites: MED 121 or ost 141
Corequisites: None

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

OST 242 **Medical Ofc Transcription II** 1 2 2
Prerequisites: MED 121 or ost 141
Corequisites: None

This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing , efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents.

OST 243 **Med Office Simulation** 2 2 3
Prerequisites: OST 148
Corequisites: None

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

OST 284 **Emerging Technologies** 1 2 2
Prerequisites: OST 131 and CIS 110
Corequisites: None

This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

OST 289 **Administrative Office Mgt** 2 2 3
Prerequisites: OST 164 and either OST 134 or OST 136
Corequisites: None

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

Physical Education

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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 111 **Physical Fitness I** 0 3 1
Prerequisites: None
Corequisites: None

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 113 **Aerobics I** 0 3 1
Prerequisites: None
Corequisites: None

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic

exercise program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 115 **Step Aerobics I** 0 3 1
Prerequisites: None
Corequisites: None

This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 117 **Weight Training I** 0 3 1
Prerequisites: None
Corequisites: None

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 120 **Walking for Fitness** 0 3 1
Prerequisites: None
Corequisites: None

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 122 **Yoga I** 0 2 1
Prerequisites: None
Corequisites: None

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 125 **Self-Defense-Beginning** 0 2 1
Prerequisites: None
Corequisites: None

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 130 **Tennis-Beginning** 0 2 1
Prerequisites: None
Corequisites: None

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 137 **Badminton** 0 2 1
Prerequisites: None
Corequisites: None

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 138 **Archery** 0 2 1
Prerequisites: None
Corequisites: None

This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 143 **Volleyball-Beginning** 0 2 1
Prerequisites: None
Corequisites: None

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 145 **Basketball-Beginning** 0 2 1

Prerequisites: None
Corequisites: None

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 148 **Softball** 0 2 1
Prerequisites: None
Corequisites: None

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 149 **Flag Football** 0 2 1
Prerequisites: None
Corequisites: None

This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, students should be able to participate in recreational flag football. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 152 **Swimming-Beginning** 0 2 1
Prerequisites: None
Corequisites: None

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 217 **Pilates I** 0 2 1
Prerequisites: None
Corequisites: None

This course provides an introduction to the pilates method of body conditioning exercise. Topics include instruction in beginning and intermediate pilates exercises using a mat or equipment, history of the pilates method, and relevant anatomy and physiology. Upon completion, students should be able to perform beginning and intermediate exercises, and possess an understanding of the benefits of conditioning the body's core muscles. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Physics

PHY 131	**Physics-Mechanics**	3	2	4
Prerequisites:	MAT 121, MAT 161, MAT 171, or MAT 175			
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 principles studied to applications in engineering technology fields.

Packaging

PKG 130	**Basic Electronics**	1	3	2
Prerequisites:	None			
Corequisites:	None			

This course covers the basic electronic components of industrial systems. Topics include safety, PC boards, diodes, power supplies, transducers, transistors, SCRs, Triacs, amplifiers, FETs, ICs, fiber optics, and other related topics. Upon completion, students should be able to demonstrate a working knowledge of basic interfacing and controls associated with industrial machinery electronics.

Plumbing

PLU 110	**Modern Plumbing**	4	15	9
Prerequisites:	None			
Corequisites:	None			

This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements.

PLU 111	**Introduction to Basic Plumbing**	1	3	2
Prerequisites:	None			
Corequisites:	None			

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

PLU 120	**Plumbing Applications**	4	15	9
Prerequisites:	None			
Corequisites:	None			

This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other

related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.

PLU 130 **Plumbing Systems** 3 9 6
Prerequisites: None
Corequisites: None

This course covers the maintenance and repair of plumbing lines and fixtures. Emphasis is placed on identifying and diagnosing problems related to water, drain and vent lines, water heaters, and plumbing fixtures. Upon completion, students should be able to identify and diagnose needed repairs to the plumbing system.

PLU 140 **Introduction to Plumbing Codes** 1 2 2
Prerequisites: None
Corequisites: None

This course covers plumbing industry codes and regulations. Emphasis is placed on North Carolina regulations and the minimum requirements for plumbing materials and design. Upon completion, students should be able to research and interpret North Carolina plumbing codes.

PLU 150 **Plumbing Diagrams** 1 2 2
Prerequisites: None
Corequisites: None

This course introduces sketching diagrams and interpretation of blueprints applicable to the plumbing trades. Emphasis is placed on plumbing plans for domestic and/or commercial buildings. Upon completion, students should be able to sketch plumbing diagrams applicable to the plumbing trades.

Political Science
POL 120 **American Government** 3 0 3
Prerequisites: None
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.*

Psychology
PSY 101 **Applied Psychology** 3 0 3
Prerequisites: ENG 085 or RED 080
Corequisites: None

This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living. *This course is intended for diploma programs.*

PSY 110	**Life Span Development**	3	0	3
Prerequisites:	ENG 095 or RED 090			
Corequisites:	None			

This course provides an introduction to the study of human growth and development. Emphasis is placed on 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 and apply this knowledge to their specific field of study.

PSY 141	**Psychology of Death and Dying**	3	0	3
Prerequisites:	ENG 095 or RED 090			
Corequisites:	None			

This course presents psychological perspectives on death and dying. Topics include the culturally diverse aspects of death and the grieving process, adjustment mechanisms, interventions, and the psychological and ethical dimensions of death and dying. Upon completion, students should be able to demonstrate an understanding of the psychosocial aspects of death and dying.

PSY 150	**General Psychology**	3	0	3
Prerequisites:	ENG 095 or RED 090			
Corequisites:	None			

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 244 **Child Development I** 3 0 3
Prerequisites: None
Corequisites: None

This course provides an introduction to the study of child development and examines the growth and development of children from conception through early childhood. Topics include historical and theoretical perspectives, terminology, research and observation techniques as well as physical, cognitive, and psychosocial growth and change. Upon completion, students should be able to demonstrate an understanding of the early stages of child development.

PSY 245 **Child Development II** 3 0 3
Prerequisites: None
Corequisites: None

This course examines the growth and development of children during early and middle childhood. Emphasis is placed on factors influencing physical, cognitive, and psychosocial growth and change. Upon completion, students should be able to demonstrate an understanding of early and middle child development.

PSY 259 **Human Sexuality** 3 0 3
Prerequisites: PSY 150
Corequisites: None

This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PSY 265 **Behavioral Modification** 3 0 3
Prerequisites: PSY 150
Corequisites: None

This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

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 behavior 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.*

Religion

REL 110 **World Religions** 3 0 3
Prerequisites: ENG 095 or RED 090
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 095 or RED 090
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.*

REL 212 **Introduction to New Testament** 3 0 3
Prerequisites: ENG 095 or RED 090
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.*

Substance Abuse

SAB 135 **Addictive Process** 3 0 0 3

Prerequisites: None
Corequisites: None

This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.

Information Systems Security

SEC 110	**Security Concepts**	3	0	3

Prerequisites: None
Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

Sociology

SOC 210	**Introduction to Sociology**	3	0	3

Prerequisites: ENG 095 or RED 090
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 core requirement in social/behavioral sciences.*

SOC 213	**Sociology of the Family**	3	0	3

Prerequisites: ENG 095 or RED 090
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 core requirement in social/behavioral sciences.*

SOC 220	**Social Problems**	3	0	3

Prerequisites: ENG 095 or RED 090
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.*

SOC 225	**Social Diversity**	3	0	3
Prerequisites:	ENG 095 or RED 090			
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.*

Spanish

SPA 111	**Elementary Spanish I**	3	0	3
Prerequisites:	None			
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 a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Web Technologies

WEB 110	**Internet/Web Fundamentals**	2	2	3
Prerequisites:	None			
Corequisites:	None			

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.

WEB 115 **Web Markup and Scripting** 2 2 3
Prerequisites: None
Corequisites: None

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

WEB 120 **Introduction Internet Multimedia** 2 2 3
Prerequisites: None
Corequisites: None

This is the first of two courses covering the creation of internet multimedia. Topics include internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create internet multimedia presentations utilizing a variety of methods and applications.

WEB 140 **Web Development Tools** 2 2 3
Prerequisites: None
Corequisites: None

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

WEB 210 **Web Design** 2 2 3
Prerequisites: None
Corequisites: None

This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites.

WEB 230 **Implementing Web Server** 2 2 3
Prerequisites: NET 110 or NET 125
Corequisites: None

This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards.

WEB 250 **Database Driven Websites** 2 2 3
Prerequisites: DBA 110 and WEB 140
Corequisites: None

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

WEB 285 **Emerging Web Technologies** 2 2 3
Prerequisites: None
Corequisites: None

This course will explore, discuss, and research emerging technologies in the web arena. Emphasis is placed on exposure to up-and-coming technologies relating to the web, providing hands-on experience, and discussion of practical implications of these emerging fields. Upon completion, students should be able to articulate issues relating to these technologies.

WEB 289 **Internet Technologies Project** 1 4 3
Prerequisites: WEB 230 and WEB 250
Corequisites: None

This course provides an opportunity to complete a significant Web technologies 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 an Internet project from the definition phase through implementation.

Welding
WLD 110 **Cutting Processes** 1 3 2
Prerequisites: None
Corequisites: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 112 **Basic Welding Processes** 1 3 2
Prerequisites: None
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.

WLD 115 **SMAW (Stick) Plate** 2 9 5
Prerequisites: None
Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116 **SMAW (Stick) Plate/Pipe** 1 9 4
Prerequisites: WLD 115
Corequisites: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 117 **Industrial SMAW** 1 4 3
Prerequisites: None
Corequisites: None

This course introduces the SMAW (stick) process for joining carbon steel components for industrial applications. Topics include padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, student should be able to safely perform SMAW fillet and groove welds on carbon steel plate with prescribed electrodes.

WLD 121 **GMAW (MIG) FCAW/Plate** 2 6 4
Prerequisites: None
Corequisites: None

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

WLD 131 **GTAW (TIG) Plate** 2 6 4
Prerequisites: None
Corequisites: None

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

WLD 132 **GTAW (TIG) Plate/Pipe** 1 6 3
Prerequisites: WLD 131

Corequisites: None

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

WLD 141	**Symbols & Specifications**	2	2	3

Prerequisites: None
Corequisites: None

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

Full-Time Personnel

Faculty

Dr. Linda B. Alexander (1986) .....Department Chair, Mathematics
B.A. in Mathematics and B.A. in Computer Science (1982),
M.A. in Mathematics (1984), East Carolina University;
Ed.D in Adult and Community College Education (2008); NC State University

Teikeshia M. Archer (1999)..... Division Director, Transfer and Professional Technologies
B.S. in Computer Science (1994), Winston-Salem State University;
M.S. in Instructional Technology (2003), East Carolina University

Carmen O. Askew (1998).....Faculty, Associate Degree Nursing
A.A.S. in Nursing (1974), John Tyler Community College;
B.S. in Nursing (1996), MA.Ed. (2004), East Carolina University

Kimberly H. Bazemore (1991) ..... Program Coordinator, Human Services Technology/Mental Health
A.A.S. in Administrative Office Technology, Roanoke-Chowan Community College;
B.S.W. in Social Work (2002), East Carolina University;
M.S. in Counseling Services (2009), Capella University

Jeanne E. Blevins (2007).....Faculty, Developmental Education
B.S. in Elementary Education w/ Certification in Secondary English (1971), Old Dominion University;
M.Ed. in Elementary Education (1972), University of Virginia;
Courses in Supervision and Administration (1973-1980), University of Virginia ;
Ph.D. in Philosophy Teaching and Learning/Curriculum (1993), Auburn University

Jamie N. Burns (2002) ..... Program Coordinator, Health Care
Technology/Nursing Assistant
A.A.S. in Nursing (1982), Wilson County Technical Institute;
Registered Nurse Certification in North Carolina (1982)

Stella J.Cameron (2009) .....Faculty, Associate Degree Nursing
B.S.N. (2005) and M.S.N. in Nursing Education (2008), Winston-Salem State University

Sonya P. Chamblee (2002) .....Program Coordinator, Cosmetology
Diploma in Cosmetology (1986), Roanoke-Chowan Community College; Cosmetologist License;
Teacher Certificate, NC State Board of Cosmetic Art Examiners

Meredyth S. Corey (2012).....Faculty, Associate Degree Nursing
B.S. in History (1998), Chowan University;
A.D.N. in Nursing (2000), Roanoke-Chowan Community College;
M.S.N. in Nursing Education (2009), Walden University

Victor D. Davidson (2001) ..... Program Coordinator, Welding Technology
Diploma in Structural and Pipe Welding (1986), Alabama Aviation & Technical College;
A.W.S. Certified Welder

Joan L. Deloatch (2001).....Program Coordinator, Office Administration
/Medical Office Administration
B.S. in Secondary Education (1993), Elizabeth City State University;
Tele-Learning Certificate from East Carolina University;
M.S. in Vocational Education (1997), East Carolina University

Janet L. Faison (1999) .....Faculty, Computer Information Technology/Web Technology
B.S. in Information Systems w/minor in Psychology (1985), Virginia Commonwealth University;
M.S. in Occupational/Technology Studies (2005), Old Dominion University

Lillie Faison (2007) .....Faculty, English
B.S. in English (1971), M.A. in English (1975), Hampton University;
Master of Divinity (2000), Virginia Union University;
D.Min. in Leadership and Renewal (2012), Regent University

Debra J. Hanke (2004) .....Faculty, Social Science
B.A. in Psychology (1974), East Carolina University;
M.A. in Psychology (1979), California School of Professional Psychology

Franklin H. Harris, Jr. (2000) ..... Department Chair, Social Science
B.A. in Sociology with minor in Criminal Justice (1975), North Carolina State University;
M.A. in History with graduate minor in Sociology and Political Science (1994), Virginia State University

Franklin K. "Keith" Horne (2005) ..... Program Coordinator, Industrial Systems Technology
A.A.S. in Electronic Technology (1976), Roanoke-Chowan Community College

Sonya Knight (2011).....Faculty, Associate Degree Nursing
B.S. in Nursing (1996), North Carolina Central University;
M.S. in Nursing (2010), Hampton University

Michael Lassiter (2008) .....Faculty, AHR
AHR Diploma (1996), Roanoke-Chowan Community College
ARI/ICE Certified (Residential Commercial)

Justin R. McKeithan (2007)..... Program Coordinator, Web Technology
A.A.S. in Advertising & Graphic Design (2005), Pitt Community College
B.S.(2011), American Intercontinental University

James E. Messer (2006) ..... Faculty/Coordinator, AFA and Building Construction Technology
A.A.S. in College Transfer (1987), Mitchell Community College;
Bachelor of Fine Art (1989), Virginia Commonwealth University;
Master of Fine Arts (1991), Florida State University

Marcel Montane (2010)..... Department Chair, Biology
B.S. in Biology w/minor in Chemistry (1984); Wagner College
M.S. in Marine Biology (1988); UNC - Wilmington

Audrey A. Moore (2003).....Program Coordinator, Early Childhood Education
A.A.S. in Early Childhood (1976), Roanoke-Chowan Community College;
B.S..Ed. in Early Childhood Education (1979), Elizabeth City State University;
M.A.Ed. (2006); Cambridge College

John L. Mulder, Jr. (2006) .....Program Coordinator, Air Conditioning, Heating, & Refrigeration Technology
Certificate in AHR (2002), Roanoke-Chowan Community College;
Diploma in AHR (2003);
(2002) NC State Board Certificate as Universal Technician; (2003) Certificate in
Residential A/C & Heating; (2007) NATE Certification
ARI/ICE Certified (Residential and Commercial)
401A Certified (Refrigerant Handling)
A.A.S in Air Conditioning, Heating, & Refrigeration (2011), Pitt Community College

Deborah D. Oakey (1996).....Department Chair, Developmental Education (English)
B.S. in Journalism - Public Relations w/minor in English-Technical Writing (1993), Radford University;
M.A. in English (2000), East Carolina University

Deboria B. Outlaw (2004) .....Faculty, Early Childhood Education
B.A. in Public Relations (1994), North Carolina A & T State University;
B.S. in Child Development (2003), East Carolina University
MAED in Early Childhood Education (2009), University of Phoenix

Ruby L. Perkins (2013) .....Faculty, English
B.S. in English (1965), Elizabeth City State University;
M.A. in English (1968), Howard University;
Ed.D. in English (1974), Temple University;
M.S in Adult/Continuing Education (1985), Cheyney University

Joseph Rampersad (2009).....Department Chair, Health & Physical Education
B.S. in Graphic Communications (2006), Chowan University
M.Ed. in Leadership of Educational Organizations (2009), AIU
18 Graduate Hours in Health & P.E. (2011), Walden University

Rita L. Rogers (2001) .....Director of Distance Learning
B.A. in Journalism (1976), University of North Carolina-Chapel Hill;
M.Div. (1980), Southeastern Baptist Seminary;
M.A. in English (1990), East Carolina University
M.S. in Instructional Technology (2004), East Carolina University

Lowell C. Savage (1993)..... Department Chair, Mathematics
B.S. in Mathematics (1970), William & Mary University;
M.Ed. in Education (1976), Boston University;
M.A. in Mathematics (1990), Temple University

Crystal S. Sharpe (2003)..... Faculty, Science
B.S. in Biology (1993), Elizabeth City State University;
M.S. in Biology (2001), Hampton University

Michelle Warren (2011) .....Faculty, Associate Degree Nursing
B.S.N. in Nursing (1990), East Carolina University;
M.Ed in Adult Education (2003), East Carolina University;
M.S.N. in Nursing Education (2011), East Carolina University

Staff

Jim Bales (2008) .....Director, Small Business Center
B.S. in Marketing (1969), Wilfred Laurier University;
MBA in Advertising Management (1983), University of Windsor

Sharda Britt……Registration Assistant
A.A.S. in Office Administration (2011), Roanoke-Chowan Community College

Poteca S. Chamblee (1996)..... Financial Aid Technician
Office Systems Technology Diploma (1992), ECPI;
A.A.S. in Business Computer Programming (1994), Roanoke-Chowan Community College

Sandra P. Copeland (1990).....Counselor, Student Support Services
B.A. in English (1975), Shaw University;
M.E.d in Guidance (1978), Virginia State University

Fred C. Curley (2006).....Director, EMS Services
EMT-B Certification; Level II Instructor/Coordinator

Kevin R. Davis (2013) .....Mail Services Courier/Print Shop Technician
A.A.S. in Computer Information (2010), Roanoke-Chowan Community College

Teresa A Drew (2011)..... Student Assistance/Records Aide, Student Support Services
A.A.S. in Business Administration (2010), Roanoke-Chowan Community College

Tarsha R. Dudley (2007)..... Executive Administrative Assistant to the President
B.S. in Communications/Broadcast News (1997), North Carolina A & T State University

Cara B. Edwards (1993).....Cashier
A.A.S. in General Office Technology (1992), Roanoke-Chowan Community College

Mildred T. Gatling (1980)..... LRC Technical/Public Services Specialist
A.A.S. in General Office Technology (1980), Roanoke-Chowan Community College;
Certificate in Library Public Service (2007), Central Carolina Community College

Shirley W. Gay (1993) .....
Admin Asst to the Senior Dean of Workforce & Student Development/Continuing Education Registrar
B.S. in Business Administration (1985), Elizabeth City State University

Andrea L. Glaze (2012) ..... Dean, Curriculum Programs
B.A.in Psychology (1999), Georgetown College;
M.A. in Psychology (2001), Western Kentucky University;

Melanie R. Gnau (2011)..... Librarian
B.A. in English (2008), East Carolina University:;
M.S. in Library Science (2011), UNC Chapel Hill

Beverly C. Goodwin (1987) ..... Director, Assessment & Testing
B.A. in Psychology (1987),
M.S. in Rehab Studies-Counseling/Vocational Evaluation (2002), East Carolina University

Crystal Harris (2011) .....Interim Financial Aid Director
B.S. in Business Administration – Finance (2006), East Carolina University

Lewis C. Hoggard, III (2007).....JobLink Manager/HRD Coordinator
B.S. in Sociology (1980), Elizabeth City State University

Stacy Hoggard (2012)……..……Financial Aid Technician
B.S. in Accounting (19--), East Carolina University

Pocahontas Jones (2010) ..... Dean, Curriculum Programs
B.S. Biology/minor in Chemistry (1973), NC Central University;
M.S. in Public Health (1976), UNC-Chapel Hill;
PhD in Microbiology/Immunology (1987), Howard University

Johnny Joyner (2010) ..... Chief of Security
Diploma (1991), Northampton County HS East
Basic Law Enforcement Training Certificate (1998), Halifax Community College

Tremaine Kwasikpui (2009) ..... Coordinator of Student Activities/Recruiter
B.S. in Business Administration, Marketing (2008), Elizabeth City State University

Kit O. Liverman (1998) ..... Custodian
Air Conditioning, Heating & Refrigeration Diploma (1997),
Carpentry Diploma (1997),
Welding Diploma (2007), Welding Certificate (2007) Roanoke-Chowan Community College

Michele Meischeid (1989) ..... Dean, Basic Skills
B.A. in Business and Public Administration (1985), University of Virginia at Wise;
M.A. in Reading Education: Adult Literacy (1993), Appalachian State University

Lorraine C. Mitchell (1978) ..... Director, Student Support Services
B.A. in History (1971),
M.Ed. in Counseling Ed w/minor in Educational Administration and Supervision (1984), North Carolina State University

Monique Mitchell (2001) ..... Dean of Learning Resources/Information Systems/Distance Learning & Assistant Dean of Curriculum
B.A (1989) in English/News Media, Elizabeth City State University;
Secondary Education Certification in English (1992), Elizabeth City State University;
Master of Library Science (1996), East Carolina University;
Ed.S. in Education Specialist: Education Leader (2012), Liberty University

Amber C. Moore (2012) ..... Library Acquisitions and Cataloging Technician
B.A. in Sociology (2004), Elizabeth City State University

Raymond E. Mosley (2012) ..... Custodian
A.A.S in Air Conditioning, Heating, & Refrigeration (2011), Roanoke-Chowan Community College

Martin "Zain" Murphy (2010) ..... Coordinator, AIT
A.A.S. (2008), Information Technology, ECPI

Isalean Overton (2002) ..... Student Support Services Tutor Coordinator/Computer Lab Technician
A.A.S. in Computer Information Systems (2000), Roanoke-Chowan Community College

Dr. Julie Parker (2011) ..... Director of Institutional Effectiveness/QEP Director
B.A. in Fine Art (1988), Meredith College;
M.A. in Transpersonal Psychology (1999), John F. Kennedy University;
Ph.D. in Psychology (2004), Saybrook Graduate School

Jeffrey L. Pickering (2012) ..... Director, Information Technology
A.A.S. in Computer & LAN Tech (2000), Moraine Valley Community College;
B.S. in Industrial Technology (2004), East Carolina University

Myra Poole (2010) ..... Senior Dean, Workforce & Student Development Services
B.S. in Accounting (1982), UNC Charlotte;
MBA in Business Administration (1989), East Carolina University

Veronica Rice (2010) ..... Administrative Assistant to Dean of Curriculum Programs
Diploma (1965), Robert L. Vann High School

Rita L. Rogers (2001) .....Director of Distance Learning
B.A. in Journalism (1976), University of North Carolina-Chapel Hill;
M.Div. (1980), Southeastern Baptist Seminary;
M.A. in English (1990), East Carolina University
M.S. in Instructional Technology (2004), East Carolina University

Monique A. Saunders (2012) .....Systems Administrator
B.S. in Computer Science (2006), Fayetteville State University;
Certification in Web Management (2009), Fayetteville Technical Community College;
Certificates in Linux Computer Tech, Hardware & Software, Novell Networking (2012) Fayetteville Tech.CC

Belinda C. Smith (2005).....Accounting Tech - Cashier/Accounts Receivable
A.A.S. in Microcomputer Systems Technology (1995), Roanoke-Chowan Community College;
B.S. in Business Administration (2002), Shaw University

LaToya F. Stephenson (2011)..... College Liaison – Early College High School
B.S. in Interior Architecture (2008); UNC – Greensboro;
M.S. in Management (2010), Cambridge College

Charles Strickland (2008).....Maintenance
Diploma (1969), NC High School – East;
Certifications in Electrical, Plumbing and Heating; General Contracting License

Sheena Suggs (2008).....Controller
B.S. in Accounting (1999), NC Central University

Kathleen R. Touré (2004).....Human Resources Coordinator
B.S. in Business Administration (1985), Elizabeth City State University

Kelly P. Vann (2005)..... Dean, Finance & Facilities
B.S. in Accounting (2000), East Carolina University
M.S. in Accounting (2001), East Carolina University

Wendy P. Vann (1997).....Dean, Student Development Services
B.S. in Business Administration (1994), Elizabeth City State University;
M.B.A. in Business Administration (2004), Hampton University

Juan Vaughan, II (2009)..... Compliance and Data Director
B.S. in Chemical Engineering (2006), NC A&T State University

Tishadda Walton (2011).....Basic Skills Data Entry Clerk
A.A.S. in Business Administration (2003), American InterContinental University

Amy F. Wiggins (2004) ..... Director of Enrollment Services/Registrar
A.S. (1994) in Business Administration,
B.S. in Business Administration (1996), Chowan University;
A.A. College Transfer (2001), Roanoke-Chowan Community College

Kelly Wiggins (2012) .....Secretary, EMS, Fire, and Law Enforcement
A.A.S. in Office System Technology; Certificate in Accounting
Certification in Fire/EMS Methodology I & II (2012), Roanoke-Chowan Community College

Heather L. Wilkins (2012) .....Marketing/Print Shop Specialist
A.A.S. in Advertising & Graphic Design (2010), Pitt Community College

Paul O. Williams (1987) .....Plant Operations Foreman
Industrial Maintenance Diploma, Air Conditioning, Heating & Refrigeration Technology Certificate, Roanoke-Chowan Community College; Ornamentals & Turf License; CFC Certification Universal; Forklift Operator Authorization

Wallace Winborne (2009) .....Accounting Tech – Payroll/Accounts Payable
A.A.S. in Computer Information Technology (2009), Roanoke-Chowan Community College

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