ROBESON COMMUNITY COLLEGE

DISCOVER YOUR PURPOSE. TRANSFORM YOUR FUTURE.

Robeson Community College

5160 Fayetteville Road
Post Office Box 1420
Lumberton, North Carolina 28359
Phone: (910) 272-3700 • Fax: (910) 272-3328
Web Address: www.robeson.edu [opens in a new tab]

Catalog & Student Handbook
2025-2026
Volume LVI
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Robeson Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Robeson Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Robeson Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Most programs offered by the College have been approved for the enrollment of eligible veterans.

Admission to any and all educational programs offered by Robeson Community College is made without regard to race, color, sex, religion, age, disability, or national origin.

Robeson Community College publishes this catalog and student handbook in order to provide students and others with information about the College and its programs. The provisions of this publication are not to be regarded as an irrevocable contract between student and RCC. The College reserves the right to change any provisions, requirements or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes might create for students.

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President's Welcome

On behalf of our administration, faculty, and staff, I'm excited to welcome you as you begin your academic and workforce training journey with us. Robeson Community College fosters a dynamic learning environment where academic, technical, and real-world experiences converge, nurturing a culture of success fueled by curiosity, measurable outcomes, and an unwavering commitment to excellence.

At RCC, you'll find a wide range of academic and technical programs, degrees, and certificates delivered by expert faculty using state-of-the-art facilities and technology. Whether you're learning on campus or online, our dedicated team is committed to offering a transformative education that prepares you for both academic success and a rewarding career.

Beyond traditional programs, our Workforce and Continuing Education offerings provide short-term training and lifelong learning opportunities designed for quick entry into the job market. With campus-wide wireless access, small class sizes, state of the art equipment and affordable tuition, RCC creates an ideal setting for personal and professional growth.

Student life at RCC is dynamic and welcoming, with athletics, clubs, internships, apprenticeships, and community engagement opportunities that support your overall development. We embrace different perspectives and experiences and promote respectful dialogue, encouraging exploration, individuality, and personal growth.

As an open-door institution, we welcome everyone whether you're a high school student, a recent graduate, or returning to education later in life. Whatever your background or goals, we are here to support you every step of the way.

Thank you for considering Robeson Community College. I encourage you to take a campus tour or connect with our admissions team to learn more. Wherever your journey leads, RCC is here to help you achieve your dreams and become your best self. We look forward to welcoming you into our community.

Sincerely,

Melissa Singler

Melissa Singler

President, Robeson Community College

Robeson Community College Academic Calendar 2025-2026

FALL SEMESTER 2025

Monday, August 4	Fall Semester Payment Deadline
Monday, August 11	9-Month Faculty Return
Thursday, August 14	Convocation/ Professional Development
Monday, August 18	Classes Begin 16 - Week (Withdrawal Date, Dec. 3) First Mini Semester (Withdrawal Date, Oct. 7) Fall/Spring Graduation Application Begins
Tuesday, August 19	16 – Week and First Mini Semester Drop/Add Ends
Monday, September 1	Labor Day Holiday
Tuesday, September 2	Classes Begin 14 - Week Session (Withdrawal Date, Dec. 4)
Wednesday, September 3	14 – Week Session Drop/Add Ends
Tuesday, September 16	Classes Begin 12 - Week Session (Withdrawal Date, Dec. 5)
Wednesday, September 17	12 – Week Session Drop/Add Ends
Tuesday, September 30	Deadline to Finish Summer Session Incompletes
Tuesday, October 7	Last Day to Withdraw from a Class Without Academic Penalty for the First Mini Semester
Friday, October 10	Classes End First Mini Semester Deadline for Fall Graduation Applications
Monday, October 13 – Tuesday, October 14	Fall Break and/or Make-Up Days
Friday, October 17	Classes Begin Second Mini Semester (Withdrawal Date, Dec. 10)
Monday, October 20	Second Mini Session Drop/Add Ends
Monday, November 3	Academic Advising/Registration for Spring and Summer Semesters Begin

To view an interactive up-to-date version of this catalog with live links, please navigate to https://catalog.robeson.edu

Wednesday, November 26	No Classes
Wednesday, November 26 – Friday, November 28	Thanksgiving Holiday for Students (College is open on November 26 from 8:00 a.m. to 3:00 p.m.)
Monday, December 1	Classes Begin Winter Session (Withdrawal Date, Dec. 29)
Tuesday, December 2	Winter Session Drop/Add Ends
Wednesday, December 3	Last Day to Withdraw from a Class Without Academic Penalty for the 16 - Week Session
Thursday, December 4	Last Day to Withdraw from a Class Without Academic Penalty for the 14 - Week Session
Friday, December 5	Last Day to Withdraw from a Class Without Academic Penalty for the 12 - Week Session
Wednesday, December 10	Last Day to Withdraw from a Class Without Academic Penalty for the Second Mini Semester
Monday, December 15	Day and Evening Classes End
Monday, December 29	Last Day to Withdraw from a Class Without Academic Penalty for the Winter Session
Tuesday, December 30	Classes End Winter Session

SPRING SEMESTER 2026

Wednesday, January 7	Spring Semester Payment Deadline
Monday, January 12	Classes Begin 16 - Week (Withdrawal Date, April 29) First Mini Semester (Withdrawal Date, March 3)
Tuesday, January 13	16 – Week and First Mini Semester Drop/Add Ends
Monday, January 19	Martin Luther King, Jr. Holiday
Tuesday, January 27	Classes Begin 14 - Week Session (Withdrawal Date, April 30)
Wednesday, January 28	14 – Week Session Drop/Add Ends Deadline for Spring Graduation Applications

Tuesday, February 10	Classes Begin 12 - Week Session (Withdrawal Date, May 1)
Wednesday, February 11	12 – Week Session Drop/Add Ends
Tuesday, February 24	Last Day to Complete Fall Semester Incompletes
Tuesday, March 3	Last Day to Withdraw from a Class Without Academic Penalty for the First Mini Semester
Friday, March 6	Classes End First Mini Semester
Wednesday, March 11	Faculty/Staff Professional Development Day
Wednesday, March Friday, March 13	11 – Spring Break and/or Make-Up Days
Monday, March 16	Classes Begin Second Mini Semester (Withdrawal Date, May 6)
Tuesday, March 17	Second Mini Semester Drop/Add Ends
Wednesday, April 1	Academic Advising/Registration for Fall and Summer Semesters Begin
Monday, April 6 – Tuesday, April 7 Days	Easter Holidays and/or Make-Up
Wednesday, April 29	Last Day to Withdraw from a Class Without Academic Penalty for the 16 - Week Session
Thursday, April 30	Last Day to Withdraw from a Class Without Academic Penalty for the 14 - Week Session
Friday, May 1	Last Day to Withdraw from a Class Without Academic Penalty for the 12 - Week Session
Wednesday, May 6	Last Day to Withdraw from a Class Without Academic Penalty for the Second Mini Semester
Monday, May 11	Day and Evening Classes End
Wednesday, May 13	Commencement

SUMMER SESSION 2026

Wednesday, May 14	Summer Semester Payment Deadline
Tuesday, May 19	Classes Begin 10 – week Session (Withdrawal Date, July 21)
Wednesday, May 20	10 – Week Session Drop/Add Ends
Monday, May 25	Memorial Day Holiday
Tuesday, May 26	Classes Begin 8-week Session (Withdrawal Date, July 15) First Mini Session (Withdrawal Date, June 18)
Wednesday, May 27	8 – Week and First Mini Session Drop/Add Ends
Monday, June 1	Fall/Spring Graduation Applications Begin
Thursday, June 18	Last Day to Withdraw from a Class Without Academic Penalty for the First Mini Session
Friday, June 19	Classes End First Mini Session
Wednesday, June 24	Classes Begin Second Mini Session (Withdrawal Date, July 20)
Thursday, June 25	Second Mini Session Drop/Add Ends
Monday, July 6	Independence Day Holiday
Tuesday, July 7	Last Day to Complete Spring Session Incompletes
Wednesday, July 15	Last Day to Withdraw from a Class Without Academic Penalty for the 8 - Week Session
Monday, July 20	Last Day to Withdraw from a Class Without Academic Penalty for the Second Mini Session
Tuesday, July 21	Classes End 8 - Week Session Second Mini Session
Thursday, July 23	Last Day to Withdraw from a Class Without Academic Penalty for the 10 - Week Session
Wednesday, July 29	Classes End 10-Week Session

Note: Courses in the summer session offered in the following formats: 10-week, 8- week and 4-week sessions.

ROBESON COMMUNITY COLLEGE FACULTY/STAFF

HOLIDAY SCHEDULE 2025 - 2026

Monday, September 1 Labor Day Holiday Thursday, November 27 –
Friday, November 28 Thanksgiving Holidays

Wednesday, December 24 –
Friday, December 26 Christmas Holidays Thursday, January 1 New Year's Day Holiday

Monday, January 19 Martin Luther King, Jr. Holiday

Monday, April 6 –
Tuesday, April 7 Easter Holidays Monday, May 25 Memorial Day Holiday

Monday, July 6 Independence Day Holiday

College will close at 3:00 p.m. on Wednesday, November 26, 2025 College will close at 3:00 p.m. on Friday, December 19, 2025

Faculty and Staff will return to work on Monday, January 5, 2026 Vacation days will include December 22, 23, 29, 30, 31 of 2025
and January 2 of 2026

2025/2026 Faculty Contract Dates:

Ten-Month Employees

- Start Date: August 1, 2025
- End Date: May 31, 2026

Nine-Month Employees

- Start Date: August 11, 2025
- End Date: May 13, 2026

Note: A 4-day summer work schedule is dependent upon Board of Trustee approval.

The Academic Calendar can be found by clicking the following Robeson Community College Academic Calendar **2025-2026 [opens in new window].**

Directory of Correspondence

Inquiries concerning aspects of the College's operations and policies should be addressed to the officials listed below:

For Information About:	Write To:
Admissions	Director, Admissions and Enrollment Services
Business Operations	Vice President and Chief Financial Officer
Career Services	Director, Advising, Counseling and Career Services
Continuing Education	Executive Vice President, Workforce Development, Continuing Education and Institutional Services
Counseling	Director, Advising, Counseling and Career Services
Curriculum Programs	Vice President, Instruction and Student Support Services
Financial Aid	Director, Financial Aid and Veteran Affairs
General Matters	Public Information Officer (PIO)
Job Placement	Director, Advising, Counseling and Career Services
Learning Resource Services	Director, Learning Resources Services
Services for Students with Disabilities	Director, Counseling and Career Services
Student Activities	SGA Advisor
Student Transcripts	Registrar
Testing	Director, Admissions and Enrollment Services
Veterans Affairs	Director, Financial Aid and Veteran Affairs

Address inquiries to:
Robeson Community College
Post Office Box 1420
Lumberton, North Carolina 28359
Phone: (910) 272-3700 • Fax No.: (910) 272-3328
Web Address: www.robeson.edu [opens in a new tab]

Institutional Contact Information

The Vice-President of Instruction and Student Support Services serves as the primary contact for maintaining compliance with the recent amendments to the Higher Education Act of 1965 (HEA). Correspondence may be directed to the Vice-President of Instruction and Student Support Services, Robeson Community College, P.O. Box 1420, Lumberton, NC 28359. For assistance by telephone, contact the Vice-President at (910) 272-3300.

State Contact Information

Pursuant to the United States Department of Education's Program Integrity Rule, each institution of higher education is required to provide all prospective and current students with the contact information of the state agency or agencies that handle complaints against post-secondary education institutions offering distance learning within that state. Robeson Community College students must adhere to the college's internal student grievance policies and procedures prior to filing a complaint with a state agency. To view this process, refer to the Student Grievance Procedure section of the RCC Catalog and Student Handbook. This process provides each student due process in the resolution of their complaint or grievance. If the resolution of the complaint or grievance is not satisfactory, students may contact their State approval or licensing entity in their state of residency established to handle student complaints.

State Contact Information has been collected and updated by the State Higher Education Executive Officers (SHEEO). This page can be accessed at: http://www.sheeo.org [opens in a new tab]

Governance

State Board of Community Colleges
Members [opens in a new window]

North Carolina Community College System
Dr. Jeff Cox Bio [opens in a new window] President

Robeson Community College Board of Trustees

Appointed by Robeson County Board of Commissioners	Expiration of Term
Thad Davis	June 30, 2025
Audrey Hunt	June 30, 2026
Faline Dial	June 30, 2027
Paul D. McDowell	June 30, 2028

Appointed by Robeson County Board of Education	
Shirley H. Stockton, Chair	June 30, 2025
Virgil Hutchinson	June 30, 2026
Dr. Danny Stedman	June 30, 2027

Appointed by Governor of North Carolina	
Morgan Jones	June 30, 2025
Kyle Chavis, Vice Chair	June 30, 2026
Leslie "Les" Noble	June 30, 2027

Appointed by North Carolina House of Representatives	
Mitchell "Bosco" Locklear	June 30, 2028

Appointed by North Carolina Senate	
Pedro "Tito" Massol, Jr.	June 30, 2028

Robeson Community College

Melissa Singler
Robeson Community College, President
Secretary

Joshua Hunt
SGA President/Student Trustee

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About Robeson Community College

The Campus

Robeson Community College is located at the intersection of US 301 and Interstate 95 (Exit 22) in Lumberton making it one of the most visible institutions in the North Carolina Community College System.

Millions of tourists each year travel I-95, catching more than a glimpse of the attractive landscape that makes up the 127-acre campus. The College also has a 20-acre Emergency Services Training Center located southeast of Lumberton on Highway 72, at the Duke Energy Weatherspoon Power Plant and a satellite campus at COMtech Business Park near Pembroke. Campus facilities occupy more than 227,665 square feet in classrooms, offices, and laboratories.

Campus Visits

Visitors to Robeson Community College are welcome. Offices are open Monday through Thursday from 8:00 a.m. to 5:00 p.m. and on Friday from 8:00 a.m. to 3:00 p.m. Summer {(mid-May thru early-August) visit the RCC Homepage [opens in a new window] for specific dates} hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. To arrange a guided tour of our campus, please contact the Admissions Office at 910-272-3342.

History of the College

Robeson Community College (RCC) began in 1965 as an extension of Fayetteville Technical Institute, operating from Barker Ten-Mile Elementary School with just 20 students. By 1968, it became independent as Robeson Technical Institute and was later renamed Robeson Community College, reflecting its commitment to serving Robeson County through vocational, technical, college transfer, and continuing education programs.

From 1972 to 1988, the main campus expanded to 188,662 square feet, supporting 23 curriculum programs and a range of continuing education offerings. The Emergency Services Training Center was added in 1997, enhancing training in law enforcement, rescue, and firefighting.

In 1997, the College introduced the College Transfer program, broadening access to four-year institutions. Continued growth brought new facilities: an Education site at COMtech (2004), renovations and labs for the Electrical/Electronics Program (2005), and a state-of-the-art Health Science Building (2006). The 2010 opening of the Charles V. Chrestman Workforce Development Center brought total campus space to over 245,000 square feet.

Despite the challenges of the 2020 pandemic, RCC advanced with a new Multi-Purpose Fire Training Building, construction of an EMS facility, and major IT upgrades—campus-wide fiber optics, cloud-based systems, and new audio/visual equipment to support remote learning. A new law enforcement training site also opened at the Green Grove site.

In 2025, RCC celebrates its 60th anniversary with the launch of its athletics program—joining the NJCAA with men's baseball beginning in fall 2025 and women's softball in 2026. The College introduced its new mascot, the *Diamond Eagles*, and is breaking ground on a new Career and Technical Building, with a short-term healthcare facility in the planning phase.

From its humble beginnings, RCC has grown to 150 full-time and 250 part-time staff, continuing its mission to empower students and strengthen the community.

The Community College System

Robeson Community College is one of 58 colleges in the North Carolina Community College System. Most of the development of the present day system occurred as a result of the formation of Industrial Education Centers in the 1950's, established to help give North Carolina the skills needed to move from working on the farm to working in industry.

The passage of the Community College Act in 1963 created today's system. The system, the third largest in the United States, is made up of community colleges, technical colleges, and technical institutions. Although the names differ, the goals are principally the same; job training.

Accreditation

Robeson Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Robeson Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Robeson Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

The Commission on Colleges of the Southern Association of Colleges and Schools is a regional accrediting agency whose mission is to: "assure the educational quality and improve the effectiveness of its member institutions". To learn more about the College's accreditation status with SACSCOC or to find out more about the accreditation process, please visit the SACSCOC website (http://www.sacscoc.org [opens in a new tab]). Any questions concerning the accreditation of Robeson Community College may be made directly to the College or to SACSCOC. The College's Assistant Vice-President of Instruction and Student Support Services coordinates all College related SACSCOC activities.

For procedures for filing a complaint against the College, a student is advised to follow SACSCOC complaint policies. You may access the policy and procedures, as well as the steps to file a complaint at https://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf.

Prior to filing a complaint, please thoroughly read the policies and procedures established by the Commission. The complaint policy does not address issues related to "individual matters of admission, grades, granting or transferability of credits, application of academic policies, fees or other financial matters, disciplinary matters or other contractual rights and obligations", but has been established to address only significant non-compliance with the SACSCOC accreditation standards, policies or procedures.

In order to file a complaint, students must adhere to SACSCOC published complaint policies. As stated in the "Complaint Procedures Against the Commission or Its Accredited Institutions".

The Commission expects individuals to attempt to resolve the issue through all means available to the complainant, including following the institution’s own published grievance procedures, before submitting a complaint to the Commission. Therefore, the Commissions usual practice is not to consider a complaint that is currently in administrative proceedings, including institutional proceedings, or in litigation. However, if there is substantial, credible evidence that indicates systemic problems with an accredited institution, the Commission may, at its discretion, choose to proceed with the review.

To file a complaint, the student must complete the Commission's Complaint Form and send two print copies to the President, Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, GA 30033-4097.

Associate Degree Nursing Program

The Associate Degree Nursing program is accredited by the National League for Nursing Commission for Nursing Education Accreditation.

National League for Nursing Commission for Nursing Education Accreditation
https://cnea.nln.org/
2600 Virginia Avenue, NW, Washington, DC 20037
(202) 909-2487

The Associate Degree Nursing Program is approved by the North Carolina Board of Nursing (NCBON).

North Carolina Board of Nursing [opens in a new tab]

www.ncbon.com
P.O. Box 2129, Raleigh, NC 27602-2129
919-782-3211

Barbering Program

The Barbering Program is approved by the North Carolina Board of Barber Examiners.
North Carolina Board of Barber Examiners [opens in a new tab], (www.barbers.nc.gov)
7001 Mail Service Center Raleigh, NC 27699
(919) 814-0640

Basic Law Enforcement Training Program

The Basic Law Enforcement Training Program is accredited by the North Carolina Department of Justice Criminal Justice Education and Training Standards Commission.

Criminal Justice Education and Training Standards Division [opens in a new window]
https://ncdoj.gov/law-enforcement-training/criminal-justice/ [opens in a new window]

Criminal Justice Training & Standards
P.O. Drawer 149, Raleigh, NC 27602
919-661-5980

Upon graduation, cadets are eligible for certification by either the North Carolina Criminal Justice Education and Training Standards Commission or the North Carolina Sheriffs' Education and Training Standards Commission.
North Carolina Sheriffs' Education and Training Standards Division [opens in a new window]
https://ncdoj.gov/law-enforcement-training/sheriffs/[opens in a new window]

Sheriffs' Education & Training Standards
P. O. Box 629, Raleigh, NC 27602
919-779-8213

Cosmetology Program

The Cosmetology Program is approved by the North Carolina State Board of Cosmetic Arts.

North Carolina Board of Cosmetic Arts [opens in a new window]
www.nccosmeticarts.com
121 Edinburgh South Drive Suite 209, Cary, NC 27511
919-736-6123

Emergency Medical Science Program

The Robeson Community College Paramedic program is accredited by the Committee on Accreditation of Allied Health Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Program Goals:
"To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (Behavior) learning domains to enter the profession."

Commission on Accreditation of Allied Health Education Programs
9355 – 113th St. N, #7709
Seminole, FL 33775
(727) 210-2350
www.caahep.org

2023 Annual Report Statistics
NREMT/State Written Exam: 86.7%
Retention: 40.5%
Positive (Job) Placement: 86.7%

To contact CoAEMSP:
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
214-703-8445
214-703-8992 (FAX)
http://www.coaemsp.org

Medical Sonography Program

The Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

Commission on Accreditation of Allied Health Education Programs
9355 – 113th St. N, #7709
Seminole, FL 33775
727-210-2350
www.caahep.org

Joint Review Committee on Education in Diagnostic Medical Sonography
6021 University Boulevard, Suite 500
Ellicott City, MD 21043
443-973-3251
www.jrcdms.org

Nurse Aide Program

The Nurse Aide Program is approved by the North Carolina Department of Health and Human Services Division of Health Regulation Health Care Personnel Registry Section Center for Aide and Education (CARE).

Center for Aide Regulation and Education
2709 Mail Service Center, Raleigh, NC 27699-2709
https://ncnar.ncdhhs.gov/ [opens in a new tab]
919-855-3969

Practical Nursing Program

The Practical Nursing Program is approved by the North Carolina Board of Nursing (NCBON).

North Carolina Board of Nursing
P.O. Box 2129, Raleigh, NC 27602-2129
http://www.ncbon.com [opens in a new tab]
919-782-3211

Radiography Program

The Radiography Program is accredited by Joint Review Committee on Education in Radiologic Technology (JRCERT).

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182
http://www.jrcert.org [opens in a new tab]
312-704-5300

Respiratory Therapy Program

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

Commission on Accreditation for Respiratory Care
264 Precision Blvd Telford, TN 37690
http://www.coarc.com [opens in a new tab]
817-283-2835

Surgical Technology Program

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

Commission on Accreditation of Allied Health Education Programs
9355 113th St. N, #7709
Seminole, FL 33775
http://www.caahep.org [opens in a new tab]
727-210-2350

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
19751 East Mainstreet, Suite #339, Parker, CO 80138
http://www.arcstsa.org [opens in a new tab]
303-694-9262

The North Carolina Community College System approves the programs of study for all degrees, diplomas and certificates offered by Robeson Community College.

Most programs offered by the College have been approved for the enrollment of eligible veterans.

Mission Statement

Robeson Community College ignites a vibrant learning environment where academic, technical, and real-world experiences intersect and creates a culture of success driven by relentless inquiry, tangible results, and a profound commitment to excellence.

Vision Statement

Robeson Community College is celebrated as a premier academic and career technical institution, transforming lives through unparalleled teaching, dynamic learning experiences, and an unwavering dedication to service.

We Succeed Through

- ***Academic Excellence*,** with expert faculty utilizing innovative teaching strategies and state-of-the-art technology to prepare students to compete in a future-focused workforce
- ***Empowered Support***, prioritizing services meeting individualized student needs, encouraging self-advocacy, and connecting learners more deeply within the college, community, and workforce
- **Innovation**, cultivating programs to align with emerging industry needs and workforce demands while scheduling with the flexibility to accommodate students' lives
- ***Integrity,*** through honest, compassionate, and responsive interactions with all stakeholders

- ***Growth***, expanding partnerships, programming, service locations, technology, and opportunities based on data-informed decisions to serve the diverse needs of all citizens and learners

- **Professional Development**, actively promoting skill enhancement among faculty and staff to provide expert leadership and growth opportunities in an evolving educational environment

Reach, Rise, and Redefine Strategic Plan 2024-2029

Performance Measures for Student Success

The Performance Measures for Student Success 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, a review process was established to ensure the measures and methods for evaluating colleges were current and remained focused on improving student success. Every three years, a committee that is inclusive of college leaders; subject matter experts; and research and assessment professionals are appointed to review the measures and recommend deletions, revisions, and additions. Recommendations from the most recent review were approved in 2021.

The current list of measures includes:

• Basic Skills Student Progress
• Student Success Rate in College-Level English Courses
• Student Success Rate in College-Level Math Courses
• First Year Progression
• Curriculum Student Completion
• Licensure and Certification Passing Rate
• College Transfer Performance

Baselines and Excellence Levels

The outcomes funding model associated with the performance measures was implemented in 2013. A major component of this model is the establishment of system-wide baseline and excellence levels for each measure. These statistically defined levels were developed to provide consistency and promote transparency, simplicity, and objectivity.

Baseline levels are set two standard deviations below the system's average index scores. The average band is within 0.5 standard deviations above or below the average index score.

Performance Measures & Standards

2024 Performance Summary Report

PERFORMANCE MEASURES	System Excellence Level	System Mean	RCC Results
1. Basic Skills Student Progress (2022-2023)	1.216	0.992	0.810
2. College-Level English Success (Fall 2020 Cohort)	1.174	1.025	0.906
3. College-Level Math Success (Fall 2020 Cohort)	1.204	1.024	1.094

4. First Year Progression (Fall 2022 Cohort)	1.063	1.009	0.916
5. Curriculum Student Completion Rate (Fall 2019 Cohort)	1.094	1.002	1.117
6. Licensure and Certification Passing Rate Index (2022-2023)	1.073	0.985	0.917
7. College Transfer Performance (2021-2022)	1.031	0.993	1.011

Reported values are index scores.

For a complete report of the NCCCS Performance Measures for Student Success visit online: www.nccommunitycolleges.edu/analytics/state-and-federal-reports [opens in a new window]

Building Directory by Building Number

Building 1:	**Lumbee Guaranty Bank Building**
	Chemistry, Welding
Building 2:	**I.J. Williams Administration Building**
	President's Office, Administration, Human Resources, Institutional Effectiveness
Building 3:	**Piedmont Natural Gas Building** Cosmetology, Business Services
Building 4:	**Anne Moss Biggs Library**
	S.O.A.R Center, Advising, Learning Center
Building 5:	Campus Operations/Security, Facilities, Math, Science
Building 6:	Shipping & Receiving, Environmental Services
Building 7:	General Classrooms, Print Shop
Building 8:	PSRC Early College
Building 9:	Industrial Systems Technology, Book Store
Building 10:	Storage
Building 11:	**Sammy Cox Law Enforcement Center**
	BLET, Criminal Justice, Law Enforcement Training
Building 12:	Advanced Manufacturing Labs, Adult Basic Education, Industrial Systems Technology Program
	Fred G. Williams Jr. Student Center

Building 13:	Admissions, Counseling & Career Services, Accessibility Services, C.A.R.E.S Center, Educational Partnerships, Financial Aid, Military Affiliated Resource Center, RCC Foundation, Inc., Registrar, Student Government, Student Lounge, Culinary Kitchen, Cashier's Office, Vending
Building 14:	Business Technologies, Culinary Arts, College and Career Readiness, Education, IT, General Classrooms, Pearson VUE Testing
Building 15:	**A.D. Lewis Auditorium**
	Auditorium, Board Room
Building 17:	Nursing, Radiography, Respiratory Therapy, Surgical Technology, Sonography
Building 18:	**Dr. Charles V. Chrestman Workforce Development Center**
	Continuing Education, Small Business Center, Truist Room
Building 19:	EMS
Note:	Visitor parking located in front of buildings 1 & 2, between buildings 3 & 14

Callboxes are located throughout the campus in the event of an emergency.

Building Directory by Functional Area

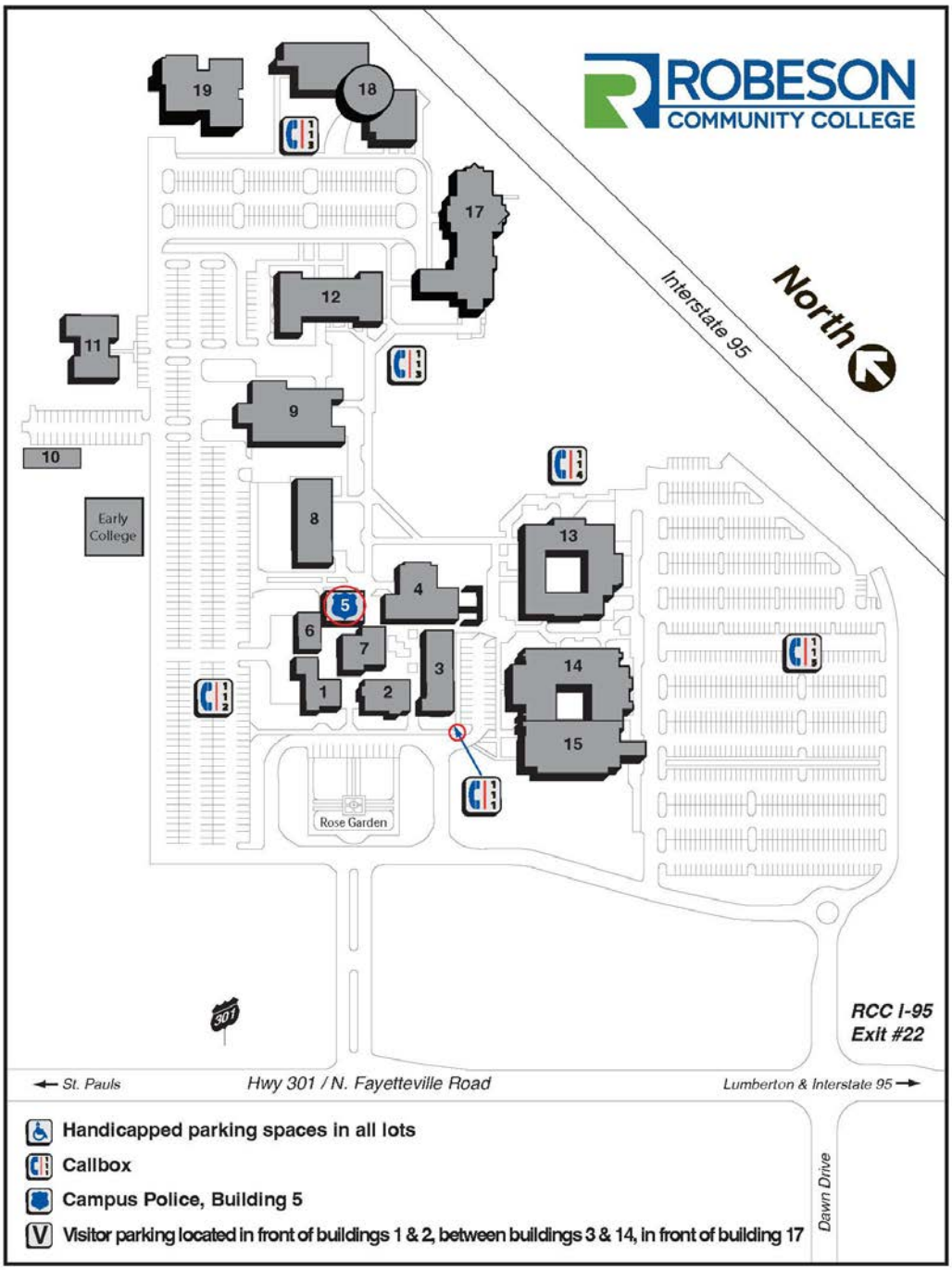
AC/Heating & Refrigeration Technology	Building 9
A.D. Lewis Auditorium	Building 15
Academic Success Center	Building 4, Library
Administration	Building 2
Admissions	Building 13
Advanced Manufacturing Labs	Building 12
Adult Basic Education	Building 12
Adult Basic Education Transitions	Building 12
Adult High School	Building 12
Anne Moss Biggs Library	Building 4
Basic Law Enforcement Training	Building 11
Board Room	Building 15
Bookstore	Building 9
Business Programs	Building 14, 2nd Floor
Business Office	Building 3
Campbell Soup Conference Room	Building 18
Campus Security	Building 5
Campus Facilities	Building 5
Charles V. Chrestman Workforce Development Center (WDC)	Building 18
College and Career Readiness Administrative Offices	Building 14

College and Career Readiness Labs	Building 12
Conference Room	Building 14, 1st Floor; Building 17, 1st Floor
Computer Services (IT Helpdesk)	Building 14, 1st Floor
Cosmetology	Building 3
Counseling & Career Services	Building 13
Criminal Justice	Building 11
Culinary Arts Dining Room	Building 14, 1st Floor
Culinary Arts Lab	Building 14, 1st Floor
Accessibility Services	Building 13; Building 14, 1st Floor
Distance Learning (Moodle)	Building 4, 2nd Floor
Education Programs	Building 14, 2nd Floor
Education Lab	Building 14, 2nd Floor
Electrical Systems Technology Programs	Building 9
Emergency Medical Science Faculty	Building 19
Emergency Medical Science Labs	Building 17, 2nd Floor
Emergency Medical Services Training	Building 19
English as a Second Language	Building 12
English Department (Curriculum)	Building 4
Faculty Offices	Buildings 1, 3, 4, 5, 8, 9, 11, 12, 14, 17, 18, 19
Financial Aid	Building 13
Fred G. Williams Jr. Student Center	Building 13
Honors College	Building 4
Human Resource Development (HRD)	Building 18
General Classrooms	Buildings 1, 7, 8, 9, 11, 12, 14, 17, 18
Grants	Building 4
I.J. Williams Administration Building	Building 2
Industrial Technology Labs	Building 12
Industrial Systems Technology Program	Building 12
Institutional Effectiveness	Building 2
Institutional Storage Facility	Building 10
Instruction & Student Support Services	Building 2
Literacy Education (College and Career Readiness)	Building 14, 1st Floor
Lumbee Guaranty Bank Building	Building 1
Lumbee Guaranty Bank Conference Room	Building 18
Math Department	Building 5
Media Services	Anne Moss Biggs Library, Building 4
Military Affiliated Resource Center	Building 13
Medical Sonography	Building 17, 1st Floor
Nursing	Building 17, 2nd Floor
Nurse Aide	Building 17, 1st Floor
Pearson View Testing Center	Building 14, 2nd Floor
Physical Plant Operations	Building 6
Piedmont Natural Gas Building	Building 3
Pottery	Building 14, 1st Floor

RCC Foundation, Inc.	Building 13
Radiography	Building 17, 1st Floor
Registrar	Building 13
Respiratory Therapy	Building 17, 1st Floor
Sammy Cox Law Enforcement Center	Building 11
Science Department	Building 5
Science Labs	Buildings 1, 7
Simulation and Cooperation Training (Health Sciences)	Building 17
Small Business Center	Building 18
Student Government	Building 13
Fred G. Williams Student Center	Building 13
Surgical Technology	Building 17, 2nd Floor
Tiered Lecture/Demo Room	Building 9
Truist Conference Center	Building 18
Tutorial Services	Building 4, Library
Welding Technology Program	Building 1

Note: Visitor parking located in front of buildings 1 & 2, between buildings 3 & 14, and in front of building 17

Campus Map


ROBESON
COMMUNITY COLLEGE
Interstate 95
North
19
18
17
12
11
9
10
Early College
8
13
4
5
6
7
3
14
1
2
15
Rose Garden
RCC I-95
Exit #22
St. Pauls
Hwy 301 / N. Fayetteville Road
Lumberton & Interstate 95
Handicapped parking spaces in all lots
Callbox
Campus Police, Building 5
Visitor parking located in front of buildings 1 & 2, between buildings 3 & 14, in front of building 17
Dawn Drive

Campus Aerial Photo

To view an interactive up-to date version of this catalog with live links, please navigate to https://catalog.robeson.edu

Faculty & Staff

Executive Staff

Melissa Singler, President
M.S.A., University of North Carolina Wilmington

Tami B. George, Vice President and Chief Financial Officer
M.S., East Carolina University
B.S., East Carolina University

Dustin Long, Vice President and Chief Information Officer
B.S., North Carolina State University

Eric Freeman, Executive Vice President
M.Ed., North Carolina State University
B.S., Western Carolina University

Dr. Johnny Smith, Vice President of Instruction and Student Support Services and Chief Academic Officer
Ed.D., Appalachian State University
Ed.S., Appalachian State University
M.A., Appalachian State University
B.A., Carson-Newman University

Renee Collins, Vice President of Foundation
B.S., East Carolina University

Courtney Jacobs, Executive Assistant to the President and Board of Trustees
B.A., University of North Carolina at Pembroke
A.A., Robeson Community College

Foundation Staff

Renee Collins, Vice President of Foundation
B.S., East Carolina University

Heather Seibles, Donor & Major Gifts
B.S. Fayetteville State University

Kaloni Walton, Assistant to the Foundation
B.S., University of North Carolina at Pembroke

Instruction and Student Support Services

Dr. Johnny Smith, Vice President of Instruction and Student Support Services and Chief Academic Officer
Ed.D., Appalachian State University
Ed.S., Appalachian State University
M.A., Appalachian State University
B.A., Carson-Newman University

Dr. LaRonda Lowery, Assistant Vice President of Planning, Research, and Strategic Initiatives
Ed.D., Liberty University
Ed.S., Liberty University

M.A., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

Dr. Melissa Oxendine, Dean, Enrollment Management and Student Support Services; Project Director, First Americans' Pathway to STEM Success (FAPSS) Grant
Ed.D., Fayetteville State University
M.A.Ed., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

Business Services

Tami B. George, Vice President and Chief Financial Officer
M.S., East Carolina University
B.S., East Carolina University

Rebecca Watkins, Executive Assistant to the Vice President of Business Services
B.S., University of North Carolina at Pembroke

Lettie S. Navarrete, Accountant
M.B.A., Campbell University
B.B.A., Campbell University

Vanessa S. Singletary, Controller
B.S., University of North Carolina at Pembroke

Cheryl "Annette" Straub, Accounts Receivable Specialist
B.A., University of North Carolina at Charlotte

Sally O. Carr, Grants and Special Projects Accountant
B.S., University of North Carolina at Pembroke
A.A.S., Robeson Community College

Laticia Black, Director of Human Resources/Title IX Coordinator
M.S., Troy University
B.S., University of Maryland University College
A.A.S., Fayetteville Technical Community College

Simone Moore, Assistant Director of Human Resources
M.B.A., Liberty University
B.S., University of Phoenix
A.A.S., Fayetteville Technical Community College

Mary "Livvie" Gooding, Human Resource Specialist
High School Diploma

Tracy McCormick, Purchasing Specialist
B.S. University of North Carolina at Pembroke

Cindy Most, Payroll Specialist
B.S., Catawba College

Pauline Oxendine, Shipping & Receiving Clerk

Carla Locklear, Accounts Payable Specialist
A.A.S., Robeson Community College

Information Technology

Dustin Long, Vice President and Chief Information Officer
B.S., North Carolina State University

Derek Miller, Director of Information Technology
M.S.I.S., University of Phoenix
B.S., University of Phoenix

Jonathan Edwards, Security Engineer
A.A.S., Bladen Community College

Randal Eric Whicker, Application Administrator
A.A.S., Robeson Community College

Brad Stocks, Systems Engineer
A.A.S., Southeastern Community College

Percell Hunt, PC Technician
A.A.S., Robeson Community College

Justin Gaughan, PC Technician
M.S., Colorado Technical University
B.S., Appalachian State University

Christian Cummings, Service Desk Analyst
A.A.S., Robeson Community College

Jeremy Cummings, IT Support Specialist
A.A.S., Robeson Community College

Workforce Development, Continuing Education & Institutional Services

Eric Freeman, Executive Vice President
M.Ed., North Carolina State University
B.S., Western Carolina University

Kenneth Locklear, Assistant Vice President of Facilities & Contractual Services
M.S.A., Columbia Southern University
B.I.S., University of North Carolina at Pembroke
A.A.S., Robeson Community College

Ramah Campbell, Dean of Public Service and Applied Technology
M.B.A., University of Mount Olive
B.S., Fayetteville State University
A.A.S., Bladen Community College

Christy Locklear, Dean of Continuing Education
B.I.S., University of North Carolina at Pembroke
A.A.S., Robeson Community College

Timothy Bryant, Dean of Workforce Development
B.S., East Carolina University
A.A.S, Robeson Community College
Diploma, Robeson Community College

Latosha Locklear, Executive Assistant to the Executive Vice President
B.S., UTAH State University
A.A.S, Robeson Community College

Jamie Wilkins, CE Registrar/Compliance Officer
A.A., Fayetteville Technical Community College
A.G.S., Fayetteville Technical Community College

Jake "Jiggy" Jones, Head Baseball Coach
M.S., Southeastern Oklahoma State
B.A., University of North Carolina at Wilmington

Angel Zarate, ConEd Recruiter
B.A., University of North Carolina at Chapel Hill

Debbie Bruce, Director of Small Business Center
B.S., University of North Carolina at Pembroke

Dr. Joshua Locklear, Director of Apprenticeships
Ed.D., East Carolina University
M.S.A., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

Julie Locklear, Administrative Assistant, Small Business & Workforce Development
A.A.S., Robeson Community College

Ronald Oxendine, Director of Customized Training; Electrical Lineman Program; CDL Academy
B.A., University of North Carolina at Pembroke
M. Educational Administration, Pennsylvania State University
Braxton Ballard, CDL Academy Instructor
Diploma, East Columbus High School

Robert Clark, Electrical Lineman Instructor
Diploma, Scotland High School

Julie Baxley, Director of Human Resources Development & Workforce Solutions
M.A., Webster University
B.S., University of North Carolina at Pembroke

Melinda Chavis, Administrative Assistant
B.S., University of North Carolina at Pembroke
Devon Locklear - LCI Electrical Instructor
A.A.S., Robeson Community College

Johnathan Hunt - LCI HVAC Instructor
Electrical Journeyman I
A.A.S., Robeson Community College

Whayland Dewain Demery – LCI Carpentry Instructor
General Contractor's License

Troy "Sam" Bishop, Director of EMS Education
M.S.O.M., Pfeiffer University
B.A., Sacred Heart College
Outreach Education Certificate, Isothermal Community College

Christy Musselwhite, EMS Compliance Officer
A.A.S., Robeson Community College

Steven West, Director of Fire and Rescue Training
A.A.S., Farrington University

Donald Smith, Coordinator of Fire and Rescue Training
A.A.S., Fayetteville Technical Community College

V. Kay Freeman, Coordinator of Health Occupations
M.A., University of North Carolina at Pembroke
B.A., University of North Carolina at Pembroke

Patricia Strickland, Director of A.S. Thomas Center
M.P.A., Grand Canyon University
B.A., University of North Carolina at Pembroke

Connie Baker, Barbering Instructor
Board Certified Registered Barber
Board Certified Registered Barber Instructor

William Nastasi, Access to Achievement Coordinator
B.I.E., University of North Carolina at Pembroke
A.A., Florence-Darlington Technical College

Jaileana Deese, Perkins Manager and Softball Coach
B.S., North Carolina A&T State University

Terry Dimery, Director of Law Enforcement Programs
B.A., University of North Carolina at Pembroke
A.S., Fayetteville Technical Community College

Candi Oxendine, Administrative Assistant, Law Enforcement
A.A.S., Robeson Community College

James Oxendine, Director of Facilities
A.A.S, Robeson Community College

Mary Williams, Secretary of Facilities
A.A.S, Robeson Community College

Robert E. Thorman, Technician, Facilities
A.A.S., Robeson Community College

Edward Locklear, Director of Campus Operations
M.P.A., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke
A.A.S, Robeson Community College

Public Service Programs (Workforce Development)

Ramah Campbell, Dean of Public Service and Applied Technology

M.B.A., University of Mount Olive
B.S., Fayetteville State University
A.A.S., Bladen Community College

Criminal Justice Technology

Terry Dimery, Director of Law Enforcement Programs
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A.S., Fayetteville Technical College

Heather Montiero, Criminal Justice Discipline Lead
M.S., Fayetteville State University
B.S., University of North Carolina at Pembroke

Basic Law Enforcement Training

Terry Dimery, Director of Law Enforcement Programs
B.A., University of North Carolina at Pembroke
A.S., Fayetteville Technical College

Bruce Meares, Qualified Assistant/Compliance Officer for BLET
Diploma, Littlefield High School

Pete Monteiro, CE Law Enforcement Training Coordinator
Diploma, North Carolina State Board of Community College

Candi Oxendine, Administrative Assistant for Law Enforcement Training
A.A.S., Robeson Community College

Cosmetology

Mary Ransom, Program Director
A.G.E., Robeson Community College
Diploma, Robeson Community College

Christine Elliot, Cosmetology
A.A.S., Robeson Community College

Charlene Oxendine, Cosmetology
M.S.W., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke
A.A.S., Robeson Community College

Applied Technology Programs (Workforce Development)

Industrial Technologies

Ramah Campbell, Dean of Public Service and Applied Technology
M.B.A., University of Mount Olive
B.S., Fayetteville State University
A.A.S., Bladen Community College

Robbie Brayboy, Program Director, Industrial Technologies
B.S., University of North Carolina at Pembroke
A.A.S., Robeson Community College

Michael Levinson, Electrical Systems Technologies Discipline Lead
B.S., East Carolina University
A.A.S., Robeson Community College

Matthew McKnight, Electrical Systems Technologies
A.A.S., Robeson Community College
Diploma, Robeson Community College

Heath Worriax, Mechatronics Engineering Technology Discipline Lead
A.A.S., Robeson Community College

Roscoe Smith, Heating, Air Conditioning, and Refrigeration Technology Discipline Lead
A.A.S., Robeson Community College

Jody Dyson, Welding Technology Discipline Lead
A.A.S., Robeson Community College

Emergency Medical Science

Troy "Sam" Bishop, Director of EMS Education

M.S.O.M., Pfeiffer University
B.A., Sacred Heart College

Outreach Education Certificate, Isothermal Community College

Christy Musselwhite, EMS Compliance Officer
A.A.S., Robeson Community College

Thomas "Brad" Byrd, Clinical Coordinator
A.S., Bladen Community College

Lance Speights, EMS Instructor
B.S., Western Carolina University
A.A.S., Bladen Community College
State of North Carolina, Paramedic Certification

Chris Lucas, EMS Instructor
A.A.S., Davidson County Community College

Patricia B. Clark, Director of ComTech, AHA Coordinator
M.A., Webster University
B.S.B.E., East Carolina University
A.A.S., Robeson Community College
State of North Carolina, Emergency Medical Technician Certification

College and Career Readiness

James Erick Mitchell, Director of College and Career Services
B.S., Fayetteville State University

Lynn Davis, Chief HSE Examiner
B.S., Mount Olive College
A.A.S., Robeson Community College

Wendy Hardwick, Coordinator of Performance, Accountability, and Data Management
M.B.A., Liberty University
B.S., Mount Olive College
A.A.S., Bladen Community College

Banessa McCormick, ABET Instructor
B.A., University of North Carolina at Pembroke

Tammy Brayboy, ABE/AHS/HSE Instructor
M.Ed., Central Michigan University
B.A., University of North Carolina at Pembroke
A.A.S., Richmond Community College

Erol Tinling, ABE Instructor
M.A., Christian Outreach Bible Institute
B.A., United Bible College and Theological Seminary

Natasha Jacobs, ABE/AHS/HSE Instructor
M.S., University of Cincinnati
B.A., University of North Carolina at Pembroke

Artando Roberson, ABE/AHS/HSE Instructor
M.A., Troy University
B.S., Fayetteville State University
A.A.S., Robeson Community College

Margo McRae, ESL Instructor
M.A., Liberty University
B.A., Fayetteville State University

Briana Rodriguez, ESL Instructor
TESOL Graduate Certificate, University of North Carolina at Charlotte
M.B.A., East Carolina University
B.S., East Carolina University

Institutional Planning, Research, and Strategic Initiative

Dr. LaRonda Lowery, Assistant Vice President of Planning, Research, and Strategic Initiatives
Ed.D., Liberty University
Ed.S., Liberty University
M.A., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

Joni Thomas, Coordinator of Distance Learning
M.S.W, Fayetteville State University
Teaching Certificate - Sociology, Fayetteville State University
B.A., University of North Carolina at Pembroke

Robin Blue, Instructional Support Specialist
A.A.S., Robeson Community College

Learning Resource Services

Maryellen O'Brien, Director
M.L.S., University at Buffalo
J.D., University at Buffalo School of Law
B.S., Mercy College

Instructional Services

University Transfer and Health Science Programs

Lynn Criswell, Dean of Business, Health Sciences, and University Transfer
M.A., University of North Carolina at Wilmington
B.A., University of North Carolina at Wilmington

Stephanie McNeill, Health Science Enrollment Coordinator
M.A., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

Felecia Oxendine, Health Science Programs Administrative Assistant
A.A.S., Robeson Community College

University Transfer Associate in Arts

S. Elizabeth Hernandez, Program Director
Ed.D., Wingate University
Ed.S., Wingate University
M.A. Ed., University of NC at Pembroke
B.A., Belmont Abbey

Jim Brisson, History and Sociology
M.A., University of North Carolina at Wilmington
Multicultural and Transnational Literature Certificate, East Carolina University
Graduate Sociology Certificate, Appalachian State University
B.A., University of North Carolina at Chapel Hill

Joey Hinson, Psychology
Ed.S., Appalachian State University
M.A., Appalachian State University
B.A., North Carolina State University

Scotty Thompson, Art
M.A., University of North Carolina at Pembroke
B.A., University of North Carolina at Pembroke

Cheyene Lowery, Physical Education
M.A.T., University of North Carolina at Wilmington
B.A., University of North Carolina at Pembroke

English

Wendy L. Fields, English
M.A.Ed., University of North Carolina at Pembroke
Multicultural and Transnational Literature Certificate, East Carolina University
B.A., University of North Carolina at Pembroke

Sherry Lofton, English
M.A.Ed., University of North Carolina at Pembroke
B.A., University of North Carolina at Pembroke

Asia Muhammed, English
M.A., University of North Carolina at Pembroke
B.A., University of North Carolina at Pembroke

Donte McDowell, English
M.P.A., University of NC at Pembroke
M.A.T., University of NC at Pembroke
B.A., Winston Salem State

University Transfer Associate in Science

Dr. Vanessa Chavis, Program Director
Ph.D., University of North Carolina at Greensboro
M.A., University of North Carolina at Pembroke
B.S., North Carolina State University

Carla Deese, Mathematics
M.A., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

John Bennett, Mathematics
M.A., East Carolina University
B.A., Andrew Presbyterian College

Dr. Christopher Conner, Mathematics
Ed.D., University of North Carolina at Wilmington
M.A., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

David Gavasci, Mathematics and Physics
M.S., Fayetteville State University
B.S., University of North Carolina at Pembroke

Ursula Adams, Biology
M.A., University of North Carolina at Pembroke
M.S., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke
A.S., Robeson Community College

Mary McDougald, Chemistry
M.A., Florida A&M
B.S., Howard University

Courtney Kilgore, Biology
M.S., University of Central Missouri
B.S., University of North Carolina at Pembroke

Brandon Payton, Biology
M.S., Clemson University
B.S., University of North Carolina at Pembroke

Jennifer Thomas, Biology
M.A., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

Health Sciences

Medical Sonography

Lindsey Norris, Program Director
B.S.R.S., PIMA Medical Institute
A.A.S, Fayetteville Technical Community College

Jessica Johnson, Clinical Coordinator
B.S.H.C.A., PIMA Medical Institute
A.A.S., Florence Darlington Technical College

Nursing

Dr. Marie Hedgpeth, Program Director
D.N.P., Aspen University
M.S.N., University of Phoenix
M.H.A., University of Phoenix
B.S.N., University of Phoenix
A.A.S., Southeastern Community College

Melissa Britt, Associate Director/Clinical Coordinator
M.S.N., East Carolina University
A.A.S., Robeson Community College

Alyssa Britt, Nursing
B.S.N, Fayetteville State University
A.A.S., Robeson Community College

Kelsey Lambert, Nursing
B.S.N, Grand Canyon University
A.A.S., Robeson Community College

Dr. Cynthia Herndon, Nursing
Ph.D., East Carolina University
M.S.N., Duke University School of Nursing
B.S.N., University of North Carolina at Pembroke
A.A.S., Robeson Community College

Rebecca Jacobs, Nursing
B.S.N., University of North Carolina at Pembroke

Dr. Kathy Locklear, Nursing
D.N.P., Gardner-Webb University
M.S.N., University of Phoenix
B.S.N., University of North Carolina at Pembroke
A.A.S., Robeson Community College

Carla Oxendine, Nursing
M.S.N., Chamberlain University
B.S.N., Chamberlain University
A.A.S., Richmond Community College

Licensed Practical Nursing

Savanna Caison, Nursing
M.S.N., University of North Carolina at Pembroke
B.S.N., University of North Carolina at Pembroke
A.A., Southeastern Community College

Donna Lovette Nursing
B.S.N., Fayetteville State University
A.S.N., Regents College
L.P.N, Robeson Community College

Nurse Aide

Terri Oxendine, Program Director
M.S.N. Ed, East Carolina University
B.S.N., Fayetteville State University
A.D.N., Robeson Community College

Victoria Brewington Locklear, Nurse Aide
M.S.N., University of Phoenix
B.S.N., Grand Canyon University
A.D.N., Richmond Community College

Radiography

Candice Ward, Program Director
RT(R) Radiography
MA. Ed., Ottawa University
B.S.R.S., Florida Hospital College of Health Sciences
A.A.S., Cape Fear Community College

Whitney Hester, Clinical Coordinator
RT(R) Radiography
M.P.H., Columbia Southern University
B.S.R.S., Pima Medical Institute
A.A.S., Robeson Community College

Respiratory Therapy

Kelli Heustess, Program Director
RRT, National Board of Respiratory Care
CPFT, National Board of Respiratory Care
CRT, National Board of Respiratory Care
M.A.Ed., Ottawa University
B.S., California College for Health Sciences
A.S., Robeson Community College

Danyelle Miray, Director of Clinical Education
RRT-NPS
B.S., East Carolina University
A.A.S., Robeson Community College

Surgical Technology

Raetta Coleman, Program Director
B.A.S., Siena Heights University
Diploma, Florence Darlington Technical College

Kristin Collins, Clinical Coordinator
A.A.S., Florence Darlington Technical College

Public Service and Applied Technology Programs (Instructional Services)

Public Service Programs

Culinary Arts and Baking & Pastry Arts

James Ingram, Program Director
A.A.S., Robeson Community College

Jordan Oxendine, Culinary Arts and Baking & Pastry Arts; Baking & Pastry Arts Discipline Lead
A.A.S., Robeson Community College

Education

Dr. Phoebe Chavis-Harris, Program Director
Ed.D., Fayetteville State University
M.A., University of North Carolina at Pembroke
M.S.A., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

Kimberly Clark Locklear, Education
M.A.Ed., East Carolina University
B.A., University of North Carolina at Pembroke
Smart Start Staff

Kathryn Carmical, Professional Development Coach
CLASS/MTP Specialist
M.A.Ed., Pembroke State University
B.A., University of North Carolina at Greensboro

Applied Technology Programs (Instructional Services)

Business Technologies

Scottie Locklear, Program Director
M.S., Webster University
B.S., University of North Carolina at Pembroke

Loretta D. Allen, Business Administration & Information Technology; Business Administration Discipline Lead
M.B.A., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

Michael Jacobs, Information Technology Discipline Lead
M.A.Ed., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

Valissa H. Lowery, Accounting & Business Administration; Accounting Discipline Lead
M.B.A., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

George Pate, Accounting and Business Administration
M.B.A., Pembroke State University
B.S., University of North Carolina at Pembroke

William Kenneth Stubbs, Information Technology

M.S., Southern New Hampshire University
B.S., Southern New Hampshire University
A.A., Robeson Community College

Dr. Teresa Brown, Business Administration
D.B.A., Grand Canyon University
M.P.A, University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

Student Support Services

Dr. Melissa Oxendine, Dean, Enrollment Management and Student Support Services; Project Director, First Americans' Pathway to STEM Success (FAPSS) Grant
Ed.D., Fayetteville State University
M.A.Ed., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

Admissions and Enrollment Services

Engle Revels, Director of Admissions and Enrollment Services
M.B.A., University of North Carolina at Pembroke
B.S.N., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

Amanda Raynor, Student Engagement and Recruitment Advisor
B.I.S., University of North Carolina at Pembroke
M.Ed., East Carolina University

Koba Bryant, Admissions Specialist
A.A., Robeson Community College

Kim Jacobs, Admissions and Enrollment Specialist
A.A.S., Robeson Community College

Vonda Graham, Director, Educational Partnerships
M.A., University of NC at Pembroke
B.S., Pembroke State University

Career Coaches

Whitney Blanks-Hunt, Career Coach
M.A.T., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

Kaylee Ransom, Career Coach
B.A., University of North Carolina at Chapel Hill

LaNora Hunt, Career Coach
M.A.T, University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

Jessica Hammonds, Career Coach
B.A. University of North Carolina at Pembroke

Lori Hall, Career Coach
B.A. University of North Carolina at Pembroke
A.A.S., Robeson Community College

Dylan Jackson, Career Coach
B.S. North Carolina Central University

Office of Financial Aid and Veteran Affairs

Zilma Lopes, Director
M.S., Liberty University
B.S., Fayetteville State University

Jessie Hunt, Assistant Director
B.A., University of North Carolina at Pembroke
A.A.S., Robeson Community College

Keats Ellis, Financial Aid Specialist
B.A., University of Phoenix
B.S., University of North Carolina at Pembroke

Brittany Moore, Financial Aid Specialist
B.S., University of North Carolina at Pembroke
A.A.S., Fayetteville Technical Community College

Financial Aid Specialist
Vacant

Registrar

MarySheila Ebri, Registrar
M.S. Kansas State University
M.B.A., Columbia Southern University
B.S., University of Port Harcourt

Marissa Boone, Assistant Registrar

B.I.S., University of North Carolina at Pembroke
A.A.S., Stanly Community College

Jessica Revels, Registration and Student Support Specialist
A.A.S., Robeson Community College

Advising, Counseling & Career Services

Samantha Oxendine, Director of Advising, Counseling & Career Services
LCMHCS
M.A.Ed., University of North Carolina at Pembroke
B.A., University of North Carolina at Pembroke

Dr. Dionne Pursley, Assistant Director of SOAR
D.B.A., Walden University
M.B.A., Capella University
M.B.A., Shorter University
M.P.A., Keller Graduate School of Management
B.A., Morris Brown College

Susan Mangum Moore, Counselor/Accessibility Services Coordinator
LCMHC
M.Ed., North Carolina State University
B.F.A., East Carolina University

Cynthia Quintero, Special Populations Counselor
M.A.Ed., University of North Carolina at Pembroke
B.A., Gardner-Webb University

The SOAR Center (Student Orientation, Advising, and Retention)

Dr. Dionne Pursley, Assistant Director of SOAR
D.B.A., Walden University
M.B.A., Capella University
M.B.A., Shorter University
M.P.A., Keller Graduate School of Management
B.A., Morris Brown College

Cecelia Locklear, Academic Advising Coach
B.S., University of North Carolina at Pembroke

Academic Advising Coach
Vacant

Academic Advising Coach
Vacant

College and Career Readiness

General Overview

The College and Career Readiness Division has the responsibility of administering the following programs: Adult Basic Education, Adult High School, Adult Basic Education Transitions, English as a Second Language, Family Literacy, and High School Equivalency. The purpose of these programs is to identify, enroll, and guide eligible adults toward satisfying literacy needs and achieving a high school diploma or its equivalent as appropriate. Students having a high school diploma or its equivalent needing to increase their proficiencies in mathematics and language arts are also eligible to enroll in any applicable program.

Registration is free for all prospective students. Textbooks are provided by the college, and instructional materials used have been prepared with an emphasis on individual needs and interests.

All adults 18 years or older are eligible to enroll in our basic education programs. Minors, 16-17 years of age, under special circumstances, may enroll with permission from the public school superintendent.

Each enrolled student is evaluated to determine educational needs and periodically tested to assess progress toward fulfilling goals. Upon completion of goals, students are either advised to further educational endeavors or referred to programs toward developing technical and occupational skills.

Both daytime and evening classes are held in various communities throughout the county. Partnerships are created with various community, state and federal agencies or institutions to enhance efforts toward eliminating functional illiteracy. For further information, please call 910-272-3607.

Adult Basic Education (ABE)

The Adult Basic Education is designed to assist students seeking the Adult High School Diploma or the High School Equivalency, whose current entry level academic performance is below the high school level, prepare for transition into an Adult High School Program. This program is also designed to assist those who seek to improve their basic skills in reading, writing, and mathematics. All materials have been especially prepared for the adult learner. For further information, please call 910-272-3607.

Adult High School Program (AHS)

The Adult High School Program is designed so that adults may complete the requirements for the AHS diploma. Skills to improve verbal and written communications, science, and social studies are emphasized as well as a variety of electives are offered to allow students to earn units and graduate.

An Adult High School Diploma is awarded when required subject matter has been satisfactorily completed. This subject matter includes reading, English expression, mathematics, science, and social studies. The diploma is awarded by Robeson Community College in affiliation with the Public Schools of Robeson County. The AHS program is approved by the State Board of Education and meets the requirements of higher learning. For further information, please call 910-272-3607.

High School Equivalency (HSE)

The High School Equivalency Program is designed for adults who have not completed high school and want to earn an equivalent high school diploma. This equivalent is generally accepted on a basis equal to a high school diploma for employment, military service, promotions, or further education. A fee is required prior to testing. The testing options are the General Educational Development (GED) test or High School Equivalency Test (HiSET) Exam. For further information, please call 910-272-3607.

Adult Basic Education Transitions (ABET)

he Adult Basic Education Transitions Program is designed to assist adults with intellectual disabilities to become more independent and self-directing and to acquire skills to meet and manage community, social work and personal adult responsibilities.

In addition, the ABET program was approved to implement the Project Search Program. Project Search is a unique, business led, one-year school-to-work program that takes place entirely at the workplace. Total workplace immersion facilitates a seamless combination of classroom instruction, career exploration, and hands-on training through worksite rotations. Upon completion of this program students are assisted with finding jobs in their local community. For further information, please call 910-272-3607.

English As A Second Language (ESL)

The English as a Second Language Program is designed for persons who have limited English proficiency. Conversational English will be stressed, as well as vocabulary, spelling, and reading as it relates to everyday life. In addition, instruction in citizenship will be provided for those adults wishing to seek U. S. Citizenship. For further information, please call 910-272-3607.

General Information, Policies and Procedures

General

Robeson Community College publishes this catalog and student handbook in order to provide students and others with information about the College and its programs. The provisions of this publication are not to be regarded as an irrevocable contract between students and RCC. The College reserves the right to change any provisions, requirements or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes might create for students.

Dress Code

Robeson Community College stresses a standard of neatness, cleanliness, and appropriateness of attire. The following regulations are given for proper dress:

1. Dress should be neat and appropriate at all times.
   (Appropriateness of dress will be dictated by the specific occasions.)
2. Shoes and shirts must be worn at all times on campus.
3. Academic programs may require students to adhere to defined dress code expectations as detailed in program handbooks.

Alcohol and Drug Use on Campus Policy

The illegal use of controlled substances, substances that cause impairment, and abuse of alcohol are harmful to the health, well-being and safety of the College's employees and students. The College is committed to maintaining a safe workplace and an educational environment free from the influence of illegal controlled substances, substances that cause impairment and alcohol.

I. Visitors and Guests

Unless specifically permitted by the College pursuant to Policy 2.2.5, all visitors and guests are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or drug paraphernalia. Using or being under the influence of substances that cause impairment is also prohibited. Violation of this prohibition could lead to the visitor or guest being asked to leave campus and/or campus authorities contacting campus security or law enforcement.

For more specific definitions of "controlled substance", "alcohol" and "impairing substance", consult Policy 3.4.4 – Alcohol and Drugs on Campus.

II. Employees and Students

Unless specifically permitted by the College pursuant to Policy 2.2.5, all College employees and students are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or drug paraphernalia. Using, or being under the influence of substances that cause impairment is prohibited for all employees and students. Violation of this prohibition could lead to disciplinary action under the Employee and Student Codes of Conduct.

For more information regarding employees, including student employees, consult Policy 3.4.4 – Alcohol and Drugs on Campus. For more information regarding students, consult Policy 5.3.5 – Alcohol and Drugs on Campus.

Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referred for prosecution.

Evacuation Instructions

Numerous natural and man-made conditions could make it necessary to evacuate the buildings from time to time. Plans have been formulated to provide for the orderly and rapid evacuation of RCC buildings. Evacuation instructions and diagrams are posted in each building and available at Safety and Security [opens in a new window] **>Safety Procedures>Emergency Evacuation**. Each student and employee are encouraged and expected to read, be knowledgeable of, and comply with these instructions and directions.

Student Grievance Policy

The purpose of the Student Grievance Policy [opens in a new window] is to provide a system for students seeking equity for what he/she perceives to be unfair treatment in student-student, student-faculty or student-staff interactions. Grievances to be considered through this process include those arising from Family Educational Rights and Privacy Act of 1974, the American Disabilities Act of 1991, or other similar legal requirements. For additional information concerning the guidelines of this procedure, please contact the Dean of Enrollment Management & Student Support Services in Building 13.

After a student has exhausted the college's grievance policy procedures, and the matter remains unresolved, please refer to the Filing a Complaint Against the College After Completing the College's Grievance Policy Procedure for more information.

Filing a Complaint Against the College After Completing the College's Grievance Policy Procedures

After a student has exhausted the college's grievance policy procedures, if a matter remains unresolved, a formal complaint may be filed with the online Student Complaint Portal [opens in a new window] (https://studentcomplaints.northcarolina.edu).
A student can also complete a printable Student Complaint Form [opens in a new window] and submit the complaint to:

North Carolina Post-Secondary Education Complaints
c/o Student Complaints
223 S. West Street, Suite 1800
Raleigh, NC 27603

For more information, send an email to: studentcomplaint@northcarolina.edu.

The Process After Filing a Complaint

- The Student Complaint Portal will forward community college student complaints to the North Carolina Community Colleges System Office (NCCCSO). Before initiating an inquiry, the NCCCSO must receive the following:
    - Fully completed student complaint form. (Complaints from students with disabilities must also include an authorization to disclose medical information if the complaint in any way involves alleged discriminatory treatment as a result of the disabilities).
    - Documentation of the student's completion of the college's grievance procedures, including the ultimate outcome after completing the procedures; and
    - Evidence to support the complaint, such as copies of correspondence, enrollment agreements, course catalog information, and any other information believed to be relevant to the matter of the complaint.

Students are required to work through the campus grievance process before escalating issues to the NCCCSO through the Student Complaint Portal. The NCCCSO cannot offer legal advice to complainants and does not act as a student's agent, advocate, or attorney. Any information provided by NCCCSO staff is not to be interpreted as legal advice. The scope of the review done by the NCCCSO will be limited to a review of the complaint, ensuring the college processes have been followed, and ensuring that State Board code has been followed. In some cases, the NCCCSO may have a discussion with a college to obtain further details about the complaint.

Consumer Protection Division

Complaints regarding fraud, false advertising, or other violations of State law will be referred to the Consumer Protection Division of the North Carolina Department of Justice. Students can also file a complaint directly with the Consumer Protection Division of the North Carolina Department of Justice, by visiting the State Attorney General's consumer complaint page [opens in a new window] (https://ncdoj.gov/file-a-complaint/). North Carolina residents may also call (877) 566-7226. Outside of North Carolina, please call (919) 716-6000. En Espanol (919) 716-0058.
If you would like to file a complaint via hard copy, please call us on our consumer assistance line at (919) 716-6000, and we will mail you a complaint form.
Title IX [opens in a new window] of the Educational Amendments Act of 1972, is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities which can include: Rape, Sexual Violence, Sexual Assault, Sexual Harassment, Dating Violence, Stalking, Sexual Exploitation, Sexual Coercion, and Pregnancy. Grievances arising from Title IX claims should follow the procedures outlined in Make a Title IX Claim [opens in a new Window].

Hazardous Chemicals

It is important that each student enrolled in a classroom which may expose the student to hazardous chemicals be knowledgeable of classroom hazards and the appropriate control measures. Students are encouraged to

review hazardous chemical safety procedures described in the Emergency Procedures/Safety Plan; Chemical Hygiene Plan; and Exposure Control Plan Handbooks. All Safety Data Sheets/Chemical Inventory Management information is accessible via the RCC website for campus compliance.

ID Cards

Rule 14 of the Student Code of Conduct requires students to carry identification cards issued by the College and identify themselves to college officials upon request.

The library issues RCC College I.D.'s for all current RCC students, staff, and faculty, as well as for community patrons upon request. RCC I.D. cards double as library cards for borrowing privileges. To obtain an RCC I.D., users must fill out a RCC ID Registration Form, which is available online or at the library. To apply for an I.D. online, users can use the Online I.D. Card Application Form located on the RCC website. Note that proof of course registration, and payment thereof, are required for all current students, and proof of employment is required for employees.

An RCC ID card is required for entry into the campus bookstore (Building 9), to obtain a campus parking tag, to checkout materials at the library, and for entry into SGA sponsored functions. ID cards are valid for a period of two years from the date issued. The replacement cost to the student for an ID card is $5.00, which is payable to the Cashier in Building 13.

Pertaining to RCC students, ID cards will only be made for those who are registered and have paid for their courses. Please allow 24 hours from your date of registration before applying for an ID. Per campus security, all headgear (headwear and/or facial scarves, etc.) must be removed for ID photos. Exceptions can be made with special permission for cultural or religious reasons. Finally, when submitting headshots with the online application form, please utilize a plain-colored background and refrain from using filters of any kind. Please allow 2 weeks for delivery of I.D. cards which are requested online.

Library Systems

The RCC Anne Moss-Biggs Library maintains an online catalog of materials and users through a library integrated management system. Users are reminded that the "acceptable use" statement and other policies contained in this guide also apply to the use of library resources.

Nondiscrimination Policy

Robeson Community College's Board of Trustees and staff recognize the importance of equal opportunity in all phases of the College's operations and has officially adopted a position of nondiscrimination on the basis of race, color, sex, age, religion, disability, national origin, or other non-relevant factors. This policy applies to both students and employees at all levels of the College's operations.

Parking

All faculty, staff and student vehicles shall be registered and shall display a current RCC parking decal on the rear-view mirror post. The decals are issued to students, staff, and faculty by the Cashier located in Building 13. A decal must be displayed on all vehicles to be operated on campus. If a decal is lost or stolen, it should be reported immediately to the Institutional Services Office in Room 502B, Building 5.

Vehicles are not allowed in the spaces reserved for disabled persons, visitors or areas reserved for official school vehicles. Any vehicle that is double parked, parked on curb, parked in unmarked areas, parked over the designated parking lines, blocking a driveway or in any way disrupting the orderly flow of traffic will be subject to a fine of $5 and/or be towed away at the owner's expense. Parking in a space designated for handicapped persons is an infraction and carries a penalty of at least $50.00 but no more than $100.00. Please click Parking Regulations [opens in a new tab] for a detailed list of parking regulations.

Handicapped Parking

Special parking facilities are available for students with physical disabilities in cars and vans. Spaces are marked appropriately throughout campus. All vehicles parked in a designated handicapped parking area must display a Handicapped License Plate or Handicapped Parking Placard. Persons parked illegally in designated

handicapped parking spaces are in violation of General Statute 620-37.9 and will be issued an illegal parking ticket by the Lumberton Police Department with fines up to $100.00.

Privacy Rights of Parents and Students

Robeson Community College adheres to the guidelines developed by the Department of Education regarding the Privacy Rights of Parents and Students.

The College provides students and parents of dependent students access to official records directly related to them and limits dissemination of personally identifiable information without the student's consent. Students enrolled at Robeson Community College may review guidelines and procedures regarding the disclosure of student information in the Educational Records [opens in a new tab] section of this publication or on our website's Registration Page [opens in a new tab]> Student Privacy & FERPA.

Robeson Community College Logo

Robeson Community College owns its name, its seal, logo and images, and no one may use the name, seal, logo or images of Robeson Community College on print or electronic communications without explicit permission. Permission is implied for uses related to work at Robeson Community College; examples distinguishing such uses: using letterhead is permitted for official correspondence but not for personal letters, and in the same way in cyberspace, using the college name and logo generally would be permitted for official web pages but not for personal web pages. Similarly, while the name "Robeson Community College" might appear on individual addresses or resumes for identification purposes, the official name of the college may not be used in ways that imply endorsement, oversight or ownership without explicit agreement with the college. Robeson Community College owns the domain name robeson.edu, and no one may use this domain address other than persons authorized by Robeson Community College.

Overview of Student Rights - Policy 5.3.1

The following is an overview of basic student rights. For more specific information concerning these and other rights, students are directed to review the specific policy or procedure dealing with the issue of concern.

A. Students are free to pursue their educational goals. The College shall provide appropriate opportunities for learning in the classroom and on the campus. Student performance will be evaluated solely on an academic basis and not on opinions or conduct in matters unrelated to academic standards

B. Students have the right to freedom of expression, inquiry and assembly without restraint or censorship, subject to reasonable and non-discriminatory rules and regulations regarding time, place and manner.

C. Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees and College offices.

D. The Family Educational Rights and Privacy Act of 1974 ("FERPA") provides safeguards regarding the confidentiality of and access to student records and the College shall adhere to the FERPA laws and regulations. Students and former students have the right to review their official records and to request a grievance if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved or if a legal exception applies. Detailed information on FERPA and educational records can be found at Educational Records [opens in a new tab].

E. No disciplinary sanctions, other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process.
F. Students have the right to voluntarily withdraw from courses under certain criteria.

G. Students have the right to be free from discrimination, harassment and sexual violence while attending the College and accessing the College's programs and opportunities. If you need to file a complaint, click on the following link: How to file a Title IX Complaint [opens in a new window].

Smoking, Eating, Drinking and Radios

Smoking or any tobacco use to include vaping is not permitted at Robeson Community College. Detailed information is contained in the institution's Tobacco Use Policy [opens in a new window].

Snack machines are located in the Student Center and various locations on campus. Eating and drinking are not allowed in classrooms, shops, or laboratories. Please use the trash containers located in the Student Center and throughout the campus to properly dispose of trash.

Visitors

Visitors are defined as anyone other than RCC personnel, officially enrolled students, members of the Board of Trustees, and members of the Foundation Board.
Visitors are permitted (and welcomed) on RCC property for participation in or attendance at RCC sponsored or approved activities/events and for use of the RCC library facility.

Employers wishing to recruit on campus must coordinate their visit with Counseling and Career Services or the Workforce Development Center.
Media representatives are encouraged to inquire with the Public Information Officer prior to interviewing, photographing, or videotaping employees or students on the various RCC campuses.

Vendors/Contractors working for RCC must physically report to the Maintenance office upon arrival/departure to sign in/out and receive a visitor's badge. This guideline applies to all contractors and vendors hired by Facilities who are performing work on the main campus or any satellite buildings.

Any unauthorized personnel on campus can be requested to leave the College's premises. Refusal to leave the campus when asked will result in a request to the appropriate law enforcement personnel for removal and trespassing charges may be filed.

Drug and Alcohol Policy

The use and abuse of drugs and alcohol are complex and immediate concerns in our society. From a safety perspective, the users and/or abusers of drugs or alcohol may impair the well-being of all employees, students, and the public at large, and may result in property damage to the College. Therefore, in compliance with the Federal Drug-Free Workplace and Drug-Free Schools and Campuses Regulations, it is the policy of Robeson Community College that the unlawful use, possession, distribution, manufacture, or dispensation of a controlled substance or alcohol, is prohibited while on College premises, the College workplace, or as part of any College sponsored activity. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referred for prosecution. The specifics of this policy may be found in the Advising, Counseling and Career Services Office, located in building 13, or by calling 910-272-3353.

Inclement Weather Policy

During periods of inclement weather, there may be times in which the College may close, or transition to remote learning, if the weather conditions present a safety hazard to students and college personnel.
Inclement weather updates are posted on the College's website. A notification is sent to all faculty, staff, and registered students via email and text when there is a threat of severe weather, or the college will close or transition to remote leaning because of the potential impact of severe weather.

General Student Complaint Policy

Individuals seeking redress for what they perceive to be unfair treatment or wishing to file a complaint regarding the policies, procedures or operations of Robeson Community College must follow the resolution procedures outlined below.

For Student Code of Conduct related concerns, individuals must follow the processes defined in the Student Code of Conduct Due Process guidelines. For individual grade and/or final grade issues, individuals must follow the Grade Appeal Policy. Detailed information pertaining to the Student Code of Conduct and/or the Grade Appeal Policy may be found in the current edition of the Robeson Community College's Catalog and Student Handbook.

The College is committed to responding promptly to reported complaints/appeals. Individuals must report any event or activity giving cause to initiate a complaint/appeal within five workdays of the incident. A workday is defined as any College operational day in which College offices are open for business.

The procedures are the same for face-to-face (F2F) and online students. For more information about online and distance learning see the Online & Distance Education Page [opens in a new window] of the RCC Website [opens in a new window].

Resolution Procedures

Step 1: In most cases, complaints/appeals can be resolved informally through communication between the individuals involved. To initiate the first step, the individual should:

- in matters in which the complaint/appeal involves a College employee, the individual with a complaint must schedule a conference with the College employee with whom the individual has a complaint or dispute. If appropriate, either party may request that the employee's supervisor participate in the conference.
- in matters where the complaint/appeal does not concern a specific employee, but is related to seeking redress for what is perceived as unfair treatment or to file a complaint regarding a College policy, procedure and/or operational process, the individual must schedule a conference with the College employee that has administrative oversight for the area of concern.

In a timely manner (within five workdays), every reasonable effort should be made by both parties to resolve the matter informally. If the matter cannot be resolved, the individual may proceed to Step Two as defined in this policy.

Step 2: If the complaint/appeal is not resolved at the scheduled conference in Step One, the individual should file a written complaint/appeal with the appropriate vice president within five workdays following the conclusion of Step One. If the complaint/appeal directly involves a vice-president, the individual should submit their written complaint/appeal to the President. Upon receipt, the President will designate another College official to review the Step Two complaint/appeal.

The written complaint/appeal must include the following information:

- the name and address of the individual filing the complaint/appeal,
- a detailed statement of the nature of the complaint/appeal,
- reasons for dissatisfaction with the decision reached during Step One, and
- the desired resolution sought by the individual.

If an individual needs assistance in preparing their written complaint/appeal, the following staff members are available:

- Director of Admissions and Enrollment Management
- Director of Counseling and Career Services
- Director of Educational Partnerships

After receiving the written complaint/appeal from an individual, the administrator will:

- review the complaint/appeal along with any supporting documentation,
- complete interviews with the parties involved, and
- if necessary, conduct interviews with other individuals to gather additional information.

After completing the review of the written complaint/appeal, the administrator will exercise one of the following options in writing:

- render a decision detailing a resolution to the issue or

- schedule a hearing with the administrator.

The administrator should complete Step Two within ten workdays of receiving the complaint/appeal. If a hearing is called, the administrator is responsible for notifying all individuals of the hearing date, time, and location.

Hearing Option

At the hearing, the individual and College officials may present relevant evidence in the form of witness testimony and/or written documentation. All hearings are recorded and the administrator conducting the hearing reserves the right to establish reasonable limitations as to the length of witness statements and of the hearing. Only individuals directly involved in the complaint may participate in the hearing.
Within five workdays of the hearing, the administrator will issue a written decision on the complaint/appeal to the individual. All information gathered for the hearing including the recording of the hearing shall be part of the complaint/appeal record.

Step 3 – Final Appeal: If the decision rendered by the administrator in Step Two is not satisfactory to the individual that filed the complaint/appeal, the individual may appeal the decision to the President or his/her designee. To appeal to the President or his/her designee, the individual must submit a written appeal within five workdays of the individual's receipt of the administrator's written decision. The final appeal must include the following information:

- the written complaint/appeal submitted in Step Two,
- a detailed explanation of the basis of the appeal including rationale as to why the decision reached in Step Two is not appropriate,
- desired action or resolution being sought.

The President or his/her designee will review the record of Step Two, conduct interviews as necessary, and render a decision. As part of the interview and review process, the President, at his/her discretion, may request additional supporting materials to better understand facts/issues in the case. The decision will be made in writing within ten workdays of the receipt of the appeal and the decision rendered is final.

General Principles

- Every effort will be initiated to ensure timely processing of complaint/appeal. At each step, the parties may mutually agree in writing to extend the completion time limits of a particular step. However, if there is no written mutual agreement to extend the time limits, and if the complaint/appeal is not filed within the time specified for the next step in this policy, the individual's right to further appeal is terminated.
- Robeson Community College maintains a comprehensive record of all written complaints/appeals. The Dean of Enrollment Management and Student Support Services is responsible for maintaining the record of written complaints/appeals. Assistant Vice Presidents and Deans are responsible for ensuring that documentation of all written complaints/appeals are forwarded to the Dean of Enrollment Management and Student Support Services. The following information regarding complaints/appeals are maintained: date of complaint/appeal, individuals involved in complaint/appeal, individuals involved in resolving the complaint/appeal, a brief summary of the complaint/appeal, and the final resolution. The College maintains the record of complaints/appeals to determine any patterns that would provide a basis for updating a College policy or process.

Filing a Complaint Against the College After Completing the College's Grievance Procedure

After a student has exhausted the college's complaint or grievance procedures, if a matter remains unresolved, a formal complaint may be filed with the online Student Complaint Portal [opens in a new window] (https://studentcomplaints.northcarolina.edu). The Portal is hosted by the Licensure Division of the University of North Carolina System Office.

A student can also complete a printable Student Complaint Form [opens in a new window] and submit the complaint to:

North Carolina Post-Secondary Education Complaints
c/o Student Complaints
University of North Carolina System Office
910 Raleigh Road, Chapel Hill, NC 27515-2688

For more information, send an email to: studentcomplaint@northcarolina.edu.

The Process After Filing a Complaint

- The Student Complaint Portal will forward community college student complaints to the North Carolina Community Colleges System Office (NCCCSO). Before initiating an inquiry, the NCCCSO must receive the following:
- Fully completed and signed student complaint form. (Complaints from students with disabilities must also include an authorization to disclose medical information if the complaint in any way involves alleged discriminatory treatment as a result of the disabilities);
- Documentation of the student's completion of the college's complaint or grievance procedures, including the ultimate outcome after completing the procedures; and
- Evidence to support the complaint, such as copies of correspondence, enrollment agreements, course catalog information, and any other information believed to be relevant to the matter of the complaint.

Students are required to work through the campus complaint process before escalating issues to the NCCCSO through the Student Complaint Portal. The NCCCSO cannot offer legal advice to complainants and does not act as a student's agent, advocate, or attorney. Any information provided by NCCCSO staff is not to be interpreted as legal advice. The scope of the review done by the NCCCSO will be limited to a review of the complaint, ensuring the college processes have been followed, and ensuring that State Board code has been followed. In some cases, the NCCCSO may have a discussion with a college to obtain further details about the complaint.

Consumer Protection Division

Complaints regarding fraud, false advertising, or other violations of State law will be referred to the Consumer Protection Division of the North Carolina Department of Justice. Students can also file a complaint directly with the Consumer Protection Division of the North Carolina Department of Justice, by visiting the State Attorney General's consumer complaint page [opens in a new window] (https://ncdoj.gov/file-a-complaint/). North Carolina residents may also call (877) 566-7226. Outside of North Carolina, please call (919) 716-6000. En Espanol (919) 716-0058. If you choose to mail a complaint, please use the following address:

Consumer Protection Division
Attorney General's Office
Mail Service Center 9001
Raleigh, NC 27699-9001

Campus Law Enforcement/Campus Security

The mission of Campus Security is to provide the safest educational environment possible for all faculty, staff, students, and visitors at all RCC's campus locations.
Main campus security is provided by uniformed officers of the Lumberton Police Department hired by RCC. While on duty at RCC the officers possess all powers of sworn police officers to make arrests for both felonies and misdemeanors and charge for infractions. The main campus has security 24/7.

The Main Campus is located within the city limits of Lumberton and is under the jurisdiction of the Lumberton Police Department.

The Pembroke facility at ComTech is under the jurisdiction of the Robeson County Sheriff's Department and Eagle Security Services. Robeson County Sheriff's Office Deputies are hired by RCC and are on duty from 0600-2200 hours, Monday- Friday.

The A.S. Thomas Center is located within the city limits of Pembroke and is under the jurisdiction of the Pembroke Police Department and is regularly patrolled.

The Green Grove facility is not within city limits; and is under the jurisdiction of the Robeson County Sheriff's Department.

The Emergency Training Grounds are under the jurisdiction of the Robeson County Sheriff's Department and is regularly patrolled.

Law Enforcement Support Agencies
NC State Bureau of Investigation
NC State Highway Patrol
Lumberton Police Department
Robeson County Sheriff's Department
Pembroke Police Department

Access To Campus Facilities

All RCC Campus locations are open to faculty, staff, students and visitors during normal operating hours.
All persons, while on the premises, are expected and required to obey all federal, state, and local laws and ordinances, as well as college procedures governing appropriate conduct.
Persons in violation of the above will be subject to any action deemed appropriate by competent authority.
The following procedure will be followed for access to campus buildings:

Accessibility During Closed Hours
There will be no access to RCC's buildings during the hours of 11:00 p.m. and 7:00 a.m.

Access during other closed hours will be governed by the following procedures:

1. **Off-campus locations:** Prior arrangements must be made and approved by the person responsible for these locations.
2. **Main Campus:** Prior arrangements must be made with and approved by the Assistant Vice President, Director or other supervisor in charge of the building or facility. The Director of Security must be notified of the arrangements with times noted. The Security Guard or other such personnel on campus should be immediately located and notified upon arrival.

Students desiring access to any academic facility must be accompanied by a staff or faculty member. Two persons must be present at all times when using a facility such as a shop or laboratory where potential for injury exists.

Criminal Activity Reporting

Faculty/Staff/Students/Visitors: Known and suspected violations of Federal and North Carolina criminal laws should be reported to Campus Security at (910) 674-6428 or the College switchboard at (910) 272-3700, press "0". The Campus Security/Switchboard Operator will notify the Director of Security or their designee in order that appropriate action may be initiated, which includes:

1. Involve (as necessary) the appropriate law enforcement support agency.
2. Conduct necessary follow-up activities and file required documentation to the College administration.

Responsible Administrator(s): Will review campus crime reports with the Executive Vice President or his/her designee to ensure that:

1. The data required by the Crime Awareness and Campus Security Act is compiled and disseminated.
2. Campus Crime prevention programs are followed with special emphasis placed on campus community involvement.

3. The information flow stresses the necessity for individual awareness and that staff, faculty and students take some responsibility for their own personal safety.

Report in person: The Campus Security Office is located in building 5 and is open 8 a.m.- 5 p.m. (Mon-Thurs) and 8 a.m.-3 p.m. (Fri).

Edward Locklear
Director of Campus Operations| Building - 5 | Email: elocklear@robeson.edu | Phone: (910) 272-3505

Report Online: Criminal activity can be reported online on the "Just Report It" website.
Any incident occurring after hours should be reported immediately to local law enforcement.

Title IX/VAWA Criminal Reporting

Robeson Community College does not discriminate on the basis of race, color, sex, age, religion, disability, national origin, or other non-relevant factors in its educational programs and/or activities. If you believe that you or someone you know has been discriminated against or are victim(s) of sexual harassment, sexual violence or sexual discrimination, the following options are available to assist in making a compliant. If it is an emergency call 911 to report immediately. Then follow up with the appropriate Title IX Coordinator.

Criminal Reporting (Students): Complaints alleging sexual assault, domestic violence, dating violence and stalking committed by a student(s) should be reported to the Deputy Title IX Coordinator by calling, visiting the office, or emailing.

Patricia Strickland Title IX Coordinator/Director of A.S. Thomas Center
Address: 62 Union Chapel Rd, Pembroke, N.C. 28372
Office Location: A.S. Thomas Center
Email: pstrickland@robeson.edu
Phone: (910) 272-3611

Criminal Reporting (Faculty/Staff/Visitors): Complaints alleging sexual assault, domestic violence, dating violence and stalking committed by Faculty/Staff/Visitors should be reported to the Title IX Coordinator by calling, visiting the office, or emailing.

Laticia Black-Daniels Director of Human Resources/Title IX Coordinator
5160 Fayetteville Rd, Lumberton, N.C. 28360 Administration Building #2, Office #231, email: lblack@robeson.edu (910) 272-3537

Report Online: Criminal activity can be reported online on the "Just Report It" website.

Emergency Reporting (CALL 911 Immediately- then notify the Campus Security)

Any incident that involves a significant threat to the health and safety well-being of the campus community or an individual. Examples may include but are not limited to fire, medical emergencies, car accidents with injuries, fight in progress, and display of a weapon.

Emergency Callboxes: Emergency Callboxes are located throughout the RCC campus to ensure a direct line of communication for students, faculty, staff, and visitors with Campus Security. This line of communication can also be utilized for vehicle assistance and escort services.

Report in person: The Campus Security is located in building #5 and is open 8 a.m.-5 p.m. (Mon-Thurs) and 8 a.m. -3 p.m. (Fri) *Any incident occurring after hours, should be reported immediately to local law enforcement.

Call and/or Email: The Campus Security office number is (910) 272-3508 and mobile number is (910) 674-6428 or email: campussecurity@robeson.edu

Non-Emergency Reporting (Call Campus Security (910) 674-6428)

Any incident that does not pose a significant threat to the safety of an individual or the campus community; however, intervention is still necessary. Examples of non-emergency incidents may include but are not limited to verbal assault, harassment, stalking, vandalism, battery assistance, vehicle lockout, car towing.

Report in person: The Campus Security is located in building #5 and is open 8-5pm (Mon-Thurs) and 8-3pm (Fri) *Any incident occurring after hours, should be reported immediately to local law enforcement.

Call and/or Email: The Campus Security office number is (910) 272-3508 and mobile number is (910) 674-6428 or email: campussecurity@robeson.edu

Emergency Callboxes: Emergency Callboxes are located throughout the RCC campus to ensure a direct line of communication for students, faculty, staff, and visitors with Campus Security Officers. This line of communication can also be utilized for vehicle assistance and escort services.

Report Online: Emergency and Non-Emergency incidents can be reported online on the "Just Report It" website.

Criminal Activity at Off-Campus Student Organization Sponsored Activities

Criminal incidents occurring off campus to students participating in a college function should be reported to the law enforcement agency having jurisdiction. The Assistant Vice President of Facilities, Maintenance, and Contractual Services and the Executive Vice President should be informed of the incident as soon as possible.

Tobacco Use Policy

Policy:

Tobacco use and smoking are not permitted on the college campus including college facilities, on college grounds, and in college vehicles and personal vehicles. It is the policy of Robeson Community College to comply with all applicable federal, state, and local regulations regarding tobacco use and to provide a learning and work environment that promotes productivity and the well-being of its students and employees.

Criteria:

1. The College recognizes that tobacco use in the workplace can adversely affect employees as well as students and other patrons. Research shows that smoke-free policies reduce secondhand smoke, the prevalence of smoking and heart disease morbidity. Smoking and tobacco use, including smokeless tobacco products, are prohibited on campus including inside all College facilities, on College grounds and in all vehicles on College grounds. These products include but are not limited to cigarettes, cigars, cigarillos, pipes, hookah smoked products, oral and smokeless tobacco products, electronic smoking devices, and any additional products that meet the definition of a smoking and/or tobacco product as defined herein and/or by the U.S. Food and Drug Administration. The President of the College is responsible for implementing and monitoring smoking/tobacco use regulations, and all administrative and supervisory personnel are expected to enforce the regulations.
2. The smoking/tobacco use policy applies to employees, students, and visitors while on the College premises.
3. Employees, students and visitors are expected to exercise common courtesy and to respect the needs and sensitivities of individuals regarding the smoke-free/tobacco free policy.
4. Complaints regarding smoking/tobacco use should be resolved at the lowest administrative level possible but may be processed through 3.3.3 Policy - Employee Code of Conduct and/or the Student's Code of Conduct procedure. Employees and students who violate this policy will be subject to disciplinary action.
5. The College does not discriminate against individuals based on their use of legal products, such as tobacco.
6. Employees and students may contact Student Support Services for information regarding the effects of smoking/tobacco use and the availability of smoking cessation programs.

Student Activities

- Student Government Association
- Campus Communication

Robeson Community College encourages and supports student participation in a wide variety of extracurricular activities designed to complement the classroom experience.

Student Government Association

The Student Government Association (SGA) provides leadership for the student body by governing ideas or concerns through the organization. The purpose is to enhance the quality of student life through support, collaboration and engagement of all students, other student organizations, faculty, staff, and the community. SGA accomplishes this by sponsoring educational, athletic, social/outreach and wellness events.

The Student Government Association is composed of curriculum students enrolled at Robeson Community College. The President of the SGA is elected in April of each year. Other officers and representatives of the SGA are usually elected in September. Members of the SGA usually attend state conferences of the North Carolina Comprehensive Community College System Government Association (N4CSGA). Active participation on various advisory and ad hoc committees are duties of some members. The Student Government Constitution and Bylaws [opens in the same tab] can be found in this catalog.

A budget governing the student activity fee for the following school year is recommended by the SGA in the spring. The budget usually covers special projects, student insurance, student engagement activities, and SGA incentives.

Phi Theta Kappa

Phi Theta Kappa's mission is two-fold: 1) recognize and encourage academic achievement of two-year college students and 2) provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming.

Honors College

The mission of RCC's Honors Program is to offer academically motivated and talented students an intellectually challenging environment within a supportive and inspiring community. The Honors Program

blends academic excellence and adventure, allowing students to complete advanced college transfer work while collaborating with fellow students and faculty, and serving the community.

Student Success Initiative Program

The goal of the Minority Male Achievement Program is to establish an environment of success for minority male students leading to program completion/graduation and rewarding employment.

Students Helping Other People (SHOP)

The mission of Students Helping Other People is to serve our community with resources and actions by utilizing our voices and deeds through the unity of giving at Robeson Community College. Students are engaged in two or more Community Service Events a semester.

Student Veterans Organization (SVO)

Student Veterans Organization is dedicated to ensuring these veterans do not slip through the cracks of their journey through higher education toward a better quality of life. SVO exists to provide military veterans with resources, support, and advocacy needed to succeed in higher education.

Student Ambassadors

Student Ambassadors are representatives of Robeson Community College at institutional functions and in recruitment. They also assist with student, civic and cultural activities. Student Ambassadors represent the elite, diversity of RCC's student body and are expected to maintain the highest standards of academic honesty and responsible behavior required by Robeson Community College.

National Technical Honor Society

Students eligible for membership in the Honor Society must be actively enrolled in a certificate, degree or diploma program, excluding college transfer, and must have completed 12 semester hours at Robeson Community College and have a grade point average of 3.25 or higher. This Honor Society is available to part-time and full-time students. Students must be nominated by at least one teaching faculty member.

Athletics

Robeson Community College (RCC) is a proud member of the National Junior College Athletic Association (NJCAA), competing in Region 10. The college will offer men's baseball starting in August 2025 and women's softball beginning in August 2026. To participate in college athletics, students must be high school graduates or have obtained a GED. All student-athletes are required to be enrolled full-time in a curriculum program at RCC, maintain good academic standing, and meet the eligibility requirements and standards set by the NJCAA for intercollegiate competition.

The goals and objectives of intercollegiate athletics are listed below:

Goals:

- Support and enhance the academic success of student-athletes
- Provide meaningful opportunities for participation in competitive collegiate athletics
- Foster the development of self-discipline, leadership, and personal growth

Objectives:

- Regularly monitor and support the academic performance (GPA) of student-athletes
- Track and evaluate student-athlete retention, graduation, and transfer rates

For additional information, please contact the Director of Athletics:
Jake Jones
Phone: (910) 272-3451
Email: jjones@robeson.edu

School Colors

The school colors are royal blue, white, and green.

Student Publications

All student publications are governed and approved by the Student Government Association and the College's administration. Student publications must be reviewed by the Editorial Committee for Student Publications prior to publication and distribution. The Committee will consist of the following persons: SGA President, SGA Advisor, Program Director of the English Department, and the Dean of Enrollment Management and Student Support Services appointed by the Vice President of Instruction and Student Support Services.
Publications should follow the guidelines of standard English and MLA/APA documentation for sources. Misuse or abuse of such publications may cause termination or abolishment of an approved publication.

Special Events

The Student Government may sponsor other activities such as socials, films, speakers, and related activities that are of interest to the students. When such occasions arise, students are notified in advance and are encouraged to participate.

Alumni Affairs

RCC Alumni are special guests at SGA sponsored functions, as well as other functions sponsored by RCC. The RCC Foundation regularly communicates with RCC Alumni through newsletters, surveys, etc.

Campus Communication

The College's website (www.robeson.edu [opens in a new tab]) is used for official communication of the College. In order to stay informed concerning institutional announcements and upcoming activities, students are expected to check the website on a regular basis. Currently enrolled students are encouraged to regularly check their school issued email in order to keep up with the most current activities and announcements on campus.

Emergency Notification

Emergency telephone calls and messages for students are handled by Campus Security, Building 5. Only messages that are emergency in nature will be delivered to students. Any person requesting an emergency message delivered to a student will be asked the nature of the emergency in order to assist the counselor in addressing the emergency.

Mass Notification System

The Mass Notification System is a service that provides campus wide coverage indoor/outdoor by broadcasting emergency notifications over an electronic siren system. The outdoor system has a range capability of five miles, while the indoor system provides strategically located speakers with strobe lights for the hearing impaired. Upon notification of an emergency situation on campus, the Director of Security or his/her designee will activate the mass notification system which will in turn broadcast via live or pre-recorded message in the following order: Outdoor system, Indoor System, Callboxes, and then over the campus police two-way radios.

RCC Alert System

The RCC Alert System provides registered members (students/employees) with the ability to receive emergency notifications via live or pre-recorded voice messages. This service is utilized to broadcast important messages such as inclement weather, closings, and /or delays. In the event of an emergency, the Director of Security or his/her designee will notify members with an emergency message that is broadcast via cell, office, home phone, and/or email. Students and employees are automatically added to the RCC Mass Notification System at registration and upon new hire. It's the registered member's responsibility to ensure information

entered in the system is correct and updated through the self-service portal. Access the self-service portal at Safety and Security [opens in a new tab] and select RCC Alert System>Self Service Portal.

Lost and Found

Lost and found articles are handled in the Registrar's Office. Items found should be turned in promptly. Unclaimed items will be held for thirty days.

Campus Services

The S.O.A.R Center

The Student Orientation, Advising, and Retention (S.O.A.R) Center at Robeson Community College provides a comprehensive range of academic support services designed to promote student achievement and persistence. These services include academic advising, course registration assistance, individual and group tutoring, educational workshops, and computer skills development. The S.O.A.R Center also supports students through writing assistance, supplemental instruction, and both in-person and online tutoring platforms.

Dedicated to fostering an inclusive and welcoming environment, the S.O.A.R Center values the diverse backgrounds, experiences, and perspectives of all students. It serves as a vital hub for academic support, student engagement, and personal growth.

Our mission is to inspire and empower students by helping them explore their academic interests, connect with essential resources, and receive the personalized guidance needed to reach their educational and career goals. Whether students are just beginning their college journey or preparing to graduate, the S.O.A.R. Center is here every step of the way encouraging success, one student at a time.

Tutorial Services

The S.O.A.R Center offers a variety of academic support services, including tutoring, writing assistance, computer skills development, and supplemental instruction. Students looking to strengthen their academic skills can also attend skill-building workshops. Additionally, the center provides access to a computer lab and a quiet, learning-focused environment ideal for studying. Tutoring, writing assistance, and supplemental instruction are available in the S.O.A.R Center. Students seeking to enhance skills to improve their academics may also attend workshops. Furthermore, students are welcome to utilize the center's computer lab and study in an environment that is conducive to learning.
Students can also access online tutoring through the S.O.A.R Center website [opens in a new window]. Upswing, the center's 24/7 online tutoring platform, allows students to receive help anytime, from any location.

The website also includes links to academic resources that support student understanding across various subjects.

All academic support services are free and available to all RCC students. Students are encouraged to speak with instructors, counselors, or advisors for referrals to the S.O.A.R Center. They may also visit the center in person to submit a request or use the online Request a Tutor form. While every effort is made to accommodate requests, services are provided based on availability. For more information, contact the S.O.A.R Center at 910-272-3663.

For students at off-campus instructional sites, the S.O.A.R Center also provides tutoring, writing support, and supplemental instruction. Face-to-face sessions may be requested through instructors or professional tutors, with all requests coordinated through the appropriate site liaison.

Academic Advising

The core of the advising process is the relationship built between the academic advisor and the student. Academic advising plays a vital role in the overall development of students and is a key component of the institution's educational process. It offers guidance on academic requirements, program options, college policies and procedures, and available support services. A strong academic advising system emphasizes

ongoing communication between advisor and advisee, fostering a supportive relationship that promotes student success.

The Academic Advisor

The purpose of academic advisors is to help students develop educational plans that align with their personal and academic goals. Advisors serve as a vital link between students and the broader college community. Every student whether full-time, part-time, or enrolled for special credit is assigned an academic advisor, providing a reliable source of guidance and support. This connection offers students the chance to build a meaningful relationship with a knowledgeable professional in their chosen field of study.

Academic advisors use a scheduling system to set appointments and post their availability for students. They are accessible through various methods email, phone, in person, or virtually depending on the student's needs. While it is the student's responsibility to schedule advising sessions each semester, advisors may also reach out to discuss academic programs, course registration, changes of major, other academic opportunities, and factors related to the student's personal interests and goals.

At off-campus instructional sites, students are assigned an academic advisor who serves as a guide in helping them work toward their goals, access relevant resources, and make informed academic decisions. The academic advisor provides ongoing support throughout the semester to ensure students receive the academic assistance they need.

Bookstore

The bookstore is located in Building 9. It is maintained for the convenience of students in purchasing necessary textbooks and supplies. Fall and Spring hours of operation are Monday – Thursday 8:00 am - 3:00 pm. Summer hours of operation are Monday – Thursday 8:00 am – 3:00 pm. Please see the store website [opens in a new tab] for extended hours at the beginning of the semester, promotions, textbook information, and shop online 24/7. Contact the bookstore at 910-272-3520 or email: bookstore@robeson.edu or sm8216@bncollege.com.

Cashier's Office

Receipt of tuition and fees, distribution of parking passes, and collection of parking fines are the responsibilities of the Cashier. The hours of operation are 8:00 am to 5:00 pm Monday through Thursday and 8:00 am to 3:00 pm on Friday. Summer hours are 7:30 am to 5:30 pm Monday through Thursday. The Cashier is located in the Registrar's Office in Building 13.

Returned Check Policy

Students who write checks for registration and/or fee charges which are returned to the College unpaid by financial institutions will be notified by the Business Office via certified letter and phone using the address and telephone number currently in the system. At this time a $25 returned check fee will be charged. These students will be given thirty (30) days to clear the debt either by cash payment or certified check. If after thirty (30) days the debt is not cleared, a warrant will be issued by the Robeson County Magistrate's Office. After this time, the student must make payment of the returned check plus court costs to the Clerk of Superior Court. Until the debt is repaid students will not be allowed to register for future class(es), curriculum or noncurricular.

Campus Security

Uniformed security personnel are employed by the College. Among their duties are campus safety and security, parking, and traffic control. Any acts of vandalism, theft, etc., should be directed to their attention or to the attention of Institutional Services. Loitering in the parking areas is not permitted.

Counseling and Career Services

Counseling services are available to assist students experiencing academic, personal, and social difficulties. Professionally trained counselors are available to offer support while helping students learn new strategies and coping skills that can lead to a healthy emotional and social well-being. Services offered include brief

individual counseling, group counseling/support groups, mental health assessment and referral, and prevention education programs/events designed to meet the educational, psychological, and social needs of our students. All students seeking counseling and career services are encouraged to schedule an appointment to ensure students can be assisted in a timely manner; walk-ins are welcome during normal business hours.

Appointments can be made via phone (910) 272-3353, in-person at the Counseling and Career Services Office in Building 13, or online via the RCC CARES Appointment Request - Online Form [opens is in new window] located on the Advising, Counseling and Career Services webpage [opens in new window]. Counseling services are also available to distance learning students by phone or scheduled virtual sessions via videoconferencing. Students must use their assigned RCC e-mail account to communicate online with counselors. Information shared is kept confidential and handled professionally in accordance with the American Counseling Association Ethical & Professional Standards and regulating Counseling laws in North Carolina.

Crisis Emergency Support Contacts:

1. Monarch Mobile Crisis 800-568-9689
2. Trillium Health Resources Crisis Line 888-302-0738
3. National Suicide Prevention Lifeline 988 (Call, Text, Chat) Veterans, call 988 then press 1
4. National Sexual Assault Hotline 800-656-4673
5. Crisis Text Line Text "HOME" to 741741

Career Services

Career Services exist to coach, prepare, support, and empower Robeson Community College students and alumni to become career ready. The Advising, Counseling and Career Services Department provides career planning resources, strategies, and opportunities through exploration of interests, values, skills, and personality tendencies. A variety of inventories are administered and interpreted by the counselors and/or career services specialist to assist in making informed career decisions.

The following resources are available free of charge for Robeson Community College students and alumni:

- Individual career counseling appointments
- Interests, Personality, Career, and Skills Assessments
- Career Exploration
- Resume, Cover Letter, and Job Application assistance
- Employment opportunity searches
- Interview Preparation
- Internship/apprenticeship connections
- Career related workshops/events (e.g. Annual Career Fair, Resume Workshops, etc.)

Job Opportunities

Advising, Counseling and Career Services helps currently enrolled students, and/or alumni in seeking full-time or part-time employment. Employers are encouraged to utilize our services to post job opportunities and recruit interested students and alumni. Career Fairs are held annually for all students, alumni, and the community. Students can access employment opportunities and career-related resources at the Advising, Counseling and Career Services office (located in Building 13) and/or on the Advising, Counseling and Career Services webpage [opens in new window]; information is updated regularly. All graduating students who seek assistance with locating employment are encouraged to schedule an appointment with a counselor or the career services specialist.

Drug and Alcohol Abuse Awareness Prevention Program

Robeson Community College operates a drug abuse awareness prevention program for all students and employees. Counseling, referral services, and informational resources are provided by professionally trained counselors. Counselors are available to talk with anyone concerning drug/alcohol use and may be contacted directly or indirectly. Persons requesting anonymity can call Advising, Counseling and Career Services in

building 13 for information without disclosing their names (910-272-3353). Referrals to external agencies may be deemed appropriate in some situations.

Anyone seeking information concerning drugs and/or alcohol use and abuse can receive free information at the Drug/Alcohol resource area in the Advising, Counseling and Career Services department. Drug/Alcohol information is also displayed and distributed around campus at other locations. Robeson Community College also sponsors events where speakers are invited to share their expertise on drug and/or alcohol use to the entire college community. Other activities are planned throughout the academic year to create an awareness of the effects of drugs and alcohol, and how these behaviors affect learning and working. Below are additional contacts where more information and/or assistance on drugs and alcohol can be received. Click here to read RCC's Alcohol and Drugs on Campus Policy [opens in a new window] .

Hotline Numbers for Drug/Alcohol Information:

1. Eastpointe (800) 913-6109
2. Palmer Prevention, Inc. (Free Services) (910) 522-0421
3. Lumberton Treatment Center (910) 739-9160
4. NC Substance Abuse Prevention 24-hour Mobile Crisis (844) 709-4097
5. Robeson Health Care Corporation (910) 521-2900
6. RHA Health Services (910) 739-8849
7. Alcohol and Drug Council NC (800) 688-4232
8. Narcotics Anonymous NC (855) 227-6262
9. Substance Abuse & Mental Health Services Administration (SAMHSA) Helpline (800) 662-HELP (4357)

Communicable Diseases

The Center for Disease Control's National AIDS Hotline (1-800-CDC-INFO) offers 24-hour seven days a week service to respond to any questions about HIV infection and AIDS. The Robeson County Health Department is also available to assist with any HIV/AIDS concerns 910-671-3200. Counselors are available to provide referral information for students and brief individual counseling about the HIV virus that causes AIDS.

Health Services

Robeson Community College maintains no health facilities other than first aid equipment. Emergency facilities are available in Lumberton at UNC Health Southeastern, the Robeson County Emergency Medical Service, and the Lumberton Rescue Unit nearby. In case of emergency, call 911 and then notify Campus Security (910) 272-3505 or any RCC personnel.

Housing

The College does not operate residence hall facilities, nor does it assume responsibility for housing. Upon request, the Counseling and Career Services staff will assist students in locating adequate assistance with housing in the area. Final decisions and arrangements are the responsibility of the student.

Accessibility Services

Robeson Community College is committed to full compliance with Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1990, ADA Amendment Act of 2008, NC Senate Bill 866, and the Higher Education Opportunities Act. Under the Section 504 of the Rehabilitation Act of 1973, a person with a disability is defined as any person who (1) has a physical or mental impairment which substantially limits one or more major life activities or (2) has a record of such impairment, or (3) is regarded as having such an impairment. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks.

The College ensures that its programs, activities, and facilities are appropriately accessible to students. The College focuses on the student as an individual and works toward equal opportunity, full integration into the

campus environment, physical accessibility, and the provision of reasonable accommodations, auxiliary aids, and services to students.

Federal law prohibits RCC from requesting information regarding an individuals' disability on the admissions application; therefore, it is the responsibility of the student to contact the Disabilities Counselor/Coordinator in Counseling and Career Services, building 13 or (910) 272-3345, to disclose his/her disability and to request services.

To receive accommodations, students must do the following:

1. Complete standard RCC admission application with the Admissions Office.

2. Accessibility Services Application

   Complete an accessibility services application packet in Advising, Counseling and Career Services, building 13, or download and print the following forms: RCC Agreement Release Form [PDF opens in a new window], RCC Accessibility Verification Form [PDF opens in a new window] and, RCC Student Intake Form Accessibility Services [PDF opens in a new window] . Contact the Accessibilities Counselor/Coordinator in Counseling and Career Services, at (910) 272-3345, for information on submitting the completed application packet (forms). Application packets must be received at least one month prior to requesting accommodations.

3. **Documentation Guidelines**
   Provide current documentation of disability. Current documentation is necessary to establish that an individual has a disability, identify the functional limitations and how they impact the academic performance of the student, and assists in developing appropriate accommodations.

   a. Documentation must be current and from a service provider who is certified or licensed to evaluate and/or diagnose a disability. These professionals may include a medical doctor, psychologist, ophthalmologist, educational diagnosticians, and other certified/licensed service providers. If you received services in high school, please provide a copy of your most recent psychological or psycho-educational plan to the Disabilities Counselor/Coordinator.
      - It should be noted that a school plan such as an Individualized Education Program (IEP) or a 504 plan is insufficient documentation but can be included as part of a more comprehensive assessment.
      - Prior history of accommodation does not, in and of itself, warrant the provision of similar accommodations.

   b. All documentation provided for disability/accessibility services is kept confidential and will not be disclosed to a third party without consent except in emergency situations. All documentation provided to determine eligibility does not become part of the student's academic record.

4. **Verification of Eligibility**
   Once the Accessibilities Counselor/Coordinator verifies a student's eligibility for services, a meeting will be scheduled either in person, or via videoconferencing; to develop an individualized accommodation plan. Accommodations are determined on an individual basis. Individuals with similar disabilities may not receive the exact same accommodations.

   a. As the liaison between faculty and students, the Accessibilities Counselor/Coordinator will send out Accessibility Certification Notices that identifies the accommodations students qualify to receive. Instructors are responsible for providing the documented accommodations.
   b. Students are to meet with each instructor to discuss how accommodations will be implemented. Students are responsible for monitoring progress with instructors and requesting additional assistance if needed.
   c. At the end of each semester and before the upcoming semester, students receiving accommodations are encouraged to follow-up with the Accessibilities Counselor/Coordinator either in person, via phone, or via

videoconferencing; to re-evaluate the individualized accommodation plan. Revisions will be made during this time.

5. **Typical Accommodations**
   Regardless of the instructional delivery, accommodations may include, but are not limited to:
   - Test administration modification
   - Individual counseling
   - Assistive technology (e.g. large screen, large tactile keypad)
   - Assistive Listening Devices
   - Enlarged print
   - Sign language interpreting services
   - Special seating
   - Assistance with completing forms

6. **Late Request for Accommodations**
   Requests for accessibility services must be made at least one month prior to the first day of class. Every reasonable effort will be made to accommodate all students. However, if requests are not received in a timely manner prior to the time the student needs special accommodations, it may not be possible to provide the necessary services until a later term.

7. **Service Animals and Other Animals on Campus**
   In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable federal and state laws, the College may be required to accommodate an otherwise qualified individual with a disability by making a reasonable modification in its services, programs or activities. Policy 2.2.9 – Service Animals and Other Animals on Campus addresses the use of Service Animals and other animals on campus by qualified individuals with disabilities or individuals authorized to provide training.

Learning Resource Services

Learning Resource Services staff are committed to providing a wide range of resources and services in support of the College's mission. The Robeson Community College Anne Moss-Biggs Library is conveniently located in the center of the campus in Building 4. Its attractive surroundings are a pleasant place for research, study, and reading. A qualified library team is focused on providing learning resources (in both print and digital formats) that complement and assist the College's academic and continuing education programs. Library staff are on duty during the hours of 7:30 a.m. to 6:00 p.m. on Mondays through Thursdays, and 7:30 a.m. 3:00 p.m. on Fridays to answer reference questions. The library's open hours vary between semesters and throughout the summer sessions, so please check the RCC website for current hours. Students needing assistance after-hours have access to an after-hours chat reference service, which is staffed by professional librarians.

The RCC Anne Moss-Biggs Library is committed to providing an accessible facility, professional services, and quality resources to assist students as they pursue their educational goals. The Library's print collection includes more than 20,000 monographs, as well as a host of periodicals and newspapers, which have been selected to support the degree, diploma, and enrichment programs offered by the College. The library's book lending period is three weeks. Renewals may be obtained in person, via email, or by telephone. Users will be charged the replacement cost for any lost or badly damaged materials. Failure to return materials or pay associated charges will result in the loss of borrowing privileges. RCC students who have not returned materials, or paid fines will be obligated to do so before re-registering or graduating.

The Library supports in-person learning as well as distance learning. To that end, the Library independently subscribes to more than 30 specialized databases and provides access to NC LIVE (a search platform created by the statewide library consortium, which includes 75 databases), all of which enhance and support the College's curricula. Databases such as the Newspaper Archive, Opposing Viewpoints, and PrepSTEP provide the RCC community with access to full-text journals, eBooks, digitized newspapers, language learning tools, college and career preparation resources, streaming videos, tutorials, practice tests, and more. From the RCC website, the library's online research guides point users to appropriate subject matter and/or course-specific resources and to online tutorials that assist with the efficacious use of the library's

various databases. The library also ensures that all of its e-resources are accessible off campus for the RCC community of users through the use of a proxy server.

Patrons have access to a variety of library services: an open computer lab with 24 desktop stations; reference and research assistance; group study rooms; interlibrary loan service; an upstairs quiet reading room; and copying/scanning/printing services (including poster printing). Bibliographic instruction, aimed at educating patrons on how to fully utilize the library's resources and services, is available by request.

Finally, the library issues RCC College I.D.'s for all current RCC students, staff, and faculty, as well as for community patrons upon request. RCC I.D. cards double as library cards for borrowing privileges. To obtain an RCC I.D., users must fill out a RCC ID Registration Form, which is available online or at the library. To apply for an I.D. online, users can use the Online I.D. Card Application Form located on the RCC website. Note that proof of course registration, and payment thereof, are required for all current students.

New Student Orientation

New Student Orientation (NSO) is held for new and returning students who have not been enrolled within the last year. New Student Orientation is offered face-to-face and online and is intended to help make the transition to college as smooth as possible. The orientation process is coordinated by the S.O.A.R Center and is designed to accomplish the following:

- Acquaint students with the campus.
- Introduce students to key personnel on campus.
- Advise students of college support services.
- Provide academic information.
- Acquaint students with college survival skills.

ACA 111**–The College Student Success** course is designed to help you become a more successful student.

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 goals.

ACA 122 **- The College Transfer Success** course is designed specifically for students enrolled in the University Transfer program.

This course provides information and strategies necessary to develop clear academic strategies 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 communication skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.

Student Support Services

Robeson Community College provides many personal services designed to make the educational experiences of its students profitable and satisfying. The faculty and administration recognize that the central purpose of the College is to provide an environment wherein each student may achieve maximum development-intellectually, socially, and physically. The services, organizations, and activities are provided as a means of contribution to the total growth of the individual.

The basic objectives of Student Support Services at Robeson Community College are built upon the stated philosophy and objectives of Robeson Community College and the North Carolina Community College System.

1. To interpret the College's objectives, opportunities, and policies to prospective students.
2. To assist in the implementation of the "Open Door" philosophy and policy.
3. To assist the student in satisfactorily selecting, entering, progressing within, and completing a course of study whether general, technical, trade, upgrading, basic education, or cultural in nature.

4. To provide a professional, competent, and continuing, counseling program in assisting students with academic, vocational, personal, and social-economic problems.
5. To properly record, maintain, and make available to proper persons information regarding students.
6. To provide, develop, encourage, and evaluate a program of student activities.
7. To encourage suitable vocational-educational placement upon termination of individual studies at the college.
8. To promote and encourage programs related to the health, safety, and physical welfare of the student.
9. To initiate, encourage, complete and share systematic research and the results thereof.
10. To continuously evaluate and improve Student Service.

With these objectives, it is imperative that close, full cooperation be maintained not only within the Student Support Services staff, but also with the administration, faculty, students, and the community. It is with this cooperation and with these purposes that the Student Support Services staff dedicates itself to serving RCC students, staff, and community.

Voter Registration Assistance

Information, forms and assistance completing voter registration materials can be secured by contacting a counselor in the Advising, Counseling and Career Services Office located in Room 1315 of Fred G. Williams Jr. Student Center, Building 13.

Admissions Policy

Robeson Community College maintains an "Open Door" policy for all applicants that are high school graduates or hold a high school equivalency certificate (GED) which satisfies North Carolina standards. The College serves all students regardless of race, color, creed, sex, disability, or national origin. All applicants may be admitted to the different curricula based upon individual preparation and readiness. Some applicants may need to take a course or a series of courses to help them to prepare for their desired program of study.

Robeson Community College reserves the right to selectively place students. The Admissions Office is responsible for administering all admission policies.
Application and information on the various educational programs offered at Robeson Community College may be obtained by contacting:

Office of Admissions
Robeson Community College
Post Office Box 1420
Lumberton, North Carolina 28359
Phone: (910) 272-3342
Website: www.robeson.edu [opens in a new tab]

Application and information on the various educational programs may also be found on the Admissions webpage [opens in a new tab].

All Robeson Community College general admission policies and procedures are updated on an annual basis by the Student Affairs Committee.

General Admission Requirements

1. Complete Residency Determination Service [opens in a new tab].

2. High School graduate or the equivalent - Applicants with equivalency certificates must meet minimum requirements set by North Carolina. A high school certificate is not an acceptable substitute for the diploma.

3. Complete an RCC Admissions Application [opens in a new tab] in person or online. There is no application fee.

4. Transcripts of all previous education - Students must obtain all official transcripts from all secondary and post-secondary schools attended, even if no credits were earned. Transfer credits from accredited institutions allowed when applicable. Official transcripts should be mailed, or hand delivered in an envelope sealed by a representative of the institutions(s) attended. (No faxed copies will be accepted) Home-schooled graduates will need to provide a sealed official and notarized transcript including the graduation date and proof that the home school was registered with the state (see High School Completion Validation section below).

5. Placement Assessment - RCC places students into pre-requisite, co-requisite and/or gateway courses based upon their high school unweighted cumulative GPA. Upon special request, RCC will assess certain academic competencies in reading, writing, and mathematics for placement directly into gateway courses. RCC places students who do not have an unweighted high school cumulative GPA directly into pre-requisite courses

- Students that do not meet any of the criteria listed will be placed into the gateway English and Math Course for their chosen Academic Program, the gateway English and Math course with a co-requisite course, or a Math and English Transition Course.
- Students are also able to place into the gateway English and Math by submitting other test scores such as satisfactory SAT, ACT, or NCDAP scores. These test scores must be sent to our Admissions Office and are considered official when our college receives them in a sealed envelope from the institution where the credit was earned.
- Assessments are administered in the following areas: Reading, Editing/Revising, Write Placer (Essay), and Mathematics. Persons should contact the Admissions Office to schedule the placement exam. A testing date will be scheduled after the official transcripts are on file in the Admissions Office. There is no charge for taking the exam. Any person who has a disability that would require special accommodations during testing should notify a counselor in Counseling and Career Services prior to scheduling an exam date.

The General Admissions process varies slightly for Prison Education Program (PEP) students. PEP students complete a paper application for admission to Robeson Community College and they are not required to complete the Residency Determination Services (RDS). PEP students also sign a Release Authorization allowing the Admissions staff to obtain official transcript from high school or high school equivalency diploma, as well as official transcripts from all colleges/universities attended on their behalf.

High School Completion Validation

Robeson Community College recognizes valid high schools registered with their state department of education. However, if RCC has determined that a high school is not a valid diploma-granting institution, students will be ineligible for Federal and State financial aid. Students not completing such a program must complete the GED or attain an Adult High School diploma through a valid diploma-granting institution. High schools are defined as valid diploma-granting institutions if they have met any of the following requirements:

- Is Regionally Accredited
- Is registered with the NC Division of Non-Public Education as a homeschool
- Is an entity registered with the NC Division of Non-Public Education as a private school and it is providing secondary school education in the form of instruction
- High schools are defined as valid diploma-granting institutions if they have met any of the following requirements:

Secondary institutions outside of North Carolina will be determined as valid based on the above information, given the institution's state department of education.

International high school transcripts must be translated by an accredited agency to verify their equivalency to a US high school diploma. Translators should be certified by the American Translators Association (ATA). For a complete list of members, visit the ATA website [opens in a new window] (www.atanet.org) or the local chapter, Carolina Association of Translators and Interpreters (CATI). Visit the CATI website [opens in a new window] (www.catiweb.org).

International college transcripts must be evaluated from a National Association of Credential Evaluation Services (NACES) agency such as World Education Services (WES) or through the Association of

Collegiate Registrars and Admissions Officers (AACRAO). You can contact these agencies online at: NACES Website [opens in a new window] (https://www.naces.org/), WES Website [opens in a new window] (https://www.wes.org/), AACRAO Website [opens in a new window] (https://www.aacrao.org/).

Test of Essential Academic Skills (TEAS)

Associate Degree Nursing and Practical Nursing applicants are required to take the ATI TEAS. Additional information about the exam may be obtained in Admissions. Additional information may also be obtained by visiting the TEAS & Placement Testing: Home & Quick Start webpage [opens in a new window]. Students are also able to purchase study manuals and practice assessments to assist with preparing for the TEAS on the TEAS® Assessment Technologies Institute (ATI) website [opens in a new window].

Transferring Assessment Scores from Other Colleges

Robeson Community College uses the College Board's NC DAP. These exams is a national assessment that can be taken at other colleges and transferred to Robeson Community College. Applicants who wish to take the exam, or who have taken the exam at another college, need to request to have their scores sent to the RCC Admissions Office. To facilitate the process of transferring scores, "Test Score Request" forms are available from the RCC Admissions Office.

Scores delivered by the applicant will not be accepted unless the report is in a SEALED envelope with an official's signature across the seal. All test scores are valid for five (5) years after test date.

Admission of Undocumented Immigrants

An undocumented immigrant may apply and enroll in curriculum courses at Robeson Community College if he/she graduated from a United States public high school private high school, or home school that operates in compliance with state or local law. Undocumented immigrants with a General Educational Development (GED) diploma are not eligible to be admitted to a community college. An undocumented immigrant with a diploma from Adult High School that is located in the United States and operates or operated in compliance with state or local law is eligible to be admitted to a community college.

An undocumented immigrant shall not be considered a North Carolina resident for tuition purposes. All undocumented immigrants will be charged out-of-state tuition. Students who are lawfully present in the United States will have priority for a space in a class or program of study; if there are space limitations.

An undocumented immigrant shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants (i.e. Emergency Medical Science, Medical Sonography, Nursing, Respiratory Therapy, Radiography, Surgical Technology, Cosmetic Arts programs, etc.). For additional information, please refer to the NC Administrative Code 23 NCAC 02C.0301 (admission to colleges).

RCC Retest Policy: Placement Test

Students who complete the college's placement test are allowed only a total of two (2) retest sessions on the Reading, English, and Math assessments. It is recommended that students complete remediation prior to retesting. If the student is already enrolled in developmental courses at the time he or she retests and if the scores on the retest place him or her out of developmental courses, the student will follow the college's standard withdrawal and refund procedures for tuition and books if he or she chooses to exit the developmental course.

Other RCC Test Policies

Early College

Early College students must demonstrate college readiness based on their high school unweighted GPA or on an assessment or placement test to be eligible to enroll.

Career and College Promise

High school students applying for the Career and College Promise Pathways must demonstrate college readiness based on their high school unweighted GPA or on an assessment or placement test to be eligible to enroll in a College Transfer Pathway and/or a Career Technical Pathway upon meeting other academic criteria as determined by the North Carolina Community College System.

Health Sciences Admission Policy

All inquiries for admission into Health Science programs should be directed to the Admissions Office.
Admission to a Health Science Program is a competitive process. Interested students are advised to attend an information session at least two semesters prior to their planned enrollment.
Students applying for the Emergency Medical Science, Medical Sonography, Associate Degree Nursing, Practical Nursing, Radiography, Respiratory Therapy or Surgical Technology program admission must:

1. Meet all general admissions requirements as outlined in the current Robeson Community College Catalog/ Student Handbook.
2. Complete any developmental course work with a "C" or higher before making application to a health science program.
3. Have cumulative grade point average of 2.5 or higher in related and general education course work for Emergency Medical Science and Respiratory Therapy; 2.8 or higher for Surgical Technology; and 3.0 for Associate Degree Nursing, Practical Nursing, Medical Sonography, and Radiography.
4. Adhere to the submission timelines specified in the Health Science admissions procedure. Provisional approval may be offered to applicants based on fulfillment of all admission requirements and criteria by the specified deadline. Final approval for admission will be made by the appropriate Health Science Program Director.

Health Science Programs – Essential Functions Needed for Completing Health Science Programs

The following guidelines are utilized in admitting qualified students: The activities identified below are examples of physical and emotional activities, which a student in the Health Science Program (Emergency Medical Science, Medical Sonography, Nursing, Nurse Aide I, Nurse Aide II, Radiography, Respiratory and Surgical Technology) must be able to perform for the successful completion of the program. If an applicant believes that he or she cannot meet one or more of the standards without accommodation or modification, the applicant should consult Counseling and Career Services.

1. **Critical thinking:** Health Science students shall possess critical thinking ability sufficient for clinical judgment.
   Example: Students must be able to identify cause-effect relationships in clinical situations, develop or participate in development of nursing care plans.
2. **Ethical behavior:** Health Science students will provide services with respect for human dignity and uniqueness of the client unrestricted by consideration of social or economic status, personal attribute, or the nature of health problems.
   Example: Students will care for clients assigned regardless of race, religion, or diagnosis.
3. **Legal behavior:** Health Science students will provide care within the scope of practice as stated in the NC NURSING PRACTICE ACT or guidelines for respiratory therapy, radiography and surgical technology.
   Example: Students in the nursing program will learn to assess the patient's physical and mental health.
4. **Interpersonal skills:** Health Science students shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of psychosocial cultural backgrounds.
   Example: Students shall establish rapport with clients and health care team members.
5. **Communication skills:** Health Science students shall possess communication abilities sufficient for verbal and nonverbal interaction with others.
   Example: Students shall be able to explain treatment procedures to clients/family, document client responses, and report to others responses to nursing care.
6. **Mobility:** Health Science students shall possess physical abilities sufficient to move from room to room and maneuver in small spaces, stand and walk for extensive periods of time.
   Example: Students will be able to move around in client's room, move from room to room, move in small work areas, and administer CPR.

7. **Motor skills:** Health Science students shall possess gross and fine motor skills sufficient to provide safe and effective nursing care.
   Example: Students shall be able to calibrate equipment, position clients, administer injections, insert catheters.
8. **Hearing skills:** Health Science students shall possess auditory ability sufficient to monitor health needs and collect data.
   Example: Students shall be able to hear alarms, listen to heart and breath sounds, and hear a cry for help.
9. **Visual skills:** Health Science students shall possess visual ability sufficient for observation and data collection.
   Example: Students shall be able to observe color of skin and read scale on a syringe.
10. **Tactile skills:** Health Science students shall possess tactile ability sufficient for data collection.
    Example: Students shall be able to detect pulsation and feel skin temperature.
11. **Weight-bearing:** Health Science students shall possess the ability to lift and manipulate/move 40-50 pounds.
    Example: Students shall be able to move equipment, position patients.

Chemistry (CHM-131 and CHM-151) Placement

If a student has credit for high school chemistry that is less than five (5) years old, with a grade of "B" or higher, the student is eligible for direct placement into CHM 131 and CHM 151. For those students who did not take high school chemistry, or high school chemistry is greater than five (5) years old, they must take CHM 090.

Foreign Student Admissions and Transfer Credit

Foreign students must meet the same admission requirements as other students. Included with the application should be a transcript from an authorized school or university. In addition, an English translation of the transcript must be provided by a reputable credential evaluation service. All applicants from countries whose native language is not English must demonstrate proficiency in the English language by scoring no less than 550 on the Test of English as a Foreign Language (TOEFL) or present other acceptable proof of the ability to speak, write, and understand the English language.

Robeson Community College does not issue the I-20 necessary to obtain an F-1 visa. Students with other visa types will be considered on an individual basis. For additional information concerning international student admissions, contact the Director of Admissions.

Special Credit Students

Students may be admitted under special provision that allows them to take up to twelve semester hours of credit courses before completing all admission requirements. However, an official high school transcript must be provided with the initial admissions application prior to beginning classes under the Special Credit criteria. Prior to registering for any additional hours beyond the twelve semester hours students must declare a major and complete all admission requirements. The only exception to the twelve hour policy is for the special credit student who intends to maintain that classification indefinitely and is not seeking a certificate, diploma, or degree. However, a special credit student must maintain satisfactory academic progress in order to continue as a student. The level of courses taken will determine the category of satisfactory progress under which the student will be evaluated.

Credit by Examination

Advanced placement is offered to students who because of their demonstrated abilities are qualified to accelerate their studies. To earn advanced placement, a student may take a proficiency examination in most subject areas which he/she can demonstrate a mastery of theory and practical application. A list of courses and/or subject areas which are not suitable nor allowable for proficiency exams may be obtained from the Registrar's Office. Under no circumstances will credit be given when the challenge examination grade is less than "C". Total credits earned by examination and/or transfer credit cannot exceed seventy-five (75) percent of the program requirements.

The following procedure will serve as guidelines in making application for all proficiency examinations:

1. The following persons will not be permitted to take proficiency examinations.
    a. Persons who have taken the proficiency examination previously.
    b. Persons who have either enrolled in and/or dropped from the course.
    c. Persons who were enrolled in and failed the course.
    d. Persons who have a cumulative grade point average less than 2.5.

2. For new students enrolled in a curriculum program, the Registrar may grant approval.

3. Submit an application to the Registrar for the proficiency exam. Application must be made during the drop/add period, and if approved, students are required to register/pay tuition and fees for the exam during the drop/add period.

4. Application approval will be forwarded to the Vice President of Instruction and Student Support Services for instructor assignment. NOTE: Only full-time instructors give proficiency exams.

5. Upon approval of the application, an examination in theory and practicum (where applicable) will be given. ALL EXAMS MUST BE TAKEN PRIOR TO THE MID-TERM OF THE SEMESTER.

6. After evaluation of the examination by the instructor, test results will be forwarded to the Registrar and the Assistant Vice President of Instruction and Student Support Services.

7. Credit earned by proficiency examination will be entered on the student's transcript as credit hours passed. No grade or quality point value will be assigned. Credit earned by proficiency examination will not be used in determining grade point average (GPA) or verification of enrollment.

8. Applicants must be in a program of study. All prerequisites must be met where applicable.

9. Proficiencies are not approved for the Summer Term.

For credit by examination, full-time students enrolled in sixteen credit hours, or more are exempt from additional tuition charges. However, students enrolled in less than 16 credit hours must pay the Cashier's Office the tuition required by the state for each semester hour credit; this fee is not refundable.

Any exceptions to the above procedures and requirements must be approved by the Dean of Enrollment Management and Student Support Services. Exceptions will be made only under rare circumstances.

Credit by Transfer

Robeson Community College may accept credits earned from technical institutes, colleges, universities, and any other educational institutions accredited by The Southern Association of College and Schools Commission on Colleges (SACSCOC) and other regional accrediting associations recognized by the U.S. Department of Education.

All applicants requesting transfer credit from another institution to RCC must submit an official transcript, and if necessary, an appropriate catalog, to the Director of Admissions and Enrollment Services. Applicants who wish to transfer from other educational institutions must be eligible to return to the school last attended.

Any exception to this procedure must be approved by the Dean of Enrollment Management and Student Support Services and only then by justifiable cause.

Applicants seeking transfer credit from institutions outside the United States will be asked to submit translated documents to an accredited agency through the NACES website and request that course-by-course evaluations and course descriptions be forwarded to Robeson Community College. NACES website is naces.org [opens in a new tab].

Only course grades of "C" or higher will be accepted and such courses must parallel the content of RCC courses. Pre-College English and mathematics courses from a North Carolina community college will be considered for transfer if the course reflects a passing grade. A grade of "TC" is awarded for all transfer credits. Transfer credits do not factor into a student's grade point average. In some cases, courses over five

(5) years old will not be considered. For a complete listing of these courses, please review section titled "Program Completion Requirements".

The Registrar, in consultation with appropriate faculty, will determine the transfer credits allowable. In order for transfer credit to be awarded, the course must parallel the content, level, quality and credit hours of a RCC course. This evaluation will be made at the time of acceptance and the student will be notified in writing accordingly. Transfer credits will be posted to the student's permanent record. In addition, transfer students must complete a minimum of twenty-five percent of the total number of credit hours required for a certificate, diploma, or degree program in residence at Robeson Community College.

Non-Traditional and Prior Learning Credits

CLEP/AP Credit

Students may request credit for subjects taken under the College Level Examination Program (CLEP) or Advanced Placement (AP) Program. CLEP or AP credit may be evaluated for general or subject area examinations. Official test score reports from College Board must be submitted to the registrar for consideration of CLEP or AP credit. Test scores must meet the current score recommendations from the American Council on Education (ACE) in order to receive college credit. For College Level Examination Program (CLEP) and Advanced Placement Program (AP) information and transcripts, see www.collegeboard.com [opens in a new tab]. Advanced credit awarded at prior/previous colleges must be supported by official test score reports to be considered for transfer credit.

RCC may also award general education credits for acceptable completion of International Baccalaureate courses. International Baccalaureate transcripts may be obtained from: http://www.ibo.org/ [opens in a new tab].

Community Service Credit

Robeson Community College does not award credit based solely upon community service education.

Military Credits

Credits may be extended to Veterans for DANTES Credit or for educational experiences in the Armed Forces. An original transcript of military educational credits/experiences must be submitted to the Office of the Registrar for consideration of credit. All military credits are evaluated using the ACE Guide recommendations. Veterans may request a free copy of their military credits/experiences from the: Joint Services Transcript Portal [opens in a new window]. (Army, Coast Guard, Marine Corps, and Navy: Active Duty, Reserve and Veterans will need to register for a free account. All personnel in this list are considered service members for the purpose of registration.) Additional information about military transcripts can be found at: http://www.acenet.edu/news-room/Pages/Transcripts-for-Military-Personnel.aspx [opens in a new tab].

Continuing Education to Curriculum Non-Course Credits

Students successfully completing a Basic Law Enforcement Training course (since 1985) accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission may receive credit for a number of courses in the Criminal Justice Technology AAS program. See Basic Law Enforcement Training Certificate and Criminal Justice Technology (A55180), AAS.

Certification Credits

Please consult with your advisor and the Registrar before registering for or skipping any of the listed courses if you hold any of the listed certifications.

- The following certifications apply to more than one program of study (major). If you have any of these certifications, please refer to your program of study to see if it requires any of the listed courses:

- Students who have a current listing of Nurse Aide I with the North Carolina Nurse Aide Registry are eligible to receive non-course credit for Nurse Aide I (NAS 101).
- Students holding industry certifications (no more than 3 years old) may be eligible for non-course credit as follows: IC3 GSE or GS4 (CIS 110 or CIS 111); Certified Public Accountant (ACC 120 and ACC 121); MOS MS Excel 2016-Specialist (CTS 130).
- Several of Robeson Community College's programs of study allow non-course credit for current certifications. These programs include, but are not limited to, Accounting, Business Administration, Cosmetology, Criminal Justice, Emergency Medical Science, Information Technology, Industrial Systems Technology, Medical Office Administration, and Nursing (LPN to RN and Paramedic to RN). If the courses are not listed above, please see the "Additional Curriculum Notes" or "Awarding of Non-Course Credit" section in your program of study for a list of certifications and courses.
- Other health field and industry non-credit courses, or training resulting in the successful completion of a nationally or state (North Carolina) recognized examination for certification or licensure, may also be considered for credit on a case-by-case basis.

Prior Learning Assessment

RCC awards applicable credits earned for nontraditional prior learning, however, credit is not awarded simply for experience but for measurable college-level learning which includes knowledge, skills, and competencies students have obtained as a result of their prior learning experiences. College credit may be granted on a case-by-case basis for prior learning only when it can be documented and falls within RCC regular credit course offerings.

Application for credit for prior learning must be approved prior to course enrollment regardless of method or type of prior learning. All mandatory institutional requirements for certificates and degree programs must be met and individuals are only eligible for prior learning credit once officially accepted as an RCC student. Credit granted through one of the PLA options may be used to fulfill RCC program requirements; however, transferability to other institutions is at the discretion of the receiving institution and is not guaranteed to transfer to other institutions.

Advanced placement is offered to applicants approved for enrollment who because of their demonstrated abilities are qualified to accelerate their studies. To earn advanced placement, a student may take a proficiency examination in most subject areas which he/she can demonstrate a mastery of theory and practical application. To be eligible to request a proficiency, all appropriate prerequisites must be met. For a complete description of policies relating to Credit by Examination, please refer to section on Credit by Examination under Academic Policies and Procedures.

General Readmission Policies

Application for readmission is required of all students when one or more years have elapsed since their last enrollment. Students who have been suspended for disciplinary or academic reasons must appear before the Dean of Enrollment Management and Student Support Services, or his or her designated representative and petition for readmission to the College.

Health Sciences Readmission Policy

All inquiries for readmission for Health Science programs should be directed to the Health Science Enrollment Coordinator. Applicants applying for Health Science program readmission must meet all general admissions requirements as outlined in the current Robeson Community College Catalog/Student Handbook. Upon receipt of required documentation, all inquiries for readmission will be reviewed by the appropriate Health Science Program Director for action. Final approval for readmission will be determined by the appropriate Health Science Program Director. All requests for readmission must adhere to the timelines specified in the Health Science admissions procedures.

Applicants who exited the Health Science program within the last twelve (12) months must request readmission prior to 90 days of the semester for planned enrollment. Positions must be available in the class at the time of request for readmission, which will not require the hiring of additional instructional or clinical personnel.

Right of appeal – Upon notification, applicants have the option to appeal their readmission denial within five business days. The applicant must submit the appeal in writing to the respective Dean. The Dean will make a decision within three business days and provide a decision in writing to the student. If the decision provided is not acceptable to the student, the student may appeal the decision within three business days to the Vice President of Instruction and Student Support Services. The Vice President will render a decision in writing to the student within three business days. The decision of the Vice President is final.

Student Conduct

Policies Governing Student Misconduct

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

Student Code of Conduct

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

Campus Standards

The following Campus Standards are expected to be observed while on campus or at college-sponsored, off-campus events. Violations of these Campus Standards will result in disciplinary actions which may include suspension or expulsion from Robeson Community College:

Rule 1. Violation of Local, State, and/or Federal Laws - The College reserves the option to refer cases involving violations of local, state, and/or federal laws to appropriate law enforcement officials off campus.

Rule 2. Academic Dishonesty - Cheating and plagiarism are dishonest, deceiving, and both are considered serious offenses. Extreme care should be taken to ensure that all work completed measures up to a standard of honesty. Alleged violations of academic dishonesty are handled following the processes outlined in the college's academic honor code (see Penalties).

Rule 3. Alcohol - The possession or use of alcohol is prohibited on campus and at college-sponsored events off campus. Alcohol abuse which results in public intoxication, destruction of property, abuse of or personal injury to an individual, litter, or misconduct of any kind, is a violation of the alcohol policy. Being under the influence of alcohol is not a valid reason for inappropriate behavior.

Rule 4. Animals - A student may not have an animal of any kind on campus. This includes animals left in a vehicle. Working dogs, such as Seeing Eye dogs and police dogs, are permitted.

Rule 5. Arson - Tampering with fire alarm systems and/or safety equipment or intentionally lighting a fire on college property is strictly prohibited.

Rule 6. Assault - Malicious assault, physical abuse, or verbal harassment of any person on campus will not be tolerated. This includes physical or verbal actions which threaten or endanger the health and/or safety of any such persons.

Rule 7. Complicity in Standards Violation - Any student who is aware that a violation of any standard, regulation, law, or ordinance is about to occur or is taking place shall make some reasonable effort to stop the offense or notify a college staff member immediately.

Rule 8. Disorderly Conduct - Robeson Community College students are expected to act in an orderly and responsible manner. Therefore, students may not be involved in such actions as physical restriction, coercion, or intimidation of any person on campus; participation in or encouragement of any effort to disrupt any class or other college functions; disrespect, belligerence, or racial prejudice toward any college staff member (instructional or non-instructional), any student in a supervisory capacity, or a fellow student. Indecent or obscene language or behavior will result in disciplinary action.

Rule 9. Failure to Comply with Judicial Action - Students who are notified of judicial-related appointments and who fail to attend the scheduled meeting/hearing will be subject to disciplinary action. Students who cannot attend a scheduled meeting or hearing should contact the Vice President of Student Services, or his or her designated representative at least twenty-four (24) hours in advance.
Violations of penalties rendered by Robeson Community College will be considered very serious violations of the Campus Standards.

Rule 10. Forgery - Forgery, alteration or misuse of college documents, deceiving records, or instruments of identification with intent to deceive, will be considered a violation of the Campus Standards. This rule applies to both physical and electronic documents and media.

Rule 11. Gambling - Gambling is not permitted on campus property or at college-sponsored events off campus.

Rule 12. Internet and Computer Network Usage - The College has detailed guidelines outlining the appropriate use of the Internet and Computer Resources. Users of the College's computer network agree to follow established guidelines. Computer usage should be for academic purposes only.

Rule 13. Narcotics, Stimulant Drugs - The possession, use, or sale of illegal drugs, stimulants, hallucinogens, depressants, or any other illegal substance will be a violation of Robeson Community College Campus Standards. The definition of possession of dangerous drugs includes the presence of such materials on the student's person, among the property owned by the student, or among such school property as is being used by the student.

Rule 14. Responsibility - Each student is responsible for his/her own actions on the Robeson Community College campus or at college-sponsored events off campus. Students are required to carry identification cards issued by the College and must identify themselves to college officials upon request.
All visitors to the campus are required to observe these standards of the College. Hosts/hostesses of visitors are responsible for the actions of their guests on the Robeson Community College campus or at college-sponsored events off campus.

Rule 15. Sales, Solicitations, or Distributions - No sales, solicitations, or distributions of any kind shall be made on college property or at any college-sponsored events except those which are approved in advance by the President or his/her designee.

Rule 16. Sexual and Other Unlawful Harassment - Students may not harass any member of the College community, including other students, employees, or other persons on the College campus. This prohibition includes sexual, verbal or physical harassment for any reason including race, color, religion, sex, national origin, disability, veteran's status, creed, sexual orientation, or political affiliation.

Rule 17. Theft - Theft of college property, property of a member of the college community, a campus visitor on college property or attending a college function off campus is strictly prohibited.

Rule 18. Tobacco - Smoking and/or using other forms of tobacco products are not permitted in classrooms, shops, labs, or other unauthorized areas.

Rule 19. Unauthorized Programs - Participating in or conducting an assembly, demonstration, or gathering in a manner which 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; and/or remaining at the scene of such an assembly after being asked to leave by a representative of the college staff is strictly prohibited.

Rule 20. Vandalism - Malicious destruction of public or private property on campus will be considered a violation of the Campus Standards.

Rule 21. Weapons - Possession or use of any firearms, knives, incendiary devices, or explosives are prohibited on college property. Prior permission must be obtained where weapons are authorized for possession/use in college-affiliated activities or events except handguns as allowed by NC GS §14-269.4.

Handguns are permitted under these circumstances:

- The person has a concealed handgun permit that is lawfully issued
- The handgun is in a closed compartment or container within the person's locked vehicle
- The handgun is in a locked container securely affixed to the person's vehicle.
- A person may unlock the vehicle to enter or exit the vehicle always provided the handgun remains in the closed compartment
- The vehicle is locked immediately following the entrance or exit.

Law enforcement officers are exempt from this prohibition. This includes facsimiles of weapons.

Rule 22. Bullying - Students may not intimidate or threaten with harm any other individual. Bullying is defined as "any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on College premises or at any College sponsored function that: (a) places a person in actual and reasonable fear of harm to his or her person or damage to his or her property; or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits, or a College employee's ability to perform the essential functions of his or her job."

Rule 23. Use of Social Media - Students should obey their social media platforms terms of use. Students may not make, or cause to be made, communications (including electronically or through social media) to another person in any manner likely to seriously annoy or cause alarm. Social media may not be used to breech privacy, discriminate or harass. Students may not make, transmit, or attempt to transmit audio or video of any person(s) on College property where there is an explicit expectation of privacy. Any posts or tweets deemed inappropriate on a Robeson Community College social web site or blog will be deleted immediately and may result in having access to the site blocked permanently.

Rule 24. Stalking - Students may not engage in a course of conduct directed to a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress by placing that person in fear of death, bodily injury, or continued harassment.

Rule 25. Threats - Students may not engage in any behavior that constitutes a clear and present danger to the physical and/or emotional well-being of the student and/or other students, faculty, staff, and campus visitors.

Rule 26. Domestic Violence - Students may not commit crimes of violence against a current or former spouse or intimate partner, a person with whom student shares a child in common, a person with whom the student cohabitates or has cohabitated as a spouse, a person similarly situated to the student as a spouse, a person who is related to the student as a parent or child, including person acting in loco parentis to a minor child, or a person who is related to the student as grandparent or grandchild. This standard includes Dating Violence-crimes of violence against a person with whom the person has or had a social relationship or intimate relationship and Sexual Violence-physical acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the students age or use of drugs or alcohol or because an intellectual or other disability prevents the student from having the capacity to give consent).

Student Code of Conduct Due Process

All violations of the Robeson Community College Campus Standards will be handled by administrative action and when necessary, through judicial procedures.

The establishment, interpretation, and enforcement of Campus Standards is designed to assist each student in the realization of educational goals and to assist in providing an environment in which every student may achieve his or her potential. Hence, disciplinary actions vary according to the situation. Each action taken as a result of a Campus Standards violation must be tailored to fit the circumstances of the situation.

The disciplinary history of an individual student remains active throughout his/her period of enrollment at Robeson Community College. Thus, disciplinary violations carry over from semester to semester and may impact on determining appropriate sanctions after a decision of responsibility has been rendered in reviewing an incident.

Under normal conditions, the following principles, guidelines, and procedures prevail in dealing with violations of Campus Standards:

Enforcement

Students violating the College's Student Code of Conduct are subject to disciplinary action. Any member of the campus community may initiate a report of an alleged violation. In order to ensure an orderly process for addressing alleged violations of the Student Code of Conduct, the following procedures will be followed:

- Alleged violations of any local, State or Federal regulation or law will be reported to the appropriate law enforcement agency by Campus Security.
- Classroom Disruptions – Inappropriate classroom behavior resulting in an instructor requesting a student leave the classroom will be reported to the director or dean responsible for the class.
- Disruptive incidents occurring in public areas on campus (parking lots, lounge areas, hallways, bathrooms, etc.) will be investigated by Campus Security.
- Disruptive incidents occurring at off-campus college sponsored activities, events, and classes will be reported to the responsible director or Vice President.

Alleged violations of the College's Student Code of Conduct should be reported immediately, but not later than two school days after the date of the incident can be reported online on the Just Report It website. Students will be accorded due process in all disciplinary proceedings.

Members of the college community reporting an alleged violation must complete an incident report online on the Just Report It website detailing the names of the individual(s) involved; the date, time, and location of the incident; names of witnesses; a summary of the incident; and any action initiated as a result of the incident. Upon receipt of the completed incident report, the designated college official will complete an investigation of the incident.
The incident report, investigative findings and a description of the Student Code of Conduct charges will be reviewed by the Dean of Enrollment Management and Student Support Services or his/her designee for review and action. The investigation of the incident should be completed within three school days of receiving the completed incident report. Upon receipt of these materials, the Dean of Enrollment Management or his/her designee will notify the student(s) of the report and of alleged violations of the Student Code of Conduct.

Conference Notification

Based on information gathered during the investigation of the alleged violation, the Dean of Enrollment Management and Student Support Services or his/her designee will notify the student of the specific charges, conference guidelines, and information regarding student rights/privileges. The Dean of Enrollment Management and Student Support Services or his/her designee will initiate the notification to the student charged with alleged violation(s) within three school days of the receipt of information from the designated college official. The student must schedule a conference appointment with the Dean or his/her designee following instructions outlined in the notification.

Conference Guidelines

It is the responsibility of the Dean of Enrollment Management and Student Support Services or his/her designee to act as a reviewer for the alleged violation(s). He/she will review all materials related to the incident, talk with witnesses, staff and faculty involved, etc. who have clarifying information. During the conference, the

Dean or his/her designee will review the evidence with the individual reporting the alleged violation(s) as well as student charged with the violation(s).

Upon completing the review of evidence with the student and discussing the incident with the student, the Dean of Enrollment Management and Student Support Services or his/her designee will have the following options to consider:

a. Dismiss the alleged violation(s) because of insufficient evidence, obvious non-responsibility of the charges, etc.
b. Find the student responsible for the violation(s). Then, considering any extenuating circumstances, issue a sanction appropriate for the violation(s).
c. Due to the complexity of the alleged violations(s) or due to previous incidents involving the student, refer the student to the Campus Standards Committee for review and action.
d. Due to seriousness of the alleged violation(s), and/or the possible threat to the welfare of the college community, the student may be suspended from the college immediately.

After rendering a decision, the Dean of Enrollment Management and Student Support Services or his/her designee will provide written notification to the student of the decision, his or her requirements in working toward fulfilling the stated penalty/sanction, and appeal options.

Upon written notification of the decision, either party (the individual reporting or the individual found responsible) may appeal the findings of the Dean of Enrollment Management and Student Support Services or his or her designee to the Campus Standards Committee. To appeal, the student must make the request in writing, to include a rationale, to the Chairperson of the Campus Standards Committee. The written request must be submitted within three school days of the receipt of the written notification from the Dean of Enrollment Management and Student Support Services or his/her designee.

Campus Standards Committee

Committee Memberships - The Committee will consist of members from the faculty, staff, and students. The faculty and staff members of the Committee will be recommended by the Vice President of Instruction & Student Support Services and approved by the College President. Student members will be nominated by the President of the Student Government Association along with being confirmed by the Executive Council of the Student Government Association and approved by the President of the college.

The Campus Standards Committee will be composed of four faculty members, three staff members, and three students. The Vice President of Instruction & Student Support Services will recommend, for approval by the President, administrators to serve as Committee chairperson, and vice chairperson. For each hearing, a minimum of four (4) Committee members must be present.

Hearings should be scheduled after class hours on the second (2nd), third (3rd), or fourth (4th) school day after the notification has been received by the student. The chairperson may schedule a different date for the hearing if good and sufficient cause is shown by either the student or by the Dean of Enrollment Management and Student Support Services. Insofar as is feasible; however, the hearing should not be held later than the fourth (4th) school day following the day that the student receives the notification.

Chairperson Responsibilities - The chairperson has the following duties and responsibilities:

1. Review the incident to ensure that the chairperson does not have a conflict of interest. If a conflict of interest is apparent, forward the incident report to the vice-chair for review and action.
2. Schedule hearings
3. Notify Committee members of hearings
4. Provide adequate opportunities before the hearing to the student charged with the alleged violation(s) to ask any questions concerning the procedures followed by the Campus Standards Committee.
5. Chairs/conducts the hearing (**Note:** In cases in which the chairperson has prior knowledge of the incident, the chairperson may select from the Campus Standards Committee an individual to serve in the capacity of chairperson.)
6. Notify student in writing of the findings of the Committee and maintain all records of the hearing during the process.
7. The chairperson votes in the case of a committee tie vote.

Hearing Procedures - Whenever a student is charged with alleged violation(s) and a hearing is scheduled, the following due process procedures, as well as rules imposed by the chairperson in special circumstances, shall apply:

1. The jurisdiction and authority of the Committee is to hear evidence relevant to the alleged violation(s), to make findings of fact, and to reach a decision concerning the alleged violation(s).
2. No member of the Campus Standards Committee who has prior knowledge or interest in the case shall be allowed to participate in the hearing. The College President may appoint replacement(s) when needed.
3. The hearing will be closed to the public and will be recorded. Recordings become the property of Robeson Community College, and access to them will be determined by the chairperson and the Dean of Enrollment Management and Student Support Services. All recordings will be maintained in the Office of the Dean of Enrollment Management and Student Support Services.
4. Any proposed witness must submit a written statement of his/her testimony to the chairperson at least two (2) school days prior to the date of the hearing so that the chairperson can verify him/her as a witness or classify him/her as a member of the public. If it is impossible for a witness to attend the hearing, the written information provided to the chairperson may be used as evidence.
5. Once the hearing is called to order, charges will be read to the accused and to the Committee.
6. The plea of the accused will be given.
7. The student charged with the alleged violation(s) shall be present throughout the presentation of the evidence.
8. Witnesses may be present at the hearing only during the time they are called to present testimony.
9. When all evidence has been presented and any questions answered, the Committee will then proceed into an executive session to reach a decision of guilty or innocent. If a decision of guilty is rendered, then the Committee will review previous disciplinary-related problems of the student and reach a decision regarding the appropriate penalty.
10. The student will be notified in writing by the Campus Standards Committee chairperson of the decision of the Committee, as well as appeal options. (Copies of correspondence will be forwarded to the Vice President of Student Services.)

Notice of Outcome

Written notice of the outcome of disciplinary proceeding will be provided to both reporting and responding parties concurrently. The content of the notice may vary depending on the underlying allegations and the age of the students.

Appeal Procedure

Decisions rendered by the Campus Standards Committee may be appealed to the Vice President of Instruction and Student Support Services or his/her designee. To initiate an appeal, the student must appeal in writing within three school days after receipt of the Committee's decision. In an appeal the student should demonstrate that: (1) there is new evidence that could not be obtained previously; (2) the Campus Standards Committee exhibited prejudice or other unfair treatment to the student; and/or (3) the decision does not relate

appropriately to the charges. The Vice President shall have the authority to: (1) review the proceedings and findings of the Campus Standards Committee: (2) conduct interviews with the student charged, the Vice President of Student Services and/or his/her designee, Campus Standards Committee members, and/or witnesses; and (3) approve, modify, or overturn the decision or sanction of the Campus Standards Committee. The Vice-President of the Instruction and Student Support Services or his/her designee will inform the student in writing of the final decision within five school days of the receipt of the appeal. Decisions rendered by the Vice President of Instruction and Student Support Services, or his/her designee will be considered final.

Academic Honor Code

Robeson Community College (RCC) is committed to excellence in teaching and committed to providing an environment for students to excel in learning. It is the expectation of the College that all students adhere to an academic code of integrity and honesty. Academic dishonesty is the giving, accepting, or presenting of information or material by a student with the intent of unethically or fraudulently benefitting oneself or another on any work which is to be considered for a grade or the completion of academic requirements. There are many forms of academic dishonesty, and it is the responsibility of the student to ensure that all academic work submitted is free of any type of dishonesty.

To ensure student awareness and compliance of the College's Academic Honor Code, the following integrity statement is required on all major graded assignments for face-to-face and distance learning courses.

Examples of Academic Dishonesty, but not limited to:

Cheating includes giving or receiving of unauthorized aid related to academic work. Cheating includes using notes or other material without permission from the faculty on an exam; receiving information from another student during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; submitting someone else's work as one's own; or having someone else take one's exam and submitting it as his or her own. Students must complete all tests, examinations, or assigned work without help or any form of unfair advantage.

- *Plagiarism* includes copying the language, structure, ideas, images and/or thoughts of another without giving appropriate recognition/citation and adapting it as one's original work. Cutting and pasting directly from electronic sources without appropriate recognition/citation is also considered unauthorized.
- *Falsification* includes statement(s) or untruth(s), spoken or written, concerning academic work or school activities. Unauthorized changing of grades/scores for academic work is also a form of falsification.
- *Facilitating* includes giving unauthorized assistance or information to another in order to assist in the violation of honesty or integrity.
- *Attempt* includes the act of trying an academic violation of the honesty or integrity code, even if it is unsuccessful.

Complicity in academic violation includes any student who is aware that a violation of any standard, regulation, law, or ordinance is about to occur or is taking place shall make some reasonable effort to stop the offense or immediately notify a college staff member.

RCC prides itself on advancing qualified graduates; therefore, all instances of academic dishonesty will be considered serious violations of the Academic Honor Code.

Academic Honor Code Process

Academic integrity and honesty are necessary to achieve the College's mission of offering. Maintaining standards of academic honesty and integrity are the responsibility of instructional faculty. Therefore, when any academic dishonesty is suspected, a faculty member has the responsibility to, and must, follow the procedure for student academic dishonesty outlined below in order to uphold the Academic Honor Code of Robeson Community College:

Procedure for Student Academic Dishonesty

Faculty will use the settlement procedure described below to resolve an incident of academic dishonesty.

Step 1: Faculty will complete the Settlement of a Charge of Academic Dishonesty (SCAD) form.

Step 2: Faculty will determine if this is a campus wide first offense by verifying student status in the online central repository managed by Student Support Services. If it is determined this is a first offense for the student, faculty may impose the sanction of (a) a reduced grade other than a zero on the assignment/assignments or (b) a zero on the assignment/assignments. The SCAD is submitted to the Dean of Enrollment Management and Student Support Services for upload to the online repository.

> **Note:** If faculty wish to impose a greater sanction for the first offense, they must consult with the Program Director and the appropriate Dean. Due to the seriousness of the offense, faculty may refer the offense to the Campus Standards Committee. If the faculty elects to refer the offense to the Campus Standards Committee, the Program Director and the appropriate dean must approve the referral. As outlined in Step 4, matters referred to the Campus Standards Committee, should recommend an appropriate sanction.

Step 3: Upon completion of the SCAD, if it is determined this is the student's second campus wide offense, faculty may elect to impose the sanction of (a) a reduced grade other than a zero on the assignment/assignments, (b) a zero on the assignment/assignments, or (c) refer to Campus Standards Committee for the demonstrated pattern of academic dishonesty. Campus Standards Committee referrals should be submitted to the Dean of Enrollment Management and Student Support Services or his or her designated representative. The faculty member will communicate to the Campus Standards Committee in writing their recommendation for an appropriate sanction. However, the final decision of a sanction will reside with Campus Standards Committee.

Step 4: Upon completion of the SCAD, if it is determined this is the student's third campus wide offense, the matter is automatically referred to Campus Standards Committee with a recommendation of an appropriate sanction from the faculty member. Alleged academic honor code violations referred to the Campus Standards Committee will follow committee guidelines above.

Penalties

Written Warning - A written communication which gives official notice to the student that any subsequent offense against the student code of conduct will carry heavier penalties because of this prior infraction. The written warning will be initiated by the chair of the Campus Standards Committee, Dean of Enrollment Management and Student Support Services or his or her designated representative.

Disciplinary Probation - A student placed on disciplinary probation may have the following types of sanctions included within Disciplinary Probation guidelines:

1. Meet with a counselor or other designated person on a regular basis.
2. Not be guilty of any further violations of Campus Standards.
3. Removal from campus facilities. For example, a student may be allowed to attend class and complete all academic requirements but would not be allowed to visit the student center.
4. Other stipulations may be added to tailor the sanction to meet the needs of the institution and/or student.
5. The minimum time period that a student may be placed on disciplinary probation is one (1) semester.

Suspension - Suspension means that a student is dropped from the College. The minimum length of a suspension is the remainder of the current semester. Based on the seriousness of the violation, a longer suspension may be implemented. The student may apply for readmission after the specified time and may return if his/her application is approved by the Director of Admissions and Enrollment Services and the Dean of Enrollment Management and Student Support Services or his or her designated representative. Notice of suspension will be placed in the student's official record file but will be removed at the end of the suspension period.

Expulsion - Expulsion means that the student is separated from the College. The student loses indefinitely his/her student status. Notice of expulsion will be placed in the student's official record file. The student may be readmitted to the College only with approval of the College President.

Other Penalties or Sanctions - Other sanctions may be imposed for various violations. These sanctions will be reviewed by the Dean of Enrollment Management and Student Support Services. For example, a student found guilty of vandalism to college property will be required to pay the College to repair/replace vandalized item(s); withholding transcript, diploma, or right to register imposed when financial obligations are not met; loss of academic credit or grade imposed as a result of academic dishonesty.

Temporary Suspensions - If the Dean of Enrollment Management and Student Support Services or his/her designated representative determines that the behavior of an individual is dangerous to the welfare of the persons and/or property on the College campus and that immediate removal from campus is necessary, the Dean of Enrollment Management and Student Support Services or his or her designated representative, in consultation with the College President or his or her designee, may implement a temporary suspension. A student who is temporarily suspended must leave campus immediately. The student will not be allowed to return until date and time of a scheduled review initiated by the Dean of Enrollment Management and Student Support Services.

Withdrawals - A student may choose to withdraw from the College when confronted with disciplinary action. If a student withdraws from the College, the investigation will be completed. Based on the completion of the investigation, appropriate judicial action will be initiated. In situations where an investigation results in judicial proceedings, the former student will be notified and will be allowed to participate in the proceedings. However, in cases where the former student is unable to participate in the judicial proceedings, the proceedings will be completed in the absence of the individual.

Student Finances

Robeson Community College receives financial assistance from local, state, and federal sources allowing each student an educational opportunity at minimum cost. Tuition is established by the North Carolina State Legislature and is subject to change without notification. The payments of tuition and fees for each term are required at registration.

Residency Requirements

Residency Determination Service (RDS) - **Session Law 2013 – 360** directs the University of North Carolina (UNCGA), the North Carolina Community College System (NCCCS), the North Carolina State Education Assistance Authority (NCSEAA), and the North Carolina Independent Colleges and Universities (NCICU) to create a centralized, uniform process for determining residency for tuition purposes and for administration of state financial aid.

Purpose and Background of North Carolina Residency

The state of North Carolina partially subsidizes the cost of tuition for all students whose domicile, or permanent legal residence, is in North Carolina. Since it first became a state, North Carolina has abided by the philosophy that an educated public is necessary to a democratic government and that the State, therefore, has an obligation to provide for the education of its people. Article IX, Section 9, of the State Constitution states, "The General Assembly shall provide that the benefits of the University of North Carolina and other public institutions of higher education, as far as practicable, be extended to the people of the State free of expense". Therefore, while North Carolina welcomes out-of-state students it considers the privilege of providing a reduced in-state tuition rate to be a taxpayer benefit.

In 2013 the NC General Assembly became concerned about inconsistency in residency determinations across institutions of higher education in North Carolina. The General Assembly legislatively directed UNC General Administration (GA), the NC Community College System (NCCCS), the NC State Education Assistance Authority (SEAA) and the NC Independent Colleges and Universities (NCICU) to create a centralized, uniform process for determining residency for tuition purposes and for administration of state financial aid. This centralized process is known as the Residency Determination Service (RDS). In order for a student to receive the benefits of in - state tuition a residency determination from RDS is required as part of admission. To learn more about residency and complete a determination go to the NCRDS website [opens in a new window] (www.NCresidency.org).

Residency Determination Service (RDS)

The purpose and mission of RDS is to provide leadership and administration of residency determinations in accordance with North Carolina residency laws and applicable federal statutes. The RDS goal is to provide students access to transparent information and the opportunity to claim NC residency in a simple, accurate and straight forward manner.

For more information on residency for tuition purposes contact RDS at:

NCRDS website [opens in a new window] (www.NCresidency.org).
844-896-2411 (phone)
919-835-2427 (fax)

Determining Residency Status

The specific requirements for establishing residency for tuition classification purposes are prescribed by state law. A North Carolina resident for tuition purposes is a person, or a dependent person (dependent according to IRS tax code), whose parent or legal guardian has established and maintained legal residence in North Carolina for at least 12 months. Residence in North Carolina must be legitimate and be a permanent situation rather than just for the purpose of maintaining a residence prior to enrollment at an institution of higher education. Under North Carolina law, to qualify for in - state tuition, you must show that:

- You have established your legal residence (domicile) in North Carolina.
- You have maintained that domicile for at least twelve (12) consecutive months before the beginning of the term.
- You have a residentiary presence in the state.
- You intend to make North Carolina your permanent home indefinitely (rather than being in North Carolina solely to attend college).

Other persons not meeting the 12-month legal residence requirement may be classified as North Carolina residents for tuition purposes only if they fall within one of the limited categories authorized by the North Carolina Legislature. All other persons are ineligible for classification as a North Carolina "resident for tuition purposes" and will be charged out-of-state tuition. To learn more about residency and complete a determination go to the NCRDS website [opens in a new window] (www.NCresidency.org).

Tuition

Fall, Spring, and Summer Semester

Full-Time (12 or more credit hours)

In-State		***Out-of-State***	
12 credit hours	$912.00	12 credit hours	$3,216.00
13 credit hours	$988.00	13 credit hours	$3,484.00
14 credit hours	$1,064.00	14 credit hours	$3,752.00
15 credit hours	$1,140.00	15 credit hours	$4,020.00
16 credit hours or more	$1,216.00	16 credit hours or more	$4,288.00

Part-Time (less than 12 credit hours)

In-State	$76.00 per credit hour	***Out-of-State***	$268.00 per credit hour

Tuition rates are subject to change without notice.
Tuition rates were accurate at the time of printing.

Refer to the student finances section of the online catalog (catalog.robeson.edu [opens in a new tab]) for up-to-date information.

Personnel in the Armed Services

Any active duty member of the armed services or a military dependent who does not qualify as a North Carolina resident for tuition purposes may be eligible to pay a reduced tuition rate if eligibility requirements for the Military Tuition Benefit (N.C. General Statue Section 116-143.3) have been met. Members for reserve components are not eligible for the benefit unless they have been called up for active duty.
Per Title 38 United States Code Section 3679 (e), Robeson Community College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrows additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33. Refer to the Apply for VA educational benefits section of the catalog.

Breakage Fee

Breakage, damage, or loss due to negligence, carelessness, or other mishandling of school supplies, materials, or equipment by students is the responsibility of said students. They will be required to pay for damages to such items and may be subject to disciplinary action.

Graduation

The charge for cap, gown, stole and diploma is paid by the student directly to the manufacturer. Additionally, a $20.00 graduation fee is required and is payable to the College. Students may order announcements, personal cards, and/or college rings when ordering caps and gowns.

Institutional Indebtedness

Students with outstanding financial obligations to the College will not be permitted to register for a new semester/term until the account balance has been satisfied. Unpaid obligations will be forwarded to the NC Department of Revenue Setoff Debt Collection Division as well as a collection agency.

Student Activity Fee

Each student enrolled in 12 semester credit hours or more (full-time status) will pay a $35.00 student activity fee per term. Part-time students (less than 12 semester hours credit) will pay an activity fee of $21.00 per term. Activity fees are charged for enrollment in Fall, Spring and Summer Semesters. The activity fee is due and payable in the above stated amount at registration. This fee is nonrefundable.
For all full-time and part-time curriculum students, a portion of the activity fee will go towards accident insurance. This accident policy covers only bodily injuries caused by school related accidents while attending school during the hours and on days when school is in session.
The remainder of the student activity fee is to be used by the Student Government Association for such items as entertainment, athletic equipment, ID cards, conventions, and other appropriate activities.

Campus Access/Parking/Security Permit Fee

The fee for Curriculum students enrolled at RCC is $7.50 per Fall, Spring and Summer Semester. The fee is $2.00 for all Continuing Education Classes for which a registration fee is charged. The permit will enable you to park in any of the parking spaces for which the permit is designated. Only those motor vehicles which display a valid permit are entitled to park in designated campus parking lots. Enforcement for parking permits will begin the third week of the semester.

Technology Fee

A technology fee of $32.00 is charged fall, spring and summer semesters to support technology services provided by the College. The fee is charged to all enrolled students and is due at the time that tuition is paid each semester. The fee is non-refundable.

Transcript Service Fee

Students requesting a copy of their transcript from Robeson Community College should make application to the Registrar's Office. Payment can be made to the Cashier, which is located in the Registrar's Office. Allow at least five (5) days for processing. The request form can be found at http://www.robeson.edu/registration [opens in a new tab], and the cost is $5 per copy for official transcripts. Transcripts are normally issued every business day; however, this is not always possible during registration and drop/add periods.

To receive a transcript the next business day at 1pm, the written request must be turned in to the Registrar's Office during business hours on the previous day and the transcript paid for. Indicate on the form that you 'will pick up'; otherwise, the transcript will be mailed to the person or organization indicated at the address provided. If picking up your transcript, a picture ID is required.

Robeson Community College does offer same-day service (on-demand) processing of transcripts for an additional $5 per copy, when available. This service may not be available during some high-volume periods including but not limited to graduation, end-of-semester grade submission, and late registration.

Robeson Community College is not responsible for transcripts that are not received by the person or organization named on the Transcript Request Form. Robeson Community College does not send or accept faxed transcripts. However, it is acceptable to fax a written request for a transcript.

The college now offers official electronic transcripts (e-transcripts). The content of the official transcript is converted into a PDF document and delivered to the recipient through the National Student Clearinghouse [opens in a new tab] (studentclearinghouse.org). Fees are posted on the site. This is the most secure and the quickest method to deliver an official transcript, but the student should make certain that the recipient is willing to receive an official e-transcript.

Student Insurance

Accident insurance covering the student during school hours is currently available each semester. The cost is covered from the activity fee for all curriculum students (full-time and part-time). It is a limited policy covering only bodily injuries caused by school-related accidents. Contact the Business Office located in Building 3 for more information concerning coverage. All claims should be reported to the Business Office.

Textbooks

Robeson Community College has partnered with Barnes & Noble College to offer the First Day Complete Program. For a flat fee per credit hour, the bookstore will provide each student with a convenient package containing all required physical books on a rental basis and any digital materials will be integrated into the LMS. This program does not include consumables that cannot be returned and reused such as lab goggles, dissection kits, molecular model kits, engineering kits or nursing kits.

Refund Policy

The policies relating to tuition refund for students are determined by the North Carolina Community College System Statewide Refund Policy for all North Carolina Community Colleges. Activity, lab, pre-college mathematics and technology fees are not tuition based and are non-refundable.

Tuition Refunds

1. A refund shall not be made except under the following circumstances:
    a. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.

b. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
c. A student is not officially withdrawn from a course until a completed Drop Form has been submitted and processed by the Registrar's Office. The effective date of withdrawal is the day the Registrar's Office receives the completed form.

Examples of refund when dropping and adding classes:

Drop/Add with No Penalty after Class(es) has/have Started:
After the class(es) has/have started, students should complete all drop/add transactions in one process. If a student change(s) or drop(s) class(es), of equal hours during the same computer transaction, no additional cost will be incurred. This simultaneous transaction may be best managed by Registrar Office employees and an in-person request is advised.

Drop/Add with a 75% Refund after Class(es) has/have Started:
If the number of hours dropped are greater than the number of hours added, the 75% refund policy will apply to the tuition cost for the hours dropped.

d. Students who have not officially withdrawn and have not attended at least once by the 10 percent date of the term will be dropped by the instructor as "never attended." Tuition and fee adjustments will be made accordingly.

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

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

4. For a class(es) which the college collects receipts which are not required to be deposited into the State Treasury account (self-supporting), the college shall adopt local refund policies.

Self-Supporting Courses Refunds/Cancellations/Never Attend

1. The college will refund 100% of tuition paid if the student officially withdraws from the class prior to the first day of the term.
2. The college will refund 100% of tuition paid for any classes cancelled by the college.
3. No refund will be given for a self-supporting course on or after the first day of the term. This includes students who withdraw after the first day of the term or never attend.

Military Tuition Refund

Upon request of the student, each college shall:

1. Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and

2. Buy back textbooks through the colleges' bookstore operations to the extent possible. Colleges shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

Clock-Hour Conversion Programs

Certain programs that do not lead to an Associate's Degree are required by the U.S. Department of Education to be treated as a clock-hour to credit-hour conversion program. The formula below is performed by the Financial Aid Office to determine the number of financial aid credit hours associated with each class that is used to determine a student's enrollment status during the program.

TITLE IV CREDIT HOURS TO CLOCK HOURS CONVERSION (How to Determine Clock Hours Conversion)								
Course/Title of Course	Credit Hrs.	Contact Hrs.	x	Semester Weeks	/	37.5	=	Clock Hrs.
	(A)	(B)	x	(C)	/	37.5	=	(D)
ENG-110	3	3	x	16	/	37.5	=	1.2

Example:
ENG 110 (B=3) x (C=16) = 48 / 37.5 = (D=1.2) (*round down*) Financial Aid will cover 1 credit hour for ENG 110
Multiply BxC Divided by 37.5 Equals D (Clock Hours for Financial Aid)
Students with questions about the Clock Hour Conversion process are always encouraged to come by the Financial Aid Office following registration.

Financial Assistance

Your education at Robeson Community College is one of the most valuable investments you will make in your life. The financial aid office is committed to helping you find ways to finance your education because we believe attending college should not be limited by your family's financial resources. Financial aid programs exist to ensure that no qualified student will be denied the opportunity to continue his/her education because of economic disadvantages. Through a variety of grants, scholarships, sponsorships and part-time employment, an RCC student can supplement his/her own resources and those of his/her family to successfully complete a course of study.

We urge you to stay informed and in control of your education by reading the information in this catalog, checking your RCC student email and Self-Service student portal, and contacting the Financial Aid Office to ask questions.

Applying for Financial Aid

Robeson Community College accepts the Free Application for Federal Student Aid (FAFSA). Students can apply by completing the following steps:

Step 1: CREATE an FSA ID USERNAME & PASSWORD: An FSA ID is a username and password that is used to access a person's StudentAid.gov account and serves as an electronic signature and a digital identifier to allow access to various ED systems and services for students; spouses of students; parents; or spouses/partners of parents. Therefore, each individual should create their own account and should not share their login credentials with anyone. Each contributor who provides data in the online FAFSA form must have an account username and password to access the form. Access https://fsaid.ed.gov/ [opens in a new tab].

Step 2: Complete the FAFSA - Access https://fsaid.ed.gov/ [opens in a new tab] and add RCC's federal school code: **008612**, to their FAFSA before submitting. The FAFSA is available October 1 and must be completed annually to be eligible. Help is available for students online or by calling the Federal Student Aid Information Center (FSAIC) at 1-800-4-FED-AID (1-800-433-3243).

Step 3: SUBMIT ALL REQUESTED DOCUMENTS ASAP: Once RCC's Financial Aid Office receives your completed FAFSA, we will notify you via your RCC Student Email if further documents are needed to complete processing. Allow 1-2 weeks for processing.

What Happens After Completing the FAFSA

Please allow 3-5 business days for your FAFSA to be processed by the Department of Education's FAFSA Processing Center (FPS) and sent to RCC's Financial Aid Office. Once we receive your FAFSA, we will notify you via email and/or letter of your aid eligibility. In certain cases, you may have to submit additional

required documents to determine your financial aid eligibility. Documentation must be submitted in order to complete the processing of your financial aid eligibility.

Failure to Submit Required Documents

Students who do not submit required documents to the Financial Aid Office forfeits his/her aid for the award year. In certain cases, students must return funds already received for the year.
Students may continue to submit documents to the Financial Aid Office for up to 120 days after the last day of their enrollment or by August 1st, of the academic year, whichever is earlier, for a determination of eligibility for all aid.

PLEASE NOTE: In order to guarantee an award aid offer before the start of the term you plan to enroll, please follow the priority dates provided below.

Priority Deadlines

A valid FAFSA application and all required verification documents and forms must be submitted to the Financial Aid Office by the following priority dates for the best chance of receiving a financial aid award for the term that you plan to enroll.

Fall Semester – July 1
Spring Semester – November 1
Summer Semester – April 1

Applications and documents submitted after these dates will continue to be processed in date order; however, you are responsible for payment of your tuition, fees, and book charges if your financial aid is not processed by the payment deadline. Once your financial aid is processed and it is determined that you are eligible to receive an award, you will be reimbursed for your out-of-pocket expenses up to the amount of your award eligibility.

Financial Aid Eligibility Requirements

To be eligible to receive federal and/or state student aid, you must:

1. Demonstrate financial need for need-based federal student aid programs.
2. Be a citizen or eligible non-citizen of the United States.
3. Have a valid Social Security Number.
4. Have a high school diploma or a General Education Development (GED) certificate or have completed homeschooling.
5. Be enrolled in an eligible program as a regular student seeking a degree or certificate.
6. Maintain satisfactory academic progress.
7. Provide consent and approval to have your federal tax information transferred into your Free Application for Federal Student Aid (FAFSA).
8. Sign the certification statement on the Free Application for Federal Student Aid (FAFSA®) form stating that:
    - you are not in default on a federal student loan
    - you do not owe money on a federal student grant
    - you will use federal student aid only for educational purposes
9. Some federal student aid programs have their own eligibility criteria in addition to the general requirements listed above.
10. Additionally, once you have a bachelor's degree or a first professional degree, you are generally not eligible for certain types of aid.

Types of Aid

Federal Pell Grant

The Federal Pell Grant, which does not have to be repaid, is a federal program providing financial assistance to undergraduate students who demonstrate a need for financial assistance to attend college. The US Department of Education uses a standard formula, established by Congress, to evaluate the information reported on the Free Application for Federal Student Aid (FAFSA). The formula produces a

Student Aid Index (SAI) number. The Student Aid Report contains the SAI number that determines eligibility. The Federal Pell Grant award amount depends on the student's financial need, the student's cost of attendance, whether the student is full-time or part-time, and whether the student attends school for a full academic year or less. Students with Bachelor's degrees are not eligible. You may not receive Federal Pell Grant funds from more than one school at a time.

- Award Amounts: Award amounts can change yearly. The amount for the 2025-26 award year is $7,395 (July 1, 2025 - June 30, 2026).

Please note: You can receive the Federal Pell Grant for no more than 12 full-time semesters or the equivalent (roughly six years). You'll receive a notice if you're getting close to your limit. If you have any questions, contact your financial aid office.

In certain situations, an eligible student can receive up to 150 percent of his or her scheduled Pell Grant award for an award year.

> For example, if you are eligible for a $2,000 Pell Grant for the award year and are enrolled full-time for both the fall and spring semesters, you'll likely receive $1,000 in the fall and $1,000 in the spring. However, under certain circumstances, you may be eligible to receive an additional $1,000 in the summer semester (resulting in your receiving 150% of your original award). You might hear this situation being referred to as "Year-Round Pell."

Federal Supplemental Educational Opportunity Grant (FSEOG)

Funds for this program are provided by the Federal Government. The awards are made by the Financial Aid Office to a limited number of students with financial need who without the grant would not be able to attend school. Federal SEOG funds are awarded on a first-come, first-serve basis to students based on need.

In order to be considered, the applicant must be an undergraduate student who has not previously received a bachelor's degree.

To be eligible for a Federal SEOG, the student must be enrolled or accepted for enrollment and make satisfactory progress in the course of study he or she is pursuing.

Award Amounts: $400 per year (Fall and Spring). Funds may be available for the summer term.

Employment

Federal Work-Study Program (FWS)

The Federal Work-Study Program provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. Students with Bachelor's degrees are eligible.

Eligibility:

1. Must complete a FAFSA
2. Must be enrolled in at least 6 credit hours
3. Must maintain satisfactory academic progress
4. Must have financial need
5. May work an average of 15 – 20 hours per week.

To apply for an available position, please complete the Federal Work-Study Application Form and submit to the Financial Aid Office.

State Grants

THE NEXT NC SCHOLARSHIP

Description

The Next NC Scholarship, beginning in the 2024-2025 academic year, combines the federal Pell Grant with the state-funded financial aid program to form a simplified and predictable scholarship award that's easier to understand and makes education more affordable for most North Carolinians. Students enrolling at a North Carolina Community College with an Adjusted Gross Income (AGI) of $80,000 or less and a Student Aid Index (SAI) of 7,500 or less, as reported on the FAFSA, are guaranteed at least $3,000 from combined federal and state aid.

Eligibility

- Be a North Carolina resident as defined by North Carolina Residency Manual
- Enroll for at least 6 credit hours
- Be admitted, enrolled, and classified as an undergraduate student in matriculated status in a degree, certificate or diploma program at one of the 16 institutions of The University of North Carolina or at a North Carolina Community College

Application Requirements
Applicants must complete the Free Application for Federal Student Aid (FAFSA) listing a UNC institution or North Carolina Community College.

North Carolina Targeted Assistance Program

According to the college priorities and community needs, this allocation can be used to offer financial assistance for students who:

1) enroll in low-enrollment programs that prepare students for high demand occupations;
2) have disabilities and have been referred by the Division of Vocational Rehabilitation; or
3) enroll on a less than half-time basis.

Childcare Assistance Grant

Robeson Community College provides childcare assistance to a limited number of students for payment of childcare services. Depending on the availability of funds provided by the State of North Carolina, students may qualify for full or partial payment of monthly childcare services. To meet eligibility guidelines for childcare assistance, students must qualify for the maximum Pell Grant award for the current school year and be continuously enrolled in at least six (6) credit hours or more. Preference will be given to students enrolled on a full-time basis (12 credit hours or more). Reimbursements will be made to vendors after services are rendered. For more information, contact the Financial Aid Office.

Scholarships

The Financial Aid Office administers a variety of scholarships provided by internal & external agencies such as the college itself, clubs, churches, organizations, employers, etc. that are available to help you pay for your college expenses. RCC's Financial Aid Office urges you to take advantage of all the scholarship opportunities available to you.

Scholarships are provided by the following:

- RCC Foundation Office [opens in new tab]
- State Scholarships (Golden LEAF, Wells Fargo, CFNC, etc.)
- External Scholarship (national organizations, scholarship non-profits, etc.)
- Local Scholarships (churches, clubs, agencies, employers)
- Military Scholarships (Army Emergency Relief, MYCAA, etc.)
- Students who wish to apply for scholarships should visit RCC's Financial Aid website or contact the Financial Aid Office.

Return of Title IV Policy

Return of Title IV Overview

Federal law specifies how the Financial Aid Office must determine the amount of Title IV program assistance that you earn if you withdraw or cease enrollment at *Robeson Community College*. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. **The Title IV programs that are covered by this law include the following financial aid programs** (*RCC does not participate in the Federal Student Loan Program*):

- *Federal Pell Grants*
- *Iraq and Afghanistan Service Grants*
- *Federal Supplemental Educational Opportunity Grants (FSEOG)*

Withdrawals

Robeson Community College is an institution that is required to take attendance. For students who completely withdraw or cease enrollment, the withdrawal date is the student's **last day of attendance** of a documented academically related activity. Students can officially or unofficially withdraw from the College, which both lead to a recalculation of the student's aid.

> *Official Withdrawal:* When a student initiates the withdrawal process by either notifying the instructor(s) or Registration Office of his/her intent to cease enrollment.
>
> *Unofficial Withdrawal:* A student who stops attending classes or ceases enrollment at the College without following RCC's official withdrawal procedure. When a student receives all F's, W's, or a combination of these grades for a semester, he or she may be defined as *'unofficially withdrawn'* for Title IV purposes.

A student who attends and completes at least one course that spans the entire term will have earned the aid for that term (as adjusted for dropped classes or classes not attended).

Recalculation of Aid

Though aid is posted to the student's account at the start of each period, students earn the funds as they complete the period. If a student withdraws during the payment period or period of enrollment, the amount of Title IV program assistance that they have earned up to that point is determined by a specific formula. If a student received less assistance than the amount that was earned, the student may be able to receive those additional funds (*see post-withdrawal disbursement section below*). If the student received more assistance than earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that a student earns is determined on a pro-rata basis. Once the student has completed more than **60%** of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

Recalculation is based on the percent of earned aid using the following formula:

> # of days completed up to the withdrawal date divided by the total days in the semester(*excluded scheduled breaks of five days or more*) = percent of aid earned

Period of enrollment and payment period: A payment period is a term, i.e., fall, spring, and summer term. For R2T4, the total number of calendar days in a term is defined by the student's scheduled course enrollment, i.e., start and end dates of courses, excluding scheduled breaks of at least five consecutive days. The days are counted from the start date of the earliest course to the end date of the last course scheduled to complete (i.e., has the latest end-date), excluding scheduled breaks.

Scheduled Breaks: Scheduled breaks must be at least five consecutive days. It includes periods when RCC is not scheduled in session, e.g., holidays, and when the student is not scheduled to attend a course within the term.

RETURNING FUNDS

If you withdraw from all courses before the 60% point of the payment period or period of enrollment, RCC is required to return a portion of the financial aid that was not earned. Robeson Community College must return a portion of the excess equal to the lesser of:

The amount of institutional charges multiplied by the percentage of funds that was not earned, or

The amount of Title IV funds that the student does not earn

RCC must return this amount even if it didn't keep this amount of your Title IV program funds. There may be instances when both, RCC, and the student may have a responsibility for returning funds.
If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. Robeson Community College will automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees.

Post-Withdrawal Disbursements

If you did not receive all of the funds that you earned, you may be due a **post-withdrawal disbursement** of the earned aid that was not received. Financial Aid staff will notify students via a letter mailed to the student's address on file within *30 days* of the date of determination of any post-withdrawals disbursements due. Post-withdrawals disbursements of grant aid earned will be disbursed to the student account as soon as possible, but no later than *45 days* after the date RCC determined that the student withdrew.

Robeson Community College will automatically use all or a portion of the post-withdrawal disbursement of grant funds to satisfy outstanding allowable charges on the student account. Any remainder of post-withdrawal grant disbursements resulting in a credit balance will be disbursed to the student within 14 days.

Return of Unearned Funds to Title IV Programs

If a student withdraws from all courses before the **60% point** of the payment period or period of enrollment, RCC is required to return a portion of the financial that was not earned. *Robeson Community College* **must return a portion of the excess equal to the lesser of:**

- The amount of institutional charges multiplied by the percentage of funds that was not earned, or
- The amount of Title IV funds that the student does not earn

Student Portion: A student is responsible for all unearned Title IV program assistance that the school is not required to return. If the recalculation of aid results in an amount to be returned that exceeds the school's portion, the student must repay some funds.

Funds will be returned to the U.S. Department of Education from the following programs in the following order (**Please Note:** *RCC does not participate in the Federal Student Loan Program*):

1. Federal Pell Grants
2. Federal Supplemental Educational Opportunity Grants (FSEOG)
3. Iraq and Afghanistan Service Grants

Federal regulations require funds to be returned within the following timeframe:

- Official Withdrawals: **45 days** from the date of determination
- Unofficial Withdrawals: **30 days** from the end of the payment period

RCC must return this amount even if it didn't keep this amount of a student's Title IV program funds. There may be instances when both, RCC, and the student may have a responsibility for returning funds. If RCC is not required to return all of the excess funds, the student may be required to return the remaining amount.

Overpayment

Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds received or were scheduled to receive. Students do not have to repay a grant overpayment if the original amount of the

overpayment is $50 or less. Students must make arrangements with RCC or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from RCC 's refund policy. **Therefore, a student may still owe funds to the school to cover unpaid institutional charges. RCC may also charge the student for any Title IV program funds that the College was required to return** (Please see RCC 's Refund Policy listed below).

RCC Refund Policy – Tuition

Balances owed to Robeson Community College must be repaid in order to receive a degree, diploma and/ or certificates as well as an official academic transcript. In addition, students with outstanding balances are not eligible to register for classes until their accounts have been resolved. Furthermore, delinquent unpaid balances may be turned over to the NC Department of Revenue and/or a collection agency pursuant to State Law (G.S. 143-553).
See RCC's Refund Policy in the Student Finances [opens in a new tab] section of this catalog.

Financial Aid Satisfactory Academic Progress Policy

In accordance with federal and state regulations, RCC's Financial Aid Office is required to evaluate a student's satisfactory academic progress at the end of each term (*fall, spring, summer*), to determine financial aid eligibility for the following term.

RCC does not use different student categories for SAP purposes. All categories of students (*full-time, half-time, etc.*) are treated equally under the SAP Policy. A newly admitted student that files a Free Application for Federal Student Aid (FAFSA) and for which there is no SAP status on the student record will have an SAP evaluation performed based on the student's prior RCC enrollment record and/or any transfer credits, as applicable. A first-time student with no prior college enrollment will always be assigned a "Satisfactory" status and is aid eligible.

Satisfactory academic progress evaluations will include all periods of enrollment whether students received or did not receive financial aid for periods of enrollment and include credit hours earned at other institutions and transferred into the student's program of study at RCC.

To maintain eligibility for financial aid, students **MUST** meet the following requirements:

Qualitative Standard (*Grade-based*): To meet the qualitative standard, RCC requires students to meet a fixed standard; a minimum of 2.0 GPA at the end of each payment period.

- **Minimum (GPA):** Maintain a cumulative GPA of 2.0

Quantitative Standard (*Pace*): RCC measures students against the quantitative standards listed below to ensure students are progressing through their program and will graduate within the maximum timeframe.

- Completion Rate (PACE): Complete **67%** percent of the total cumulative credit hours attempted. *For example, if a student has attempted 12 credits, the student must complete 9 credits to meet the completion rate requirement.*
- **Maximum Timeframe:** Complete the requirements for an eligible program of study within a timeframe not to exceed 150% of the published program length. *For example, if an academic program length is 60 credit hours, the maximum credit hours that is eligible for financial aid is 90 (60 * 150% = 90). Students may only receive financial aid for no more than two associate degree programs at RCC*.

Note: Remedial coursework will be included in the qualitative standard and is limited to 30 credit hours.

TREATMENT OF SELECTED GRADES

Withdrawals/Drops: Credit hours in which a student receives a grade of "W" are included in the number of attempted hours but do not count toward successfully completed hours. Excessive withdrawals may affect

your ability to meet satisfactory academic progress standards. Withdrawals affect only the quantitative standard of the SAP policy.

Incompletes: Credit hours in which a student receives a grade of "I" are included in the number of attempted hours, but do not count toward successfully completed hours. In addition, grades of "I" are treated as an "F", which negatively affects GPA. Final grades for an Incomplete grade will be included in the next SAP evaluation period. The actual grade, credits attempted, and credits earned will be used to determine if the student is making SAP.

Fails: Credit hours in which a student receives a grade of "F", "R" are included in the number of attempted hours, but do not count toward successfully completed hours. In addition, these grades negatively affect GPA. Students with failed grades may have difficulty meeting satisfactory academic progress standards.

These grades affect both the qualitative and quantitative standards of the SAP policy.

Audit and Never Attend: An audit "AU" or never attended "NA" grade is not considered attempted coursework. It is not included in the students' GPA or Pace evaluation. A student cannot receive financial aid for courses that he/she audits or never attends.

Repeat Courses: Per federal regulations, a student may repeat a previously passed course (grade of "D" or better) one additional time. Repeat courses are included in total attempted earned hours. the previous hours attempted and earned will continue to be counted in the total hours attempted and earned. The new grade earned from a repeated course will be used to determine eligibility

Credit by Exam: Credit hours in which a student receives a "CE" are included in attempted and completed hours for the quantitative standards of completion rate and maximum time frame. A student cannot receive financial aid for a "CE" credit.

Transfer Credit: All hours transferred and accepted from other institutions are included in the number of hours attempted and completed. In addition, a student's maximum time to receive financial aid will be reduced by the equivalent transfer of credit hours towards his/her degree.

Eligibility Status
After each evaluation period, students are placed on one of the following statuses:

Satisfactory: Students who meet the minimum requirements (cumulative 2.0 GPA and 67% completion rate) are placed on this status.

Warning: Students who do not meet the minimum requirements (cumulative 2.0 GPA and 67% completion rate) for the 1st time are placed on WARNING for the following semester. Students may continue to receive financial aid during the warning period.

Suspension: Students on Warning status who fail to meet the minimum requirements again (cumulative 2.0 GPA and 67% completion rate) or have not met the minimum requirements for two consecutive terms will no longer be eligible for financial aid.

Maximum Time Frame: Students who have reached the maximum credit hours allowed for his/her program of study will be placed on this status. Attempted credits from all enrollment periods at the College + all applicable transfer credits are counted; whether or not the student received financial aid for those terms is of no consequence.

Probation: Students who have successfully appealed financial aid suspension are placed on Probation Status. Students on Probation Status are eligible to receive financial aid either for one (1) semester, after which they MUST be in satisfactory status or continuously meet the terms and conditions of the appeal plan.
Continued Probation: Students placed on Probation who successfully meet the terms and conditions of their appeal plan are placed on Continued Probation Status and eligible to receive financial aid.

Termination: Students on probation status who do not adhere to the appeal plan that he/she was given will be placed on Financial Aid Termination. Students who have been terminated are no longer eligible for financial aid until financial aid eligibility is regained (*see regaining eligibility section below*).

Regaining Eligibility

Students who are placed on Termination status will be immediately ineligible for financial aid. In order to regain financial aid eligibility, students must meet the minimum requirements of RCC's Satisfactory Academic Progress Standards by enrolling for classes at his/her own expense.

Students with new **documented** extenuating circumstances (*must be different circumstances than the one provided in your original appeal*) that are beyond their control may submit an appeal to the Financial Aid Office.

If the appeal is approved, financial aid eligibility will be reinstated on a probationary status.

Sap Notifications of Eligibility Status

The Financial Aid Office will send correspondence (*via email*) of eligibility status to students receiving federal and/or state aid when SAP is evaluated at the end of the semester. Eligibility status is also posted to and accessible on the students' Self-Service portal.

Appealing Your Status

Students who fail to meet satisfactory academic progress standards have the right to appeal their eligibility status. Students with **documented** extenuating circumstances that are beyond their control may have their financial aid reinstated if their appeal is approved. The burden of proof lies with the student to explain your circumstances and explain how the circumstances were extenuating, beyond your control, **AND** what has changed that now will allow you to meet the SAP requirements in the future.

What Is Considered Extenuating

Keep In Mind: Extenuated circumstances must have been experienced by the student and/or immediate family member! Friends and extended family members cannot be included.

- Medical injury or illness
- Death of an immediate family member
- Personal Hardship (impacted your physical, emotional, or mental health)
- Other Unexpected/Unforeseen Challenge (military deployment, unexpected work hours shift, loss of transportation, etc.).

Steps to Appeal Your Status

Submit the Satisfactory Academic Progress Appeal Request Form [opens in a new tab]
A personal statement explaining the circumstances that have affected academic performance **AND** what has changed that will allow him/her to make Satisfactory Academic Progress in a reasonable period of time prior to program graduation.

Supporting documentation **must** be presented.

Proper documentation involves notarized statements from third-party sources, medical documents, death certificates or obituary, police reports, legal or court documents, etc.

Appeal Evaluation

Only complete appeal submissions, with documentation, will be evaluated by the Financial Aid Office. The decision is final and cannot be re-appealed. The reasonableness of the student's ability for improvement to again meet SAP standards and complete the student's program of study will be carefully considered.

Appeals will be approved or denied. Students whose appeals are approved will be placed on a probationary status for the coming terms until full Satisfactory Academic Progress standards are met. During the probationary status, the student could be required to complete additional requirements (*i.e., see a counselor, academic advisor, receive tutoring services from The Academic Success Center, limit enrollment, etc.*). The goal is to help the student get back on track for graduation. All terms, conditions, and any additional requirements of probation must be met, or the student will be placed on Termination. If an appeal plan has

been pre-approved by financial aid, continuing to meet the requirements of that plan will put the student back into good standing.

All appeals submitted after the dates listed below will be evaluated and processed for the subsequent semester:

- July 1 – Fall Semester
- November 1 – Spring Semester
- April 1 – Summer Semester

Tips for Achieving Satisfactory Progress:

1. Be aware that withdrawing from classes will count as hours attempted but not earned.
2. Be cautious about changing majors. Time frames are cumulative and do not start over with the new program.
3. Follow your curriculum carefully. Taking classes that are not required will use part of your allotted time frame.
4. Be aware that prerequisites for programs will count toward your maximum time frame once you are accepted into the program.
5. "Attempted hours" include all hours a student is registered for at the end of the drop/add period. (Please refer to the current Academic Calendar [opens in a new tab] for these dates.) Note: Please do not confuse the "drop/add" period, which is usually the first week of class, with the last day to withdraw with a W, which is at the 60% point of the semester.

Dropping Classes/Withdrawal from Classes for Financial Aid Purposes

Failing to enroll/report to classes for which you received federal funds may require repayment by you to the Pell Grant program. You should see the Financial Aid office before dropping classes to discuss how your aid eligibility may be affected. Financial aid does not cover "No Shows" and "Dropped" courses.

Developmental (Non-Credit) Coursework

Developmental Education courses (designated by course numbers below 100, ex. ENG 002, MAT 003) are included in the calculation of satisfactory academic progress. However, there is a limit on the amount of non-credit remedial coursework that can be included in a student's enrollment status or cost of attendance. Developmental credit hours attempted in excess of 30 total semester credit hours cannot be counted towards enrollment status for federal and state grants.

*** It is the responsibility of the student to be aware of his/her Satisfactory Academic Progress status for financial aid eligibility. To determine a student's academic progress status and eligibility for financial aid, a student's academic record will be evaluated at the end of each term.

Scholarships & Other Financial Resources

Forgivable Education Loan for Service

Established by the North Carolina General Assembly in 2011, the Forgivable Education Loans for Service provides financial assistance to qualified students enrolled in an approved education program and committed to working in critical employment shortage professions in North Carolina. For the academic year, eligible degree programs may be found by clicking the link below. The North Carolina State Education Assistance Authority provides administration for the program.

Eligibility

- Be a legal North Carolina resident and NC resident for tuition purposes
    - Your North Carolina residency status is checked automatically with the Residency Determination Services (RDS) in an overnight process once you submit your FELS application. If applicants haven't completed residency determination, they may do so at the North Carolina Residency Determination Service Website
- At the time of application, present a cumulative minimum grade point average (GPA) of:
    - 3.00 for graduating high school students (weighted GPA)
    - 2.80 for undergraduate students pursuing an associate or bachelor's degree

- Recipients must not be in default, or does not owe a refund, under any federal or state loan or grant program
- Maintain Satisfactory Academic Progress according to the enrolling policy of the institution
- Be willing to work in NC in a designated critcial employment shortage profession
- Must plan to enroll at least part-time in a FELS Approved Program at a FELS Eligible Institution

For more information and to apply, visit the CFNC FELS website [opens in a new window], https://www.cfnc.org/FELS

Southeastern Regional Medical Center Loans

A limited number of loans are available to students enrolled in the Health Science Program through Southeastern Regional Medical Center. Students should contact the Financial Aid Office at RCC for specifics concerning these loans.

**** Please Note: RCC does not participate in the Federal Student Loan Program**

Other Financial Resources

Finish Line Grant

Finish Line Grants are grants of up to $1,000 awarded to community college students who are on the cusp of completing their education or training and are faced with an unanticipated financial hardship that may prevent them from doing so. Too often, financial emergencies—like unexpected healthcare costs, childcare expenses, or car breakdowns—prevent students from completing their programs. Finish Line Grants are awarded to eligible students facing these unforeseen challenges. Grants can be used for course materials, housing, medical needs, dependent care, or other financial hardships that students face through no fault of their own.

Guidelines

- Up to $1,000, per student per semester
- Must be in good academic standing as outlined by RCC policies (minimum of 2.0 GPA)
- Must be a current student who has completed (or are enrolled in) at least 25% of their primary course of study
- Must have a Social Security card

EXAMPLES OF QUALIFYING EXPENSES

- Rent assistance
- Unexpected car repairs (must be enrolled for in-person classes)
- Books & other course materials (exam fees, etc.)
- Utility bill (water, gas, and electric)
- Childcare assistance
- Bus passes (S.E.A.T.S)
- Medical expenses
- Internet services

All **Curriculum** certificate, diploma, and degree programs are eligible. Eligible **Continuing Education** courses are listed here: NCCareers.org Degrees and Certifications [opens in a new window].

To apply, complete the Finish Line Grant Student Application Packet [PDF image of form opens in a new tab] available in the Financial Aid Office.

Lumbee Regional Development Association (LRDA)

LRDA Workforce Innovation & Opportunity Act

The Workforce Investment Act program (WIOA) has served as a leader in providing employment and training opportunities for over 25 years. WIOA is funded by the Department of Labor. The purpose of Subtitle D, Section 166 (Indian and Native American Programs) of the WIOA Program is to support the employment and training activities for Indian, Alaska Native and Hawaiian individuals. Eligible veterans and their spouses will receive priority services. Components include Work Experience, Educational Training, Job Skill Training, Job Search, Job Readiness, Job Development, Job Placement, and Career Planning.

Eligibility Requirements:

Applicants must be:

- American Indian, Alaska Native or Native Hawaiian
- Unemployed, underemployed, or low-income
- Reside in Robeson, Bladen, Hoke, or Scotland County

To apply for the WIOA Program, please visit the LRDA Office and complete an application. For further information, please contact the WIOA Office at one of the addresses in the county.

Funds are available for qualifying students from low-income families through LRDA. Visit the LRDA Office in Pembroke, NC, contact them at (910) 521-8602, or visit the LRDA website [opens in a new window] http://www.lumbee.org/

Telamon Corporation
Funds are available for qualifying students from low-income families through Telamon. The student is paid a training allowance plus cost of tuition, fee, and books. Contact the Telamon Office in Lumberton, NC.

Workforce Innovation and Opportunity Act (WIOA)

WIOA Youth Services

The WIOA Program is designed to assist eligible participants in gaining skills, education, and work experience to achieve successful employment outcomes. To participate in the program, applicants must meet specific eligibility criteria and may benefit from various supportive services, training, and employment opportunities.

Eligibility Requirements

To qualify for the WIOA program, applicants must meet the following criteria:

- Work Authorization:
  - Be a U.S. citizen or a noncitizen authorized to work in the United States
- Selective Service Registration:
  - Males aged 18-24 must meet military Selective Service registration requirements
- Age Requirements:
  - In-School Youth: Must be between 14 and 21 years old
  - Out-of-School Youth: Must be between 16 and 24 years old

May assist with the following:

- Tuition & Fees
- Books, Uniforms, & Background Checks
- Test Fees
- Travel Reimbursement
- Other resources necessary for success in training or employment

Funds are available for displaced and/or dislocated workers. Contact your local WIA Office, Employment Security Commission or the RCC Financial Aid Office.

Veteran Services

Robeson Community College is proud to serve our military veterans, servicemembers, and their families. The Office of Veterans Services, located in the Military Affiliated Resource Center in Building 13, coordinates

services to approximately 100 veterans, servicemembers, dependents, guardsmen, and reservists attending classes and receiving veterans' educational benefits. This section of this publication is designed to explain some of those procedures. Veterans and military affiliated students utilizing veteran's education benefits are urged to become completely knowledgeable of its contents.

It is important for each veteran or military affiliated students utilizing VA benefits to know how he/she is certified to the VA in order that he/she may carry the proper credit or contact hour load to receive the benefits he/she expects. Each type of certification will be explained below. The Veteran's Certifying Official can answer specific certification questions.

In some cases, veterans or military affiliated students utilizing VA benefits may take electives, as required in their program of study, to meet the necessary credit or contact hour load required to be full-time. Veterans or military affiliated students utilizing VA benefits should see the Veteran's School Certifying Official before the semester begins or during registration to ensure that they have the correct number of credit hours or contact hours.

Veterans or military affiliated students utilizing VA benefits receive a monthly benefit only after they have attended school for that month.

Veterans Educational Benefits
There are several educational programs for those service men and women once they leave the military and enter civilian life:

Post-9/11 GI Bill® (Chapter 33)
The Post-9/11 GI Bill® (Chapter 33) helps you pay for school or job training. If you've served on active duty after September 10, 2001, you may qualify for the Post-9/11 GI Bill® (Chapter 33).

The Montgomery GI Bill® (Chapter 30)
The Montgomery GI Bill® Active Duty (MGIB-AD) can help you pay for education and training programs. If you've served at least 2 years on active duty, find out if you qualify for the MGIB-AD program.

The Montgomery GI Bill® (Chapter 1606)
The Montgomery GI Bill® Selected Reserve (MGIB-SR) program offers up to 36 months of education and training benefits. If you're a member of the Army, Navy, Air Force, Marine Corps or Coast Guard Reserve, Army National Guard, or Air National Guard, you may be eligible for this benefit.

Survivors' and Dependents' Educational Assistance (Chapter 35)
Find out if you're eligible for VA education benefits for dependents and survivors (also called Chapter 35 benefits). If you're a dependent spouse or child—or the surviving spouse or child—of a Veteran, you may qualify for Chapter 35 benefits or job training through a GI Bill® program.

Disabled Veterans Assistance (Chapter 31)
If you have a service-connected disability that limits your ability to work or prevents you from working, the VA Vocational Rehabilitation and Employment (VR&E) program—also referred to as Chapter 31—can help. Find out if you're eligible and how to apply for vocational rehabilitation benefits and services, like help exploring employment options and any required training needs. In some cases, your family members may also be eligible for certain benefits.

Benefits must be used within ten (10) years of date of discharge. A veteran's total months of eligibility is determined by the total number of years of service.

Applying for VA educational benefits:
The Department of Veteran Affairs (VA) will notify the veteran student of eligibility for benefits. Students receiving VA educational benefits should provide a copy of their Certificate of Eligibility to RCC's Veteran's School Certifying Official (SCO) located in the Student Center, building 13, no later than the first day of the semester. Per Title 38 United States Code Section 3679 (e), any covered individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits are permitted to attend or participate in course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include

a "Statement of Benefits" obtained from the Department of Veteran Affairs (VA) website or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date institution certified tuition and fees following the receipt of the certificate of eligibility.

Robeson Community College does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrows additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

1. **APPLY FOR BENEFITS**
   If you are eligible for VA benefits, you may apply online at the U.S. Department of Veterans Affairs website [opens in a new tab] (https://www.va.gov/education/how-to-apply/) or contact the RCC Veteran's School Certifying Official for the appropriate VA application form that is necessary to activate your benefits.

2. **SUBMIT DOCUMENTS to the RCC VA Certifying official**
   a. DD-214 (Veterans Only)
   b. Certificate of Eligibility (COE)
   c. Copy of NOBE (Notice of Basic Eligibility) (For Reservists Only)

3. **REQUEST CERTIFICATION OF ELIGIBILITY**

4. Once fully accepted to the College and all transcripts are received and evaluated for credit, you must do the following:
   a. Register for classes
   b. Complete the Request for Certification of VA form (*Must be completed every semester*)

5. The VA School Certifying Official at Robeson Community College will submit Enrollment Certification as received, but no earlier than 120 days before the semester start date.

Certification of Attendance

Veterans who receive Chapter 30, 1606 or 1607 benefits must certify their attendance at the end of each month. Monthly certification is required and can be done online through the WAVE (Web Automated Verification of Enrollment) system at www.gibill.va.gov [opens in a new tab] or by phone at 1-877-823-2378. This process must be completed to initiate monthly payments.

Certification Categories for Veterans

Veterans or military affiliated students utilizing VA benefits enrolled in eligible programs of study are certified to the Veterans Administration on a credit hour basis. The VA requires a minimum of 12 credit hours for full-time benefits. Three-quarter time would be a minimum of 9 credit hours, and half-time would be a minimum of 6 credit hours. Less than 5 credit hours qualifies the veteran or military affiliated student only for tuition and fees.

Attention Veterans or Military Affiliated Students Utilizing VA Benefits:

According to the Code of Federal

Regulations, remedial courses may not be certified for payment if they are offered as independent study, distance/online learning, or hybrid course delivery. Each semester, Robeson Community College offers a selected number of remedial courses that a veteran or military affiliated student may enroll in that meets the eligibility requirements for payment.

Change of Program

There are occasions when a veteran or military affiliated student may complete a curriculum and enroll into another curriculum during the school year. When this happens, the veteran or military affiliated student should report to the Veteran's School Certifying Official and complete VA form 22-1995 or 22-5495. Also, if he/she transfers to another school, the school to which he/she is transferring will assist in the completion of this form.

Satisfactory Academic Progress

Satisfactory academic progress is the same for veterans or military affiliated students utilizing VA benefits and non-veterans. All students must maintain satisfactory academic progress as set by the RCC Financial Aid Satisfactory Academic Progress Policy located in the Financial Assistance [opens in a new tab] section of the catalog. All students on suspension and/or academic probation are reported to the VA Office each semester. Veterans Affairs tutorial assistance is available if you are receiving VA educational assistance at the half-time or greater rate and have a deficiency in a subject making tutoring necessary, REAP (Reserve Educational Assistance Program) cannot use these services. Apply at http://www.vba.va.gov/pubs/forms/BA-22-1990t-ARE/pdf [opens in a new tab].

Records of Progress

Records of progress are kept by this institution on veteran or military affiliated student and non-veteran students alike. Progress records are available to students, veterans, and non-veterans alike, at the end of each scheduled term.

Student Status

If a veteran or military affiliated student increases or decreases his/her registered semester credit hours, VA form 22-1999B must be completed by the Veteran's School Certifying Official. The veteran or military affiliated student must notify the Veteran's School Certifying Official of all schedule changes.

Termination

The Veteran's School Certifying Official must be notified immediately if a veteran or military affiliated student withdraws from school. The veteran or military affiliated student is responsible for this information reaching the Veteran Affairs Officer promptly.

Veterans or military affiliated students utilizing VA benefits who are terminated to the Veterans Administration for pay purposes for unsatisfactory progress and/or conduct must go through counseling before they can be reinstated for pay purposes.

Veterans or military affiliated students utilizing VA benefits who are terminated to the Veterans Administration due to absences during any part of the term may not be reinstated for pay purposes until the beginning of the next term unless there are extenuating circumstances causing the absences that are beyond the control of the veteran or military affiliated student. Veterans or military affiliated students utilizing VA benefits whose pay is terminated to the Veterans Administration because of unsatisfactory attendance, need not go through counseling to be reinstated at the beginning of the next term.

Other Veteran Resources

Robeson Community College is committed to serving our veteran and military affiliated students. The section below provides additional resources for our veterans, servicemembers, guardsmen, reservists, and their families.

Military Affiliated Resource Center (MARC)

The MARC Center is housed in the Student Center, building 13, and operates under the supervision of the Financial Aid & Veteran Services Office. The center will help support veterans, servicemembers, guardsmen, reservists, and military-affiliated students as they work to achieve their academic goals, providing information and resources available from local veteran organizations, the federal government, and the Veterans Crisis Line. It will be a safe place where veterans, servicemembers, and military-affiliated students can get away from distractions and focus on schoolwork.

VA Work Study Allowance Program

The Work Study Allowance Program offers an additional non-taxable allowance to students in return for performing VA-related activities. It serves as a supplemental VA education benefit and often provides the additional funding that allows a student to pursue and accomplish educational goals.
Work Study students earn an hourly wage equal to the federal minimum wage, or the state minimum wage, whichever is greater.

The earnings the student receives under this program is not considered as income and should not be mentioned as such. This is a supplement to VA Education Benefits.

Program Eligibility
To participate in the Work Study Allowance Program, the student must be receiving benefits under one of the following education programs:

- Title 38, U.S.C., Chapter 30: The Montgomery GI Bill
- Title 38, U.S.C., Chapter 31: Veteran Readiness and Employment
- Title 38, U.S.C., Chapter 32: The Post-Vietnam Era Veterans' Educational Assistance Program
- Title 38, U.S.C., Chapter 33: The Post-9/11 GI Bill / Fry Scholarship
- Title 38, U.S.C., Chapter 35: Dependents' Educational Assistance Program
- Title 10, U.S.C., Chapter 1606: The Montgomery GI Bill – Selected Reserve
- Edith N. Rogers STEM Scholarship

The student must be enrolled in and pursuing an approved college degree, vocational or professional program of education at a rate of 3/4 time or greater.

NOTE: Neither Federal employees nor students receiving VA education benefits, while participating in an internship program at a VA Facility, are eligible to participate in the Work Study Allowance Program simultaneously at a VA facility.

HOW TO APPLY:

Robeson Community College's Military Affiliated Resource Center (MARC) is an approved work site for the VA Work Study Allowance Program. To apply, please complete VA Form 22-8691, Application for Work Study Allowance, and submit it to the Financial Aid/Veterans Service Office for consideration. Positions are on a first come first serve basis as positions are limited. For more information about education benefits, please contact us via email at: VA@robeson.edu or contact the Military Affiliated Resource Center (MARC) at 910-272-3333.

Vocational Rehabilitation for Disabled Veterans

Veterans Vocational Rehabilitation is designed to provide all services and assistance necessary to enable veterans with service-connected disabilities to achieve maximum independence in daily living; to become employable; and to obtain and maintain suitable employment.

Basic entitlement is based on service-connected disability for which you are receiving, or could elect to receive, VA compensation; VA determines a need to overcome employment handicap or to improve your capacity for independent living; you were discharged from service under other than dishonorable conditions.

Periods of eligibility is up to twelve (12) years after date of notification of entitlement to VA compensation. Up to 48 months of rehabilitation and assistance may be authorized. Contact Veterans Affairs at http://www.va.gov/vaforms/formdetail.asp?FormNo=28-1900 [opens in a new tab] for an application.

Vocational Rehabilitation

Vocational Rehabilitation may provide educational assistance for individuals with physical, mental, emotional, or learning impairments. To be eligible for services, an individual must:

Be an individual with a disability. This is defined to mean that (a) the individual has a physical or mental impairment which for such individual constitutes or results in a substantial impediment to employment; and (b) the individual can benefit from Vocational Rehabilitation services in terms of an employment outcome; and Require Vocational Rehabilitation services to prepare for, enter, engage in, or retain gainful employment. Application Procedure: For more information on services or eligibility, contact your local Vocational Rehabilitation Office, or write to the NC Division of Vocational Rehabilitation Services, P.O. Box 26053, 803 Ruggles Drive, Raleigh, NC 27611- 6053 or call at (919) 733-3364. General information may be received from the Counseling and Career Center at Robeson Community College.

National Guard Tuition Assistance Program

The North Carolina National Guard Tuition Assistance Program (NCTAP) is available to any student who is an eligible member of the North Carolina National Guard and pays tuition/fees. Students who wish to use TAP must apply online at NCTAP [opens in a new window].

North Carolina War Orphan Program

The North Carolina War Orphan Program provides funds to institutions for the waiver of tuition for children of totally disabled or deceased North Carolina war veterans. Veterans must be 100 percent disabled and their disability does not necessarily have to be war related. For more information, please visit the website at www.nc4vets.com/nc-programs [opens in a new tab].

Soldiers on active duty are eligible for Tuition Assistance. The Tuition Assistance (TA) Program provides financial assistance for voluntary off-duty civilian education programs in support of a Soldier's professional and personal self-development goals. TA is a Public Law that is implemented by Department of Defense (DoD) Directive and DoD Instruction, and all Soldiers (officers, warrant officers, enlisted) on active duty, Army National Guard and Army Reserve Soldiers on active duty (pursuant to U.S. Code Title 10 or Title 32), and TPU Soldiers are authorized to participate in the TA program.

Military Scholarships

- **Army Emergency Relief (AER) Scholarships:**
    - Mrs. Patty Shimeski Spouse Scholarship Program - Spouses pursuing an undergraduate degree or professional certification may receive assistance for up to four academic years of full-time study or eight academic years of part-time study.
    - Maj. Gen. James Ursano Scholarship Program for Military Children - Children pursuing an undergraduate degree who meet eligibility criteria may receive assistance for up to four academic years.
- **MyCAA Military Spouse Scholarship**: Spouses of service members on active duty in pay grades of E-1 to E-5, W-1 to W-2 and O-1 to O-2 who have successfully completed high school and have the ability to request tuition assistance while their military sponsor is on Title 10 miliary orders are eligible. Spouses married to members of the National Guard and reserves in these pay grades are eligible.
- **AMVETS Scholarships** - Annually awarded scholarships to Veterans/active military, their sons, daughters or grandchildren. A son, daughter or grandchild of a deceased Veteran is also eligible.
- **Children of Fallen Patriots Foundation** - fallenpatriots.org/ - Providing college scholarships and educational counseling to military children who have lost a parent in combat or accidents. Our vision is that every such child can have a debt-free college education.
- **Fallen Warrior Scholarship Fund** - Established to provide financial assistance in the form of scholarships to U.S. military family members of our Fallen Warriors in their pursuit of higher education.
- **ThanksUSA Scholarships** - Academic Top Scholars (ATS) - Accessible to all dependent children, age 24 and under, and all spouses of Active-Duty U.S. Military Service Members are eligible to apply for scholarships.
- **VFW Military Scholarships** - The VFW's Military Scholarship program provides 25 $3,000 scholarships annually to VFW members are currently serving in uniform or have been discharged within the 36 months before the December 31 deadline.
- **Folds of Honor Scholarship** - We're humbled by the eagerness of spouses and children to honor their service member by working hard toward educational goals. We pledge to stand in the gap financially as you take the next step in your education.

RCC Foundation Scholarships

Robeson Community College Foundation provides essential financial support to students through the partnership of donors offering two types of scholarships:

- Endowed Scholarships are funded through permanent gifts from donors, with the principal amount being invested. The income generated from these investments is used exclusively for scholarship awards, allowing these scholarships to provide financial support to students in perpetuity.
- Non-Endowed Scholarships also known as annual scholarships, are funded by donations that are fully distributed as scholarships each year, rather than being invested for long term.

Eligibility criteria for all scholarships are established based on discussions between the donor and Foundation team. Scholarships are available for both the Fall and Spring semesters, depending on the availability of funds, and may be subject to change without prior notice.

For more information or inquiries about scholarships, students are encouraged to reach out directly to Robeson Community College Foundation office. Scholarship applications can be submitted online at www.robeson.edu/fa.

Registration Policies/Procedures

Students are expected to register for course work as well as pay tuition and fees during advertised registration times. Formal registration for all curriculum courses is closed at the end of late registration each semester. Students registering but failing to meet financial obligations will be removed from class rosters.

Any exceptions to the registration procedures must be approved by the Dean of Enrollment Management and Student Support Services or his or her designated representative and the Assistant Vice President of Instruction and Student Support Services, but only then by justifiable cause.

Most classes, credit and non-credit, are scheduled between the hours of 8 a.m. and 10 p.m. Monday through Thursday and 8 a.m. to 3 p.m. on Friday.

Registration Information

Change of Name, Address and/or Social Security Number
In order that official records may be kept up to date, change of name, address, and/or Social Security Number must be reported immediately to the Business Office located in Building 3. A change in Social Security Number will require appropriate verification. Address and phone number(s) may also be updated in Self-Service.

Contact Hours

The contact hours shown in the course descriptions are minimal. The policy of the College permits students to pursue laboratory work beyond hours indicated in this publication.

Credit Hours

Semester hours of credit are awarded as follows: one semester hour of credit for every hour per week of class work; one semester hour of credit for every three hours per week of lab work; one semester hour of credit for every three hours per week of clinical work; and one semester hour of credit for every ten hours per week of cooperative work experience. A student may take up to a maximum of 25 credit hours per semester.

Prerequisites and Corequisites

Some courses have state prerequisites, corequisites and/or local prerequisites. These requirements, which were established to ensure student success, are identified under Course Descriptions. Students may not enroll in a course for which they do not meet the prerequisites by the time the course begins. A corequisite means that two courses must be taken at the same time. Under rare circumstances, when a student has limited options, a petition for local prerequisite waiver may be made to the program director of the instructional division offering the course. State prerequisites cannot be waived. Waiver of a local prerequisite does not exempt a student from completing the course. Students may be administratively dropped from any course for which they have not met the prerequisite.

Drop/Add Procedures and Withdrawal

It is the student's responsibility to withdraw from the course(s) if they cannot meet the requirements of the course. The student should first consult with their instructor or advisor before requesting to be withdrawn from a course. Students receiving financial aid should also consult a financial aid advisor before requesting to be withdrawn from a course. Withdrawing from a course could substantially delay the completion of the student's program of study and may have an impact on future financial aid eligibility.

A student may drop or add a course at any time within the scheduled drop/add period under the following provisions:

1. The student must request authorization from their instructor to withdraw from a class once the term begins and the student has entered the class.
2. Absences are computed from the first class meeting regardless of add date.
3. A student adding a course will be responsible for all makeup work required.

After classes begin, online withdrawal forms are available at FORMS-Transcripts, Withdrawals [opens in a new tab] on the RCC website.

At any point prior to the ninety percent (90%) date of the semester (or any terms within), students may voluntarily withdraw from their courses. Students will not be allowed to voluntarily withdraw from courses past the ninety percent (90%) date. The Vice President for Instruction and Student Support Services ("Vice President") may make exceptions in cases of extenuating circumstances and award a grade of "W" during the final ten percent (10%) of the academic term. All applicable deadlines will be published in the College's official calendar.

To officially begin the withdrawal process, the student should notify the instructor of the class they wish to withdraw from and complete the appropriate paperwork.

Students must officially withdraw from any course they stop attending in order to ensure that they will not receive an "F" in the course. In the case of a withdrawal, the student will receive a "W" which will not be included in the grade point average but will appear on the student's official transcript.

Any student who violates the attendance policy for a course may be withdrawn from the class at the instructor's discretion.

A student may be administratively withdrawn when:

1. The student fails to maintain class attendance as described in the instructor's course syllabus.
2. Attendance records indicate there is a lack of participation by the student as evidenced by consecutive absences that exceed two full weeks of class.
3. An instructor is reasonably assured that the student does not intend to pursue the learning activities of the class.
4. Students may be involuntarily withdrawn from courses for disciplinary reasons subject to the student discipline policies.

In the last eight days of the class, if a student fails to attend class in accordance with prescribed policy, an "I" or incomplete may be given at the discretion of the instructor. The granting of an "I" should not violate any attendance policy that requires a student be dropped.

Department of Education Unofficial Withdrawal Policy

The Department of Education Unofficial Withdrawal Policy is located in the Return of Title IV Policy in the Financial Assistance [opens in a new tab] section of this catalog.

Semester System

Robeson Community College operates on the semester system. The fall and spring semesters are each approximately sixteen weeks in length. The College is in session five days and four nights a week. The summer session is approximately eight weeks in length. When approved by the Board of Trustees, the College is in session four days and four nights during summer semester.

Transfer Information

Transfer Agreements

RCC students who complete the University Transfer Program and receive the Associate in Arts or Associate in Science Degree are eligible to transfer to any four-year college or university. Specific transfer agreements in Business, Criminal Justice, Education, Hospitality Management, Nursing and Electrical Systems Technology, have been arranged with some senior colleges. For more information, contact the RCC Admissions Office or Counseling and Career Services.

Transfer to Other Colleges

Students who wish to transfer from one college to another, or to any other institution, should request an official transcript from the Registrar's Office five days before it is needed. Official transcripts will be released to other accredited and approved institutions upon written request. Official transcripts may be released to the student. The college to which the student is transferring determines the number of hours of credit it will allow in transfer. Some four-year institutions grant full credit for work completed in the community college. Students planning to transfer to a four-year college or university should check early with that institution's admissions office to determine requirements.
The Comprehensive Articulation Agreement is a statewide agreement governing the transfer of credits between NC Community Colleges and NC public universities. Please see the NC Community College Transfer Page [opens in a new window] for more information on transferring to a UNC campus and for links to UNC baccalaureate degree plans/transfer four-year guides.

Academic Progress

Standards of Acceptable Academic Progress
Each student enrolled in a degree, diploma, or certificate program is expected to maintain satisfactory progress toward completion of requirements for that program. A 2.0 grade point average is required for graduation in all programs. Students are expected to maintain this average to be considered in good academic standing.

Financial Aid Satisfactory Academic Progress
For students receiving any form of financial aid, refer to the Financial Assistance [opens in a new tab] section of the catalog for important information.

Academic Probation
Students whose cumulative grade point average falls below 2.0 may be placed on academic probation. The student may be required to consult with their advisor to review academic progress and plan a strategy for improving academic progress.

A student who is on academic probation may return to good standing by meeting the requirements outlined in the Standards of Acceptable Academic Progress or by passing at least 12 hours the next semester of enrollment with a semester grade point average of at least 2.0. A student will remain in good standing as long as the student continues to meet the Standards of Acceptable Progress or passes at least 12 hours each semester with a semester grade point average of at least 2.0 per term enrolled.

While on academic probation, a student will not be allowed to participate in certain extracurricular activities. These activities include:
Holding an elected office or committee assignment in the Student Government Association, or any other activities which require the student to represent RCC officially. Students placed on academic probation are not eligible for financial aid and cannot participate in early registration for the next term.

Academic Suspension
Satisfactory progress is the responsibility of the student. A student who has been on academic probation for one semester may be suspended from college if he/she is unsuccessful in meeting the guidelines to return to good standing.
Academic suspension will be for one semester. At the end of one semester, the student may apply for readmission. Students who do not attain the required grade point average for two semesters following reinstatement to the College may be suspended permanently.
Students may appeal notice of suspension to the Dean of Enrollment Management and Student Support Services or his or her designated representative. The Dean, or his or her designated representative, will meet with the student, and the student's advisor.

Graduation

Graduation Requirements

The Registrar reviews records for each prospective graduate to determine that all requirements and obligations have been met.

1. Students are encouraged to submit applications for graduation (available in the Registrar's Office) before registering for the final semester of study. It is the student's responsibility to complete this form. Late applicants will not be able to claim their diplomas until several weeks after the graduation ceremony. Diplomas will be mailed to all graduates after graduation once grades are reviewed and all graduates are certified. The initiative is to let all potential graduates participate in the graduation ceremony. Students who did not meet the graduation requirements will be notified.
2. Complete all required courses. Robeson Community College is not obligated to offer courses not listed in the current catalog and student handbook. Those students not continuously enrolled may be required to meet the graduation requirements of the catalog and student handbook that is current at the time of their re-enrollment.
3. Transferring students must complete a minimum of twenty-five (25) percent of the total number of credit hours required for a certificate, diploma, or degree program at Robeson Community College.
4. Have a minimum program grade point average (GPA) of 2.0.
5. Must have all financial obligations to the college taken care of, including those with the Business Office, the Library, or any other financial debt to the College.
6. Commencement exercises are scheduled at the end of the spring semester.

The charge for cap, gown, stole, and diploma is paid by the student directly to the manufacturer. Students may also order announcements, personal cards, and/or college rings when ordering caps and gowns.

Upon completion of program requirements, the college may award credentials without student request.

Diplomas

Upon graduation, students should check for errors in the spelling of their name on diplomas. Any corrections must be filed with the Registrar's Office within thirty (30) calendar days after graduation.
Replacing a diploma for any reason after that time will be at the student's expense.

Criteria for Graduating with Distinction

Graduates who have earned a grade point average of 3.5 and have completed at least one-fourth of their degree or diploma requirements in residence at Robeson Community College will be granted a degree or diploma with distinction. Only courses required in the assigned program of study will be considered in the calculation of a grade point average in determining academic distinction. The College furnishes cords to be worn for the graduation exercise.

Academic Distinction

The names of student scholars earning academic distinction are published at the end of the fall and spring semesters.

Criteria for President's Scholars

DEGREE: All full-time students enrolled in the two-year associate degree programs achieving a grade point average of 4.0 for the semester.
DIPLOMA: All full-time students enrolled in one-year diploma programs achieving a grade point average of 4.0 for the semester.
Only courses at the 100 level or above will be considered in the calculation of a grade point average in determining President's Scholars. Hours earned by taking proficiency tests will not be included in determining President's Scholar status.

Criteria for Academic Scholars

DEGREE: All full-time students enrolled in two-year associate degree programs achieving a grade point average of 3.5 and above for the semester.

DIPLOMA: All full-time students enrolled in one-year diploma programs achieving a grade point average of 3.5 and above for the semester.

Only courses at the 100 level or above will be considered in the calculation of a grade point average in determining Academic Scholars. Hours earned by taking proficiency tests will not be included in determining Academic Scholar status.

Criteria for Phi Theta Kappa Honor Society

Students eligible for membership in the Honor Society must be enrolled in a two-year degree program of study and must have completed 12 semester hours at Robeson Community College and have a program grade point average of 3.5 or higher. Only courses required in the assigned program of study will be considered in the calculation of a grade point average in determining Honors status.

Criteria for National Technical Honor Society

Students eligible for membership in the National Technical Honor Society must be actively enrolled in a certificate, degree or diploma program, excluding college transfer, and must have completed 12 semester hours at Robeson Community College and have a program grade point average of 3.25 or higher. This Honor Society is available to part-time and full-time students. Students must be nominated by at least one teaching faculty member.

Marshals

Marshals may be recruited from Ambassador/Honors College programs or Academic Scholars.

Educational Records

Enrollment and Degree Verification-National Student Clearinghouse

Robeson Community College is a member of the National Student Clearinghouse. The Clearinghouse provides a central repository for information on the enrollment status of Qualifying Program borrowers attending educational institutions. The Clearinghouse is the school's agent for purposes of confirming enrollment status of student financial aid recipients. Robeson Community College reports the enrollment status of students to the Clearinghouse. The Clearinghouse is then responsible for providing status and deferment information, on behalf of the College, to guaranty agencies and lenders. See www.studentclearinghouse.org [opens in a new tab]. Employers and/or background-screening firms should access www.degreeverify.com [opens in a new tab].

Student Rights, and Responsibilities

Student Records

ROBESON COMMUNITY COLLEGE RESPONSIBILITIES UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (THE BUCKLEY AMENDMENT)

Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Consistent with this legislation, Robeson Community College establishes the following policy to ensure compliance. Failure to comply with standards prescribed in the Act could jeopardize federal funding received by the institution and its students.

The full statement of the College policy, non-disclosure forms, requests to review and inspect, as well as request for hearing forms can be found on the College's website at http://www.robeson.edu/registration/ferpa/ [opens in a new tab] and are available in the Office of the Registrar in the Fred G. Williams, Jr. Student Center.

Directory Information

Directory information as designated by Robeson Community College may be released for any purpose and at the discretion of RCC. Directory information includes name, address, telephone number, major field of study, enrollment status, dates of enrollment, participation in officially recognized activities, grade level (freshman/sophomore), degrees and awards received, and the most recent previous educational agency or institution attended. Students have the right to withhold disclosure of any directory information by completing a request for nondisclosure in the Registrar's Office. Requests for non-disclosure must be filed for every academic year. The College assumes that a student's failure to file a request for non-disclosure indicates

approval for disclosure. The complete text of Family Educational Rights and Privacy Act (FERPA) can be found on the U.S. Department of Education website. http://www2.ed.gov/policy/gen/guid/fpco/ferpa [opens in a new tab]

Rights of Students

In compliance with the law, an individual becomes a student when he/she registers at the College. Upon reaching age 18 or attending an institution beyond the high school level, the student has the right to view his/her own school or college records. These records include the academic transcript of the College, post-secondary transcripts, high school transcripts, and other documents maintained as part of the students permanent file with the exception of confidential letters of recommendation. All permanent academic records are housed and maintained by the Registrar.

RCC requires written authorization from the student prior to release of academic records. A minimum of 48 working hours may be required by the College to access the requested academic information. The student may inspect, copy, and review his/her records in the Registrar's Office. There may be a charge for copies. A sample copy of the "Request to Review Education Records" can be found on the College's website at http://www.robeson.edu/registration/ferpa/ [opens in a new tab]

Rights of Parents

Parents of a child who is under the age of 18 and has never attended an educational institution beyond high school level has the right to inspect and review that child's academic records. After a student reaches the age of 18 or enters a post-secondary institution, the parent will be denied access to the student's academic record unless the student gives written consent. The College assumes that all students are independent adults attending an institution designed for adult education. Parents do have the right to review the academic records of their child if they are claiming the child as an income tax deduction; however, they must show proof of the claim.

Rights and Duties of Faculty

The faculty of the College has a legitimate educational interest in a student's academic records. Therefore, access to those records is authorized by the institution. Along with this access comes certain obligations and responsibilities. A faculty member shall not access educational records of any student for which he/she does not have a direct advisory relationship. A faculty member shall be responsible for the security of all academic information in his/her possession. These records must not be accessible to students and unauthorized personnel. A faculty member shall refrain from disclosing academic information by phone without the written consent of the student.

Rights and Duties of Administration

Student Services and specifically the Registrar's Office, have the responsibility of maintaining and safeguarding the academic records of all students of the College. Consistent with this responsibility, the personnel of Student Services will access student records as needed. However, these individuals bear the responsibility for ensuring that no unauthorized disclosure of student academic information occurs without the written consent of that student. Administrators of the College may access student records when needed to facilitate the student's educational pursuit. College administrators may disclose a student's educational records to appropriate parties in connection with a health or safety emergency. Furthermore, College administrators have the right to contact parents of any student under the age of 21 that has violated a Federal, State, or local law, or any rule or policy of the institution, including the use or possession of alcohol or a controlled substance.

Educational records of a student will not be accessed for employment decisions without the written consent of the student. Information from student academic records may be shared in aggregate for educational research purposes.

Challenge of the Contents of Education Records:

1. Robeson Community College provides students with the opportunity to challenge the contents of their education records which the student considers to be inaccurate, misleading, or otherwise in violation of their privacy or other rights.

2. When Robeson Community College receives a challenge request, a decision will be made within 15 days whether or not corrective action consistent with the student's request will be taken. The student

will be notified of the decision. If the decision is in agreement with the student's request, the appropriate records shall be amended.

3. When a student is not provided full relief sought by the challenge, he/she shall be informed by the Registrar of his/her rights to a formal hearing on the matter.

4. A student's request for a formal hearing must be in writing. Student Request for Formal Hearing form is available in the Registrar's Office and on the College's website at http://www.robeson.edu/registration/ferpa/ [opens in a new tab]. This form may be picked up in the Registrar's Office. Within 15 days after receiving the request, the student shall be informed of the date, place, and time of the hearing.

5. Students shall be afforded a full and fair opportunity to present evidence relevant to the issue raised. A student may be assisted or represented at the hearing by one or more persons of his/her choice, including an attorney at the student's own expense.

6. The decision of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of a written statement summarizing the evidence, and stating the reasons of the decision which will be delivered to all parties concerned.
    a. Robeson Community College will correct or amend any educational records in accordance with the decision of the hearing panel if the decision is in favor of the student.
    b. If the decision is unsatisfactory to the student, the Registrar will inform the student that: (1) The student has the opportunity to place with the education records a written statement about the information in the records, or a statement giving any reason for disagreeing with the decision of the hearing panel. (2) That the written statement given by the student will be placed in the education records and will be maintained as part of the record for so long as the records are held by Robeson Community College. (3) When the education records are disclosed to the authorized party, the statement filed by the student shall be included.
    c. A student cannot use his rights of challenge to question substantive education judgments which are correctly recorded. A student does not have the right to challenge a grade given in a course because he/ she feels a higher grade should have been given.

7. Students will not be permitted to inspect and review the following information that may be a part of their education records:
    a. Financial information submitted by parents.
    b. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which collected.
    c. Confidential letters and recommendations associated with administrations, employment or job placement, or honors to which students have waived right of inspection and review.

Location of Student's Education Records

All curriculum student permanent records are maintained and stored electronically. These files include applications, high school and college transcripts, transcript evaluations, placement test scores, and any other documents pertaining to a student's academic status.

A copy of all continuing education records are kept in the Continuing Education Department.

Medical records for candidates/applicants provisionally accepted into the Health Science programs are collected by the appropriate program director and kept in a locked file cabinet until the final acceptance procedures are complete. Medical records for students accepted into a Health Science program are kept for approximately five years after graduation or enrollment termination.

The Dean of Enrollment Management and Student Support Services maintains appropriate documents including general student complaints, grievances, violations to the student code of conduct and documents regarding grade appeals.

Disability Services records are kept in hard copy form in locked filing cabinets in the Advising, Counseling and Career Services office and are shredded after five years of non-activity.

Financial Aid and Veteran Affairs maintains student financial aid and VA records in accordance to federal and state regulations.

Refund Policy

The policies relating to tuition refund for students are determined by the North Carolina Community College System Statewide Refund Policy for all North Carolina Community Colleges. Activity and technology fees are not tuition based and are non-refundable. For additional information please see the "Student Finances" section.

Academic Policies and Procedures

Academic Freedom and Responsibility Policy

It is the policy of Robeson Community College to support the concept of academic freedom for its faculty, and as such respect the faculty member's right to teach, investigate, and publish freely in accordance with the provisions and clarifications provided in this policy.
As representatives of Robeson Community College, instructors and students should exercise sound judgment in the interpretation and presentation of instructional materials.
The instructor/student has the freedom to interpret and/ or teach the subject within sound academic principles and practices without undue institutional censorship. However, each instructor/student should be mindful that controversial materials that have no relation to the course have no place in the classroom. Personal behavior both inside and outside the classroom, reflects upon the college. Each instructor/student must be responsible for his or her own behavior.

Patent and Copyright Policy

It is the policy of Robeson Community College to comply with all applicable laws regarding copyright use and ownership. As an institution devoted to the creation, discovery, and dissemination of knowledge, RCC shall support responsible, good faith exercise of full fair use rights as codified in 17 U.S.C. Section 107, by faculty, librarians, and staff in support of teaching and service activities and copyright ownership for creative, non-directed works by faculty, staff, and students subject to the "Copyright Use and Ownership Policy" and the "Patent Policy" on file in the Student Services Office.

Academic Expectations

Student Expectations of Faculty

The faculty members of Robeson Community College pledge to provide the highest level of service possible to all of their students all of the time. Your faculty member knows what students need to do to succeed in the course you are taking, and your instructor wants you to succeed. To this end, it is reasonable for students to expect that faculty will:

- Provide you with a syllabus that outlines the content and objectives of the course and spells out the instructor's grading and attendance policies.
- Be a professional who will treat each student respectfully, equally, and honestly.
- Start class on time, be prepared, and use effective teaching strategies to promote learning of the subject material and provide activities for the full time allotted for all classes.
- Strive to create a positive environment in which you may pursue learning.
- Be accessible and approachable.
- Provide timely and consistent feedback regarding student progress.
- Provide reasonable assistance on an individual basis as may be necessary and appropriate.
- Preserve the academic integrity of the course.

Faculty Expectations of Students

Robeson Community College is an institution for adult learning. It is a partnership between instructors with the desire to teach and students with the desire to learn. Instructors seek to guide you, motivate you, and outline for you the body of knowledge to be learned. To this end, we believe it is reasonable to expect that students will:

- Treat other students and faculty with respect and treat the classroom as a professional environment.
- Accept the challenge of collegiate studying, thinking, and learning.
- Anticipate that the level and quantity of work in some courses will exceed prior experiences.
- Be informed about instructors' policies presented in the course syllabus, as well as the policies of the college published in this publication
- Attend all classes, except when emergencies arise.
- Adhere to class start times and end times that are prescribed.
- Be an active participant in class.
- Study course material routinely.
- Refrain from any behavior that may distract others.
- Silence all cell phones, pagers, and other communications devices in every class.
- Use the internet for valid, academic purposes only while in any RCC campus computer lab.
- Transact personal business with the instructor (such as asking him or her to sign forms) before instruction begins or after class.
- Let no temptation cause you to compromise or surrender your integrity, ethics, or morals.

Computing Grade Point Average

Course	Credit	Grade	Grade Points Per Credit Hour	Grade Points Earned
ENG 110	3	C	2	6
AHR-134	7	B	3	21
AHR 110	5	A	4	20
PHY-121	4	F	0	0
MEC-288	1	D	1	1
	20			48

The grade point average is computed by dividing points earned by the total credit hours attempted. In the preceding example, 48 divided by 20 equals 2.40 grade point average. All grades A through F, and Incompletes (treated as "F"), are counted in computing the grade point standing. Credit by transfer and credit by examination are not included in computing the grade point standing.

Auditing Courses

Registration and tuition charges for audited courses are the same as for courses taken for credit. Audited classes earn neither credit hour nor quality points. Requests to audit must be submitted to the Office of the Registrar by the last day to add classes. Audits are reported on transcripts as "AU" and do not affect earned credits or influence the grade point average for the semester. However, audited courses do not count as successful completions for financial aid purposes. Therefore, students who receive financial aid should consult the financial aid office before electing to audit a course. Audits are not allowed in distance education courses. In health science programs, students must receive appropriate Program Director and Dean approval in order to audit a health science course.

A student may audit a course section only on a space available basis as determined by the college. A student who audits a course section shall not displace students enrolling or registering to receive a grade, academic credit, continuing education unit or certificate of completion in the course section. The student must receive approval to audit a course section consistent with RCC procedures.

A senior citizen may audit a course section without payment of any required tuition or registration fee, unless the class is self-supporting. Senior citizens shall pay the applicable self-supporting fee for enrollment or registration into a self-supporting course section. In addition, senior citizens shall pay any applicable local fees to audit a course section consistent with the college's local fee policies. An individual is a senior citizen

if he/she is at least 65 years of age as of the first day of the applicable course section. The individual must provide proof of age through a driver's license, State identification card, or other government-issued document.

Repeating Course Work

To raise a grade in any course, the student must reregister for the course. Only the best grade earned will be counted in calculating the total number of credit hours and grade point average. Any required course in which an "F" is received must be repeated and passed to graduate. Certain regulations may prohibit funding for repeating courses previously passed. It is the student's responsibility to determine status in regard to their financial aid and/or veteran benefits.

- Veteran students will not receive any educational benefits (pay) for courses previously attempted and passed.
- Financial aid funding is available for students to repeat a previously "passed" course (grade of "D" or better) one additional time per course for a better grade.

Program {Major (Curriculum)} Change Procedures

To change from one curriculum to another or change from special credit status, students must complete an electronic change of request form on the website under Quick Links. When a program change is approved in the Registrar's Office, the program change becomes effective at the beginning of the next semester.

Financial Aid/or Veterans Education Assistance recipients should consult with the Financial Aid Officer and/or the Veterans Affairs Officer prior to requesting a program change. Not all programs are approved for benefits.

Program Completion Requirements

Students are allowed a maximum of five years to complete a program. If the student does not complete the program within a five-year period, he/she may be required to follow the current catalog and student handbook or state approved curriculum guide in selecting and registering for courses. RCC reserves the right not to award credit for courses over 10 years old or credits deemed to be obsolete. Exceptions may be made for general education courses. The following list of courses will not be counted towards graduation requirements if they are over five years old: CTS 130, DBA 110, NOS 110, NOS 130, NOS 230.
Course changes within programs are generally not made more often than two years. Full-time students enrolling under the first year of a catalog can expect to complete graduation requirements with little or no change in course offerings. Part-time students and students who enroll at some time other than the first semester of the two-year period may experience some course changes in their programs. RCC staff and faculty will work with students to make adjustments in the affected course areas with minimal inconvenience to the student and without delaying the student's projected date of graduation.

Distance Learning

Distance Learning (DL) is an educational format that allows learning to take place when the student and the instructor are physically separated in both time and location. At RCC, these courses are delivered through the Internet, providing flexibility for students. Despite the physical separation, the courses maintain the same course description, core content, and credit hours as traditional in-person courses.

How It Works

RCC offers several modalities of Distance Learning courses, providing students with options to best fit their schedules and educational needs.

A. **Online "O"**
   1. 100% of instruction delivered online.
   2. Asynchronous delivery (no scheduled live sessions).
   3. Example: HIS 131 O1

B. **Hyflex "HF"**
   1. Hyflex courses offer 100% of instruction both in traditional face-to-face (on-campus) settings and through online platforms.

2. Students have the flexibility to choose their mode of attendance for each class session, opting for either in-person or online participation.
3. Face-to-face meeting times are determined by the respective department.
4. Regardless of attendance preference, students enrolled in Hyflex courses are required to have reliable internet access and complete assigned online activities. This ensures consistent engagement with course materials and activities.
5. Example: HIS 131 HFD1

C. **Hybrid "H"**
1. Hybrid courses deliver a majority of instruction (more than 50% but less than 100%) through online platforms, combining online learning with required on-campus sessions.
2. These courses integrate traditional face-to-face instruction with mandatory online assignments and activities.
3. Scheduled face-to-face meeting times are determined by the respective department.
4. Students enrolled in Hybrid courses must have reliable internet access and be prepared to complete assigned online coursework in addition to attending scheduled on-campus meetings.
5. Example: HIS 131 HYD1

D. **Blended "B"**
1. Blended courses provide a 50/50 balance of online and on-campus instruction, integrating online learning with required in-person sessions
2. These courses integrate traditional face-to-face instruction with mandatory online assignments and activities.
3. Scheduled face-to-face meeting times are determined by the respective department.
4. Students enrolled in Hybrid courses must have reliable internet access and be prepared to complete assigned online coursework in addition to attending scheduled on-campus meetings.
5. Example: HIS 131 BD1

Proctor Policy

RCC is continuously researching best practices regarding verifying the identity of students enrolling in and completing online courses. In an effort to ensure student identification and enhance student integrity, RCC has made available three ways a student can complete a proctor exam.

A. **Respondus Lockdown Browser, along with the Respondus Monitor software.**
1. Respondus Lockdown Browser is a custom browser that locks down the testing environment preventing students from accessing other applications including messaging, screen-sharing, virtual machines and network applications. Print, screen capture, keyboard shortcuts, task switching, and copy/paste are also disabled.

2. Respondus Monitor is a software product that provides authentication for student identity, enabling a student to take online assessments in a non-proctored environment. When an instructor delivers an assessment using Respondus Monitor, a "startup sequence" includes a webcam check and other requirements set by the instructor, such as showing identification or making a short video of the exam environment. Only the instructor can review video recordings or data from the exam session.

3. The instructor may schedule a time and location at the College to administer the exam.

B. **Test with the Instructor.**

1. The student may schedule a time to come to campus and test with the instructor at a agreed upon date, time, and location.

C. **Test with an Approved Proctor.**

1. The student may obtain an instructor approved proctor to administer exams. Students must submit names, positions, e-mail addresses, and phone numbers of the potential proctors and locations

where exams can be administered. Proctors and locations must meet with the approval of the instructor. Once an instructor approves a proctor and testing procedure, the RCC instructor will contact the proctor and arrange for delivery and return of the exam. The instructor, proctor, and student will agree upon the time and parameters under which the exam is given. Students are responsible for any fees charged by proctors. If this proctor option is selected, it is the responsibility of the student to obtain an acceptable proctor.

2. **Qualified Proctored may be:**

    i. Administrators of recognized private testing centers
    ii. Administrators or full-time faculty at accredited universities, colleges, or community colleges.
    iii. Principals, associate/assistant principals, and counselors of US public schools
    iv. US Forces Military Commanders of Field Grade or above
    v. Education Services Officers on US military installations within the US or overseas
    vi. US embassy or consulate officials.
    vii. It is the student's responsibility to obtain an acceptable proctor. The process of identifying a proctor, obtaining approval, and exam coordination takes time. Students must make arrangements for a proctor and testing location at least two weeks prior to an examination. Failure to do so may result in a zero for the examination.
    viii. Qualified Proctors may Not Be Friends or Family Members!

Distance Learning Education Grading System

The grading system of the College will be used. The final letter grade of the course, issued by the College, will be posted to the student transcript.

State Authorization and Online Learning

Information about State Authorization and Online Learning, Complaint Procedures and Processes, and Professional Licensure is located on the RCC website at Online & Distance Education [opens in a new tab]>Policies & Authorization/Student Complaints>State Authorization.

Grade Appeals Process

For a complete description of Robeson Community College's grade appeals process, please refer to the section on Grade Appeals Process [opens in new tab] or you may access it under Academic Policies and Procedures.

Attendance Policy

Regular class attendance is expected of students. Faculty keep accurate records of class attendance and tardiness, and these records become part of the official records of the institution. The College is committed to the principle that regular and punctual class attendance is essential to the student optimizing his/her scholastic achievement and that it is the responsibility of the student to attend class regularly without being tardy. As students are adults with many responsibilities, an occasional absence might be necessary. However, such absences in no way lessen the students' responsibilities for meeting the requirements of the class. Distance education students are subject to the same attendance policy and procedures as traditional students.

1. When the College offers a class, the faculty and staff shall work together to develop an accurate electronic class roster listing all students enrolled in the class. Student names are on the electronic class roster once they have officially made payment for tuition and fees with the Business office.
2. Students who have not entered class by the census date will be dropped as "Never Attended". Extenuating circumstances will be addressed by the Vice President of Instruction and Student Support Services.
3. Entrance into a face-to-face class is defined as attending at least one face-to-face meeting before the census date. Entrance into a Distance Education (online) class is defined as logging into the institution's learning management system (LMS) and completing an enrollment activity before the census date. Entrance into a hybrid or blended class is defined as attending at least one face-to-face meeting or completing the required enrollment activity prior to the census date. Failure to

attend class or complete the enrollment activity prior to the census date will result in the student being dropped as "Never Attended".

4. Once a student is officially enrolled in a class, regular class attendance is expected. Absences are a serious deterrent to good scholarship. Arriving late for class or leaving a class early can be a disruption for both the faculty member and students, hence tardiness is strongly discouraged.

5. Inasmuch as the College's students are adults, it is understood that absences may be required for a variety of reasons, but when these occur, it is the student's responsibility to contact the instructor when absent from class and make up missed class work or assignments as allowed by the instructor.

6. For the purpose of this policy, a Student Withdrawal shall occur when a student officially withdraws/ drops a class. The withdrawal/drop shall be effective as of the date the student takes his/her official action.

7. For the purpose of this policy, an Administrative Withdrawal may occur when:
    a. The student fails to maintain class attendance as described in the instructor's course syllabus.
    b. Attendance records indicate there is a lack of participation by the student as evidenced by consecutive absences that exceed two full weeks of class.
    c. An instructor is reasonably assured that the student does not intend to pursue the learning activities of the class.

8. Students who attend Robeson Community College must attend 75% of the required contact hours for a curriculum class in order to receive credit in the class. Instructors may allow students to complete/submit assignments in a delivery mode other than the primary delivery mode of the class to demonstrate attendance, with the exception of the required enrollment activity for online courses.

9. Students who attend Robeson Community College must attend 85% of the required contact hours for a developmental class in order to receive credit in the class*****. Instructors may allow students to complete/submit assignments in a delivery mode other than the primary delivery mode of the class to demonstrate attendance, with the exception of the required enrollment activity for online courses.
    ***Exception: Students (other than VA students) may exit the developmental class upon completing the tier required for their gateway course.**

10. Students who attend Robeson Community College must attend 80% of the required contact hours each month for a College and Career Readiness class in order to receive credit in the class. Students who exceed the 20% absence point for a given month must attend the College and Career Readiness Learning Lab.

11. For curriculum and developmental classes, a tardy shall be defined as a student entering class late, leaving for a length of time during class, or leaving class early, regardless of reason, amounting to no more than 20% of the scheduled class meeting time. Thus, if a student is in class for 80% of the time but less than 100% of the meeting time, then that student shall be counted tardy. If a student is in class for less than 80% of the time, then that student shall be counted absent.

12. For the purpose of maintaining class attendance in curriculum classes, faculty shall count three tardies as one absence.

NOTE:
Absences begin with the first session a class is scheduled to meet even though the student may register late.

All syllabi for online, hybrid, and blended classes will specify the attendance procedures for the class. Examples of attendance requirements include weekly test/quiz, class assignments, and/or discussion forum participation.

Military: Students must provide prior official notification to instructors of duty-related military leave of absence(s). Responsibility for initiating such notice rests with the student. Military personnel must be able to attend/participate in the course prior to the course's census date. Military leave of absence(s) that interferes with the student's ability to attend/participate in the course before the census date will require that the student drop the course.

Religious Observance: It is the policy of Robeson Community College that any student of the institution must be granted two excused absences each academic year (July 1-June 30) for religious observances required by the faith of the student. The student must submit a written request to the Dean of Enrollment Management and Student Support Services or his/her designee for the excused absences at least ten days prior to the date the student intends to be absent for the religious observance. The Dean of Enrollment Management and Student Support Services or his/her designee may waive the ten-school day requirement during the first ten school days of a student's enrollment. For more information, please contact the Dean of Enrollment Management and Student Support Services or his or her designated representative.

Noncontinuous Enrollment

Noncontinuous enrollment is defined as not being enrolled for a period of one year or longer. Upon re-enrollment the student must comply with the requirements of the catalog and student handbook that is current at the time of reenrollment.

Grade Appeals Policy

It is the policy of Robeson Community College that students shall have the right to appeal a grade whether derived from a singular course event or the final grade issued for the course in accordance with the comments/clarifications/procedures outlined below.

Comments/Clarifications/Procedures:

Individual Course Assignment

1. Grades for individual course assignments/events as well as final grades are to be determined by the course instructor of record in accordance with the grading guidelines distributed in the course syllabus at the beginning of a course.

2. A student may appeal a grade derived from a singular course event as outlined below:
    a. Any student who has an issue with a grade resulting from an individual course event (i.e. test, pop quiz, term paper, etc.) must attempt to resolve the matter with the faculty member who assigned the grade. A written appeal must be submitted to the instructor within three working days from the date the graded product is returned or made known to the student. Instructor's written response to the appeal should be made within three working days of receipt of the appeal.
    b. In the event the matter cannot be resolved, the student may appeal thegrade following the procedures outlined below:
        i. The student shall present a written grade appeal to the Department Chair/Program Director of the area which the contested grade was awarded within three working days of the instructor's response.
        ii. The Department Chair/Program Director shall confer with the student and instructor to seek a resolution of the appeal and render a decision within three working days of receipt of the appeal. If the instructor happens to also be the Department Chair/Program Director, then the appeal should be submitted to the appropriate dean.
        iii. Should the Department Chair/Program Director and student fail to reach a satisfactory resolution, the student shall forward a written appeal to the appropriate dean for review within three working days.
        iv. The decision of the dean shall be made within three working days and the decision shall be considered final.

Final Course Grade

1. Students may appeal a final course grade as outlined below:
    a. Any student who has an issue with the final course grade must attempt to resolve the matter with the instructor who assigned the grade. A written appeal must be submitted to the instructor within three working days from the receipt of the final grade. Instructor's response to the appeal should be made within three working days of receipt of the appeal.
    b. In the event the matter cannot be resolved, the student may appeal thegrade following the procedures outlined below:
        i. The student shall present a written grade appeal to the Department Chair/Program Director of the area within which the contested grade was awarded within three working days of the instructor's response.
        ii. The Department Chair/Program Director shall confer with the student and instructor to seek a resolution of the appeal and render a decision within three working days of receipt of the appeal. If the instructor happens to also be the Department Chair/Program Director, then the appeal should be submitted to the appropriate dean.
        iii. Should the Department Chair/Program Director and student fail to reach a satisfactory resolution, the student shall forward a written appeal to the appropriate dean for review within three working days.
        iv. The dean shall convene a hearing before the Academic Appeals Committee within three working days of the receipt of the appeal. The dean shall serve as the committee chair. The Committee shall consist of four faculty members randomly selected from the Academic Appeals Committee membership. The Committee shall meet to discuss the grade appeal and may hear from the student, the instructor, and any other individuals that the Committee deems appropriate. If the Committee finds the grade received was inappropriate, the Committee shall determine a method by which the grade will be re-evaluated. The resulting grade, if different, must be submitted within College guidelines and may not be appealed further. Should the Committee find the grade received by the student was appropriate, the Committee will direct that no action be taken to change the final grade and notify the student of the Committee's findings within three working days.
        v. In cases where the Academic Appeals Committee finds that the grade received by the student was appropriate, the student may submit a written appeal to the Vice President for Instruction and Student Support Services within three working days after receiving the Committee's findings. The Vice President shall review all evidence related to the appeal, conduct any interviews deemed appropriate, and render a decision within three working days. The decision rendered by the Vice President for Instruction and Student Support Services will be considered final.

4. Failure of a student to pursue a grade appeal in accordance with the provisions of this policy or any publications derived there from shall be deemed unacceptable and the grade assigned will be the grade of record.

5. This policy shall apply to all credit courses offered by the College regardless of length, credit awarded, method of delivery, time of delivery, or other similar factors.

Grading System

Grade Reports

Final grades are available online to students at the end of each semester.

Records of Progress

Records of progress are kept by this institution for all students, veteran and non-veteran. All students, veteran and non-veteran, have online access to records of their academic progress such as course grades throughout a semester and course grades at the end of each semester.

Grading System-General

The 4.00 grade point average system is used to calculate student grade averages. (See separate grading system section for Health Science Programs.)

Letter Grade	Numerical Equivalency	**Explanation**	Grade Quality Points
A	90% - 100%	Excellent	4
B	80% - 89%	Good	3
C	70% - 79%	Average	2
D	60% - 69%	Poor, but Passing	1
F	Below 60%	Fail	0
W		Withdrew (no grade points calculated)	0
I		Incomplete The "I" Grade is computed as an "F" until the course requirements are met to the instructor's satisfaction. Incomplete work must be completed within the first six (6) weeks of the next semester, otherwise, it will remain as an "F"	0
AU		Audit (Must be declared during drop/add period. Forms to request grade of AU are in the Registrar's Office)	0
CP		Credit by Proficiency	0
TC		Transfer Credit	0

Grading System-Developmental Classes

The 4.0 grade point average system is used to calculate grade averages. Please note that the North Carolina Community College System uses the scale below with no grade of D for developmental English and math courses.

Letter Grade	Numerical Equivalency	**Explanation**	Grade Quality Points
A	90% - 100%	Excellent	4
B	80% - 89%	Good	3
C	70% - 79%	Average	2
F	Below 70%	Fail	0
W		Withdrew (no grade points calculated)	0
I		Incomplete The "I" Grade is computed as an "F" until the course requirements are met to the instructor's satisfaction. Incomplete work must be completed within the first six (6) weeks of the next semester, otherwise, it will remain as an "F"	0

AU		Audit (Must be declared during drop/add period. Forms to request grade of AU are in the Registrar's Office)	0
CP		Credit by Proficiency	0
TC		Transfer Credit	0

Grading System-Health Sciences

Radiography and Medical Sonography Programs

The 4.0 grade point average system is used to calculate student grade averages. Please note that the grading system used with the RAD and SON courses is different from that stated for other curriculum courses.

Letter Grade	Numerical Equivalency	**Explanation**	**Grade Quality Points**
A	93% - 100%	Excellent	4
B	85% - 92%	Good	3
C	80% - 84%	Average Students are required to have a final grade average of 80% or higher in all RAD and SON courses to successfully pass and progress to the next course. Students are required to have a final grade average of 70% or higher in all required general education courses to successfully pass and progress to the next RAD or SON course regardless of semester enrolled.	2
D	70% - 79%	Unsatisfactory and unable to progress to the next RAD or SON course. Failing a RAD or SON course will result in exiting the program.	1
F	Below 60%	Failing	0
W		Withdrew (no grade points calculated)	0
I		Incomplete The "I" Grade is computed as an "F" until the course requirements are met to the instructor's satisfaction. Incomplete work must be completed in the program before registering for the next semester.	0
AU		Audit Program Director and Assistant Vice President approval is required. (Must be declared during drop/add period. Forms to request grade of AU are in the Registrar's Office)	0
CP		Credit by Proficiency	0
TC		Transfer Credit	0

Associate Degree Nursing, Practical Nursing, and Surgical Technology

The 4.0 grade point average system is used to calculate student grade averages. Please note that the grading system used with the NUR and SUR courses is different from that stated for other curriculum courses.

Letter Grade	Numerical Equivalency	Explanation	Grade Quality Points
A	90%-100%	Excellent	4
B	80%-89%	Good Students are required to have a final grade average of 80% or higher in all NUR or SUR courses to successfully pass and progress to the next course. Students are required to have a final grade average of 70% or higher in all required general education courses to successfully pass and progress to the next NUR or SUR course regardless of semester enrolled.	3
C	70%-79%	Unable to progress to the next NUR or SUR course. Failing a NUR or SUR course will result in exiting the program.	2
D	60%-69%	Unsatisfactory and unable to progress to the next NUR or SUR course. Failing a NUR or SUR course will result in exiting the program.	1
F	Below 60%	Failing	0
W		(No grade points calculated)	0
I		Incomplete The "I" Grade is computed as an "F" until the course requirements are met to the instructor's satisfaction. Incomplete work must be completed in the program before registering for the next semester.	0
AU		Audit Program Director and Assistant Vice President approval is required. (Must be declared during drop/ add period. Forms to request grade of AU are in the Registrar's Office)	0
CP		Credit by Proficiency	0
TC		Transfer Credit	0

Students must score "C" or higher in all related and general education courses regardless of semester enrolled. A grade below a "C" in all related/general education courses, results in exiting the program. (See General Grading System above)

{Emergency Medical Science (EMS), Nurse Aide (NAS), and Respiratory Therapy (RCP)}

The 4.00 grade point average system is used to calculate student grade averages. Please note that the grading system used with the NUR, RAD and SUR courses are different from that stated for EMS, NAS, and RCP.

Letter Grade	Numerical Equivalency	**Explanation**	**Grade Quality Points**

A	93% - 100%	Excellent	4
B	85% - 92%	Good	3
C	77% - 84%	Average Students are required to have a final grade average of 77% or higher in EMS, NAS and RCP courses to successfully pass and progress to the next course. Students are required to have a final grade average of 70% or higher in all required general education courses to successfully pass and progress to the next EMS, NAS, or RCP course regardless of semester enrolled.	2
D	60% - 76%	Unable to make progress to the next EMS, NAS or RCP course. Failing an EMS, NAS, or RCP course will result in exiting the program.	1
F	Below 60%	Failing	0
W		Withdrew (no grade points calculated)	0
I		Incomplete The "I" Grade is computed as an "F" until the course requirements are met to the instructor's satisfaction. Incomplete work must be completed in the program before registering for the next semester.	0
AU		Audit Program Director and Assistant Vice President approval is required. (Must be declared during drop/add period. Forms to request grade of AU are in the Registrar's Office)	0
CP		Credit by Proficiency	0
TC		Transfer Credit	0

Computing Grade Point Average

Course	Credit	Grade	Grade Points Per Credit Hour	Grade Points Earned
ENG 110	3	C	2	6
AHR-134	7	B	3	21
AHR 110	5	A	4	20
PHY-121	4	F	0	0
MEC-288	1	D	1	1
	20			48

The grade point average is computed by dividing points earned by the total credit hours attempted. In the preceding example, 48 divided by 20 equals 2.40 grade point average. All grades A through F, and Incompletes (treated as "F"), are counted in computing the grade point standing. Credit by transfer and credit by examination are not included in computing the grade point standing.

Programs of Study (Majors) A-Z

This Section provides a listing of Robeson Community College's transfer degree programs. The College's programs are subject to change. For an updated list, please visit the College's website at www.robeson.edu/ [opens in a new window].

Associate in Applied Science (AAS) Description

Associate in Applied Science (AAS) programs are designed to provide entry-level employment training and range from 64 to 76 semester hour credits. A full-time student can typically complete one of these programs within two years. All two-year degree programs at RCC comply with the program standards established by the North Carolina Community College System (NCCCS). In addition to major course work, associate in applied science degree programs require a minimum of 15 semester hour credits of general education.

RCC's General Education courses provide learners the opportunity to attain a diverse set of skills, knowledge, and attributes. General Education courses may enhance learners' existing skills or introduce learners to new disciplines and subject areas. Each AAS program at Robeson Community College (RCC) includes general education courses that introduce content and skills students have in common, regardless of their major or degree program. In addition to discipline specific content, these courses introduce general intellectual skills, such as critical thinking, communication and quantitative reasoning. For associate in applied science degree programs, the core encompasses 15 semester hours in the following areas: English, humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Certain courses in associate degree programs may be accepted by a four-year college or university for transfer credit in an associated field.

Diploma Description

Diploma programs are designed to provide entry-level employment training and are offered at all System colleges.

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

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

Certificate Description

Certificate programs range from 12 to 18 semester hour credits and can usually be completed within one semester by a full-time student. Associate degree level courses within a certificate program may also be applied toward a diploma or an associate in applied science.

University Transfer Description

Robeson Community College has several University Transfer Partnerships. Click here to find out more: University Transfer Partnerships [opens in a new window].

The University Transfer Programs include general education core with courses in English composition, humanities/fine arts, social/behavioral sciences, natural sciences, and mathematics that introduce content and skills students have in common, regardless of their major or degree program. Robeson Community College's General Education courses provide learners the opportunity to attain a diverse set of skills, knowledge, and attributes. General Education courses may enhance learners' existing skills or introduce learners to new disciplines and subject areas. In addition to discipline specific content, these courses introduce general intellectual skills, such as critical thinking, communication and quantitative reasoning.

University Transfer Programs

Associate in Arts & Associate in Science Degree Programs

The University Transfer degree programs are designed for the person who wishes to transfer to a four-year institution. The programs consist of two components: (1) universal general education transfer component (UGETC) and (2) general education pre-major courses in English composition, humanities/fine arts, social/

behavioral sciences, and natural sciences, and mathematics. The educational plan leads to an Associate in Arts degree (AA) or an Associate in Science degree (AS).

The Associate in Arts Program concentrates heavily on the humanities and social sciences; it is recommended for students who will continue into a Bachelor of Arts degree program. In addition to the UGETC and general education courses, students complete transfer courses based on their intended academic study plan, for a total of 60 semester hour credits. As an additional option for students, the Associate in Arts Program is offered as an online degree program.

The Associate in Science Program concentrates heavily on the natural sciences and mathematics; it is recommended for students who will continue into a Bachelor of Science degree program. In addition to the UGETC and general education courses, students must take additional natural sciences, and mathematics transfer courses based on their specialized interests, for a total of 60-61 semester hour credits. The program of study for both the AA and AS programs provide opportunities for students to know the philosophy, literature, and art of their own culture and other cultures; to understand math and science; to communicate with others and develop a sense of community. Also, the program of study helps students achieve competencies in the following: reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

Students in both programs are responsible for examining the requirements of the four-year university to which they plan to transfer for completion of their degree. Counselors and academic advisors are available to assist students in planning their programs accordingly. To ensure maximum transferability of credits, students should select a transfer major and preferred transfer university before completing 30 semester hours of credit. Both the Associate in Arts and Associate in Science programs require ACA 122 which assists students in identifying universities to which they may transfer and in the creation of an educational plan, two-year to four-year.

The North Carolina Comprehensive Articulation Agreement

The North Carolina Comprehensive Articulation Agreement (CAA) is a statewide agreement governing the transfer of credits between NC community colleges and NC public universities. Its objective is the smooth transfer of students. The CAA provides certain assurances to the transferring student; for example, it

- Assures admission to one of the 16 UNC institutions (Transfer Assured Admissions Policy);
- Enables NC community college graduates of two-year Associate in Arts and Associate in Science degree programs who are admitted to constituent institutions of the university of NC to transfer with junior status.

To receive maximum benefit from the CAA, students may transfer as juniors if they follow these guidelines:

- Earn an Associate in Arts Degree or an Associate in Science Degree.
- Earn a grade of "C" or better in all CAA courses.
- Earn an overall grade-point average of a "C" or a 2.0 at the time of transfer (course repeats will be included in the calculation).
- Obtain acceptance at the UNC institution.

If students elect not to obtain an associate degree, they may still transfer UGETC courses, provided that they have earned a "C", earned an overall grade-point average of a "C," and obtained acceptance. If students do not complete an associate degree (60 semester hours), receiving institutions will evaluate the transfer credits on a course-by-course basis; and students will come under general education requirements of the receiving institution.

General Education

Student competencies in general intellectual skills are introduced and assessed in general education courses; however, curriculum major courses also teach these skills embedded in program specific content. It is the reinforcement of these competencies across disciplines and in program specific courses that advance qualified students. Therefore, RCC will assess the extent to which students have obtained these competencies (SACSCOC Section 8 2.b.).

The General Education Student Learning Outcomes (GESLO) are defined as follows:

Written Communication Students will be able to communicate effectively following the conventions of standard written English in areas such as mechanics, organization, language, and support.

Critical Thinking Students will be able to use cognitive skills necessary in application, analysis, synthesis and evaluation to solve problems in academic and real-world situations.

Quantitative Reasoning Students will be able to use mathematical skills necessary for calculation, analysis and problem solving. Upon completion of associate's degrees and diplomas, graduates will have had the opportunity to develop competency in written communication, critical thinking and quantitative reasoning. These areas provide the academic foundation required to succeed in their academic and professional careers.

Associate in General Education (A10300), AGE

Curriculum Description

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

The associate in general education curriculum program shall include a minimum of 15 semester hours of credit from general education curriculum courses including six hours in communications, three hours in humanities/fine arts, three hours in social/behavioral sciences, and three hours in natural sciences or mathematics. These courses must be at the 110-199 or 210-299 level.
All other courses in the program are college-level courses—course number 110 or higher. Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer.

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

Accounting and Finance (A25800), AAS

Purpose

Accounting The Accounting and Finance curriculum is designed to provide students with the skills necessary for employment and growth in the accounting profession. Using the "languages 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 communication, 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, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, and individual may advance in the accounting profession.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers precollege courses to prepare students for the Accounting curriculum.

Special Accreditation Status

Students are eligible to sit for certification exams upon completion of certain courses. Testing Fees may apply.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
  or ACA 122 College Transfer Success Credit Hours: 1 (See Note 3)
- ACC 111 - Financial Accounting Credit Hours: 3
- CIS 110 - Introduction to Computers Credit Hours: 3
- ENG 111 - Writing and Inquiry Credit Hours: 3
  or ENG 115 Oral Communication Credit Hours: 3
- MAT 143 - Quantitative Literacy Credit Hours: 3
  or MAT 110 Math Measurement & Literacy Credit Hours: 3
  or MAT 152 Statistical Methods I Credit Hours: 4
  or MAT 171 Precalculus Algebra Credit Hours: 4
- MKT 223 - Customer Experience Credit Hours: 3

Class Hours 13-15 | Lab Hours 4-6 | Credit Hours 16 – 17

Second Semester (Spring)

- ACC 120 - Prin of Financial Accounting Credit Hours: 4
- ACC 131 - Federal Income Taxes Credit Hours: 3
- BUS 137 - Principles of Management Credit Hours: 3
- CTS 130 - Spreadsheet Credit Hours: 3
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
  or COM 231 Public Speaking Public Speaking Credit Hours: 3

Class Hours 13 | Lab Hours 6 | Credit Hours 16

Third Semester (Fall)

- ACC 121 - Prin of Managerial Accounting Credit Hours: 4
- ACC 140 - Payroll Accounting Credit Hours: 2
  or WBL 111 Work Based Learning I Credit Hours: 1
- ACC 150 - Accounting Software Applications Credit Hours: 2
- BUS 115 - Business Law I Credit Hours: 3
- BUS 160 - Data Analysis/Decision-Making Credit Hours: 3
- ECO 251 - Prin of Microeconomics Credit Hours: 3

Class Hours 12 - 13 | Lab Hours 7 - 10 | Work Experience 0 - 10 | Hours 16 - 17

Fourth Semester (Spring)

- ACC 220 - Intermediate Accounting Credit Hours: 4
- BUS 125 - Personal Finance Credit Hours: 3
- BUS 270 - Professional Development Credit Hours: 3
- Humanities/ Fine Arts - Elective Credit Hours: 3
- Social/ Behavioral Science - Elective Credit Hours: 3

Class Hours 15 | Lab Hours 2 | Credit Hours 16

Total Credit Hours 64 – 66

Additional Curriculum Notes

1. The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, ENG 261, HUM 110, HUM 115, HUM 130, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212, REL 221.
2. The Social/Behavioral Science elective can be satisfied by completing one of the following: ECO 151, ECO 252, POL 120, PSY 118, PSY 150, SOC 210, SOC 225.
3. Students considering transfer to a four-year institution should take ENG 112.
4. Potential Certifications:

Potential Certifications	
Upon Completion of Course	Eligible for Certification Test
ACC-152	QuickBooks Certified User
CTS-130	Microsoft Office User Specialist - EXCEL

Bookkeeping (D25800) Diploma

Purpose

The Bookkeeping curriculum is designed to provide the knowledge and skills necessary for entry-level employment in the field of accounting. Diploma holders learn the language of business, as well as how to assemble, analyze, process, and communicate essential information about financial operations.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
  or ACA 122 - College Transfer Success Credit Hours: 1
- ACC 111 - Financial Accounting Credit Hours: 3
- CIS 110 - Introduction to Computers Credit Hours: 3
- ENG 111 - Writing and Inquiry Credit Hours: 3
  or ENG 115 - Oral Communication Credit Hours: 3
- BUS 160 - Data Analysis/Decision-Making Credit Hours: 3
- BUS 115 - Business Law I Credit Hours: 3

Class Hours 14 | Lab Hours 2-4 | Credit Hours 16

Second Semester (Spring)

- ACC 120 - Prin of Financial Accounting Credit Hours: 4
- ACC 131 - Federal Income Taxes Credit Hours: 3
- BUS 137 - Principles of Management Credit Hours: 3
- BUS 270 - Professional Development Credit Hours: 3
- ECO 251 - Prin of Microeconomics Credit Hours: 3
  or ECO 252 - Prin of Macroeconomics Credit Hours: 3

Class Hours 14 | Lab Hours 4 | Credit Hours 16

Third Semester (Summer)

- MKT 223 - Customer Experience Credit Hours: 3
- CTS 130 - Spreadsheet Credit Hours: 3

Class Hours 5| Lab Hours 2 | Credit Hours 6

Total Credit Hours 38

Bookkeeping (C25800) Certificate

Purpose

This certificate program is designed to provide individuals with entry-level competencies needed in accounting positions. Positions available to the holders of this certificate would be accounts receivable or accounts payable clerk, payroll clerk, and bookkeeper.

Program Curriculum

First Semester (Fall)

- ACC 111 - Financial Accounting Credit Hours: 3

Class Hours 3 | Lab Hours 0 | Credit Hours 3

Second Semester (Spring)

- ACC 120 - Prin of Financial Accounting Credit Hours: 4
- CIS 110 - Introduction to Computers Credit Hours: 3

Class Hours 5 | Lab Hours 4 | Credit Hours 7

Third Semester (Fall)

- ACC 150 - Accounting Software Applications Credit Hours: 2
- ACC 140 - Payroll Accounting Credit Hours: 2

Class Hours 2 | Lab Hours 6 | Credit Hours 4

Total Credit Hours 14

Bookkeeping Data Management (C25800DM) Certificate

Purpose

This certificate program is designed to provide students with a basic understanding of accounting fundamentals. Certificate holders obtain skills related to financial decision-making through data organization and analysis.

Program Curriculum

First Semester (Fall)

- ACC 111 - Financial Accounting Credit Hours: 3
- BUS 160 - Data Analysis/Decision-Making Credit Hours: 3
- CIS 110 - Introduction to Computers Credit Hours: 3
- MKT 223 - Customer Experience Credit Hours: 3

Class Hours 8 | Lab Hours 4 | Credit Hours 12

Total Credit Hours 12

Air Conditioning, Heating and Refrigeration Technology (A35100) AAS

Purpose

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.
Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments.
Diploma graduates should be able to assist in the start-up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for the Air Conditioning, Heating & Refrigeration Technology curriculum.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
- AHR 110 - Intro to Refrigeration Credit Hours: 5
- AHR 111 - HVACR Electricity Credit Hours: 3
- AHR 112 - Heating Technology Credit Hours: 4
- BPR 130 - Print Reading/Construction Credit Hours: 3
- ENG 110 - Freshman Composition Credit Hours: 3
- or ENG 111 - Writing and Inquiry Credit Hours: 3

Class Hours 13 | Lab Hours 12 | Credit Hours 19

Second Semester (Spring)

- AHR 113 - Comfort Cooling Credit Hours: 4
- AHR 133 - HVAC Servicing Credit Hours: 4
- AHR 151 - HVAC Duct Systems I Credit Hours: 2
- MAT 110 - Math Measurement & Literacy Credit Hours: 3
- Social/ Behavioral Science - Elective Credit Hours: 3

Class Hours 10 | Lab Hours 15 | Credit Hours 16

Summer Session

- AHR 114 - Heat Pump Technology Credit Hours: 4
- AHR 130 - HVAC Controls Credit Hours: 3

- AHR 140 - All-Weather Systems Credit Hours: 2
- CIS 111 - Basic PC Literacy Credit Hours: 2

Class Hours 6 | Lab Hours 11 | Credit Hours 11

Third Semester (Fall)

- AHR 115 - Refrigeration Systems Credit Hours: 2
- AHR 120 - HVACR Maintenance Credit Hours: 2
- AHR 152 - HVAC Duct Systems II Credit Hours: 2
- AHR 180 - HVACR Customer Relations Credit Hours: 1
- AHR 211 - Residential System Design Credit Hours: 3
- AHR 213 - HVACR Building Code Credit Hours: 2

Class Hours 7 | Lab Hours 13 | Credit Hours 12

Fourth Semester (Spring)

- AHR 160 - Refrigerant Certification Credit Hours: 1
- AHR 212 - Advanced Comfort Systems Credit Hours: 4
- AHR 250 - HVAC System Diagnostics Credit Hours: 2
- ENG 115 - Oral Communication Credit **Hours: 3**
  or ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- Humanities/ Fine Arts - Elective Credit Hours: 3

Class Hours 9 | Lab Hours 10 | Credit Hours 13

Total Credit Hours 71

Additional Curriculum Notes

1. Curriculum includes the opportunity to obtain the EPA Refrigerant License.
2. Students taking the Air Conditioning, Heating, and Refrigeration Technology Program have the option to continue their studies at a four-year university program that transfers Associate in Applied Science programs such as East Carolina University BS in Industrial Technology [opens in a new window].
3. The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, HUM 110, HUM 115, MUS 110, MUS 112, REL 110, REL 211, REL 212, REL 221.
4. The Social/Behavioral elective can be satisfied by completing one of the following: ECO 151, HIS 111, PSY 118, SOC 225.

Air Conditioning, Heating and Refrigeration Technology (D35100) Diploma

Purpose

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.
Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments.
Diploma graduates should be able to assist in the startup, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for the Air Conditioning, Heating & Refrigeration Technology curriculum.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
- AHR 110 - Intro to Refrigeration Credit Hours: 5
- AHR 111 - HVACR Electricity Credit Hours: 3

- AHR 112 - Heating Technology Credit Hours: 4
- BPR 130 - Print Reading/Construction Credit Hours: 3
- ENG 110 - Freshman Composition Credit Hours: 3

Class Hours 13 | Lab Hours 12 | Credit Hours 19

Second Semester (Spring)

- AHR 113 - Comfort Cooling Credit Hours: 4
- AHR 133 - HVAC Servicing Credit Hours: 4
- AHR 151 - HVAC Duct Systems I Credit Hours: 2
- MAT 110 - Math Measurement & Literacy Credit Hours: 3
- PSY 118 - Interpersonal Psychology Credit Hours: 3

Class Hours 10 | Lab Hours 15 | Credit Hours 16

Third Semester (Summer)

- AHR 114 - Heat Pump Technology Credit Hours: 4
- AHR 130 - HVAC Controls Credit Hours: 3
- AHR 140 - All-Weather Systems Credit Hours: 2
- CIS 111 - Basic PC Literacy Credit Hours: 2

Class Hours 6 | Lab Hours 11 | Credit Hours 11

Total Credit Hours 46

Air Conditioning Control Systems (C35100CT), Air Conditioning, Heating, and Refrigeration Technology Certificate

Purpose

This certificate program is designed to provide individuals with mid-level competencies in mechanical refrigeration, heating theory, electricity, controls, and safety services.

Program Curriculum

First Semester (Fall)

- AHR 111 - HVACR Electricity Credit Hours: 3

Second Semester (Spring)

- AHR 113 - Comfort Cooling Credit Hours: 4
- AHR 133 - HVAC Servicing Credit Hours: 4
- Third Semester (Summer)
- AHR 130 - HVAC Controls Credit Hours: 3
- Class Hours 8 | Lab Hours 14 | Credit Hours 14

Total Credit Hours 14

Air Conditioning Installation and Maintenance (C35100IM), Air Conditioning, Heating, and Refrigeration Technology Certificate

Purpose

This certificate program is designed to provide individuals with entry-level competencies in mechanical refrigeration, heating and cooling theory, electricity, controls, and safety.
Certificate graduates should be able to assist in the installation, maintenance and repair of residential heating and air conditioning equipment.

Program Curriculum

First Semester (Fall)

- AHR 110 - Intro to Refrigeration Credit Hours: 5
- AHR 111 - HVACR Electricity Credit Hours: 3
- BPR 130 - Print Reading/Construction Credit Hours: 3

Class Hours 8 | Lab Hours 8 | Credit Hours 11

Second Semester (Spring)

- AHR 151 - HVAC Duct Systems I Credit Hours: 2

Class Hours 1 | Lab Hours 3 | Credit Hours 2

Total Credit Hours 13

Air Conditioning, Heating, and Refrigeration Introduction (C35100IN), Air Conditioning, Heating and Refrigeration Technology Certificate

Purpose

This certificate program is designed to provide individuals with entry-level competencies in the operation of heating, refrigeration, and HVAC-R electricity.

Program Curriculum

First Semester (Fall)

- AHR 110 - Intro to Refrigeration Credit Hours: 5
- AHR 111 - HVACR Electricity Credit Hours: 3
- AHR 112 - Heating Technology Credit Hours: 4

Total Credit Hours 12

Associate Degree Nursing (A45110RN), AAS

Purpose

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.

Admission Requirements and Special Conditions

Admission into Associate Degree Nursing program is a competitive admission process. A minimum grade point average of 3.0 or higher is required in the general education/related courses. Attain a minimum score of 50 on the TEAS exam within the past 5 years.

Special Accreditation Status

The Robeson Community College Associate Degree Nursing program is approved by the North Carolina Board of Nursing and is currently a member of the National League for Nursing.

The Robeson Community College Associate Degree Nursing program holds full accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.

General Requirements

1. Detailed current information for interested applicants is located at www.robeson.edu/nursing [opens in a new tab]. Applicants must submit all required documentation by established deadlines.
2. Students must be able to fulfill all essential functions as outlined in the health sciences admission policy.
3. Admission to all RCC Health Science programs is a competitive process. Applicants are evaluated based upon the following factors: Academic performance, references and academic degrees.
4. Applicants must have a GPA of 3.0 or greater in the nursing general education courses by the published deadline date for submitting complete program checklists to the Admissions Office. Applicants not meeting the cumulative GPA requirements will not be reviewed by the program area for admission. For Associate Degree Nursing, the GPA calculation will be based upon grades earned in the following courses:

    - BIO 168, BIO 169, CHM 131 & CHM 131A, (or CHM 151), ENG 111, ENG 112, PSY 150, PSY 241, and Humanities/Fine Arts Elective

    * *PHI 240 is recommended by the Nursing Department*.

5. Once an applicant has successfully satisfied required English/reading and mathematics entrance competencies, applicants are eligible to submit an application packet.
6. A point system is followed to evaluate health science program applications. Applicants earn points based upon academic performance, references and academic degrees.
7. All official transcripts must be on file in the Admissions Office in order for a student to be considered for admission.
8. Provisionally accepted students must submit to a criminal background check, drug screening and medical review/screen to include physical examination and immunizations. All associated fees will be the responsibility of the student even if not selected for admission.
9. It is the student's responsibility to review all program materials, including the nursing web site at www.robeson.edu/nursing [opens in a new tab] and to stay current with the program requirements, policies and procedures.

Additional Curriculum Notes

1. Program Prerequisites for Fall 2019: Students admitted to the Nursing Program must successfully complete the following courses with a "C" or higher prior to enrolling in the first nursing class.
    - BIO 168 - Anatomy and Physiology I Credit Hours: 4
    - BIO 169 - Anatomy and Physiology II Credit Hours: 4
    - CHM 131 Introduction to Chemistry & CHM 131A Intro to Chemistry Lab Credit Hours: 4
    - or CHM 151 - General Chemistry I Credit Hours: 4
    - PSY 150 - General Psychology Credit Hours: 3
    - Certification of completion of Nurse Aide I and current listing on NC Registry without substantive findings.
2. A competitive TEAS score will be required for consideration/acceptance into the Nursing program. Students will be notified of TEAS testing dates. All fees associated with the TEAS exam are the responsibility of the student.
3. The Humanities/Fine Arts electives can be satisfied by completing one of the following: ART 111, MUS 110, MUS 112, PHI 215, PHI 240 (recommended), REL 211, REL 212.

Program Curriculum

First Semester (Fall)

- ENG 111 - Writing and Inquiry Credit Hours: 3
- NUR 111 - Intro to Health Concepts Credit Hours: 8
- NUR 117 - Pharmacology Credit Hours: 2
- NUR 133 - Nursing Assessment Credit Hours: 3

Class Hours 10 | Lab Hours 12 | Clinical Hours 6 | Credit Hours 16

Second Semester (Spring)

- NUR 112 - Health-Illness Concepts Credit Hours: 5
- PSY 241 - Developmental Psychology Credit Hours: 3
- 1st 8 Weeks
- NUR 114 - Holistic Health Concepts Credit Hours: 5

Class Hours 11 | Clinical Hours 12 | Credit Hours 13

Summer Session

- NUR 113 - Family Health Concepts Credit Hours: 5

Class Hours 1 | Lab Hours 0 | Clinical Hours 6 | Credit Hours 5

Third Semester (Fall)

- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- NUR 211 - Health Care Concepts Credit Hours: 5
- NUR 212 - Health System Concepts Credit Hours: 5

Class Hours 9 | Clinical Hours 12 | Credit Hours 13

Fourth Semester (Spring)

- Humanities/Fine Art Elective Credit Hours: 3
- NUR 213 - Complex Health Credit Hours: 10

Class Hours 10 | Lab Hours 3 | Clinical Hours 15 | Credit Hours 13

Total Credit Hours 75

Associate Degree Nursing LPN to RN-Advanced Placement (A45110PL), AAS

Purpose

Advanced placement in Associate Degree Nursing program is a competitive process and based on the space available in the Nursing program. Provisionally accepted students are granted advanced placement into the third semester of the ADN program. See General Requirements below for the application process. 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.

Admission Requirements:

1. Hold an active, unrestricted multistate license to practice as a Licensed Practical Nurse (LPN) in North Carolina.
2. Must provide evidence of current employment as an LPN.
3. Completion of pre- and co-requisite general education courses related to the first year of the ADN program with minimum grade of "C" and a GPA of 3.0 or above.
4. Attain a minimum score of 60 on the TEAS exam within the past 5 years.

General Requirements

1. Detailed current information for interested applicants is located at www.robeson.edu/nursing [opens in a new tab]. Applicants must submit all required documentation by established deadlines.
2. Students must be able to fulfill all essential functions as outlined in the health sciences admission policy.
3. Admission to all RCC Health Science programs is a competitive process. Applicants are evaluated based upon the following factors: Academic performance, references and academic degrees.
4. Applicants must have a GPA of 3.0 or greater in the nursing general education courses by the published deadline date for submitting complete program checklists to the Admissions Office. Applicants not meeting the cumulative GPA requirements will not be reviewed by the program area for admission. The GPA calculation will be based upon grades earned in the following courses: BIO 168, BIO 169, CHM 131 & CHM 131A, (or CHM 151), ENG 111, ENG 112, PSY 150, PSY 241, and Humanities/ Fine Arts - Elective (*PHI 240 is recommended by the Nursing Department).

5. A point system is followed to evaluate health science program applications. Applicants earn points based upon academic performance, references and academic degrees.
6. All official transcripts must be on file in the Admissions Office in order for a student to be considered for admission.
7. Provisionally accepted students must submit to a criminal background check, drug screening and medical review/screen to include physical examination and immunizations. All associated fees will be the responsibility of the student even if not selected for admission.

It is the student's responsibility to review all program materials, including the nursing web site at www.robeson.edu/nursing [opens in a new tab] and to stay current with the program requirements, policies and procedures.

Additional Curriculum Notes

1. Students admitted to the Nursing Program must successfully complete the following courses with a "C" or higher prior to enrolling in the first nursing class. **(Advanced Placement Program Students must also meet these Prerequisites)**:
   - BIO 168 - Anatomy and Physiology I Credit Hours: 4
   - BIO 169 - Anatomy and Physiology II Credit Hours: 4
   - CHM 131 Introduction to Chemistry & CHM 131A Intro to Chemistry Lab Credit Hours: 4
     - or CHM 151 - General Chemistry I Credit Hours: 4
   - PSY 150 - General Psychology Credit Hours: 3
2. A competitive TEAS score will be required for consideration/acceptance into the Nursing program. Students will be notified of TEAS testing dates. All fees associated with the TEAS exam are the responsibility of the student.
3. The Humanities/Fine Arts electives can be satisfied by completing one of the following: ART 111, MUS 110, MUS 112, PHI 215, PHI 240 (recommended), REL 211, REL 212.

Awarding of Non-Course Credit

Upon completion of NUR 117 and NUR 214, students admitted to the LPN to RN-Advanced Placement Option will receive non-course credit for the following courses:

- NUR 111 - Intro to Health Concepts Credit Hours: 8
- NUR 112 - Health-Illness Concepts Credit Hours: 5
- NUR 113 - Family Health Concepts Credit Hours: 5
- NUR 114 - Holistic Health Concepts Credit Hours: 5

Program Curriculum

First Semester (Summer)

- NUR 117 - Pharmacology Credit Hours: 2
- NUR 214 - Nsg Transition Concepts Credit Hours: 4

Class Hours 4 | Lab Hours 3 | Clinical Hours 3 | Credit Hours 6

Fall Semester

- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- NUR 211 - Health Care Concepts Credit Hours: 5
- NUR 212 - Health System Concepts Credit Hours: 5

Class Hours 9 | Clinical Hours 12 | Credit Hours 13

Final Semester (Spring)

- Humanities/ Fine Arts - Elective Credit Hours: 3
- NUR 213 - Complex Health Credit Hours: 10

Class Hours 10 | Lab Hours 3 | Clinical Hours 15 | Credit Hours 13

Total Credit Hours 76

Associate Degree Nursing Paramedic to RN (A45110PP), AAS

Purpose

Paramedic to RN is an advanced placement option in the Associate Degree Nursing program and is a competitive process based on the space available in the Nursing program. Provisionally accepted students are granted advanced placement into the third semester of the ADN program. See General Requirements below for the application process.
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.

Admission Requirements:

1. Hold a Paramedic Certification with the North Carolina Office of Emergency Medical Services or National Registry.
2. Must provide evidence of current employment as a Paramedic.
3. Completion of pre- and co-requisite general education courses related to the first year of the ADN program with minimum grade of "C" and a GPA of 3.0 or above.
4. Attain a minimum score of 60 on the TEAS exam within the past 5 years.

General Requirements

1. Detailed current information for interested applicants is located at www.robeson.edu/nursing [opens in a new tab]. Applicants must submit all required documentation by established deadlines.
2. Students must be able to fulfill all essential functions as outlined in the health sciences admission policy.
3. Admission to all RCC Health Science programs is a competitive process. Applicants are evaluated based upon the following factors: Academic performance, references and academic degrees.
4. Applicants must have a GPA of 3.0 or greater in the nursing general education courses by the published deadline date for submitting complete program checklists to the Admissions Office. Applicants not meeting the cumulative GPA requirements will not be reviewed by the program area for admission. The GPA calculation will be based upon grades earned in the following courses: BIO 168, BIO 169, CHM 131 & CHM 131A, (or CHM 151), ENG 111, ENG 112, PSY 150, PSY 241, and Humanities/ Fine Arts - Elective (*PHI 240 is recommended by the Nursing Department).

5. A point system is followed to evaluate health science program applications. Applicants earn points based upon academic performance, references and academic degrees.
6. All official transcripts must be on file in the Admissions Office in order for a student to be considered for admission.
7. Provisionally accepted students must submit to a criminal background check, drug screening and medical review/screen to include physical examination and immunizations. All associated fees will be the responsibility of the student even if not selected for admission.

It is the student's responsibility to review all program materials, including the nursing web site at www.robeson.edu/nursing [opens in a new tab] and to stay current with the program requirements, policies and procedures.

Additional Curriculum Notes

1. Students admitted to the Nursing Program must successfully complete the following courses with a "C" or higher prior to enrolling in the first nursing class. **(Advanced Placement Program Students must also meet these Prerequisites)**:
    - BIO 168 - Anatomy and Physiology I Credit Hours: 4
    - BIO 169 - Anatomy and Physiology II Credit Hours: 4

- CHM 131 Introduction to Chemistry & CHM 131A Intro to Chemistry Lab Credit Hours: 4
  - or CHM 151 - General Chemistry I Credit Hours: 4
- PSY 150 - General Psychology Credit Hours: 3

2. A competitive TEAS score will be required for consideration/acceptance into the Nursing program. Students will be notified of TEAS testing dates. All fees associated with the TEAS exam are the responsibility of the student.
3. The Humanities/Fine Arts electives can be satisfied by completing one of the following: ART 111, MUS 110, MUS 112, PHI 215, PHI 240 (recommended), REL 211, REL 212.

Awarding of Non-Course Credit
Upon completion of NUR 215, students admitted to the Paramedic to RN-Advanced Placement Option will receive non-course credit for the following courses:

- NUR 111 - Intro to Health Concepts Credit Hours: 8
- NUR 112 - Health-Illness Concepts Credit Hours: 5
- NUR 113 - Family Health Concepts Credit Hours: 5
- NUR 114 - Holistic Health Concepts Credit Hours: 5

Program Curriculum

First Semester (Summer)

- NUR 215 - Paramedic/RN Bridge Concepts Credit Hours: 6

Class Hours 3 | Lab Hours 3 | Clinical Hours 6 | Credit Hours 6

Fall Semester

- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- NUR 211 - Health Care Concepts Credit Hours: 5
- NUR 212 - Health System Concepts Credit Hours: 5

Class Hours 9 | Clinical Hours 12 | Credit Hours 13

Final Semester (Spring)

- Humanities/ Fine Arts - Elective Credit Hours: 3
- NUR 213 - Complex Health Credit Hours: 10

Class Hours 10 | Lab Hours 3 | Clinical Hours 15 | Credit Hours 13

Total Credit Hours 76

Associate in Arts (A10100), AA

Purpose

The Associate in Arts degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.
Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Admission Requirements and Special Conditions

A high school diploma (or equivalent) and satisfactory scores on college placement tests (or equivalent) in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for the Associate in Arts curriculum.

Program Curriculum

First Semester (Fall)

- ACA 122 - College Transfer Success Credit Hours: 1
- AST 151 - General Astronomy I Credit Hours: 3
  and AST 151A General Astronomy I Lab Credit Hours: 1
  or BIO 111 General Biology I Credit Hours: 4
  or CHM 151 General Chemistry I Credit Hours: 4
  or PHY 110 Conceptual Physics Credit Hours: 3 and PHY 110A Conceptual Physics Lab Credit Hours: 1
- ENG 111 - Writing and Inquiry Credit Hours: 3
- MAT 143 - Quantitative Literacy Credit Hours: 3
  or MAT 152 Statistical Methods I Credit Hours: 4
  or MAT 171 Precalculus Algebra Credit Hours: 4
- Social/ Behavioral Science - Elective Credit Hours: 3
- Humanities/ Fine Arts - Elective Credit Hours: 3

Class Hours 14 or 15 | Lab Hours 6 or 7 | Credit Hours 17 or 18

Second Semester (Spring)

- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- Humanities/ Fine Arts - Elective Credit Hours: 3 (see choices below)
- Social/ Behavioral Science - Elective Credit Hours: 3 (see choices below)

Total Credit Hours 60

Universal General Education Courses (UGETC)

English Composition (6 SHC)
The following <u>two</u> English composition courses are required.

- ENG 111 - Writing and Inquiry Credit Hours: 3
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3

Humanities/Fine Arts/Communication (9 SHC)
Select <u>three</u> courses from at least <u>two</u> different disciplines

- Additional General Education Elective Credit Hours: 3 or 4 (see choices below)
- Additional General Education Elective Credit Hours: 3 or 4 (see choices below)

Class Hours 15 | Lab Hours 5 or 6 | Credit Hours 16

Third Semester (Fall)

- Additional General Education Elective Credit Hours: 3 or 4 (see choices below)
- Additional General Education Elective Credit Hours: 3 or 4 (see choices below)
- Additional General Education Elective Credit Hours: 3 or 4 (see choices below)
- Social / Behavioral Science Elective Credit Hours: 3 (see choices below)
- Humanities / Fine Arts Elective Credit Hours: 3 (see choices below)

Class Hours 15 | Lab Hours 3 | Credit Hours 16

Fourth Semester (Spring)

- Other Required Hours Elective Credit Hours: 1 to 4 (see choices below)
- Other Required Hours Elective Credit Hours: 1 to 4 (see choices below)
- Other Required Hours Elective Credit Hours: 1 to 4 (see choices below)
- Other Required Hours Elective Credit Hours: 1 to 4 (see choices below)
- Other Required Hours Elective Credit Hours: 1 to 4 (see choices below)

Class Hours 12-13 | Lab Hours 2-3 | Credit Hours 13 or 14

- ART 111 - Art Appreciation Credit Hours: 3
- COM 231 - Public Speaking Credit Hours: 3
- ENG 231 - American Literature I Credit Hours: 3
- ENG 232 - American Literature II Credit Hours: 3
- ENG 241 - British Literature I Credit Hours: 3
- ENG 242 - British Literature II Credit Hours: 3
- MUS 110 - Music Appreciation Credit Hours: 3

- MUS 112 - Introduction to Jazz Credit Hours: 3
- PHI 215 - Philosophical Issues Credit Hours: 3
- PHI 240 - Introduction to Ethics Credit Hours: 3

Social/Behavioral Sciences (9 SHC)
Select three courses from at least two different disciplines

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

Mathematics (3 – 4 SHC)
Select one course from the following:

- MAT 143 - Quantitative Literacy Credit Hours: 3
  or MAT 152 - Statistical Methods I Credit Hours: 4
  or MAT 171 - Precalculus Algebra Credit Hours: 4

Natural Sciences (4 SHC)
Select 4 SHC from the following courses:

- **AST 151 - General Astronomy I Credit Hours: 3**
  and AST 151A General Astronomy I Lab Credit Hours: 1
  or BIO 111 General Biology I Credit Hours: 4
  or CHM 151 General Chemistry I Credit Hours: 4
  or PHY 110 Conceptual Physics Credit Hours: 3 and PHY 110A Conceptual Physics Lab Credit Hours: 1

Required (31 – 32 SHC)

Additional General Education Hours (13-14 SHC)
An additional 13-14 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

Additional General Education Hours (13 - 14 SHC)

- AST 151 - General Astronomy I Credit Hours: 3
  and AST 151A General Astronomy I Lab Credit Hours: 1
- BIO 111 - General Biology I Credit Hours: 4
- CHM 151 - General Chemistry I Credit Hours: 4
- CIS 110 - Introduction to Computers Credit Hours: 3
- COM 231 - Public Speaking Credit Hours: 3
- ECO 251 - Prin of Microeconomics Credit Hours: 3
- ECO 252 - Prin of Macroeconomics Credit Hours: 3
- ENG 231 - American Literature I Credit Hours: 3
- ENG 232 - American Literature II Credit Hours: 3
- ENG 241 - British Literature I Credit Hours: 3
- ENG 242 - British Literature II Credit Hours: 3
- HIS 111 - World Civilizations I Credit Hours: 3
- HIS 112 - World Civilizations II Credit Hours: 3
- HIS 131 - American History I Credit Hours: 3
- HIS 132 - American History II Credit Hours: 3
- HUM 110 - Technology and Society Credit Hours: 3
- HUM 115 - Critical Thinking Credit Hours: 3
- HUM 130 - Myth in Human Culture Credit Hours: 3
- MAT 143 - Quantitative Literacy Credit Hours: 3
- MAT 152 - Statistical Methods I Credit Hours: 4
- MAT 171 - Precalculus Algebra Credit Hours: 4
- MUS 110 - Music Appreciation Credit Hours: 3
- MUS 112 - Introduction to Jazz Credit Hours: 3

- PHI 215 - Philosophical Issues Credit Hours: 3
- PHI 240 - Introduction to Ethics Credit Hours: 3
- PHY 110 - Conceptual Physics Credit Hours: 3
  and PHY 110A Conceptual Physics Lab Credit Hours: 1
- POL 120 - American Government Credit Hours: 3
- PSY 150 - General Psychology Credit Hours: 3
- PSY 241 - Developmental Psychology Credit Hours: 3
- REL 110 - World Religions Credit Hours: 3
- REL 211 - Intro to Old Testament Credit Hours: 3
- REL 212 - Intro to New Testament Credit Hours: 3
- REL 221 - Religion in America Credit Hours: 3
- SOC 210 - Introduction to Sociology Credit Hours: 3
- SOC 213 - Sociology of the Family Credit Hours: 3
- SOC 220 - Social Problems Credit Hours: 3
- SOC 225 - Social Diversity Credit Hours: 3
- SPA 111 - Elementary Spanish I Credit Hours: 3
- SPA 211 - Intermediate Spanish I Credit Hours: 3
- SPA 112 - Elementary Spanish II Credit Hours: 3

Required (13 –14 SHC)

Other Required Hours

The following course is required:

- ACA 122 - College Transfer Success Credit Hours: 1

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

Select from the Following Courses (14 SHC)

- ACC 120 - Prin of Financial Accounting Credit Hours: 4
- ACC 121 - Prin of Managerial Accounting Credit Hours: 4
- AST 151 - General Astronomy I Credit Hours: 3
  and AST 151A General Astronomy I Lab Credit Hours: 1
- BIO 111 - General Biology I Credit Hours: 4
- BIO 112 - General Biology II Credit Hours: 4
- BIO 120 - Introductory Botany Credit Hours: 4
- BIO 130 - Introductory Zoology Credit Hours: 4
- BIO 163 - Basic Anatomy & Physiology Credit Hours: 5
- BIO 168 - Anatomy and Physiology I Credit Hours: 4
- BIO 169 - Anatomy and Physiology II Credit Hours: 4
- BIO 275 - Microbiology Credit Hours: 4
- BUS 110 - Introduction to Business Credit Hours: 3
- CHM 131 - Introduction to Chemistry Credit Hours: 3
  and CHM 131A Intro to Chemistry Lab Credit Hours: 1
- CHM 151 - General Chemistry I Credit Hours: 4
- CHM 152 - General Chemistry II Credit Hours: 4
- CIS 110 - Introduction to Computers Credit Hours: 3
- CJC 111 - Intro to Criminal Justice Credit Hours: 3
- COM 231 - Public Speaking Credit Hours: 3
- ECO 251 - Prin of Microeconomics Credit Hours: 3
- ECO 252 - Prin of Macroeconomics Credit Hours: 3
- ENG 231 - American Literature I Credit Hours: 3
- ENG 232 - American Literature II Credit Hours: 3
- ENG 241 - British Literature I Credit Hours: 3
- ENG 242 - British Literature II Credit Hours: 3
- GEL 111 Geology Credit Hours: 4
- HIS 111 - World Civilizations I Credit Hours: 3
- HIS 112 - World Civilizations II Credit Hours: 3
- HIS 131 - American History I Credit Hours: 3

- HIS 132 - American History II Credit Hours: 3
- HUM 110 - Technology and Society Credit Hours: 3
- HUM 115 - Critical Thinking Credit Hours: 3
- HUM 130 - Myth in Human Culture Credit Hours: 3
- MAT 143 - Quantitative Literacy Credit Hours: 3
- MAT 152 - Statistical Methods I Credit Hours: 4
- MAT 171 - Precalculus Algebra Credit Hours: 4
- MAT 172 - Precalculus Trigonometry Credit Hours: 4
- MAT 271 - Calculus I Credit Hours: 4
- MAT 272 - Calculus II Credit Hours: 4
- MUS 110 - Music Appreciation Credit Hours: 3
- MUS 112 - Introduction to Jazz Credit Hours: 3
- PED 110 - Fit and Well for Life Credit Hours: 2
- PED 117 - Weight Training I Credit Hours: 1
- PED 118 - Weight Training II Credit Hours: 1
- PED 120 - Walking for Fitness Credit Hours: 1
- PED 143 - Volleyball-Beginning Credit Hours: 1
- PHI 215 - Philosophical Issues Credit Hours: 3
- PHI 240 - Introduction to Ethics Credit Hours: 3
- PHY 110 - Conceptual Physics Credit Hours: 3
  and PHY 110A Conceptual Physics Lab Credit Hours: 1
- PHY 151 - College Physics I Credit Hours: 4
- PHY 152 - College Physics II Credit Hours: 4
- POL 120 - American Government Credit Hours: 3
- PSY 150 - General Psychology Credit Hours: 3
- PSY 241 - Developmental Psychology Credit Hours: 3
- REL 110 - World Religions Credit Hours: 3
- REL 211 - Intro to Old Testament Credit Hours: 3
- REL 212 - Intro to New Testament Credit Hours: 3
- REL 221 - Religion in America Credit Hours: 3
- SOC 210 - Introduction to Sociology Credit Hours: 3
- SOC 213 - Sociology of the Family Credit Hours: 3
- SOC 220 - Social Problems Credit Hours: 3
- SOC 225 - Social Diversity Credit Hours: 3
- SPA 111 - Elementary Spanish I Credit Hours: 3
- SPA 112 - Elementary Spanish II Credit Hours: 3
- SPA 211 - Intermediate Spanish I Credit Hours: 3

Required (15 SHC)

Total (60 SHC)

Associate in Arts (AA) Degree *Required Semester Credit Hours*	
UGETC	31-32 SHC
Additional General Education	13-14 SHC
Other Required Hours	15 SHC
Total	**60 SHC**

Students are responsible for examining the program major requirements of the four-year institution to which they plan to transfer for completion of their degree.

The courses selected to meet the Additional General Education Hours (13-14 SHC) and other Required Hours (15 SHC) requirement should be based on the intended major and transfer university.

Associate in Arts in Teacher Preparation (A1010T) AATP

Purpose

The Associate in Arts in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.
The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status. Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Program Curriculum

First Semester (Fall)

- ACA 122 - College Transfer Success Credit Hours: 1
- EDU 187 - Teaching and Learning for All Credit Hours: 4
- ENG 111 - Writing and Inquiry Credit Hours: 3
- Math > - Elective Credit Hours: 3 or 4
- Natural Science - Elective Credit Hours: 4

Class Hours 11 or 12 | Lab Hours 9 or 10 | Credit Hours 15 or 16

Second Semester (Spring)

- EDU 250 - Teacher Licensure Preparation Credit Hours: 3
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- General Education - Elective Credit Hours: 3-4
- Hum/Fine Arts/ Communication - Elective Credit Hours: 3
- Social/ Behavioral Science - Elective Credit Hours: 3

Class Hours 14 or 15 | Lab Hours 0 or 2 | Credit Hours 15 or 16

Third Semester (Fall)

- Additional General Education - Elective Credit Hours: 3 or 4
- General Education - Elective Credit Hours: 3-4
- EDU 279 - Literacy Develop and Instruct Credit Hours: 4
- Hum/Fine Arts/ Communication - Elective Credit Hours: 3
- SOC 225 - Social Diversity Credit Hours: 3

Class Hours 13-15 | Lab Hours 3-7 | Credit Hours 16-18

Fourth Semester (Spring)

- Additional General Education - Elective Credit Hours: 3 or 4
- EDU 216 - Foundations of Education Credit Hours: 3
- General Education - Elective Credit Hours: 3-4
- Hum/Fine Arts/ Communication - Elective Credit Hours: 3
- Social/ Behavioral Science - Elective Credit Hours: 3

Class Hours 13-15 | Lab Hours 0-4 | Credit Hours 15-17

Additional Curriculum Notes

***Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.**

The Math Elective Choices are:

- MAT 143 - Quantitative Literacy Credit Hours: 3
- MAT 152 - Statistical Methods I Credit Hours: 4
- MAT 171 - Precalculus Algebra Credit Hours: 4

The Natural Science Elective choices are:

- AST 151 - General Astronomy I Credit Hours: 3 and AST 151A - General Astronomy I Lab Credit Hours: 1
- BIO 111 - General Biology I Credit Hours: 4
- CHM 151 - General Chemistry I Credit Hours: 4

- PHY 110 - Conceptual Physics Credit Hours: 3 and PHY 110A - Conceptual Physics Lab Credit Hours: 1
- PHY 151 - College Physics I Credit Hours: 4

Total Credit Hours 61-67

Humanities/Fine Arts/Communication Elective

- ART 111 - Art Appreciation Credit Hours: 3
- COM 231 - Public Speaking Credit Hours: 3
- ENG 231 - American Literature I Credit Hours: 3
- ENG 232 - American Literature II Credit Hours: 3
- ENG 241 - British Literature I Credit Hours: 3
- ENG 242 - British Literature II Credit Hours: 3
- MUS 110 - Music Appreciation Credit Hours: 3
- MUS 112 - Introduction to Jazz Credit Hours: 3
- PHI 215 - Philosophical Issues Credit Hours: 3
- PHI 240 - Introduction to Ethics Credit Hours: 3

Social/Behavioral Science Electives

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

General Education Electives

- CIS 110 - Introduction to Computers Credit Hours: 3
- COM 231 - Public Speaking Credit Hours: 3
- ECO 251 - Prin of Microeconomics Credit Hours: 3
- ECO 252 - Prin of Macroeconomics Credit Hours: 3
- ENG 231 - American Literature I Credit Hours: 3
- ENG 232 - American Literature II Credit Hours: 3
- ENG 241 - British Literature I Credit Hours: 3
- ENG 242 - British Literature II Credit Hours: 3
- HIS 111 - World Civilizations I Credit Hours: 3
- HIS 112 - World Civilizations II Credit Hours: 3
- HIS 131 - American History I Credit Hours: 3
- HIS 132 - American History II Credit Hours: 3
- HUM 110 - Technology and Society Credit Hours: 3
- HUM 115 - Critical Thinking Credit Hours: 3
- HUM 130 - Myth in Human Culture Credit Hours: 3
- MUS 110 - Music Appreciation Credit Hours: 3
- MUS 112 - Introduction to Jazz Credit Hours: 3
- PHI 215 - Philosophical Issues Credit Hours: 3
- PHI 240 - Introduction to Ethics Credit Hours: 3
- POL 120 - American Government Credit Hours: 3
- PSY 150 - General Psychology Credit Hours: 3
- PSY 241 - Developmental Psychology Credit Hours: 3
- REL 110 - World Religions Credit Hours: 3
- REL 221 - Religion in America Credit Hours: 3
- SPA 111 - Elementary Spanish I Credit Hours: 3
- SPA 112 - Elementary Spanish II Credit Hours: 3
- SPA 211 - Intermediate Spanish I Credit Hours: 3
- SOC 210 - Introduction to Sociology Credit Hours: 3
- SOC 213 - Sociology of the Family Credit Hours: 3
- (A1010T only may also choose from):
- MAT 143 - Quantitative Literacy Credits Hours: 3

- MAT 152 - Statistical Methods I Credits Hours: 4
- MAT 171 - Precalculus Algebra Credits Hours: 4

Associate in General Education - Nursing (A1030N), AGE

Purpose

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.
A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers precollege courses to prepare students for the Associate in General Education Nursing Program.
Students admitted into A1030N must meet the requirements below or have the approval of a Student Services staff member or the Nursing Program Director. Approval may be based upon academic performance in college level courses or high school transcript.

- Credit for NAS 101 Nurse Aide I (or Certification of Nurse Aide I and current listing on NC Registry without Substantive findings)
- Credit for BIO 168, BIO 169, CHM 151 or CHM 131/CHM 131A, PSY 150
- Credit for or placement test credit for DRE 096, DRE 097 and DRE 098 and DMA 010-050.
- GPA >= 3.0 The GPA calculation will be based on grades in the following courses: BIO 168, BIO 169, CHM 151 or CHM 131/CHM 131A, ENG 111, ENG 112, PSY 150, PSY 241, and Humanities/Fine Arts elective.

Program Curriculum

First Semester (Fall)

- ENG 111 - Writing and Inquiry Credit Hours: 3
- MAT 143 - Quantitative Literacy Credit Hours: 3
- or MAT 171 Precalculus Algebra Credit Hours: 4
- PSY 150 - General Psychology Credit Hours: 3
- History > - Elective Credit Hours: 3
- Physical Education - Elective Credit Hours: 1 or 2

Class Hours 11 - 13 | Lab Hours 4 - 5 | Credit Hours 13 - 15

Second Semester (Spring)

- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- General Education - Elective Credit Hours: 3-4
- Humanities/ Fine Arts - Elective Credit Hours: 3
- MAT 152 - Statistical Methods I Credit Hours: 4
- SOC 210 - Introduction to Sociology Credit Hours: 3
- Social/ Behavioral Science - Elective Credit Hours: 3

Class Hours 17-18 | Lab Hours 2-5 | Credit Hours 19-20

Third Semester (Fall)

- ACA 122 - College Transfer Success Credit Hours: 1
- BIO 168 - Anatomy and Physiology I Credit Hours: 4
- Literature > - Elective Credit Hours: 3
- PHI 240 - Introduction to Ethics Credit Hours: 3
- PSY 241 - Developmental Psychology Credit Hours: 3

Class Hours 12 | Lab Hours 5 | Credit Hours 14

Fourth Semester (Spring)

- BIO 169 - Anatomy and Physiology II Credit Hours: 4
- BIO 275 - Microbiology Credit Hours: 4
- Chemistry > - Elective Credit Hours: 4
- SOC 213 - Sociology of the Family Credit Hours: 3

Class Hours 12 | Lab Hours 9 | Credit Hours 15

Total Credit Hours 61-64

General Elective Choices
The General Elective requirement can be satisfied by taking one of the following courses not previously taken or required:

ART 111 BIO 111 BIO 112 BIO 120 BIO 130 BUS 110 CHM 151 CHM 152 CIS 110 CJC 111 COM 231 ECO 251 ECO 252 ENG 231 ENG 232 ENG 241 ENG 242 HIS 111 HIS 112 HIS 131 HIS 132 HUM 115 HUM 130 MAT 143 MAT 171 MAT 172 MUS 110 MUS 112 PHI 215 PHY 151 PHY 152 REL 110 REL 211 REL 212 REL 221.

Additional Curriculum Notes

1. The General elective choices are listed above. Chose only one of these courses to fill the General elective requirement. Pre-requisites must be met/started before registering for some courses.
2. The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, HUM 115, MUS 110, MUS 112, or PHI 215.
3. The History elective can be satisfied by completing one of the following: HIS 111, HIS 112, HIS 131, or HIS 132.
4. The PE electives can be satisfied by completing one of the following: PED 110, PED 117 or PED 120.
5. The Social/Behavioral Science elective can be satisfied by completing one of the following: ECO 251, ECO 252, POL 120 or SOC 225.
6. The Literature elective can be satisfied by completing one of the following: ENG 231 or ENG 232.
7. The Chemistry elective can be satisfied by completing one of the following: (CHM 131 and CHM 131A) or CHM 151.
8. Admission to all RCC Health Science programs is a competitive process. Academic performance in program general education courses are evaluated for admission.
9. A minimum GPA of 3.0 or higher is required for application into RCC's Nursing Program. The GPA calculation will be based on grades in the following courses: BIO 168, BIO 169, CHM 151, ENG 111, ENG 112, PSY 150, PSY 241, and Humanities/Fine Arts elective.
10. Associate of General Education graduates who transfer to a BSN program must maintain an overall GPA of at least 3.0 on a 4.0 scale in order to be eligible for a BSN program.
11. Admission to all RCC Health Science programs is a competitive process. A point system is followed to evaluate health science program applications. Applicants earn points based upon academic performance, references and academic degrees. Point distribution is outlined on the health science program application, as well as on the program webpage.

Associate in Science (A10400), AS

Purpose

The Associate in Science degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution

shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

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

Admission Requirements and Special Conditions

A high school diploma (or equivalent) and satisfactory scores on college placement tests (or equivalent) in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers transition and corequisite courses to prepare students for the Associate in Science curriculum.

Program Curriculum

First Semester (Fall)

- ACA 122 - College Transfer Success Credit Hours: 1
- ENG 111 - Writing and Inquiry Credit Hours: 3
- MAT 171 - Precalculus Algebra Credit Hours: 4
- Natural Sciences - Elective Credit Hours: 4
- Social/ Behavioral Science - Elective Credit Hours: 3

Class Hours 12 | Lab Hours 6 or 7 | Credit Hours 15

Second Semester (Spring)

- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- MAT 172 - Precalculus Trigonometry Credit Hours: 4
- Natural Sciences - Elective Credit Hours: 4
- Humanities/ Fine Arts - Elective Credit Hours: 3
- Additional General Education Elective Credit Hours: 3 or 4 (see choices below)

Class Hours 15 | Lab Hours 4 or 5 | Credit Hours 17

Third Semester (Fall)

- Humanities/Fine Arts Elective Credit Hours: 3 (see choices below)
- Additional General Education Elective Credit Hours: 3 or 4 (see choices below)
- Additional General Education Elective Credit Hours: 3 or 4 (see choices below)
- Other Required Hours Elective Credit Hours: 1 to 4 (see choices below)
- Social/Behavioral Science Elective Credit Hours: 3 (see choices below)

Class Hours 11-15 | Lab Hours 2-9 | Credit Hours 13-16

Fourth Semester (Spring)

Students need to complete at least 15 Other Required Courses Elective credit hours and 11 Additional General Education Elective credit hours. The required number of courses is dependent on the credit hours of the course.

- Additional General Education Elective Credit Hours: 3 or 4 (see choices below)
- Other Required Courses Credit Hours: 3 or 4 (see choices below)
- Other Required Courses Credit Hours: 3 or 4 (see choices below)
- Other Required Courses Credit Hours: 3 or 4 (see choices below)
- Other Required Courses Credit Hours: 3 or 4 (see choices below)

Class Hours 12-16 | Lab Hours 2-11 | Credit Hours 13 or 15

Total Credit Hours 60

Universal General Education Courses (UGETC)

English Composition (6 SHC)

The following two English composition courses are required.

- ENG 111 - Writing and Inquiry Credit Hours: 3
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3

Humanities/Fine Arts/Communication (6 SHC)
Select two courses from the following from at least two different disciplines.

- ART 111 - Art Appreciation Credit Hours: 3
- COM 231 - Public Speaking Credit Hours: 3
- ENG 231 - American Literature I Credit Hours: 3
- ENG 232 - American Literature II Credit Hours: 3
- ENG 241 - British Literature I Credit Hours: 3
- ENG 242 - British Literature II Credit Hours: 3
- MUS 110 - Music Appreciation Credit Hours: 3
- MUS 112 - Introduction to Jazz Credit Hours: 3
- PHI 215 - Philosophical Issues Credit Hours: 3
- PHI 240 - Introduction to Ethics Credit Hours: 3

Social/Behavioral Sciences (6 SHC)
Select two courses from the following from at least two different disciplines.

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

Mathematics (8 SHC)

- MAT 171 - Precalculus Algebra Credit Hours: 4
- MAT 172 - Precalculus Trigonometry Credit Hours: 4

Natural Sciences (8 SHC)
Select one 8 SHC natural science course sequence from the following:

- AST 151 - General Astronomy I Credit Hours: 3
- and AST 151A General Astronomy I Lab
- BIO 111 - General Biology I Credit Hours: 4
- and BIO 112 General Biology II Credit Hours: 4
- CHM 151 - General Chemistry I Credit Hours: 4
- and CHM 152 General Chemistry II Credit Hours: 4
- PHY 110 - Conceptual Physics Credit Hours: 3
- and PHY 110A Conceptual Physics Lab
- PHY 151 - College Physics I Credit Hours: 4
- and PHY 152 College Physics II Credit Hours: 4

Required General Education Hours (34 SHC)

Additional General Education Hours (11 SHC)
An additional 11 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. **Students should select these courses based on their intended major and transfer university.** Courses taken as required general education courses cannot be used to satisfy the additional general education hours.

Select 11 SCH from the following:
To satisfy the Additional General Education Elective, choose from the following courses:

- AST 151 - General Astronomy I Credit Hours: 3
- and AST 151A General Astronomy I Lab Credit Hours: 1
- BIO 111 - General Biology I Credit Hours: 4
- BIO 112 - General Biology II Credit Hours: 4

- CHM 151 - General Chemistry I Credit Hours: 4
- CHM 152 - General Chemistry II Credit Hours: 4
- CIS 110 - Introduction to Computers Credit Hours: 3
- COM 231 - Public Speaking Credit Hours: 3
- ECO 251 - Prin of Microeconomics Credit Hours: 3
- ECO 252 - Prin of Macroeconomics Credit Hours: 3
- ENG 231 - American Literature I Credit Hours: 3
- ENG 232 - American Literature II Credit Hours: 3
- ENG 241 - British Literature I Credit Hours: 3
- ENG 242 - British Literature II Credit Hours: 3
- HIS 111 - World Civilizations I Credit Hours: 3
- HIS 112 - World Civilizations II Credit Hours: 3
- HIS 131 - American History I Credit Hours: 3
- HIS 132 - American History II Credit Hours: 3
- HUM 110 - Technology and Society Credit Hours: 3
- HUM 115 - Critical Thinking Credit Hours: 3
- HUM 130 - Myth in Human Culture Credit Hours: 3
- MAT 152 - Statistical Methods I Credit Hours: 4
- MAT 271 - Calculus I Credit Hours: 4
- MUS 110 - Music Appreciation Credit Hours: 3
- MUS 112 - Introduction to Jazz Credit Hours: 3
- PHI 215 - Philosophical Issues Credit Hours: 3
- PHI 240 - Introduction to Ethics Credit Hours: 3
- PHY 110 - Conceptual Physics Credit Hours: 3
- and PHY 110A Conceptual Physics Lab Credit Hours: 1
- PHY 151 - College Physics I Credit Hours: 4
- PHY 152 - College Physics II Credit Hours: 4
- POL 120 - American Government Credit Hours: 3
- PSY 150 - General Psychology Credit Hours: 3
- PSY 241 - Developmental Psychology Credit Hours: 3
- REL 110 - World Religions Credit Hours: 3
- REL 211 - Intro to Old Testament Credit Hours: 3
- REL 212 - Intro to New Testament Credit Hours: 3
- REL 221 - Religion in America Credit Hours: 3
- SOC 210 - Introduction to Sociology Credit Hours: 3
- SOC 213 - Sociology of the Family Credit Hours: 3
- SOC 220 - Social Problems Credit Hours: 3
- SOC 225 - Social Diversity Credit Hours: 3
- SPA 111 - Elementary Spanish I Credit Hours: 3
- SPA 112 - Elementary Spanish II Credit Hours: 3
- SPA 211 - Intermediate Spanish I Credit Hours: 3

Required (11 SHC)

Other Required Hours (15 SHC)

The following course is required:

- ACA 122 - College Transfer Success Credit Hours: 1
  An additional 14 SHC of courses should be selected from courses classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

Select 14 SH from the Following Courses

- ACC 120 - Prin of Financial Accounting Credit Hours: 4
- ACC 121 - Prin of Managerial Accounting Credit Hours: 4
- AST 151 - General Astronomy I Credit Hours: 3
- and AST 151A General Astronomy I Lab Credit Hours: 1

- BIO 111 - General Biology I Credit Hours: 4
- BIO 112 - General Biology II Credit Hours: 4
- BIO 120 - Introductory Botany Credit Hours: 4
- BIO 130 - Introductory Zoology Credit Hours: 4
- BIO 163 - Basic Anatomy & Physiology Credit Hours: 5
- BIO 168 - Anatomy and Physiology I Credit Hours: 4
- BIO 169 - Anatomy and Physiology II Credit Hours: 4
- BIO 275 - Microbiology Credit Hours: 4
- BUS 110 - Introduction to Business Credit Hours: 3
- CHM 131 - Introduction to Chemistry Credit Hours: 3
- and CHM 131A Intro to Chemistry Lab Credit Hours: 1
- CHM 151 - General Chemistry I Credit Hours: 4
- CHM 152 - General Chemistry II Credit Hours: 4
- CIS 110 - Introduction to Computers Credit Hours: 3
- CJC 111 - Intro to Criminal Justice Credit Hours: 3
- COM 231 - Public Speaking Credit Hours: 3
- ECO 251 - Prin of Microeconomics Credit Hours: 3
- ECO 252 - Prin of Macroeconomics Credit Hours: 3
- ENG 231 - American Literature I Credit Hours: 3
- ENG 232 - American Literature II Credit Hours: 3
- ENG 241 - British Literature I Credit Hours: 3
- ENG 242 - British Literature II Credit Hours: 3
- GEL 111 Geology Credit Hours: 4
- HIS 111 - World Civilizations I Credit Hours: 3
- HIS 112 - World Civilizations II Credit Hours: 3
- HIS 131 - American History I Credit Hours: 3
- HIS 132 - American History II Credit Hours: 3
- HUM 110 - Technology and Society Credit Hours: 3
- HUM 115 - Critical Thinking Credit Hours: 3
- HUM 130 - Myth in Human Culture Credit Hours: 3
- MAT 152 - Statistical Methods I Credit Hours: 4
- MAT 271 - Calculus I Credit Hours: 4
- MAT 272 - Calculus II Credit Hours: 4
- MUS 110 - Music Appreciation Credit Hours: 3
- MUS 112 - Introduction to Jazz Credit Hours: 3
- PED 110 - Fit and Well for Life Credit Hours: 2
- PED 117 - Weight Training I Credit Hours: 1
- PED 118 - Weight Training II Credit Hours: 1
- PED 120 - Walking for Fitness Credit Hours: 1
- PED 143 - Volleyball-Beginning Credit Hours: 1
- PHI 215 - Philosophical Issues Credit Hours: 3
- PHI 240 - Introduction to Ethics Credit Hours: 3
- PHY 110 - Conceptual Physics Credit Hours: 3
- and PHY 110A Conceptual Physics Lab Credit Hours: 1
- PHY 151 - College Physics I Credit Hours: 4
- PHY 152 - College Physics II Credit Hours: 4
- POL 120 - American Government Credit Hours: 3
- PSY 150 - General Psychology Credit Hours: 3
- PSY 241 - Developmental Psychology Credit Hours: 3
- REL 110 - World Religions Credit Hours: 3
- REL 211 - Intro to Old Testament Credit Hours: 3
- REL 212 - Intro to New Testament Credit Hours: 3
- REL 221 - Religion in America Credit Hours: 3
- SOC 210 - Introduction to Sociology Credit Hours: 3
- SOC 213 - Sociology of the Family Credit Hours: 3
- SOC 220 - Social Problems Credit Hours: 3
- SOC 225 - Social Diversity Credit Hours: 3

- SPA 111 - Elementary Spanish I Credit Hours: 3
- SPA 112 - Elementary Spanish II Credit Hours: 3
- SPA 211 - Intermediate Spanish I Credit Hours: 3

Required (15 SHC)

Total (60 SHC)

Associate in Science (AS) Degree Required Semester Credit Hours	
UGETC	34 SHC
Additional General Education	11 SHC
Other Required Hours	15 SHC
Total	**60 SHC**

Students are responsible for examining the program major requirements of the four-year institution to which they plan to transfer for completion of their degree.

The courses selected to meet the Additional General Education Hours (11 SHC) and other Required Hours (15 SHC) requirement should be based on the intended major and transfer university.

Associate in Science in Teacher Preparation (A1040T) ASTP

Purpose

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

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Program Curriculum

First Semester (Fall)

- ACA 122 - College Transfer Success Credit Hours: 1
- EDU 187 - Teaching and Learning for All Credit Hours: 4
- ENG 111 - Writing and Inquiry Credit Hours: 3
- MAT 171 - Precalculus Algebra Credit Hours: 4
- Natural Science - Elective Credit Hours: 4

Class Hours 12 | Lab Hours 10 | Credit Hours 16

Second Semester (Spring)

- EDU 250 - Teacher Licensure Preparation Credit Hours: 3
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- Hum/Fine Arts/ Communication - Elective Credit Hours: 3
- MAT 172 - Precalculus Trigonometry Credit Hours: 4
- Natural Science - Elective Credit Hours: 4

Class Hours 15 | Lab Hours 5 | Credit Hours 17

Third Semester (Fall)

- EDU 279 - Literacy Develop and Instruct Credit Hours: 4

- General Education - Elective Credit Hours: 3-4
- Natural Science - Elective Credit Hours: 4
- SOC 225 - Social Diversity Credit Hours: 3

Class Hours 11-12 | Lab Hours 5-8 | Credit Hours 14-15

Fourth Semester (Spring)

- EDU 216 - Foundations of Education Credit Hours: 3
- Hum/Fine Arts/ Communication - Elective Credit Hours: 3
- Natural Science - Elective Credit Hours: 4
- Social/ Behavioral Science - Elective Credit Hours: 3

Class Hours 12 | Lab Hours 2-3 | Credit Hours 13

Total Credit Hours 60-61

Additional Curriculum Notes

*****Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.

Natural Science Electives

Required:

- BIO 111 - General Biology I Credit Hours: 4 and BIO 112 - General Biology II Credit Hours: 4
  or
- CHM 151 - General Chemistry I Credit Hours: 4 and CHM 152 - General Chemistry II Credit Hours: 4

Additional Natural Science Electives:

- AST 151 - General Astronomy I Credit Hours: 3
  and AST 151A - General Astronomy I Lab Credit Hours: 1
- BIO 111 - General Biology I Credit Hours: 4
- BIO 112 - General Biology II Credit Hours: 4

Humanities/Fine Arts/Communication Elective

- ART 111 - Art Appreciation Credit Hours: 3
- COM 231 - Public Speaking Credit Hours: 3
- ENG 231 - American Literature I Credit Hours: 3
- ENG 232 - American Literature II Credit Hours: 3
- ENG 241 - British Literature I Credit Hours: 3
- ECO 251 - Prin of Microeconomics Credit Hours: 3
- ECO 252 - Prin of Macroeconomics Credit Hours: 3
- HIS 111 - World Civilizations I Credit Hours: 3
- HIS 112 - World Civilizations II Credit Hours: 3
- HIS 131 - American History I Credit Hours: 3
- CHM 151 - General Chemistry I Credit Hours: 4
- CHM 152 - General Chemistry II Credit Hours: 4
- PHY 151 - College Physics I Credit Hours: 4 and
- PHY 152 - College Physics II Credit Hours: 4
- ENG 242 - British Literature II Credit Hours: 3
- MUS 110 - Music Appreciation Credit Hours: 3
- MUS 112 - Introduction to Jazz Credit Hours: 3
- PHI 215 - Philosophical Issues Credit Hours: 3
- PHI 240 - Introduction to Ethics Credit Hours: 3

Social/Behavioral Science Electives

- HIS 132 - American History II Credit Hours: 3
- POL 120 - American Government Credit Hours: 3
- PSY 150 - General Psychology Credit Hours: 3
- SOC 210 - Introduction to Sociology Credit Hours: 3

- CIS 110 - Introduction to Computers Credit Hours: 3
- COM 231 - Public Speaking Credit Hours: 3
- ECO 251 - Prin of Microeconomics Credit Hours: 3
- ECO 252 - Prin of Macroeconomics Credit Hours: 3
- ENG 231 - American Literature I Credit Hours: 3
- ENG 232 - American Literature II Credit Hours: 3
- ENG 241 - British Literature I Credit Hours: 3
- ENG 242 - British Literature II Credit Hours: 3
- HIS 111 - World Civilizations I Credit Hours: 3
- HIS 112 - World Civilizations II Credit Hours: 3
- HIS 131 - American History I Credit Hours: 3
- HIS 132 - American History II Credit Hours: 3
- HUM 110 - Technology and Society Credit Hours: 3
- HUM 115 - Critical Thinking Credit Hours: 3
- HUM 130 - Myth in Human Culture Credit Hours: 3
- MUS 110 - Music Appreciation Credit Hours: 3

General Education Electives

- MUS 112 - Introduction to Jazz Credit Hours: 3
- PHI 215 - Philosophical Issues Credit Hours: 3
- PHI 240 - Introduction to Ethics Credit Hours: 3
- POL 120 - American Government Credit Hours: 3
- PSY 150 - General Psychology Credit Hours: 3
- PSY 241 - Developmental Psychology Credit Hours: 3
- REL 110 - World Religions Credit Hours: 3
- REL 221 - Religion in America Credit Hours: 3
- SPA 111 - Elementary Spanish I Credit Hours: 3
- SPA 112 - Elementary Spanish II Credit Hours: 3
- SPA 211 - Intermediate Spanish I Credit Hours: 3
- SOC 210 - Introduction to Sociology Credit Hours: 3
- SOC 213 - Sociology of the Family Credit Hours: 3

(A1010T only may also choose from):
MAT 143 - Quantitative Literacy Credits Hours: 3
MAT 152 - Statistical Methods I Credits Hours: 4
MAT 171 - Precalculus Algebra Credits Hours: 4

Baking and Pastry Arts (A55130), AAS

Purpose

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Coursework includes specialty/artisanal breads, deserts/pastries, decorative work, high-volume production and food marketing.

Graduates should qualify for entry-level positions such as pastry/bakery assistant, area pastry chef and assistant pastry chef. American Culinary Federation certification may be available to graduates.

Admission Requirements and Special Conditions

A high school diploma or equivalent and satisfactory scores on college placement test in mathematics, English and reading. If students have deficiencies in English and or mathematics, RCC offers Pre College courses to prepare students for the Baking and Pastry curriculum.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
- CUL 110 - Sanitation & Safety Credit Hours: 2

- CUL 110A - Sanitation & Safety Lab Credit Hours: 1
- CUL 140 - Culinary Skills I Credit Hours: 5
- CUL 160 - Baking I Credit Hours: 3
- ENG 110 - Freshman Composition Credit Hours: 3
  or ENG 111 Writing and Inquiry Credit Hours: 3
- MAT 110 - Math Measurement & Literacy Credit Hours: 3

Class Hours 11 | Lab Hours 14 | Credit Hours 18

Second Semester (Spring)

- CIS 111 - Basic PC Literacy Credit Hours: 2
- CUL 135 - Food & Beverage Service Credit Hours: 2
- CUL 135A - Food & Beverage Service Lab Credit Hours: 1
- CUL 240 - Advanced Culinary Skills Credit Hours: 5
- CUL 260 - Baking II Credit Hours: 3
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
  or ENG 115 Oral Communication Credit Hours: 3

Class Hours 8 | Lab Hours 16 | Credit Hours 16

Third Semester (Fall)

- BPA 150 - Artisan and Specialty Breads Credit Hours: 4
- BPA 210 - Cake Design & Decorating Credit Hours: 3
- CUL 112 - Nutrition for Foodservice Credit Hours: 3
- CUL 112A - Nutrition for Fdsv Lab Credit Hours: 1
- HRM 245 - Human Resource Management-Hospitality Credit Hours: 3
- Humanities/ Fine Arts - Elective Credit Hours: 3
- WBL 111 - Work Based Learning I Credit Hours: 1

Class Hours 11 | Lab Hours 13 | Work Experience 10 | Credit Hours 18

Fourth Semester (Spring)

- BPA 250 - Dessert/Bread Production Credit Hours: 5
- BPA 260 - Pastry & Baking Marketing Credit Hours: 3
- CUL 273 - Career Development Credit Hours: 1
- Social/ Behavioral Science - Elective Credit Hours: 3
- WBL 121 - Work Based Learning II Credit Hours: 1

Class Hours 10 | Lab Hours 10 | Work Experience 10 | Credit Hours 16

Total Credit Hours 68

Additional Curriculum Notes

1. Students are required to complete 18 credit hours in Culinary and Baking core courses before they are eligible for Work Based Learning.
2. The Social/Behavioral elective requirements can be satisfied with the following courses: ECO 151, ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 118, PSY 150, SOC 210, SOC 213, SOC 220, SOC 225.
3. The Humanities/Fine Arts elective requirements can be satisfied with the following courses: ART 111, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212, REL 221.

Basic Law Enforcement Training (C55120) Certificate

Purpose

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

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations. Students must successfully complete and pass all units of study mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

Program Curriculum

- LET 110 - Basic Law Enforcement BLET Credit Hours: 37

Class Hours 28 | Lab Hours 27 | Credit Hours 37

Additional Curriculum Notes

Students successfully completing a Basic Law Enforcement Training course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for:

- CJC 120 - Interviews/Interrogations Credit Hours: 2
- CJC 131 - Criminal Law Credit Hours: 3
- CJC 132 - Court Procedure & Evidence Credit Hours: 3
- CJC 221 - Investigative Principles Credit Hours: 4
- CJC 225 - Crisis Intervention Credit Hours: 3
- CJC 231 - Constitutional Law Credit Hours: 3

toward the Associate in Applied Science degree in Criminal Justice Technology. Students must have completed Basic Law Enforcement Training since 1985.

Business Administration (A25120), AAS

Purpose

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.

As an additional option for students, the Business Administration program is offered as an online degree program.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for the Business Administration curriculum.

Special Certifications

Students are eligible to sit for certification exams upon completion of certain courses. Testing Fees may apply.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
  or ACA 122 - College Transfer Success Credit Hours: 1
- ACC 111 - Financial Accounting Credit Hours: 3
- CIS 110 - Introduction to Computers Credit Hours: 3
- BUS 110 - Introduction to Business Credit Hours: 3
- BUS 115 - Business Law I Credit Hours: 3
- ENG 111 - Writing and Inquiry Credit Hours: 3

Class Hours 14-15 | Lab Hours 0-4 | Credit Hours 16

Second Semester (Spring)

- ACC 120 - Prin of Financial Accounting Credit Hours: 4
- BUS 137 - Principles of Management Credit Hours: 3
- MKT 120 - Principles of Marketing Credit Hours: 3
- CTS 130 - Spreadsheet Credit Hours: 3
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
  or ENG 115 Oral Communication Credit Hours: 3
  or COM 231 Public Speaking Credit Hours: 3

Class Hours 14 | Lab Hours 4 | Credit Hours 16

Third Semester Summer

- MKT 223 - Customer Experience Credit Hours: 3
- Humanities/ Fine Arts - Elective Credit Hours: 3

Class Hours 6 | Lab Hours 0 | Credit Hours 6

Fourth Semester (Fall)

- ACC 121 - Prin of Managerial Accounting Credit Hours: 4
  or ACC 150 Accounting Software Applications Credit Hours: 2
- BUS 160 - Data Analysis/Decision-Making Credit Hours: 3
- ECO 251 - Prin of Microeconomics Credit Hours: 3
- MAT 143 - Quantitative Literacy Credit Hours: 3
  or MAT 110 Math Measurement & Literacy Credit Hours: 3
  or MAT 152 Statistical Methods I Credit Hours: 4
  or MAT 171 Precalculus Algebra Credit Hours: 4
- MKT 232 - Social Media Marketing Credit Hours: 3

Class Hours 10 - 13 | Lab Hours 8 - 9 | Credit Hours 14-17

Fifth Semester (Spring)

- BUS 153 - Human Resource Management Credit Hours: 3
- BUS 230 - Small Business Management Credit Hours: 3
- or WBL 111 Work Based Learning I Credit Hours: 1
- BUS 125 - Personal Finance Credit Hours: 3
- BUS 270 - Professional Development Credit Hours: 3
- ECO 252 - Prin of Macroeconomics Credit Hours: 3

Class Hours 12 - 15 | Work Experience 0 - 10 | Credit Hours 13 - 15

Total Credit Hours 67-68

Additional Curriculum Notes

1. The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, HUM 115, MUS 110, PHI 240, REL 211, REL 212.
2. Students considering transfer to a four-year institution should take ENG 112.

Business Administration (D25120) Diploma

Purpose

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.
As an additional option for students, the Business Administration program is offered as an online degree program.

Admission Requirements and Special Conditions
A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for the Business Administration curriculum.

Special Certifications
Students are eligible to sit for certification exams upon completion of certain courses. Testing Fees may apply.

Program Curriculum

First Semester (Fall)
- ACA 111 - College Student Success Credit Hours: 1
  or ACA 122 College Transfer Success Credit Hours: 1
- BUS 110 - Introduction to Business Credit Hours: 3
- BUS 115 - Business Law I Credit Hours: 3
- BUS 160 - Data Analysis/Decision-Making Credit Hours: 3
- ENG 111 - Writing and Inquiry Credit Hours: 3

Class Hours 11 - 12 | Lab Hours 2 - 4 | Credit Hours 13

Second Semester (Spring)
- ACC 120 - Prin of Financial Accounting Credit Hours: 4
- CIS 110 - Introduction to Computers Credit Hours: 3
- MKT 120 - Principles of Marketing Credit Hours: 3
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
  or ENG 115 Oral Communication Credit Hours: 3
  or COM 231 Public Speaking Public Speaking Credit Hours: 3

Class Hours 11 | Lab Hours 4 | Credit Hours 13

Third Semester (Summer)
- BUS 137 - Principles of Management Credit Hours: 3
- BUS 153 - Human Resource Management Credit Hours: 3
- MKT 223 - Customer Experience Credit Hours: 3

Class Hours 9 | Lab Hours 0 | Credit Hours 9

Total Credit Hours 38

Business Administration-General Certificate (C25120BG), Certificate

Purpose
The Business Administration Certificate is designed to introduce students to various aspects of Business Technologies. Students will be provided fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.
Upon completion of the certificate, students will be awarded a Certificate in Business Administration-General from RCC.

Program Curriculum

First Semester (Fall)
- ACC 111 - Financial Accounting Credit Hours: 3
- BUS 110 - Introduction to Business Credit Hours: 3

Class Hours 6 | Lab Hours 0 | Credit Hours 6

Second Semester (Spring)
- BUS 125 - Personal Finance Credit Hours: 3
- CIS 110 - Introduction to Computers Credit Hours: 3

Class Hours 5 | Lab Hours 2 | Credit Hours 6

Total Credit Hours 12

Business Foundations (C25120 BF) Certificate

Purpose
This certificate program is designed to provide individuals with a basic understanding of business fundamentals. Holders of this certificate would be better able to start and manage a small business.

Program Curriculum

First Semester (Fall)

- ACC 111 - Financial Accounting Credit Hours: 3
- BUS 110 - Introduction to Business Credit Hours: 3
- BUS 115 - Business Law I Credit Hours: 3
- ECO 251 - Prin of Microeconomics Credit Hours: 3

Class Hours 12 | Lab Hours 0 | Credit Hours 12

Total Credit Hours 12

Customer Service (C25120CS) Certificate

Purpose
This certificate program is designed to provide individuals with entry-level competencies in retail, and hospitality industries, and general positions in business and other organizations. Positions available to holders of this certificate would be sales associate, client services representative, customer service associate, and front office administrator.

Program Curriculum

First Semester (Spring)

- BUS 137 - Principles of Management Credit Hours: 3
- BUS 153 - Human Resource Management Credit Hours: 3
- MKT 120 - Principles of Marketing Credit Hours: 3
- MKT 223 - Customer Experience Credit Hours: 3

Class Hours 12 | Lab Hours 0 | Credit Hours 12

Total Credit Hours 12

Cosmetology (A55140), AAS

Purpose

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.

Admission Requirements and Special Conditions
A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for the Cosmetology curriculum.
Awarding of Non-Course Credit
Students holding a current license with the North Carolina State Board of Cosmetic Arts or reciprocity with our State Board (for out of state license) and a minimum of three (3) years of verifiable experience are eligible to receive non-course credit for COS 117 and COS 118.

Additional Curriculum Notes

1. Students are required to complete all cosmetology courses with a "C" or better and acquire 1500 clock hours to qualify for the North Carolina State Board of Cosmetic Art Examiners.
2. The Humanities/Fine Arts Elective for the Associate Degree Program can be satisfied by taking one of the following courses: ART 111, MUS 110, MUS 112, REL 110, REL 211, REL 212, or REL 221.
3. The Major Electives can be satisfied by taking six (6) hours from the following: BUS 110, BUS 125, or BUS 137.

Program Curriculum (Fall Start)

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
- COS 111 - Cosmetology Concepts I Credit Hours: 4
- COS 112 - Salon I Credit Hours: 8

Class Hours 5 | Lab Hours 24 | Credit Hours 13

Second Semester (Spring)

- COS 113 - Cosmetology Concepts II Credit Hours: 4
- COS 114 - Salon II Credit Hours: 8
- ENG 110 - Freshman Composition Credit Hours: 3

Class Hours 7| Lab Hours 24 | Credit Hours 15

Third Semester (Summer)

- CIS 111 - Basic PC Literacy Credit Hours: 2
- COS 115 - Cosmetology Concepts III Credit Hours: 4
- COS 116 - Salon III Credit Hours: 4

Class Hours 5 | Lab Hours 14 | Credit Hours 10

Fourth Semester (Fall)

- COS 117 - Cosmetology Concepts IV Credit Hours: 2
- COS 118 - Salon IV Credit Hours: 7
- PSY 118 - Interpersonal Psychology Credit Hours: 3
  or **PSY 150 - General Psychology Credit Hours: 3**

Class Hours 5 | Lab Hours 21 | Credit Hours 12

Fifth Semester (Spring)

- ENG 115 - Oral Communication Credit Hours: 3
- Humanities/ Fine Arts - Elective Credit Hours: 3
- MAT 110 - Math Measurement & Literacy Credit Hours: 3
  Major Electives - See Additional Curriculum Notes Credit Hours: 6

Class Hours 14 or 15 | Lab Hours 0-6 | Credit Hours 15-18

Program Curriculum (Spring Start)

First Semester (Spring)

- ACA 111 - College Student Success Credit Hours: 1
- COS 111 - Cosmetology Concepts I Credit Hours: 4
- COS 112 - Salon I Credit Hours: 8

Class Hours 5 | Lab Hours 24 | Credit Hours 13

Second Semester (Summer)

- CIS 111 - Basic PC Literacy Credit Hours: 2
- COS 115 - Cosmetology Concepts III Credit Hours: 4
- COS 116 - Salon III Credit Hours: 4

Class Hours 6 | Lab Hours 14 | Credit Hours 11

Third Semester (Fall)

- COS 113 - Cosmetology Concepts II Credit Hours: 4
- COS 114 - Salon II Credit Hours: 8
- ENG 110 - Freshman Composition Credit Hours: 3

Class Hours 7| Lab Hours 24 | Credit Hours 15

Fourth Semester (Spring)

- COS 117 - Cosmetology Concepts IV Credit Hours: 2
- COS 118 - Salon IV Credit Hours: 7
- PSY 118 - Interpersonal Psychology Credit Hours: 3
  or PSY 150 - General Psychology Credit Hours: 3

Class Hours 5 | Lab Hours 21 | Credit Hours 12

Fifth Semester (Fall)

- ENG 115 - Oral Communication Credit Hours: 3
- Humanities/ Fine Arts - Elective Credit Hours: 3
- MAT 110 - Math Measurement & Literacy Credit Hours: 3
- **Major Electives - See Additional Curriculum Notes Credit Hours: 6**

Class Hours 14 or 15 | Lab Hours 0-6 | Credit Hours 15-18

Total Credit Hours 65-66

Cosmetology (D55140) Diploma

Purpose

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.
Admission Requirements and Special Conditions
A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for the Cosmetology curriculum.

Additional Curriculum Notes

1. Students are required to complete all cosmetology courses with a "C" or better and acquire 1500 clock hours to qualify for the North Carolina State Board of Cosmetic Art Examiners.
2. The Humanities/Fine Arts Elective for the Associate Degree Program can be satisfied by taking one of the following courses: ART 111, MUS 110, MUS 112, REL 110, REL 211, REL 212, or REL 221.

Program Curriculum (Fall Start)

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
- COS 111 - Cosmetology Concepts I Credit Hours: 4
- COS 112 - Salon I Credit Hours: 8

Class Hours 5 | Lab Hours 24 | Credit Hours 13

Second Semester (Spring)

- COS 113 - Cosmetology Concepts II Credit Hours: 4
- COS 114 - Salon II Credit Hours: 8
- ENG 110 - Freshman Composition Credit Hours: 3

Class Hours 7| Lab Hours 24 | Credit Hours 15

Third Semester (Summer)

- COS 115 - Cosmetology Concepts III Credit Hours: 4
- COS 116 - Salon III Credit Hours: 4

Class Hours 4 | Lab Hours 12 | Credit Hours 8

Fourth Semester (Fall)

- COS 117 - Cosmetology Concepts IV Credit Hours: 2
- COS 118 - Salon IV Credit Hours: 7
- PSY 118 - Interpersonal Psychology Credit Hours: 3
  or PSY 150 - General Psychology Credit Hours: 3

Class Hours 5 | Lab Hours 21 | Credit Hours 12

Program Curriculum (Spring Start)

First Semester (Spring)

- ACA 111 - College Student Success Credit Hours: 1
- COS 111 - Cosmetology Concepts I Credit Hours: 4
- COS 112 - Salon I Credit Hours: 8

Class Hours 5 | Lab Hours 24 | Credit Hours 13

Second Semester (Summer)

- COS 115 - Cosmetology Concepts III Credit Hours: 4
- COS 116 - Salon III Credit Hours: 4

Class Hours 4 | Lab Hours 12 | Credit Hours 8

Third Semester (Fall)

- COS 113 - Cosmetology Concepts II Credit Hours: 4
- COS 114 - Salon II Credit Hours: 8
- ENG 110 - Freshman Composition Credit Hours: 3

Class Hours 7| Lab Hours 24 | Credit Hours 15

Fourth Semester (Spring)

- COS 117 - Cosmetology Concepts IV Credit Hours: 2
- COS 118 - Salon IV Credit Hours: 7
- PSY 118 - Interpersonal Psychology Credit Hours: 3
  or PSY 150 - General Psychology Credit Hours: 3

Class Hours 5 | Lab Hours 21 | Credit Hours 12

Total Credit Hours 48

Criminal Justice Technology (A55180), AAS

Purpose

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.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for the Criminal Justice Technology curriculum.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
- CIS 110 - Introduction to Computers Credit Hours: 3
- CJC 111 - Intro to Criminal Justice Credit Hours: 3
- CJC 113 - Juvenile Justice Credit Hours: 3
- CJC 131 - Criminal Law Credit Hours: 3
- ENG 111 - Writing and Inquiry Credit Hours: 3

Class Hours 15 | Lab Hours 2 | Credit Hours 16

Second Semester (Spring)

- CJC 112 - Criminology Credit Hours: 3
- CJC 121 - Law Enforcement Operations Credit Hours: 3
- CJC 132 - Court Procedure & Evidence Credit Hours: 3
- CJC 141 - Corrections Credit Hours: 3
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
  Major Elective - See Additional Curriculum Notes Credit Hours: 2-3

Class Hours 16-18 | Lab Hours 0 - 2 | Credit Hours 17-18

Third Semester (Fall)

- CJC 212 - Ethics & Comm Relations Credit Hours: 3
- CJC 221 - Investigative Principles Credit Hours: 4
- MAT 143 - Quantitative Literacy Credit Hours: 3
- or MAT 152 Statistical Methods I Credit Hours: 4
- PSY 150 - General Psychology Credit Hours: 3

  Major Elective - See Additional Curriculum Notes Credit Hours: 2-3

Class Hours 12-15 | Lab Hours 4 - 6 | Credit Hours 15 - 17

Fourth Semester (Spring)

- CJC 225 - Crisis Intervention Credit Hours: 3
- CJC 231 - Constitutional Law Credit Hours: 3
- CJC 232 - Civil Liability Credit Hours: 3
- Humanities/ Fine Arts - Elective Credit Hours: 3
- SOC 210 - Introduction to Sociology Credit Hours: 3

  Major Elective - See Additional Curriculum Notes Credit Hours: 2-3

Class Hours 16-18 | Lab Hours 0 - 2 | Credit Hours 17 -18

Total Credit Hours 67 - 69

Additional Curriculum Notes

1. Students may wish to pursue their bachelor's degree through an articulation agreement with one of the following institutions:
   - The University of North Carolina at Pembroke
   - The University of Mount Olive
   - Lees McRae College
2. Students who have been convicted of criminal activity may find it difficult to secure employment in the Criminal Justice field.
3. The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, MUS 110, MUS 112, ENG 231, PHI 215 or PHI 240.
4. The Major Electives can be satisfied by completing three of the following courses: CJC 120, CJC 161, CJC 163, CJC 170, CJC 214, CJC 215, CJC 233 CJC 240.

Students successfully completing a Basic Law Enforcement Training course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive non-course credit for the courses below toward the Associate of Applied Science degree in Criminal Justice Technology. Students must have completed Basic Law Enforcement Training since 1985.

- CJC 120 - Interviews/Interrogations Credit Hours: 2
- CJC 131 - Criminal Law Credit Hours: 3
- CJC 132 - Court Procedure & Evidence Credit Hours: 3
- CJC 221 - Investigative Principles Credit Hours: 4
- CJC 231 - Constitutional Law Credit Hours: 3
- CJC 225 - Crisis Intervention Credit Hours: 3

Individuals who successfully complete the North Carolina Department of Public Safety, Basic Correctional Officers Training Course (Correctional Officer Basic Training Course) will receive non-course credit for CJC 141 - Corrections Credit Hours: 3 toward the Associate of Applied Science degree in Criminal Justice Technology.

- CJC 232 - Civil Liability Credit Hours: 3
- CJC 233 - Correctional Law Credit Hours: 3

Criminal Justice Technology/Corrections Essentials (C55180CR) Certificate

Purpose

Students completing the following list of courses will receive a certificate in Criminal Justice Technology—Corrections Essentials.
This certificate will provide students with essential knowledge of institutional and community corrections operations, correctional law, and criminology. Upon completion, graduates should be very knowledgeable about the corrections component of the criminal justice system.

Program Curriculum

Fall Semester
CJC 111 - Intro to Criminal Justice Credit Hours: 3
Class Hours 3 | Credit Hours 3

Spring Semester
CJC 112 - Criminology Credit Hours: 3
CJC 141 - Corrections Credit Hours: 3
CJC 233 - Correctional Law Credit Hours: 3
Class Hours 6 | Credit Hours 6

Total Credit Hours 12

Criminal Justice Technology/Court Foundations (C55180CF) Certificate

Purpose

Students completing the following list of courses will receive a certificate in Criminal Justice Technology—Court Foundations.
This certificate will provide students with foundational knowledge of the criminal and juvenile courts, criminal law, and victimology. Upon completion, graduates should be very knowledgeable about the adjudication component of the criminal justice system.

Program Curriculum

Fall Semester
- CJC 111 - Intro to Criminal Justice Credit Hours: 3
- CJC 113 - Juvenile Justice Credit Hours: 3
- CJC 131 - Criminal Law Credit Hours: 3
- CJC 214 - Victimology Credit Hours: 3
- **Class Hours 12 | Credit Hours 12**

Spring Semester
- CJC 132 - Court Procedure & Evidence Credit Hours: 3
- **Class Hours 3 | Credit Hours 3**

Total Credit Hours 15

Criminal Justice Technology/Fundamental Principles of Law Enforcement (C55180LE) Certificate

Purpose
Students completing the following list of courses will receive a certificate in Criminal Justice Technology—Fundamental Principles of Law Enforcement.
This certificate will provide students with fundamental knowledge of law enforcement operations, criminal and civil law, criminal investigation techniques, and ethics. Upon completion, graduates should be very knowledgeable about the law enforcement component of the criminal justice system.

Program Curriculum
Fall Semester
- CJC 131 - Criminal Law Credit Hours: 3
- CJC 212 - Ethics & Comm Relations Credit Hours: 3
- CJC 221 - Investigative Principles Credit Hours: 4

Class Hours 9 | Lab Hours 2 | Credit Hours 10

Spring Semester
- CJC 121 - Law Enforcement Operations Credit Hours: 3
- CJC 232 - Civil Liability Credit Hours: 3

Class Hours 6 | Credit Hours 6
Total Credit Hours 16

Criminal Justice Technology/Homeland Security (C55180HS) Certificate

Purpose
Students completing the following list of courses will receive a certificate in Criminal Justice Technology—Homeland Security.
This certificate will provide students with foundational knowledge of Homeland Security, including the historical, organizational, and practical aspects, terrorism, border and transportation security. Upon completion, graduates should be very knowledgeable about the primary characteristics of terrorism and Homeland Security, the various roles and functions, border security, the technology used to enforce it, and strategies of border security agencies.

Program Curriculum

Fall Semester
- CJC 111 - Intro to Criminal Justice Credit Hours: 3
- CJC 131 - Criminal Law Credit Hours: 3
- CJC 161 - Intro to Homeland Security Credit Hours: 3

Class Hours 9 | Credit Hours 9

Spring Semester
- CJC 163 - Trans and Border Security Credit Hours: 3
- CJC 231 - Constitutional Law Credit Hours: 3

Class Hours 6 | Credit Hours 6
Total Credit Hours 15

Criminal Justice Technology/Leadership and Management (C55180LM) Certificate

Purpose
Students completing the following list of courses will receive a certificate in Criminal Justice Technology—Leadership and Management.

This certificate will provide students with the knowledge and specialization for a direct response, operations, and management of critical incidents, the components and functions of criminal justice agencies organization and administration, critical incident intervention and management, and the best methods and practices of police leadership and management. Upon completion, graduates should be very knowledgeable about managerial techniques, legal issues, response procedures to critical incidents, administrative operations of criminal justice agencies, analysis of critical incidents, and the methods and practices that will move law enforcement agencies into the twenty-first century.

Program Curriculum

Fall Semester
- ENG 111 - Writing and Inquiry Credit Hours: 3
- CJC 170 - Critical Incident Mgmt Public Safety Credit Hours: 3
- HUM 115 - Critical Thinking Credit Hours: 3

Class Hours 9 | Credit Hours 9

Spring Semester
- CJC 215 - Organization & Administration Credit Hours: 3
- CJC 225 - Crisis Intervention Credit Hours: 3
- CJC 240 - Law Enforcement Management & Supervision Credit Hours: 3

Class Hours 9 | Credit Hours 9
Total Credit Hours 18

Culinary Arts (A55150), AAS

Purpose
This curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full-service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.
Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

Admission Requirements and Special Conditions
A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for the Culinary Arts curriculum.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
- CUL 110 - Sanitation & Safety Credit Hours: 2
- CUL 110A - Sanitation & Safety Lab Credit Hours: 1
- CUL 140 - Culinary Skills I Credit Hours: 5
- CUL 160 - Baking I Credit Hours: 3
- ENG 110 - Freshman Composition Credit Hours: 3
  or ENG 111 Writing and Inquiry Credit Hours: 3
- MAT 110 - Math Measurement & Literacy Credit Hours: 3

Class Hours 11 | Lab Hours 14 | Credit Hours 18

Second Semester (Spring)

- CUL 135 - Food & Beverage Service Credit Hours: 2
- CUL 135A - Food & Beverage Service Lab Credit Hours: 1
- CUL 240 - Advanced Culinary Skills Credit Hours: 5
- CUL 260 - Baking II Credit Hours: 3
- CUL 283 - Farm-to-Table Credit Hours: 5
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
  or ENG 115 Oral Communication Credit Hours: 3

Class Hours 9 | Lab Hours 20 | Credit Hours 19

Third Semester (Fall)

- CUL 112 - Nutrition for Foodservice Credit Hours: 3
- CUL 112A - Nutrition for Fdsv Lab Credit Hours: 1
- CUL 230 - Global Cuisines Credit Hours: 5
- HRM 245 - Human Resource Management-Hospitality Credit Hours: 3
- Humanities/ Fine Arts - Elective Credit Hours: 3
- WBL 111 - Work Based Learning I Credit Hours: 1

Class Hours 10 | Lab Hours 11 | Work Experience 10 | Credit Hours 16

Fourth Semester (Spring)

- CIS 111 - Basic PC Literacy Credit Hours: 2
- CUL 170 - Garde Manger I Credit Hours: 3
- CUL 250 - Classical Cuisine Credit Hours: 5
- CUL 273 - Career Development Credit Hours: 1
- Social/ Behavioral Science - Elective Credit Hours: 3
- WBL 121 - Work Based Learning II Credit Hours: 1

Class Hours 7 | Lab Hours 14 | Work Experience 10 | Credit Hours 15

Total Credit Hours 71

Additional Curriculum Notes

1. Students are required to complete 18 credit hours in Culinary courses before they are eligible for Work Based Learning.
2.The Social/Behavioral elective can be satisfied by completing one of the following: ECO 151, ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 118, PSY 150, SOC 210, SOC 213, SOC 220, SOC 225.

3. The Humanities/Fine Arts and Social/Behavioral electives can be satisfied by completing one of the following: ART 111, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212, REL 221.

Culinary Arts Certificate (C55150), Certificate

Program Curriculum

First Semester (Fall)

- CUL 110 - Sanitation & Safety Credit Hours: 2
- CUL 110A - Sanitation & Safety Lab Credit Hours: 1
- HRM 245 - Human Resource Management-Hospitality Credit Hours: 3

Class Hours 5 | Lab Hours 2 | Credit Hours 6

Second Semester (Spring)

- CUL 135 - Food & Beverage Service Credit Hours: 2
- CUL 135A - Food & Beverage Service Lab Credit Hours: 1
- CUL 273 - Career Development Credit Hours: 1

Class Hours 6 | Lab Hours 2 | Credit Hours 7
Total Credit Hours 13

Early Childhood Education-Career Track (A55220CR), AAS

Career Track

This track is designed for those individuals who are interested in a career in the Early Childhood field but **do not** intend on transferring to a four-year institution.

Purpose

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 childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school age programs.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for the Early Childhood Associate curriculum.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
- CIS 110 - Introduction to Computers Credit Hours: 3
- EDU 119 - Intro to Early Child Education Credit Hours: 4
- EDU 146 - Child Guidance Credit Hours: 3
- EDU 151 - Creative Activities Credit Hours: 3
- ENG 111 - Writing and Inquiry Credit Hours: 3

Class Hours 16 | Lab Hours 2 | Credit Hours 17

Second Semester (Spring)

- EDU 131 - Child, Family, and Community Credit Hours: 3
- EDU 144 - Child Development I Credit Hours: 3
- EDU 145 - Child Development II Credit Hours: 3

- EDU 153 - Health, Safety and Nutrition Credit Hours: 3
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- MAT 143 - Quantitative Literacy Credit Hours: 3

Class Hours 17 | Lab Hours 2 | Credit Hours 18

Third Semester (Fall)

- COM 231 - Public Speaking Credit Hours: 3
- EDU 234 - Infants, Toddlers, and Twos Credit Hours: 3
- EDU 261 - Early Childhood Admin I Credit Hours: 3
- EDU 262 - Early Childhood Admin II Credit Hours: 3
- EDU 271 - Educational Technology Credit Hours: 3
- PSY 150 - General Psychology Credit Hours: 3

Class Hours 17 | Lab Hours 2 | Credit Hours 18

Fourth Semester (Spring)

- EDU 221 - Children with Exceptionalities Credit Hours: 3
- EDU 259 - Curriculum Planning Credit Hours: 3
- EDU 280 - Language/Literacy Experiences Credit Hours: 3
- EDU 284 - Early Child Capstone Prac Credit Hours: 4
- Humanities/ Fine Arts - Elective Credit Hours: 3

Class Hours 13 | Lab Hours 9 | Credit Hours 16

Total Credit Hours 6

Additional Curriculum Notes

1. The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, or PHI 240.
2. **Criminal Background Check:** Students entering the Early Childhood Practicum are required to undergo a criminal background check and/or drug testing prior to participation at the practicum site. Students should be aware that their progress to graduation might be limited by an inability to complete the practicum portion of the program. Additionally, students are responsible for submitting appropriate and required documentation to their practicum site director. The student is responsible for the scheduling and costs associated with completing this requirement and mandatory tests such as TB tests.

Early Childhood Education-Transfer Licensure Track(A55220TL), AAS

Transfer Licensure Track

This track is designed for those individuals who are interested in transferring to a four-year institution and obtaining a teaching license.

Purpose

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 childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school age programs.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for the Early Childhood Associate curriculum.

Program Curriculum

First Semester (Fall)

- ACA 122 – College Transfer Success Credit Hours: 1
- EDU 119 – Intro to Early Child Education Credit Hours: 4
- EDU 146 – Child Guidance Credit Hours: 3
- EDU 151 – Creative Activities Credit Hours: 3
- ENG 111 – Writing and Inquiry Credit Hours: 3
- MAT 143 – Quantitative Literacy Credit Hours: 3

Class Hours 15 | Lab Hours 4 | Credit Hours 17

Second Semester (Spring)

- EDU 131 - Child, Family, and Community Credit Hours: 3
- EDU 144 - Child Development I Credit Hours: 3
- EDU 145 - Child Development II Credit Hours: 3
- EDU 153 - Health, Safety and Nutrition Credit Hours: 3
- EDU 250 - Teacher Licensure Preparation Credit Hours: 3
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3

Class Hours 18 | Lab Hours 0 | Credit Hours 18

Third Semester (Summer)

- Humanities/ Fine Arts - Elective Credit Hours: 3
- SOC 210 - Introduction to Sociology Credit Hours: 3

Class Hours 6 | Lab Hours 0 | Credit Hours 6

Fourth Semester (Fall)

- BIO 111 - General Biology I Credit Hours: 4
- CIS 110 - Introduction to Computers Credit Hours: 3
- COM 231 - Public Speaking Credit Hours: 3
- EDU 234 - Infants, Toddlers, and Twos Credit Hours: 3
- PSY 150 - General Psychology Credit Hours: 3

Class Hours 14 | Lab Hours 5 | Credit Hours 16

Fifth Semester (Spring)

- EDU 216 - Foundations of Education Credit Hours: 3
- EDU 221 - Children with Exceptionalities Credit Hours: 3
- EDU 280 - Language/Literacy Experiences Credit Hours: 3
- EDU 284 - Early Child Capstone Prac Credit Hours: 4
- Natural Science - Elective Credit Hours: 4

Class Hours 13 | Lab Hours 11-12 | Credit Hours 17

Total Credit Hours 74

Additional Curriculum Notes

1. The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, or PHI 240.
2. **Criminal Background Check:** Students entering the Early Childhood Practicum are required to undergo a criminal background check and/or drug testing prior to participation at the practicum site. Students should be aware that their progress to graduation might be limited by an inability to complete the practicum portion of the program. Additionally, students are responsible for submitting appropriate and required documentation to their practicum site director. The student is responsible for the scheduling and costs associated with completing this requirement and mandatory tests such as TB tests.
3. The Natural Science requirement can be satisfied by completing one of the following:
   - AST 151 - General Astronomy I Credit Hours: 3
   - **and AST 151A - General Astronomy I Lab Credit Hours: 1**
     or
   - CHM 151 - General Chemistry I Credit Hours: 4
     or
   - PHY 110 - Conceptual Physics Credit Hours: 3
   - **and PHY 110A - Conceptual Physics Lab Credit Hours: 1**

Early Childhood Education-Transfer Non-Licensure Track (A55220TN), AAS

Transfer Non-Licensure Track
This track is designed for those individuals who are interested in transferring to a four-year institution but do **not** plan on obtaining a teaching license.

Purpose
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 childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school age programs.

Admission Requirements and Special Conditions
A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for the Early Childhood Associate curriculum.

Program Curriculum

First Semester (Fall)
- ACA 122 - College Transfer Success Credit Hours: 1
- CIS 110 - Introduction to Computers Credit Hours: 3
- EDU 119 - Intro to Early Child Education Credit Hours: 4
- EDU 146 - Child Guidance Credit Hours: 3
- EDU 151 - Creative Activities Credit Hours: 3
- ENG 111 - Writing and Inquiry Credit Hours: 3

Class Hours 15 | Lab Hours 4 | Credit Hours 17

Second Semester (Spring)
- EDU 131 - Child, Family, and Community Credit Hours: 3
- EDU 144 - Child Development I Credit Hours: 3
- EDU 145 - Child Development II Credit Hours: 3
- EDU 153 - Health, Safety and Nutrition Credit Hours: 3
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- MAT 143 - Quantitative Literacy Credit Hours: 3

Class Hours 17 | Lab Hours 2 | Credit Hours 18

Third Semester (Summer)
- Humanities/ Fine Arts - Elective Credit Hours: 3
- SOC 210 - Introduction to Sociology Credit Hours: 3

Class Hours 6 | Lab Hours 0 | Credit Hours 6

Fourth Semester (Fall)
- BIO 111 - General Biology I Credit Hours: 4
- COM 231 - Public Speaking Credit Hours: 3
- EDU 234 - Infants, Toddlers, and Twos Credit Hours: 3
- EDU 261 - Early Childhood Admin I Credit Hours: 3
- PSY 150 - General Psychology Credit Hours: 3

Class Hours 15 | Lab Hours 3 | Credit Hours 16

Fifth Semester (Spring)
- EDU 221 - Children with Exceptionalities Credit Hours: 3
- EDU 262 - Early Childhood Admin II Credit Hours: 3
- EDU 280 - Language/Literacy Experiences Credit Hours: 3
- EDU 284 - Early Child Capstone Prac Credit Hours: 4

- Natural Science - Elective Credit Hours: 4

Class Hours 13 | Lab Hours 11-12 | Credit Hours 17

Total Credit Hours 74

Additional Curriculum Notes

1. The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, or PHI 240.
2. **Criminal Background Check:** Students entering the Early Childhood Practicum are required to undergo a criminal background check and/or drug testing prior to participation at the practicum site. Students should be aware that their progress to graduation might be limited by an inability to complete the practicum portion of the program. Additionally, students are responsible for submitting appropriate and required documentation to their practicum site director. The student is responsible for the scheduling and costs associated with completing this requirement and mandatory tests such as TB tests.
3. The Natural Science requirement can be satisfied by completing one of the following:
   - AST 151 - General Astronomy I Credit Hours: 3
     and AST 151A - General Astronomy I Lab Credit Hours: 1
     or
   - CHM 151 - General Chemistry I Credit Hours: 4
     or
   - PHY 110 - Conceptual Physics Credit Hours: 3
     and PHY 110A - Conceptual Physics Lab Credit Hours: 1

Early Childhood Administration (C55850) Certificate

Purpose

The Early Childhood Administration Certificate prepares individuals pursuing administrating roles in diverse childcare settings to effectively work with children, families and teachers. The certificate is composed of learning opportunities in developmental theories, competency and evidence-based professional knowledge, administrative skills and leadership qualities.

Course work includes foundations in early childhood education, physical/nutritional needs of young children, safety issues in the care of young children; communication and leadership skills with teachers, families and children; programming and staffing, budgeting/financial management and marketing, and rules and regulations of early childhood programs.

Employment opportunities include entrepreneurship and/or management of child development and childcare programs, preschools, public and private schools, recreational centers, Early Head Start and Head Start programs, and other programs.

Program Curriculum

First Semester (Fall)

- EDU 119 - Intro to Early Child Education Credit Hours: 4
- EDU 261 - Early Childhood Admin I Credit Hours: 3
- EDU 262 - Early Childhood Admin II Credit Hours: 3

Class Hours 10 | Lab Hours 0 | Credit Hours 10

Second Semester (Spring)

- EDU 131 - Child, Family, and Community Credit Hours: 3
- EDU 153 - Health, Safety and Nutrition Credit Hours: 3

Class Hours 6 | Lab Hours 0 | Credit Hours 6

Total Credit Hours 16

Additional Curriculum Notes

1. Check published course schedules for course offerings.
2. **Criminal Background Check:** Students entering any Early Childhood Practicum are required to undergo a criminal background check and/or drug testing prior to participation at the practicum site.

Students should be aware that their progress to completion might be limited by an inability to complete the practicum portion of the program. Additionally, students are responsible for submitting appropriate and required documentation to their practicum site director. The student is responsible for the scheduling and costs associated with completing this requirement and mandatory tests such as TB tests.

3. All prerequisites must be satisfied before starting any course.

Early Childhood Associate (C55220EC) Certificate

Purpose

The Early Childhood Associate Certificate is designed to prepare individuals to work with children from birth through eight in diverse learning environments.

Program Curriculum

First Semester (Fall)

- EDU 119 - Intro to Early Child Education Credit Hours: 4
- EDU 146 - Child Guidance Credit Hours: 3

Class Hours 7 | Lab Hours 0 | Credit Hours 7

Second Semester (Spring)

- EDU 131 - Child, Family, and Community Credit Hours: 3
- EDU 144 - Child Development I Credit Hours: 3
- EDU 145 - Child Development II Credit Hours: 3

Class Hours 9 | Lab Hours 0 | Credit Hours 9

Total Credit Hours 16

Early Childhood Preschool (C55860) Certificate

Purpose

The Early Childhood Preschool Certificate prepares individuals to work with preschool aged children (3-5) in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with preschool children.

Course work includes child growth and development, physical/nutritional needs of preschool children, safety issues in the care of preschool children; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics.

Successful completers should be prepared to plan and implement developmentally appropriate preschool programs in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and other preschool programs.

Program Curriculum

First Semester (Fall)

- EDU 119 - Intro to Early Child Education Credit Hours: 4
- EDU 146 - Child Guidance Credit Hours: 3

Class Hours 7 | Lab Hours 0 | Credit Hours 7

Second Semester (Spring)

- EDU 131 - Child, Family, and Community Credit Hours: 3
- EDU 145 - Child Development II Credit Hours: 3
- EDU 153 - Health, Safety and Nutrition Credit Hours: 3

Class Hours 9 | Lab Hours 0 | Credit Hours 9

Total Credit Hours 16

Additional Curriculum Notes

1. Check published course schedules for course offerings.
2. **Criminal Background Check:** Students entering any Early Childhood Practicum are required to undergo a criminal background check and/or drug testing prior to participation at the practicum site.

Students should be aware that their progress to completion might be limited by an inability to complete the practicum portion of the program. Additionally, students are responsible for submitting appropriate and required documentation to their practicum site director. The student is responsible for the scheduling and costs associated with completing this requirement and mandatory tests such as TB tests.

3. All prerequisites must be satisfied before starting any course.

Elementary Education Residency Licensure (C55490) Certificate

Purpose

The Elementary Education Residency Certificate curriculum provides a course of study leading to the development of the general pedagogical competencies needed to become certified to teach by the North Carolina Department of Public Instruction.

Course work includes learning theory, instructional/educational technology, diverse learners, school policies and procedures, expectations and responsibilities of educators, teaching strategies/methods for specific content/specialty areas, formative/summative assessments, data informed practice, and classroom organization/management to enhance learning.

Graduates should meet general pedagogical competencies and demonstrate effective teaching practices. Additional requirements, such as pre-service training, passing the state required assessments, and the criteria included in the North Carolina Teacher Evaluation System, are required for licensure.

Program Curriculum

First Semester (Fall)

- EDU 270 - Effective Instructional Environments Credit Hours: 2

Class Hours 2 | Lab Hours 0 | Credit Hours 2

Second Semester (Spring)

- EDU 272 - Technology, Data, and Assessment Credit Hours: 3

Class Hours 2 | Lab Hours 3 | Credit Hours 3

Third Semester (Fall)

- EDU 277 - Integrated Curriculum & Instruction: Math/Science Credit Hours: 3

Class Hours 2 | Lab Hours 3 | Credit Hours 3

Fourth Semester (Spring)

- EDU 279 - Literacy Develop and Instruct Credit Hours: 4

Class Hours 3 | Lab Hours 3 | Credit Hours 4

Fifth Semester (Fall)

- EDU 278 - Integrated Curriculum & Instruction: Soc Stu/ELA Credit Hours: 3

Class Hours 2 | Lab Hours 3 | Credit Hours 3

Sixth Semester (Spring)

- EDU 283 - Educator Preparation Practicum Credit Hours: 3

Class Hours 2 | Lab Hours 3 | Credit Hours 3

Total Credit Hours 18

Additional Curriculum Notes

1. Eligibility: To be eligible for this program, individuals must meet the following requirements:

- Employed or under contract for employment with a school
- Bachelor's degree (degree must meet the 24 hrs. of gen ed required by NCDPI)
- 2.7 GPA

2. Completion Timeline: Overall, the program is designed to be completed in two to three years. Teachers seeking licensure can complete Robeson Community College's residency program and be recommended for licensure in less than three years. To complete the program and be recommended for licensure, students must complete the following in their three years of residency licensure:

- Six courses (18 credit hours) with a grade of "C" or better.
- Required Testing with minimum passing scores (Praxis Math: 150 & Pearson Reading: 229)
- edTPA (passing scores all three components, edTPA PA 13: 34, edTPA PA 15: 40, edTPA 18: 48)

Infant/Toddler Care (C55290) Certificate

Purpose

The Infant/Toddler Care Certificate prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.
Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics.
Successful completers should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

Program Curriculum

First Semester (Fall)

- EDU 119 - Intro to Early Child Education Credit Hours: 4

Class Hours 4 | Lab Hours 0 | Credit Hours 4

Second Semester (Spring)

- EDU 131 - Child, Family, and Community Credit Hours: 3
- EDU 144 - Child Development I Credit Hours: 3
- EDU 153 - Health, Safety and Nutrition Credit Hours: 3

Class Hours 9 | Lab Hours 0 | Credit Hours 9

Third Semester (Fall)

- EDU 234 - Infants, Toddlers, and Twos Credit Hours: 3

Class Hours 3 | Lab Hours 0 | Credit Hours 3
Total Credit Hours 16

Additional Curriculum Notes

1. Check published course schedules for course offerings.
2. **Criminal Background Check:** Students entering any Early Childhood Practicum are required to undergo a criminal background check and/or drug testing prior to participation at the practicum site. Students should be aware that their progress to completion might be limited by an inability to complete the practicum portion of the program. Additionally, students are responsible for submitting appropriate and required documentation to their practicum site director. The student is responsible for the scheduling and costs associated with completing this requirement and mandatory tests such as TB tests.
3. All prerequisites must be satisfied before starting any course.

Electrical Systems Technology (A35130), AAS

Purpose

The Electrical Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial and industrial facilities.
Course work, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.
Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice, assisting in the layout, installation, and maintenance of electrical systems.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for the Electrical Systems Technology curriculum.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1

or ACA 122 - College Transfer Success Credit Hours: 1

- CIS 111 - Basic PC Literacy Credit Hours: 2

or CIS 110 - Introduction to Computers Credit Hours: 3

- ELC 112 - DC/AC Electricity Credit Hours: 5
  or ELC 112AB and ELC 112BB. See additional curriculum notes #4.
- ELC 113 - Residential Wiring Credit Hours: 4
- ELC 118 - National Electrical Code Credit Hours: 2
- MAT 110 - Math Measurement & Literacy Credit Hours: 3
  or MAT 171 - Precalculus Algebra Credit Hours: 4

Class Hours 9-12 | Lab Hours 18-20 | Credit Hours 17-19

Second Semester (Spring)

- ELC 114 - Commercial Wiring Credit Hours: 4
- ELC 117 - Motors and Controls Credit Hours: 4
- ELN 229 - Industrial Electronics Credit Hours: 4
- ENG 110 - Freshman Composition Credit Hours: 3
  or ENG 111 - Writing and Inquiry Credit Hours: 3

Class Hours 10 | Lab Hours 15 | Credit Hours 15

Third Semester (Summer Session)

- DFT 119 - Basic CAD Credit Hours: 2
- ELC 128 - Intro to Programmable Logic Controllers Credit Hours: 3
- ELN 133 - Digital Electronics Credit Hours: 4

Class Hours 6 | Lab Hours 8 | Credit Hours 9

Fourth Semester (Fall)

- ELC 115 - Industrial Wiring Credit Hours: 4
- ELC 228 - Programmable Logic Controllers Applications Project Credit Hours: 4
- ELN 231 - Industrial Controls Credit Hours: 3
- ENG 115 - Oral Communication Credit Hours: 3
  or ENG 112 - Writing/Research in the Disciplines Credit Hours: 3

Class Hours 9 | Lab Hours 15 | Credit Hours 14

Fifth Semester (Spring)

- ELC 121 - Electrical Estimating Credit Hours: 2
- ATR 280 - Robotic Fundamentals Credit Hours: 4
- ELN 275 - Troubleshooting Credit Hours: 2
- ELC 220 - Photovoltaic Sys Tech Credit Hours: 3
- Social/Behavioral Science Elective Credit Hours: 3
- Humanities/Fine Arts Elective Credit Hours: 3

Class Hours 13 | Lab Hours 10 | Credit Hours 17

Total Credit Hours 72-74

Additional Curriculum Notes

1. The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, ENG 231, ENG 232, MUS 110, MUS 112, PHI 215, PHI 240, REL 211, REL 212.
2. The Social/Behavioral elective can be satisfied by completing one of the following: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210, SOC 225.
3. Students taking the Electrical Systems Technology Program AAS degree and choosing ENG 111, ENG-112 and MAT 171 have the option to continue their studies at a four-year university program that transfers Associate in Applied Science programs such as East Carolina University BS in Industrial Technology [Opens in a new window].
4. ELC 112AB + ELC 112BB = ELC 112 and are only offered at the Lumberton Correctional Institution (LCI).

Electrical Systems Technology (D35130) Diploma

Purpose

Electrical Systems Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial and industrial facilities.
Course work, most of which is hands-on, includes such topics as AC/DC theory, residential wiring, programmable logic controllers, industrial motor controls, the National Electric Code, as well as other subjects as local needs require.
Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for the Electrical Systems Technology curriculum.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
- CIS 111 - Basic PC Literacy Credit Hours: 2
- ELC 112 - DC/AC Electricity Credit Hours: 5
- ELC 113 - Residential Wiring Credit Hours: 4
- ELC 118 - National Electrical Code Credit Hours: 2
- MAT 110 - Math Measurement & Literacy Credit Hours: 3

Class Hours 10 | Lab Hours 18 | Credit Hours 17

Second Semester (Spring)

- ELC 114 - Commercial Wiring Credit Hours: 4
- ELC 117 - Motors and Controls Credit Hours: 4
- ELN 229 - Industrial Electronics Credit Hours: 4
- ENG 110 - Freshman Composition Credit Hours: 3

Class Hours 10 | Lab Hours 15 | Credit Hours 15

Summer Session

- DFT 119 - Basic CAD Credit Hours: 2
- ELC 128 - Intro to Programmable Logic Controllers Credit Hours: 3

Class Hours 3 | Lab Hours 5 | Credit Hours 5

Total Credit Hours 37

Additional Curriculum Notes

1. The D35130 Diploma mirrors the first year of the A35130TE (AAS), with the exception of one course in the summer session. It is designed for students who do not want to or cannot devote two years (or more) to the program of study.

Electrical Installation and Maintenance (C35130IM), Electrical Systems Technology Certificate

Purpose

This certificate program is designed to provide individuals with entry-level competencies in DC/AC electricity, residential and commercial wiring, and the National Electrical Code.
Upon completion students should be qualified for a variety of jobs in the electrical field as an on-the-job trainee or with installation and maintenance of electrical systems.

Program Curriculum

First Semester (Fall)

- ELC 112 - DC/AC Electricity Credit Hours: 5
- ELC 113 - Residential Wiring Credit Hours: 4
- ELC 118 - National Electrical Code Credit Hours: 2

Class Hours 6 | Lab Hours 14 | Credit Hours 11

Second Semester (Spring)

- ELC 114 - Commercial Wiring Credit Hours: 4

Class Hours 2 | Lab Hours 6 | Credit Hours 4

Total Credit Hours 15

Photovoltaic Systems (C35130PV), Electrical Systems Technology Certificate

Purpose

This certificate program is designed to provide individuals with entry-level competencies in basic Photovoltaic Systems, DC/AC electrical electronics theory, and residential Wiring.

Program Curriculum

First Semester (Fall)

- ELC 112 - DC/AC Electricity Credit Hours: 5
- ELC 113 - Residential Wiring Credit Hours: 4

Class Hours 5 | Lab Hours 12 | Credit Hours 9

Second Semester (Spring)

- ELN 229 - Industrial Electronics Credit Hours: 4

Class Hours 3 | Lab Hours 3 | Credit Hours 4

Third Semester (Spring)

- ELC 220 - Photovoltaic Sys Tech Credit Hours: 3

Class Hours 2 | Lab Hours 3 | Credit Hours 3

Total Credit Hours 16

Robotics (C35130RO), Electrical Systems Technology Certificate

Purpose

This certificate program is designed to provide individuals with entry-level competencies in basic robotic fundamentals, electrical theory, motor controls, and programmable logical controllers.

Program Curriculum

First Semester (Fall)

- ELC 112 - DC/AC Electricity Credit Hours: 5

Class Hours 3 | Lab Hours 6 | Credit Hours 5

Second Semester (Spring)

- ELC 117 - Motors and Controls Credit Hours: 4

Class Hours 2 | Lab Hours 6 | Credit Hours 4

Third Semester (Summer)

- ELC 128 - Intro to Programmable Logic Controllers Credit Hours: 3

Class Hours 2 | Lab Hours 3 | Credit Hours 3

Spring II

- ATR 280 - Robotic Fundamentals Credit Hours: 4

Class Hours 3 | Lab Hours 2 | Credit Hours 4

Total Credit Hours 16

Wire Installer I (C35130W1), Electrical Systems Technology Certificate

Purpose

This certificate program is designed to provide individuals with entry-level competencies in basic computer operations, electrical theory, residential wiring, and understanding the National Electric Code.

Program Curriculum

First Fall

- CIS 111 - Basic PC Literacy Credit Hours: 2
- ELC 112 - DC/AC Electricity Credit Hours: 5
- ELC 113 - Residential Wiring Credit Hours: 4
- ELC 118 - National Electrical Code Credit Hours: 2

Class Hours 7 | Lab Hours 16 | Credit Hours 13

Total Credit Hours 13

Wire Installer II (C35130W2), Electrical Systems Technology Certificate

Purpose

This certificate program is designed to provide individuals with mid-level competencies in advanced electrical theory, commercial wiring, and motor control wiring.

Program Curriculum

Second Spring

- ELC 114 - Commercial Wiring Credit Hours: 4
- ELC 117 - Motors and Controls Credit Hours: 4
- ELN 229 - Industrial Electronics Credit Hours: 4

Class Hours 7 | Lab Hours 15 | Credit Hours 12

Total Credit Hours 12

Emergency Medical Science (A45340BR), AAS

Purpose

The Emergency Medical Science Bridge Program is designed to allow currently non-degree paramedics to earn an Associate in Applied Science (AAS) degree in Emergency Medical Science. The EMS Bridge AAS degree requires 74 – 76 semester credit hours (SHC). Through the bridging program, current credentialed EMT-Paramedics receive 47 SHC of advanced placement. The remaining course work to complete the AAS in Emergency Medical Science requires 27 – 32 additional semester hours of coursework.
Students will gain complex knowledge, competency, and experience while employing evidence-based practice under medical oversight and serve as a link from the scene into the healthcare system.

Admission Requirements and Special Conditions

Admission into the Emergency Medical Science Bridge program is outlined in the general requirements section.

Program Information Contact:
Thomas Byrd – Coordinator
tbyrd@robeson.edu
910-272-3408

General Requirements

1. Detailed current information for interested applicants is located by clicking on EMS Bridge Program [opens in a new tab].
2. Complete RCC Admissions application.
3. All transcripts must be on file in the Admissions Office in order for a student to be considered for admission.
4. Possess a valid driver's license.
5. Current National Registry or North Carolina Paramedic certification. (All certifications must be on file in the EMS Department).
   a. A Basic Life Support Certificate as deemed appropriate by the EMS Director.
   b. Advanced Cardiac Life Support
   c. A Trauma course certificate as deemed appropriate by the EMS Director.
   d. Pediatric Advanced Life Support
6. Document **500** hours of patient contact at the paramedic level as evidence by the signature of the director of the EMS agency with which the paramedic is affiliated and the medical director of the ALS system with which the paramedic is affiliated. The documented 500 hours of patient contact requirement will be waived if the student has successfully completed the Robeson Community College Continuing Education Paramedic Program within the last two years.
7. Submit two letters of recommendation on official agency letterhead:
   - One required from your affiliated agency (Director, Chief, or Training Officer) or the EMS Program Director of the institution where applicants' initial Paramedic education was obtained.
8. Complete interview with EMS Program Director and faculty.
9. It is the student's responsibility to review all program materials, including the emergency medical science web site [opens in a new tab], and to stay current with the program requirements, policies and procedures.

The above certifications and experience (5-6) will provide 47 hours of proficiency credit toward the A.A.S. degree, meet entrance requirements for college-level math and English, and will count toward the Robeson Community College residency requirement. Hours completed in the Robeson Community College Continuing Education Paramedic Program count toward the Robeson Community College residency requirement.

EMS 235 and EMS 280 must be successfully completed at Robeson Community College.

Special Accreditation Status

The Robeson Community College Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP Executive Office). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP Executive Office:
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
214-703-8445
FAX 214-703-8992
www.coaemsp.org [opens in a new tab]

Program Curriculum

These 47 semester hours credit (SHC) represent the major area (EMS) courses required for EMT-Basic, EMT-Intermediate, and paramedic credentials and will meet the requirements for the EMS Bridge Program. The courses are outlined below:

- EMS 110 - EMT Credit Hours: 9
- EMS 122 - EMS Clinical Practicum I Credit Hours: 1
- EMS 130 - Pharmacology Credit Hours: 4
- EMS 131 - Advanced Airway Management Credit Hours: 2
- EMS 160 - Cardiology I Credit Hours: 3
- EMS 210 - Adv. Patient Assessment Credit Hours: 2
- EMS 220 - Cardiology II Credit Hours: 3
- EMS 221 - EMS Clinical Practicum II Credit Hours: 2
- EMS 231 - EMS Clinical Pract III Credit Hours: 3
- EMS 240 - Patients W/ Special Challenges Credit Hours: 2
- EMS 241 - EMS Clinical Practicum IV Credit Hours: 4
- EMS 250 - Medical Emergencies Credit Hours: 4
- EMS 260 - Trauma Emergencies Credit Hours: 2
- EMS 270 - Life Span Emergencies Credit Hours: 4
- EMS 285 - EMS Capstone Credit Hours: 2

Total EMS 47 SHC

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
- BIO 163 - Basic Anatomy & Physiology Credit Hours: 5
  or BIO 168 Anatomy and Physiology I Credit Hours: 4
- (BIO 169 will be required in the next semester)
- ENG 111 - Writing and Inquiry Credit Hours: 3
- MAT 110 - Math Measurement & Literacy Credit Hours: 3
- EMS 235 - EMS Management Credit Hours: 2

Class Hours 11-12 | Lab Hours 4-5 | Credit Hours 13-14

Second Semester (Spring)

- BIO 169 - Anatomy and Physiology II Credit Hours: 4
  (Only If BIO 168 previously taken)
- CIS 111 - Basic PC Literacy Credit Hours: 2
- EMS 280 - EMS Bridging Course Credit Hours: 3
- ENG 115 - Oral Communication Credit Hours: 3
- Humanities/ Fine Arts - Elective Credit Hours: 3
- PSY 150 - General Psychology Credit Hours: 3

Class Hours 12 or 15 | Lab Hours 4 or 7 | Credit Hours 14 or 18

Total Credit Hours 74-76

Additional Curriculum Notes

1. The EMS courses have state mandated prerequisites/corequisites. The semester course outline is organized for the student to meet required state prerequisites/ corequisites.
2. The Humanities/Fine Arts elective requirements can be satisfied by completing one of the following: ART 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, or REL 221. Students may not take an introductory foreign language to fulfill the Humanities/ Fine Arts requirement.

Information Technology (A25590CS) Cyber Security and Network Management, AAS

Purpose

The Information Technology (IT) – Cyber Security and Network Management(A25590CS) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and\or hardware to design, process, implement and manage information systems in specialties such as cyber security, database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.
Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, cyber security, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.
Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for the Computer Information Technology curriculum.

Special Certifications

Students are eligible to sit for certification exams upon completion of certain courses. Testing Fees may apply. Refer to the Potential Certifications table in Additional Curriculum Notes.
Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
- CCT 110 - Intro to Cyber Crime Credit Hours: 3
- CTI 120 - Network & Sec Foundations Credit Hours: 3
- CTS 115 - Info Sys Business Concepts Credit Hours: 3
- ENG 111 - Writing and Inquiry Credit Hours: 3
- NOS 110 - Operating Systems Concepts Credit Hours: 3

Class Hours 14 | Lab Hours 5 | Credit Hours 16

Second Semester (Spring)

- CTI 110 - IT Foundations Credit Hours: 3
- ENG 115 - Oral Communication Credit Hours: 3
- MAT 143 - Quantitative Literacy Credit Hours: 3
- NET 125 - Introduction to Networks Credit Hours: 3
- NOS 130 - Windows Single User Credit Hours: 3
- SEC 110 - Security Concepts Credit Hours: 3

Class Hours 12| Lab Hours 12 | Credit Hours 18

Summer Session

- Humanities/ Fine Arts - Elective Credit Hours: 3
- Social/ Behavioral Science - Elective Credit Hours: 3
- MKT 223 - Customer Experience Credit Hours: 3
  or WBL 111 Work Based Learning I Credit Hours: 1

Class Hours 6 - 9 | Lab Hours 0 | Work Experience 0 - 10 | Credit Hours 7 - 9

Third Semester (Fall)

- CIS 115 - Intro to Prog & Logic Credit Hours: 3
- CTS 120 - Hardware/Software Support Credit Hours: 3
- NOS 120 - Linux Single User Credit Hours: 3
- NET 126 - Switching and Routing Credit Hours: 3
- SEC 160 - Security Administration I Credit Hours: 3

Class Hours 9| Lab Hours 14 | Credit Hours 15

Fourth Semester (Spring)

- CSC 134 - C++ Programming Credit Hours: 3
- CTI 140 - Virtualization Concepts Credit Hours: 3
- CTS 220 - Adv Hard/Software Support Credit Hours: 3
- NET 225 - Enterprise Networking Credit Hours: 3
- NOS 230 - Windows Admin I Credit Hours: 3

Class Hours 8 | Lab Hours 16 | Credit Hours 15

Total Credit Hours 71 - 73

Additional Curriculum Notes

The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, HUM 115, MUS 110, PHI 240, REL 110, REL 211, REL 212.
The Soc/Beh Sciences Elective can be satisfied by completing one of the following: ECO 151, ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 118, PSY 150, SOC 210, SOC 225.

Awarding of Non-Course Credit

Students who hold a current certification listed below are eligible for non-course credit for the listed course. Please consult with your advisor and the Registrar before registering for or skipping any of the listed courses.

Potential Non-Course Credit	
Certification	Non-Course Credit Course
CompTIA A+	CTS 220
CCENT, CCST-Networking	NET 125 and NET 126
CCNA	NET 225
CCST-Cybersecurity	SEC 160

Potential Certifications

Students who successfully complete the listed courses should be prepared for, and are eligible to attempt, the listed certification tests:

Potential Certifications	
Upon Completion of Course	Eligible for Certification Test
CTS 220	CompTIA A+
NET 125 and NET 126	CCENT
NET 225 and NET 226	CCNA
NOS 130	MTA: Windows OS Fundamentals, MD-100: Windows 10, MD-101: Managing Modern Desktops
NOS 230	MTA: Windows Server Administration Fundamentals, MCSA: Installation, Storage, and Compute with Windows Server 2016
SEC 110	MTA Security Fundamentals; CompTIA Security+

Information Technology (D25590) Diploma

Purpose
The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and\or hardware to design, process, implement and manage information systems in specialties such as cyber security, database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.
Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, cyber security, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.
Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Admission Requirements and Special Conditions
A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for the Computer Information Technology curriculum.

Special Certifications
Students are eligible to sit for certification exams upon completion of certain courses. Testing Fees may apply.

Program Curriculum

First Semester (Fall)

- CCT 110 - Intro to Cyber Crime Credit Hours: 3
- CTS 120 - Hardware/Software Support Credit Hours: 3
- CTS 115 - Info Sys Business Concepts Credit Hours: 3
- CTI 120 - Network & Sec Foundations Credit Hours: 3
- NOS 110 - Operating Systems Concepts Credit Hours: 3
- NOS 120 - Linux Single User Credit Hours: 3

Class Hours 14 | Lab Hours 10 | Credit Hours 18

Second Semester (Spring)

- ACA 111 - College Student Success Credit Hours: 1
- CTI 110 - IT Foundations Credit Hours: 3
- CTI 140 - Virtualization Concepts Credit Hours: 3
- CTS 220 - Adv Hard/Software Support Credit Hours: 3
- NET 125 - Introduction to Networks Credit Hours: 3
- SEC 110 - Security Concepts Credit Hours: 3

Class Hours 9 | Lab Hours 0 | Credit Hours 16

Third Semester (Summer)

- ENG 111 - Writing and Inquiry Credit Hours: 3
- MAT 143 - Quantitative Literacy Credit Hours: 3

Class Hours 5 | Lab Hours 2 | Credit Hours 6

Total Credit Hours 40

Cisco Networking Academy (C25590NM) Certificate

Purpose
This certificate program is designed to provide individuals with a basic understanding of network management fundamentals. Holders of this certificate would be better able to provide basic networking management in small businesses as well as larger organizations.

Program Curriculum

First Semester (Spring)

- NET 125 - Introduction to Networks Credit Hours: 3
- SEC 110 - Security Concepts Credit Hours: 3

Class Hours 3 | Lab Hours 6 | Credit Hours 6

Second Semester (Fall)

- NET 126 - Switching and Routing Credit Hours: 3

Class Hours 1 | Lab Hours 4 | Credit Hours 3

Third Semester (Spring)

- NET 225 - Enterprise Networking Credit Hours: 3

Class Hours 1 | Lab Hours 4 | Credit Hours 3

Total Credit Hours 12

Information Technology (C25590CS) Cyber Security Certificate

Purpose
The Cyber Security Certificate curriculum will expose students to current technologies used to provide secure transportation of information across networks. Students will study network and security architecture and security administration. Certificate recipients may enter the workforce in an entry level security position while recipients currently in the workforce may advance to first level security careers.

Program Curriculum

First Semester (Fall)

- CCT 110 - Intro to Cyber Crime Credit Hours: 3
- NOS 120 - Linux Single User Credit Hours: 3
- SEC 160 - Security Administration I Credit Hours: 3

Class Hours 7 | Lab Hours 4 | Credit Hours 9

Second Semester (Spring)

- CTI 140 - Virtualization Concepts Credit Hours: 3
- NET 125 - Introduction to Networks Credit Hours: 3
- SEC 110 - Security Concepts Credit Hours: 3

Class Hours 4 | Lab Hours 10 | Credit Hours 9
Total Credit Hours 18

Information Technology (C25590IT) Certificate

Purpose
This certificate program is designed to provide individuals with a basic understanding of Information Technology. Holders of this certificate would be able to provide basic troubleshooting for residential and small business computers.

Program Curriculum

First Semester (Fall)

- CTS 120 - Hardware/Software Support Credit Hours: 3
- NOS 110 - Operating Systems Concepts Credit Hours: 3

Class Hours 4 | Lab Hours 6 | Credit Hours 6

Second Semester (Spring)

- CTI 110 - IT Foundations Credit Hours: 3
- SEC 110 - Security Concepts Credit Hours: 3

Class Hours 4 | Lab Hours 4 | Credit Hours 6
Total Credit Hours 12

Mechatronics Engineering Technology (A40350) AAS

Purpose
The Mechatronics Engineering Technology curriculum is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes

based on these subjects. Course work includes mathematics, natural sciences, engineering sciences and technology.

This program of study prepares students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. It includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures. Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

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

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for the Mechatronics Engineering Technology curriculum.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
  or **ACA 122 - College Transfer Success Credit Hour: 1**
- ATR 112 - Intro to Automation Credit Hours: 3
- ISC 112 - Industrial Safety Credit Hours: 2
- ELC 125 - Diagrams and Schematics Credit Hours: 2
- ENG 111 - Writing and Inquiry Credit Hours: 3
- DFT 151 - CAD I Credit Hours: 3

Class Hours 10 or 11 | Lab Hours 8 or 10 | Credit Hours 14

Second Semester (Spring)

- DFT 154 - Introduction to Solid Modeling Credit Hours: 3
- ELC 131 - Circuit Analysis I Credit Hours: 4
- ELC 131A - Circuit Analysis I Lab Credit Hours: 1
- ELN 260 - Prog Logic Controllers Credit Hours: 4
- HYD 110 - Hydraulics/Pneumatics I Credit Hours: 3
- MAT 171 - Precalculus Algebra Credit Hours: 4

Class Hours 14 | Lab Hours 16 | Credit Hours 19

Third Semester (Summer)

- COM 231 - Public Speaking Credit Hours: 3
- ELC 130 - Advanced Motors/Controls Credit Hours: 3
- BPR 115 - ELC/Fluid Power Diagrams Credit Hours: 2
- MEC 110 - Intro to CAD/CAM Credit Hours: 2

Class Hours 7 | Lab Hours 6 | Credit Hours 10

Fourth Semester (Fall)

- ELC 213 - Instrumentation Credit Hours: 4
- Hum/Fine Arts/ Communication - Elective Credit Hours: 3
  > HUM 115 is recommended by program faculty.
- MEC 130 - Mechanisms Credit Hours: 3
- MEC 111 - Machine Processes I Credit Hours: 3

Class Hours 9 | Lab Hours 8 | Credit Hours 13

Fifth Semester (Spring)

- ATR 282 - Robotics and CIM Credit Hours: 4
- MEC 276 - Capstone Design Project Credit Hours: 1
- MNT 130 - Control Systems Credit Hours: 4
- PHY 151 - College Physics I Credit Hours: 4
- Social/ Behavioral Science - Elective Credit Hours: 3

> PSY 118 is recommended by program faculty.

Class Hours 11 | Lab Hours 11 | Credit Hours 16
Total Credit Hours 72

Additional Curriculum Notes

1. Students taking the Mechatronics Engineering Technology Program have the option to continue their studies at a four-year university program that transfers Associate in Applied Science programs such as East Carolina University BS in Industrial Technology [opens in a new window].
2. The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, HUM 110, HUM 115, HUM 130, MUS 110, MUS 112, PHI 240, REL 110, REL 211, REL 212, REL 221.
3. The Social/Behavioral elective can be satisfied by completing one of the following: HIS 111, HIS 112, HIS 131, HIS 132, PSY 118, PSY 150, SOC 210, SOC 225.

Mechatronics Engineering Technology (D40350), Diploma

Purpose

The Mechatronics Engineering Technology curriculum is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects. Course work includes mathematics, natural sciences, engineering sciences and technology.

This program of study prepares students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. It includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures. Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

Upon completion of various levels should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for the Mechatronics Engineering Technology curriculum.

Program Curriculum

First Semester (Fall)

- ATR 112 - Intro to Automation Credit Hours: 3
- ENG 111 - Writing and Inquiry Credit Hours: 3
- ISC 112 - Industrial Safety Credit Hours: 2

Class Hours 7 | Lab Hours 3 | Credit Hours 8

Second Semester (Spring)

- DFT 154 - Introduction to Solid Modeling Credit Hours: 3
- ELC 131 - Circuit Analysis I Credit Hours: 4
- ELC 131A - Circuit Analysis I Lab Credit Hours: 1
- ELN 260 - Prog Logic Controllers Credit Hours: 4
- MAT 171 - Precalculus Algebra Credit Hours: 4

Class Hours 11 | Lab Hours 14 | Credit Hours 16

Third Semester (Summer)

- COM 231 - Public Speaking Credit Hours: 3
- BPR 115 - ELC/Fluid Power Diagrams Credit Hours: 2
- MEC 110 - Intro to CAD/CAM Credit Hours: 2

Class Hours 5 | Lab Hours 4 | Credit Hours 7

Fourth Semester (Fall)

- ELC 213 - Instrumentation Credit Hours: 4

Class Hours 3 | Lab Hours 2 | Credit Hours 4

Fifth Semester (Spring)

- PHY 151 - College Physics I Credit Hours: 4

Class Hours 3 | Lab Hours 2 | Credit Hours 4

Total Credit Hours 39

Electrical Engineering One (C40350E1) Certificate

Purpose

The purpose of this Electrical Engineering One certificate is to provide foundational knowledge and practical skills in electrical systems, circuits, and technology. It aims to equip learners with the essential tools to pursue careers in the electrical engineering field, contributing to innovations in industries such as energy, automation, and telecommunications.
Upon completion students will be awarded the Electrical Engineering One Certificate and will be prepared for entry-level positions in electrical engineering and further academic pursuits in the field.

Program Curriculum

First Semester (Fall)

- ATR 112 - Intro to Automation Credit Hours: 3

Class Hours 2 | Lab Hours 3 | Credit Hours 3

Second Semester (Spring)

- ELN 260 - Prog Logic Controllers Credit Hours: 4
- ELC 131 - Circuit Analysis I Credit Hours: 4
- ELC 131A - Circuit Analysis I Lab Credit Hours: 1

Class Hours 6 | Lab Hours 9 | Credit Hours 9

Total Credit Hours 12

Electrical Engineering Two (C40350E2) Certificate

Purpose

The purpose of this Electrical Engineering Two certificate is to build on foundational knowledge and provide advanced skills in electrical systems, circuit design, and electronics. It aims to prepare students for more specialized roles in areas such as power systems, automation, and control systems, while equipping them with the practical expertise to solve complex engineering challenges in a variety of industries.

Upon completion students will be awarded the Electrical Engineering Two Certificate and will be prepared for more advanced roles in electrical engineering, focusing on system design, troubleshooting, and specialized applications.

Program Curriculum

First Semester (Fall)
Class Hours 0 | Lab Hours 0 | Credit Hours 0

Second Semester (Spring)

- ELN 260 - Prog Logic Controllers Credit Hours: 4

Class Hours 3 | Lab Hours 3 | Credit Hours 4

Second Semester (Fall)

- ELC 213 - Instrumentation Credit Hours: 4
- MNT 130 - Control Systems Credit Hours: 4

Class Hours 5 | Lab Hours 6 | Credit Hours 8

Total Credit Hours 12

Mechanical Design Technology (C40350MD) Certificate

Purpose

The purpose of this certificate is to prepare students for early to mid-level blueprint design. The design does include 3-D. After taking both DFT courses offered in this certificate the student can sit for an Industry certification through SolidWorks.

Program Curriculum

First Semester (Fall)

- ATR 112 - Intro to Automation Credit Hours: 3
- DFT 151 - CAD I Credit Hours: 3
- ELC 125 - Diagrams and Schematics Credit Hours: 2
- ISC 112 - Industrial Safety Credit Hours: 2

Class Hours 5 | Lab Hours 10 | Credit Hours 10

Second Semester (Spring)

- DFT 154 - Introduction to Solid Modeling Credit Hours: 3

Class Hours 2 | Lab Hours 3 | Credit Hours 3

Total Credit Hours 13

Mechatronics Engineering 1 (C40350ME) Certificate

Purpose

The purpose of this certificate is to provide students with a comprehensive understanding of fluid power, advanced electrical systems, and mechanical functions, integrating these critical components into their academic program. This curriculum is designed to equip students with the knowledge and skills necessary to effectively apply these technologies in real-world settings, enhancing their expertise in the field.
Upon completion students will be awarded the Mechatronics Engineering Certificate and will be prepared to take on roles that require a strong understanding of interdisciplinary engineering principles and problem-solving skills.

Program Curriculum

First Semester (Spring)

- HYD 110 - Hydraulics/Pneumatics I Credit Hours: 3

Class Hours 2 | Lab Hours 3 | Credit Hours 3

Second Semester (Summer)

- ELC 130 - Advanced Motors/Controls Credit Hours: 3
- BPR 115 - ELC/Fluid Power Diagrams Credit Hours: 2
- MEC 110 - Intro to CAD/CAM Credit Hours: 2

Class Hours 4 | Lab Hours 6 | Credit Hours 7

Third Semester (Fall)

- MEC 130 - Mechanisms Credit Hours: 3

Class Hours 2 | Lab Hours 2 | Credit Hours 3

Total Credit Hours 13

Mechatronics Engineering Technology (C40350IN) Certificate

Purpose

The Mechatronics Engineering Technology certificate is designed to introduce students through the study and application of fundamental principles from mathematics, natural sciences, and technology as they apply to hydraulics', electricity and maintenance procedures. Course work includes mathematics, natural sciences, engineering sciences and technology.
Upon completion students will be awarded the Mechatronics Engineering Introduction Certificate and will have a fundamental understanding of the concepts used in the manufacturing industry.

Program Curriculum

First Semester (Fall)

- DFT 151 - CAD I Credit Hours: 3
- ISC 112 - Industrial Safety Credit Hours: 2

Class Hours 4 | Lab Hours 3 | Credit Hours 5

Second Semester (Spring)

- ELC 131 - Circuit Analysis I Credit Hours: 4

- ELC 131A - Circuit Analysis I Lab Credit Hours: 1
- MEC 130 - Mechanisms Credit Hours: 3

Class Hours 5 | Lab Hours 8 | Credit Hours 8

Total Credit Hours 13

Mechatronics Mechanical Procedures One (C40350MP1) Certificate

Purpose

The purpose of the Mechatronics Mechanical Procedures Certificate is to equip individuals with the essential skills and knowledge in mechanical systems, automation, and control processes. This certificate prepares students to effectively work with mechatronic systems, integrating mechanical procedures with electrical and electronic components, ensuring proficiency in troubleshooting, maintenance, and optimization within the field of mechatronics.
Upon completion students will be awarded the Mechatronics Mechanical Procedures Certificate and will have a fundamental understanding of the concepts used in the manufacturing industry.

Program Curriculum

First Semester (Fall)

- ISC 112 - Industrial Safety Credit Hours: 2

Class Hours 2 | Lab Hours 0 | Credit Hours 2

Second Semester (Spring)

- ELC 131 - Circuit Analysis I Credit Hours: 4
- ELC 131A - Circuit Analysis I Lab Credit Hours: 1

Class Hours 3 | Lab Hours 6 | Credit Hours 5

Third Semester (Fall)

- ELC 130 - Advanced Motors/Controls Credit Hours: 3

Class Hours 2 | Lab Hours 2 | Credit Hours 3

Fourth Semester (Spring)

- MEC 130 - Mechanisms Credit Hours: 3

Class Hours 2 | Lab Hours 2 | Credit Hours 3

Total Credit Hours 13

Programmable Logic Controllers (C40350MLC) Certificate

Purpose

The purpose of the Programmable Logic Controllers Certificate is to provide individuals with the essential knowledge and hands-on skills needed to design, program, and troubleshoot PLC systems. This certificate prepares students to work effectively in industrial automation, ensuring proficiency in using PLCs for controlling machinery, processes, and systems in various sectors.
Upon completion students will be awarded the Programmable Logic Controllers Certificate and will have a fundamental understanding of the concepts used in the manufacturing industry.

Program Curriculum

First Semester (Fall)

- ISC 112 - Industrial Safety Credit Hours: 2

Class Hours 2| Lab Hours 0 | Credit Hours 2

Second Semester (Spring)

- ELN 260 - Prog Logic Controllers Credit Hours: 4
- ELC 131 - Circuit Analysis I Credit Hours: 4
- ELC 131A - Circuit Analysis I Lab Credit Hours: 1

Class Hours 6 | Lab Hours 9 | Credit Hours 9

Third Semester (Fall)

- MNT 130 - Control Systems Credit Hours: 4

Class Hours 2 | Lab Hours 4 | Credit Hours 4

Total Credit Hours 15

Robotic Engineering (C40350RE) Certificate

Purpose

The purpose of this certificate for the student is to have an in-depth educational experience across entry, mid-level and high-level courses. The courses can prepare the student for the workforce or bring the workforce in for enhancing their current position with their employer.

Program Curriculum

First Semester (Fall)

- ATR 112 - Intro to Automation Credit Hours: 3
- ISC 112 - Industrial Safety Credit Hours: 2

Class Hours 4 | Lab Hours 3 | Credit Hours 5

Second Semester (Spring)

- ELN 260 - Prog Logic Controllers Credit Hours: 4

Class Hours 3 | Lab Hours 3 | Credit Hours 4

Second Semester (Fall)
Class Hours 0 | Lab Hours 0 | Credit Hours 0

Second Semester (Spring)

- ATR 282 - Robotics and CIM Credit Hours: 4

Class Hours 3 | Lab Hours 2 | Credit Hours 4

Total Credit Hours 13

Medical Office Administration - Medical Billing and Coding (A25310BC), AAS

Purpose

The Medical Office Administration Billing and Coding curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents. Emphasis is placed on medical billing and coding and preparation for the national coding certification exam.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.
Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for the Medical Office Administration curriculum.

Special Certifications

Students are eligible to sit for certification exams upon completion of certain courses. Testing Fees may apply.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
- ACC 111 - Financial Accounting Credit Hours: 3
- ENG 111 - Writing and Inquiry Credit Hours: 3
- OST 141 - Med Office Terms I Credit Hours: 3
- OST 142 - Med Office Terms II Credit Hours: 3
- OST 148 - Med Ins & Billing Credit Hours: 3

Class Hours 16 | Lab Hours 0 | Credit Hours 16

Second Semester (Spring)

- CIS 110 - Introduction to Computers Credit Hours: 3

- MAT 110 - Math Measurement & Literacy Credit Hours: 3
- OST 149 - Medical Legal Issues Credit Hours: 3
- OST 248 - Diagnostic Coding Credit Hours: 3

Class Hours 9 | Lab Hours 6 | Credit Hours 12

Third Semester (Summer)

- Humanities/ Fine Arts - Elective Credit Hours: 3
- MKT 223 - Customer Experience Credit Hours: 3
- Social/ Behavioral Science - Elective Credit Hours: 3

Class Hours 9 | Lab Hours 0 | Credit Hours 9

Fourth Semester (Fall)

- CTS 130 - Spreadsheet Credit Hours: 3
- ENG 115 - Oral Communication Credit Hours: 3
- OST 136 - Word Processing Credit Hours: 3
- OST 164 - Office Editing Credit Hours: 3
- OST 247 - Procedure Coding Credit Hours: 3

Class Hours 12 | Lab Hours 6 | Credit Hours 15

Fifth Semester (Spring)

- BUS 125 - Personal Finance Credit Hours: 3
- BUS 137 - Principles of Management Credit Hours: 3
  or WBL 111 - Work Based Learning I Credit Hours: 1
- OST 249 - Med Coding Certification Prep Credit Hours: 3
- OST 264 - Medical Auditing Credit Hours: 3
- OST 288 - Medical Office Admin Capstone Credit Hours: 3

Class Hours 10-13 | Lab Hours 5 | Credit Hours 13-15

Total Credit Hours 65-67

Additional Curriculum Notes

1. The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212, REL 221.
2. The Social/Behavioral Science elective can be satisfied by completing one of the following: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210, SOC 225.
3. The following courses will not be counted towards graduation requirements if they are over (5) years old: CTS 130.
4. Potential Certifications

Upon Completion of the following Courses: OST 136, CTS 130, students are Eligible for Certification Test Microsoft Office Specialist (MOS) - *Word, Excel.*

Medical Office Administration (C25310) Certificate

Purpose

This certificate program is designed to provide individuals with entry-level competencies needed in any medical office. Positions available to holders of this certificate would be file clerk, office clerk, customer service representative, and receptionist.

Program Curriculum

First Semester (Fall)

- OST 148 - Med Ins & Billing Credit Hours: 3

1st 8 Weeks

- OST 141 - Med Office Terms I Credit Hours: 3

2nd 8 Weeks

- OST 142 - Med Office Terms II Credit Hours: 3

Class Hours 9 | Lab Hours 0 | Credit Hours 9

Second Semester (Spring)

- OST 149 - Medical Legal Issues Credit Hours: 3

Class Hours 3 | Lab Hours 0 | Credit Hours 3

Third Semester (Fall)

- OST 136 - Word Processing Credit Hours: 3

Class Hours 2 | Lab Hours 2 | Credit Hours 3

Total Credit Hours 15

Medical Office Administration Pathway (C25310PW) CTE Certificate

Purpose

This certificate program is designed to provide eligible high school students with entry-level competencies needed in any medical office. Positions available to holders of this certificate would be file clerk, office clerk, customer service representative, and receptionist.

Program Curriculum

First Semester (Fall)

- OST 148 - Med Ins & Billing Credit Hours: 3
  1st 8 Weeks
- OST 141 - Med Office Terms I Credit Hours: 3
  2nd 8 Weeks
- OST 142 - Med Office Terms II Credit Hours: 3

Class Hours 9 | Lab Hours 0 | Credit Hours 9

Second Semester (Spring)

- OST 149 - Medical Legal Issues Credit Hours: 3

Class Hours 3 | Lab Hours 0 | Credit Hours 3

Third Semester (Fall)

- OST 136 - Word Processing Credit Hours: 3

Class Hours 2 | Lab Hours 2 | Credit Hours 3

Total Credit Hours 15

Medical Office Administration-Medical Billing and Coding (C25310BC) Certificate

Purpose

This certificate program is designed to provide individuals with entry-level billing and coding competencies needed in any medical office. Positions available to holders of this certificate would be insurance billing and filing clerk, records management clerk, and receptionist.

Program Curriculum

First Semester (Fall)

- OST 148 - Med Ins & Billing Credit Hours: 3
  1st 8 Weeks
- OST 141 - Med Office Terms I Credit Hours: 3
  2nd 8 Weeks
- OST 142 - Med Office Terms II Credit Hours: 3

Class Hours 9 | Lab Hours 0 | Credit Hours 9

Second Semester (Spring)

- OST 248 - Diagnostic Coding Credit Hours: 3

Class Hours 2 | Lab Hours 2 | Credit Hours 3

Third Semester (Fall)

- OST 247 - Procedure Coding Credit Hours: 3

Class Hours 2 | Lab Hours 2 | Credit Hours 3

Total Credit Hours 15

Medical Office Administration-Patient Representative (C25310PR) Certificate

Purpose

This certificate program is designed to provide individuals with entry-level patient representative and customer service competencies needed in any medical office. Positions available to holders of this certificate would be a in or out-patient representative, file clerk, office clerk, and receptionist.

Program Curriculum

First Semester (Fall)

- CIS 110 - Introduction to Computers Credit Hours: 3
- MKT 223 - Customer Experience Credit Hours: 3

Class Hours 5 | Lab Hours 2 | Credit Hours 6

Second Semester (Spring)

- ACC 111 - Financial Accounting Credit Hours: 3
- BUS 125 - Personal Finance Credit Hours: 3

Class Hours 6 | Lab Hours 0 | Credit Hours 6

Total Credit Hours 12

Office Administration (C25310OA) Certificate

Purpose
This certificate program is designed to provide individuals with entry-level competencies needed in any business office. Positions available to holders of this certificate would be file clerk, office clerk, typist, and receptionist.

Program Curriculum

First Semester (Spring)

- CIS 110 - Introduction to Computers Credit Hours: 3
- ENG 111 - Writing and Inquiry Credit Hours: 3
- MKT 223 - Customer Experience Credit Hours: 3
- OST 149 - Medical Legal Issues Credit Hours: 3

Class Hours 11 | Lab Hours 2 | Credit Hours 12

Total Credit Hours 12

Medical Sonography (A45440), AAS

Purpose

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.
Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.
Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

Admission Requirements and Special Conditions
Admission into the Medical Sonography program is a competitive admission process. A minimum grade point average of (3.0) or higher is required in the general education/related courses.

General Requirements
1. Detailed current information for interested applicants is located at https://www.robeson.edu/sonography-application-reference-form/.
2. Students must be able to fulfill all essential functions as outlined in the health sciences admission policy.
3. Admission to all RCC Health Science programs is a competitive process. Applicants are evaluated based upon the following factors: Academic performance, professional/academic references and academic degrees. Competitive applicants are expected to attend a Medical Sonography Information Session.
4. Applicants must have a GPA of (3.0) or greater in the Medical Sonography general education courses by the published deadline date for submitting completed program checklists to the Admissions Office. Applicants not meeting the cumulative GPA requirements will not be reviewed

by the program area for admission. For Medical Sonography, the GPA calculation will be based upon grades earned in the following courses:
    - BIO 163 **or** BIO 168 **&** BIO 169, ENG 111, COM 231 **or** ENG 112, MAT 143, MED 120, PHY 110 **&** PHY 110A, Social/ Behavioral Science elective, and a Humanities/ Fine Arts elective
5. Once an applicant has successfully satisfied required English, reading and mathematics entrance competencies, applicants are eligible to submit an application packet. The program checklist outlines the number of strategies applicants may follow to meet the required competencies.
6. All transcripts must be on file in the Admissions Office in order for a student to be considered for admission.
7. Provisionally accepted students must submit to a criminal background check, drug screening, national sex offender index, and medical review/screen to include physical examination and immunizations. All fees associated with the criminal background check, drug screen, national sex offender index, and medical review will be the responsibility of the student.
8. Provisionally accepted students are required to complete two (2) shadowing days scheduled by Sonography faculty, as well as a Sonography Career Prep Course held in June of the application year. Final acceptance is contingent upon evaluations from the shadowing experiences and assessments given during the prep course.
9. Provisionally accepted students previously enrolled in any other Sonography programs must submit a letter from the Sonography Program Director of the former institution.
10. It is the student's responsibility to review all program materials, including the Sonography web site at https://www.robeson.edu/healthsci/medical-sonography/ and to stay current with the program requirements, policies and procedures.

Program Curriculum

First Semester (Fall)

- ENG 111 - Writing and Inquiry Credit Hours: 3
- MAT 143 - Quantitative Literacy Credit Hours: 3
- SON 110 - Intro to Sonography Credit Hours: 3
- SON 111 - Sonographic Physics Credit Hours: 4
- SON 130 - Abdominal Sonography I Credit Hours: 3

Class Hours 11 | Lab Hours 11 | Clinical Hours 3 | Credit Hours 16

Second Semester (Spring)

- COM 231 - Public Speaking Credit Hours: 3
  or ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- SON 120 - SON Clinical Ed I Credit Hours: 5
- SON 131 - Abdominal Sonography II Credit Hours: 2
- SON 140 - Gynecological Sonography Credit Hours: 2

Class Hours 6 | Lab Hours 3 | Clinical Hours 15 | Credit Hours 12

Third Semester (Summer)

- SON 121 - SON Clinical Ed II Credit Hours: 5
- SON 241 - Obstetrical Sonography I Credit Hours: 2

Class Hours 2 | Lab Hours 0 | Clinical Hours 15 | Credit Hours 7

Fourth Semester (Fall)

- Humanities/ Fine Arts - Elective Credit Hours: 3
- SON 220 - Son Clinical Ed III Credit Hours: 8
- SON 242 - Obstetrical Sonography II Credit Hours: 2
- SON 250 - Vascular Sonography Credit Hours: 2

Class Hours 6 | Lab Hours 3 | Clinical Hours 24 | Credit Hours 15

Fifth Semester (Spring)

- Social/ Behavioral Science - Elective Credit Hours: 3
- SON 221 - SON Clinical Ed IV Credit Hours: 8
- SON 225 - Case Studies Credit Hours: 1
- SON 289 - Sonographic Topics Credit Hours: 2

Class Hours 5 | Lab Hours 3 | Clinical Hours 24 | Credit Hours 14

Total Credit Hours 75

Additional Curriculum Notes

1. **Program Prerequisites:**
   Students admitted to the Sonography Program must successfully complete the following courses with a "C" or higher prior to enrolling in the first Sonography class:
   - BIO 163 - Basic Anatomy & Physiology Credit Hours: 5
     or BIO 168 - Anatomy and Physiology I Credit Hours: 4 & BIO 169 - Anatomy and Physiology II Credit Hours: 4
   - MED 120 Survey of Medical Term Credit Hours: 2
   - PHY 110 - Conceptual Physics Credit Hours: 3 & PHY 110A - Conceptual Physics Lab Credit Hrs.: 1
2. The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240, REL 211, REL 212. Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.
3. The Social/Behavioral Science elective can be satisfied by completing one of the following: PSY 150, SOC 210, SOC 225.

Nurse Aide (C45840) Certificate

Purpose

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

Program Curriculum

First Semester (Fall)

- NAS 101 - Nurse Aide I Credit Hours: 6

Class Hours 3 | Lab Hours 4 | Clinical Hours 3 | Credit Hours 6

Second Semester (Spring)

- NAS 102 - Nurse Aide II Credit Hours: 6
- NAS 107 - Medication Aide Class Credit Hours: 1

Class Hours 3 | Lab Hours 4 | Clinical Hours 6 | Credit Hours 7

Total Credit Hours 13

Practical Nursing (D45660) Diploma

Purpose

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual 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 safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Admission Requirements and Special Conditions

Admission into the Practical Nursing program is a competitive admission process. A minimum grade point average of 3.0 or higher is required in the general education courses. Attain a minimum score of 50 on the TEAS exam within the past 5 years.

Special Accreditation Status

The practical nursing program is approved by the North Carolina Board of Nursing.

General Requirements

1. Detailed current information for interested applicants is located at www.robeson.edu/practical [opens in a new tab]
2. Students must be able to fulfill all essential functions as outlined in the health sciences admission policy.
3. Admission to all RCC Health Science programs is a competitive process. Applicants are evaluated based upon the following factors: Academic performance, references and academic degrees.
4. Applicants must have a GPA of 3.0 or greater in the practical nursing general education courses by the published deadline date for submitting complete program checklists to the Admissions Office. Applicants not meeting the cumulative GPA requirements will not be reviewed by the program area for admission. For Practical Nursing program, the GPA calculation will be based upon grades earned in the following courses:
    - BIO 168
    - BIO 169
    - ENG 111
    - PSY 150
5. Once an applicant has successfully satisfied required English/reading and mathematics entrance competencies, applicants are eligible to submit an application packet. The program checklist outlines the number of strategies applicants may follow to meet the required competencies.
6. A point system is followed to evaluate health science program applications. Applicants earn points based upon academic performance, TEAS score, references and academic degrees. Point distribution is outlined on the program checklist, as well as on the program webpage.
7. All official transcripts must be on file in the Admissions Office in order for a student to be considered for admission.
8. Provisionally accepted students must submit to a criminal background check, drug screening and medical review/screen to include physical examination and immunizations. All fees associated with the criminal background check, drug screen and medical review will be the responsibility of the student even if not selected for admission.
9. It is the student's responsibility to review all program materials, including the practical nursing web site at www.robeson.edu/practicalnursing [opens in a new tab] and to stay current with the program requirements, policies and procedures.

Additional Curriculum Notes

1. **Program Prerequisites:**
   Students admitted to the Practical Nursing Program must successfully complete the following courses prior to enrolling in the first practical nursing class with a "C" or higher:
    - BIO 168 - Anatomy and Physiology I Credit Hours: 4
    - Certification of completion of Nurse Aide I and current listing as a Nurse Aide I without substantiated findings.
2. A competitive TEAS score will be required for consideration/acceptance into the Nursing program. Students will be notified of TEAS testing dates. All fees associated with the TEAS exam is the responsibility of the student.

Program Curriculum

First Semester (Spring)

- ENG 111 - Writing and Inquiry Credit Hours: 3
- NUR 101 - Practical Nursing I Credit Hours: 11
- NUR 117 - Pharmacology Credit Hours: 2

Class Hours 11 | Lab Hours 9 | Clinical Hours 6 | Credit Hours 16

Second Semester (Summer)

- BIO 169 - Anatomy and Physiology II Credit Hours: 4
- NUR 102 - Practical Nursing II Credit Hours: 10
- PSY 150 - General Psychology Credit Hours: 3

Class Hours 10 | Lab 3 | Clinical Hours 9 | Credit Hours 17

Third Semester (Fall)

- NUR 103 - Practical Nursing III Credit Hours: 9

Class Hours 6 | Clinical Hours 9 | Credit Hours 9

Total Credit Hours 46

PreHealth (A10300DA), Dental Assisting, AGE

Purpose

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education with an emphasis on personal interest, growth and development. Students will complete general education courses that provide a foundation for success in health science programs. Courses provide foundational knowledge needed in the pursuit of diploma and associate of applied science degrees and successful completion of NAI, Medication Aid and NAII certification result in certification credentials for employment

The Health Science programs at RCC have a competitive admissions process and do not directly admit students. Students interested in Dental Assisting are placed in A10300DA to take required general education courses for competitive admission to the program. Academic advising coaches will assist you in creating an educational plan and timeline for admission so that you may complete your general education courses and know the requirements for the competitive admissions process for your respective health science program.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), 1 Unit Biology, 1 Unit of Chemistry, ENG-002 Tier 2 or Placement Test Credit Equivalent, and TEAS test score proficient or higher are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for a prehealth pathway.

Special Certifications

Students are eligible to sit for certification exams upon completion of certain courses. Testing Fees may apply.

Program Curriculum

First Semester (Fall)

- ACA 122 - College Transfer Success Credit Hours: 1
- BIO 163 - Basic Anatomy & Physiology Credit Hours: 5
  or BIO 168 - Anatomy and Physiology I Credit Hours 4
  (Requires BIO 169)
- ENG 111 - Writing and Inquiry Credit Hours: 3
- PSY 150 - General Psychology Credit Hours: 3
- SOC 210 - Introduction to Sociology Credit Hours: 3

Class Hours 14-15 | Lab Hours 2-3 | Credit Hours 14-15

Second Semester (Spring)

- BIO 169 - Anatomy and Physiology II Credit Hours: 4
  (Only if BIO 168 previously taken)
- BIO 275 - Microbiology Credit Hours: 4
- CIS 110 - Introduction to Computers Credit Hours: 3
- COM 231 - Public Speaking Credit Hours: 3
- Humanities/ Fine Arts - Elective Credit Hours: 3
- MED 120 - Survey of Medical Term Credit Hours: 2

Class Hours 16 | Lab Hours 8 | Credit Hours 19

Total Credit Hours 33-34

Other Major Hours (31 SHC)
These hours must be approved by the Registrar prior to enrolling in courses other than those listed above. Student not realizing progress toward a health science credential will be assisted by an academic advisor in exploring other degree options.
Total (64-65 SHC)

Additional Curriculum Notes
The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, HUM 115, MUS 110, MUS 112, PHI 215, PHI 240, REL 211, REL 212. Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

PreHealth (A10300DH), Dental Hygiene, AGE

Purpose

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education with an emphasis on personal interest, growth and development. Students will complete general education courses that provide a foundation for success in health science programs. Courses provide foundational knowledge needed in the pursuit of diploma and associate of applied science degrees and successful completion of NAI, Medication Aid and NAII certification result in certification credentials for employment

The Health Science programs at RCC have a competitive admissions process and do not directly admit students. Students interested in Dental Hygiene are placed in A10300DH to take required general education courses for competitive admission to the program. Academic advising coaches will assist you in creating an educational plan and timeline for admission so that you may complete your general education courses and know the requirements for the competitive admissions process for your respective health science program.

Admission Requirements and Special Conditions
A high school diploma (or equivalent), 1 Unit Biology, 1 Unit of Chemistry, ENG-002 Tier 2 or Placement Test Credit Equivalent, and TEAS test score proficient or higher are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for a prehealth pathway.

Special Certifications
Students are eligible to sit for certification exams upon completion of certain courses. Testing Fees may apply.

Program Curriculum

First Semester (Fall)

- ACA 122 - College Transfer Success Credit Hours: 1
  BIO 163 - Basic Anatomy & Physiology Credit Hours: 5
  or BIO 168 - Anatomy and Physiology I Credit Hours 4
  (Requires BIO 169)
- ENG 111 - Writing and Inquiry Credit Hours: 3
- PSY 150 - General Psychology Credit Hours: 3
- SOC 210 - Introduction to Sociology Credit Hours: 3

Class Hours 14-15 | Lab Hours 2-3 | Credit Hours 14-15

Second Semester (Spring)

- BIO 169 - Anatomy and Physiology II Credit Hours: 4
  (Only if BIO 168 previously taken)
- BIO 275 - Microbiology Credit Hours: 4
- CIS 110 - Introduction to Computers Credit Hours: 3
- COM 231 - Public Speaking Credit Hours: 3
- Humanities/ Fine Arts - Elective Credit Hours: 3
- MED 120 - Survey of Medical Term Credit Hours: 2

Class Hours 16 | Lab Hours 8 | Credit Hours 19

Total Credit Hours 33-34

Other Major Hours (31 SHC)
These hours must be approved by the Registrar prior to enrolling in courses other than those listed above. Student not realizing progress toward a health science credential will be assisted by an academic advisor in exploring other degree options.
Total (64-65 SHC)

Additional Curriculum Notes
The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, HUM 115, MUS 110, MUS 112, PHI 215, PHI 240, REL 211, REL 212. Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

PreHealth (A10300EM), Emergency Medical Science Preparation, AGE

Purpose
The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education with an emphasis on personal interest, growth and development. Students will complete general education courses that provide a foundation for success in health science programs. Courses provide foundational knowledge needed in the pursuit of advanced health science degrees or programs and successful completion results in CPR, Emergency Medical Technician (EMT) certification. Also, the pathway outlined below is designed for competitive admission into the Emergency Medical Science program.
The Health Science programs at RCC have a competitive admissions process and do not directly admit students. Students interested in Emergency Medical Science program are placed in A10300EM to take required general education courses for competitive admission to the program. Academic advisors will assist you in creating an education plan and timeline for admission so that you may complete your general education courses and know the requirements for the competitive admissions process for your respective health science program.

Admission Requirements and Special Conditions
A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for a prehealth pathway.
Admission into the Emergency Medical Science program is a competitive process. A minimum grade point average of 2.5 or higher is required in the general education courses.

Special Certifications
Students are eligible to sit for certification exams upon completion of certain courses. Testing Fees may apply.

Program Curriculum

First Semester (Fall)
- ACA 111 - College Student Success Credit Hours: 1
  or ACA 122 College Transfer Success Credit Hours: 1
- BIO 163 - Basic Anatomy & Physiology Credit Hours: 5
  or BIO 168 Anatomy and Physiology I Credit Hours: 4
  (Requires BIO 169)
- ENG 111 - Writing and Inquiry Credit Hours: 3
- HSC 110 - Orientation to Health Careers Credit Hours: 1
- MED 120 - Survey of Medical Term Credit Hours: 2
- PSY 150 - General Psychology Credit Hours: 3

Class Hours 12-14 | Lab Hours 2-5| Credit Hours 14 or 15

Second Semester (Spring)
- BIO 169 - Anatomy and Physiology II Credit Hours: 4
  (Only If BIO 168 previously taken)
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
  or ENG 115 Oral Communication Credit Hours: 3
- Humanities/Fine Arts Elective Credit Hours: 3

- MAT 110 - Math Measurement & Literacy Credit Hours: 3
  or MAT 143 Quantitative Literacy Credit Hours: 3
  or MAT 171 Precalculus Algebra Credit Hours: 4

Class Hours 8-12 | Lab Hours 2-5 | Credit Hours 9-14

Third Semester (Fall)

- CIS 110 - Introduction to Computers Credit Hours: 3
  or CIS 111 Basic PC Literacy Credit Hours: 2
- EMS 110 - EMT Credit Hours: 9

Class Hours 7 or 8 | Lab Hours 8 | Credit Hours 10 or 11

Total Credit Hours 33-40

Other Major Hours (25-31 SHC)

1. Other Major Hours (25-31) – These hours must be approved by the Registrar prior to enrolling in courses other than those listed above. Students not realizing progress toward a health science credential will be assisted by an academic advisor in exploring other degree options.
2. For the Emergency Medical Science program, a GPA of 2.5 or higher is required and calculation will be based upon grades earned in the following courses: BIO 163 or BIO 168/BIO 169, ENG 111, ENG 112/ENG 115, MAT 110/MAT 143/MAT 171, and Humanities/Fine Arts Elective.Total (64-65 SHC)

Additional Curriculum Notes

1. Students interested in transfer to a four year university Emergency Medical Science program should take BIO 168 and BIO 169 for BIO 163; ENG 112 for ENG 115; CIS 110 for CIS 111; MAT 143, or MAT 171 for MAT 110 and any of the following for the humanities/fine arts elective (ART 111, MUS 110, MUS 112, ENG 231, ENG 232, ENG 241, ENG 242, PHI 215, or PHI 240).

PreHealth (A10300FS), Funeral Services, AGE

Purpose

The Funeral Service Education curriculum provides students with the opportunity to become proficient in basic funeral service skills. In addition to the general education courses offered in the curriculum, technical courses such as human anatomy, embalming theory and practice, embalming chemistry, restorative arts, funeral law, and funeral home operations are taught. Graduates of the curriculum, upon passing the National Board Exam, and completing a resident traineeship in an unreal home, will be qualified for employment as funeral directors and/or embalmers in any state. Note that graduates must also pass that particular states funeral laws and rules exam, prior to gaining licensure.

Admission Requirements and Special Conditions

A high school diploma (or equivalent) and satisfactory scores on college placement tests (or equivalent) in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers transition and corequisite courses to prepare students for the Funeral Service Education curriculum.

Special Certifications

Graduates are eligible to sit for the North Carolina State Board Exam for Funeral Directing. Testing Fees may apply.

Program Curriculum

First Semester (Fall)

- ACA 122 - College Transfer Success Credit Hours: 1
- ACC 111 - Financial Accounting Credit Hours: 3
  or **ACC 120 - Prin of Financial Accounting Credit Hours: 4**
- BUS 110 - Introduction to Business Credit Hours: 3
  or **SOC 213 - Sociology of the Family Credit Hours: 3**
  or **CIS 110 - Introduction to Computers Credit Hours: 3**

- BUS 115 - Business Law I Credit Hours: 3
- ENG 111 - Writing and Inquiry Credit Hours: 3
- SOC 210 - Introduction to Sociology Credit Hours: 3

Class Hours 14-15 | Lab Hours 2-6 | Credit Hours 16-17

Second Semester (Spring)

- BUS 230 - Small Business Management Credit Hours: 3
- COM 231 - Public Speaking Credit Hours: 3
- PSY 150 - General Psychology Credit Hours: 3
- Humanities > - Elective Credit Hours: 3
- Natural Science/ Math - Elective Credit Hours: 3/4

Class Hours 14-15 | Lab Hours 2-3 | Credit Hours 15-16

Total Credit Hours 31 – 33

Other Major Hours (34 - 36 SHC)

These hours must be approved by the Registrar prior to enrolling in courses other than those listed above. Student not realizing progress toward a health science credential will be assisted by an academic advisor in exploring other degree options.
Total (65-69 SHC)

Additional Curriculum Notes

The Natural Science/Math elective can be satisfied by completing one of the following: MAT 110, MAT 143, CHM 131, CHM 131A.
The Humanities elective can be satisfied by completing one of the following: HUM 110, HUM 115, HUM 130.

PreHealth (A10300PN), Practical Nursing Preparation, AGE

Purpose

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education with an emphasis on personal interest, growth and development. Also, students will complete general education courses that provide a foundation for success in health science programs. Courses provide foundational knowledge needed in the pursuit of diploma or associate of applied science degrees and successful completion of results in NAI, Medication Aid and NAII result in certification credentials for employment.
The Health Science programs at RCC have a competitive admissions process and do not directly admit students. Students interested in Practical Nursing are placed in A10300PN to take required general education courses for competitive admission to the program. Academic advisors will assist you in creating an education plan and timeline for admission so that you may complete your general education courses and know the requirements for the competitive admissions process for your respective health science program.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for a prehealth pathway.
Admission into the Practical Nursing program is a competitive process. A minimum grade point average of 3.0 or higher is required in the general education courses.

Special Certifications

Students are eligible to sit for certification exams upon completion of certain courses. Testing Fees may apply.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
  or ACA 122 College Transfer Success Credit Hours: 1
- BIO 168 - Anatomy and Physiology I Credit Hours: 4
- ENG 111 - Writing and Inquiry Credit Hours: 3
- HSC 110 - Orientation to Health Careers Credit Hours: 1
- MED 120 - Survey of Medical Term Credit Hours: 2
- NAS 101 - Nurse Aide I Credit Hours: 6

Class Hours 12 or 13 | Lab Hours 7 or 9 | Clinical Hours 3 | Credit Hours 17

Second Semester (Spring)

- BIO 169 - Anatomy and Physiology II Credit Hours: 4
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- MAT 143 - Quantitative Literacy Credit Hours: 3
  or MAT 152 Statistical Methods I Credit Hours: 4
  or MAT 171 Precalculus Algebra Credit Hours: 4
- PSY 150 - General Psychology Credit Hours: 3

Class Hours 11 or 12 | Lab Hours 5 | Credit Hours 13 or 14

Third Semester (Fall)

- CIS 110 - Introduction to Computers Credit Hours: 3
  or CIS 111 Basic PC Literacy Credit Hours: 2
- Humanities/Fine Art Elective (Literature) Credit Hours: 3
- NAS 102 - Nurse Aide II Credit Hours: 6
- NAS 107 - Medication Aide Class Credit Hours: 1

Class Hours 7 or 8 | Lab Hours 6 | Clinical Hours 6 | Credit Hours 12 or 13

Total Credit Hours 42-44

Other Major Hours (21-22 SHC)

1. Other Major Hours (21 – 22) – These hours must be approved by the Registrar prior to enrolling in courses other than those listed above. Students not realizing progress toward a health science credential will be assisted by an academic advisor in exploring other degree options.
2. For the Practical Nursing program, a GPA of 3.0 or higher is required and calculation will be based upon grades earned in the following courses: BIO 168, BIO 169, ENG 111, and PSY 150. Students may earn points for admission based upon final course grades in HSC 110, MAT 143, MAT 152 or MAT 171 and MED 120.
   Total (64-65 SHC)

Additional Curriculum Notes

The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, MUS 110, MUS 112, ENG 231, ENG 232, ENG 241, ENG 242, PHI 215, or PHI 240. Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

PreHealth (A10300RA), Radiography Preparation, AGE

Purpose

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education with an emphasis on personal interest, growth and development. Students will complete general education courses that provide a foundation for success in health science programs. Courses provide foundational knowledge needed in the pursuit of diploma and associate of applied science degrees and successful completion of NAI, Medication Aid and NAII certification result in certification credentials for employment

The Health Sciences programs at RCC have a competitive admissions process and do not directly admit students. Students interested in Radiography are placed in A10300RA to take required general education courses for competitive admission to the program. Academic advisors will assist you in creating an educational plan and timeline for admission so that you may complete your general education courses and know the requirements for the competitive admissions process for your respective health science program.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for a prehealth pathway.
Admission into the Radiography program is a competitive process. A minimum grade point average of 3.0 or higher is required in the general education courses.

Special Certifications

Students are eligible to sit for certification exams upon completion of certain courses. Testing Fees may apply.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
  or ACA 122 College Transfer Success Credit Hours: 1
- BIO 168 - Anatomy and Physiology I Credit Hours: 4
- CIS 111 - Basic PC Literacy Credit Hours: 2
- ENG 111 - Writing and Inquiry Credit Hours: 3
- HSC 110 - Orientation to Health Careers Credit Hours: 1
- MED 120 - Survey of Medical Term Credit Hours: 2
- NAS 101 - Nurse Aide I Credit Hours: 6

Class Hours 13 or 14 | Lab Hours 9 or 11 | Clinical Hours 3 | Credit Hours 19

Second Semester (Spring)

- BIO 169 - Anatomy and Physiology II Credit Hours: 4
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
  or COM 231 Public Speaking Credit Hours: 3
- Humanities/ Fine Arts - Elective Credit Hours: 3
- NAS 102 - Nurse Aide II Credit Hours: 6
- Social/ Behavioral Science - Elective Credit Hours: 3

Class Hours 15 | Lab Hours 5 | Clinical Hours 6 | Credit Hours 19

Third Semester (Summer)

- MAT 143 - Quantitative Literacy Credit Hours: 3
- NAS 107 - Medication Aide Class Credit Hours: 1

Class Hours 2 | Lab Hours 4 | Credit Hours 4

Total Credit Hours 42

Other Major Hours (22-23 SHC)

1. Other Major Hours (22-23) – These hours must be approved by the Registrar prior to enrolling in courses other than those listed above. Student not realizing progress toward a health science credential will be assisted by an academic advisor in exploring other degree options.
2. For the Radiography program, the GPA calculation is based upon grades earned in the following courses: BIO 168, BIO 169, ENG 111, ENG 112 or COM 231, MAT 143, MED 120, Social/Behavioral Science elective, and Humanities/Fine Arts Elective.
   Total (64-65 SHC)

Additional Curriculum Notes

1. The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, MUS 110, MUS 112, ENG 231, ENG 232, ENG 241, ENG 242, PHI 215, PHI 240, REL 211, REL 212. Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.
2. The Social/Behavioral Science elective can be satisfied by completing one of the following: PSY 150, SOC 210, SOC 225.

PreHealth (A10300RN), Associate Degree Nursing Preparation, AGE

Purpose

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education with an emphasis on personal interest, growth and development. Students will complete general education courses that provide a foundation for success in health science programs. Courses provide foundational knowledge needed in the pursuit of diploma and associate of applied science degrees and successful completion of NAI, Medication Aid and NAII result in certification credentials for employment.
The Health Science programs at RCC have a competitive admissions process and do not directly admit students. Students interested in Associate Degree Nursing are placed in A10300RN to take required general education courses for competitive admission to the program. Academic advisors will assist you in creating an education plan and timeline for admission so that you may complete your general education courses and know the requirements for the competitive admissions process for your respective health science program.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for a prehealth pathway.
Admission into the Associate Degree Nursing program is a competitive process. A minimum grade point average of 3.0 or higher is required in the general education courses.

Special Certifications

Students are eligible to sit for certification exams upon completion of certain courses. Testing Fees may apply.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
  or ACA 122 College Transfer Success Credit Hours: 1
- BIO 168 - Anatomy and Physiology I Credit Hours: 4
- ENG 111 - Writing and Inquiry Credit Hours: 3
- HSC 110 - Orientation to Health Careers Credit Hours: 1
- MED 120 - Survey of Medical Term Credit Hours: 2
- NAS 101 - Nurse Aide I Credit Hours: 6
- PSY 150 - General Psychology Credit Hours: 3

Class Hours 15 or 16 | Lab Hours 7 or 9 | Clinical Hours 3 | Credit Hours 20

Second Semester (Spring)

- BIO 169 - Anatomy and Physiology II Credit Hours: 4
- CHM 131 - Introduction to Chemistry Credit Hours: 3
  and CHM 131A Intro to Chemistry Lab Credit Hours: 1
  or CHM 151 General Chemistry I Credit Hours: 4
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- Humanities/Fine Arts Elective Credit Hours: 3
- MAT 143 - Quantitative Literacy Credit Hours: 3
  or MAT 152 Statistical Methods I Statistical Methods I Credit Hours: 4
  or MAT 171 Precalculus Algebra Precalculus Algebra Credit Hours: 4
- PSY 241 - Developmental Psychology Credit Hours: 3

Class Hours 17 or 18 | Lab Hours 8 | Clinical Hours 0| Credit Hours 20 or 21

Third Semester (Fall)

- CIS 110 - Introduction to Computers Credit Hours: 3
  or CIS 111 Basic PC Literacy Credit Hours: 2
- NAS 102 - Nurse Aide II Credit Hours: 6
- NAS 107 - Medication Aide Class Credit Hours: 1

Class Hours 4 or 5 | Lab Hours 6 | Clinical Hours 6 | Credit Hours 9 or 10

Total Credit Hours 49-51

Other Major Hours (15-16 SHC)

1. Other Major Hours (15 – 16) – These hours must be approved by the Registrar prior to enrolling in courses other than those listed above. Students not realizing progress toward a health science credential will be assisted by an academic advisor in exploring other degree options.

2. For the Associate Degree Nursing program, a GPA of 3.0 or higher is required and calculation will be based upon grades earned in the following courses: BIO 168, BIO 169, CHM 151, ENG 111, ENG 112, PSY 150, PSY 241, and Humanities/Fine Arts Elective. Students may earn points for admission based upon final course grades in HSC 110, MAT 143, MAT 152 or MAT 171, and MED 120.

Total (64-65 SHC)

Additional Curriculum Notes

The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, MUS 110, MUS 112, ENG 231, ENG 232, ENG 241, ENG 242, PHI 215, PHI 240, REL 211, REL 212. Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

PreHealth (A10300RT), Respiratory Therapy Preparation, AGE

Purpose

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education with an emphasis on personal interest, growth, and development. This curriculum is also designed to prepare students for careers in the Health Sciences. Students will complete general education courses required for competitive admission into the Respiratory Therapy program. Courses provide foundational knowledge needed in the pursuit of diploma and associate of applied science degrees and successful completion of EMT 110 result in certification credentials for employment in health science degrees or programs.

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

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers precollege courses to prepare students for the Respiratory Therapy program.

Special Certifications

Students are eligible to sit for certification exams upon completion of certain courses. Testing Fees may apply.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
- BIO 168 - Anatomy and Physiology I Credit Hours: 4
- CHM 131 - Introduction to Chemistry Credit Hours: 3 and CHM 131A Intro to Chemistry Lab Credit Hours: 1
  or CHM 151 General Chemistry I Credit Hours: 4
- ENG 111 - Writing and Inquiry Credit Hours: 3
- HSC 110 - Orientation to Health Careers Credit Hours: 1
- MED 120 - Survey of Medical Term Credit Hours: 2

Class Hours 12 or 13 | Lab Hours 6 or 8 | Credit Hours 15

Second Semester (Spring)

- BIO 169 - Anatomy and Physiology II Credit Hours: 4
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- MAT 110 - Math Measurement & Literacy Credit Hours: 3
- PSY 150 - General Psychology Credit Hours: 3

Class Hours 11 | Lab Hours 5 | Credit Hours 13

Third Semester (Fall)

- CIS 110 - Introduction to Computers Credit Hours: 3
- EMS 110 - EMT Credit Hours: 9

- Humanities/ Fine Arts - Elective Credit Hours: 3

Total Credit Hours 42

Class Hours 11 | Lab Hours 8 | Credit Hours 14

Other Major Hours (22 SHC)

1. Other Major Hours include additional general education and professional courses.
2. Other Major Hours courses must be approved by the Registrar prior to enrolling in courses other than those listed above.

Other Major Hours (22) – These hours must be approved by the Registrar prior to enrolling in courses other than those listed above. Students not realizing progress toward a health science credential will be assisted by an academic advisor in exploring other degree options.

For the Respiratory Therapy program, a GPA of 2.5 or higher is required and calculation will be based upon grades earned in the following courses: BIO 168, BIO 169, CHM 131 & CHM 131A, ENG 111, ENG 112, MAT 110, PSY 150, and Humanities/Fine Arts Elective.

Total (64 SHC)

Additional Curriculum Notes

1. The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, MUS 110, MUS 112, ENG 231, ENG 232, PHI 215, PHI 240, REL 211, REL 212. Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

Prehealth (A10300SN), Medical Sonography Preparation, AGE

Purpose

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education with an emphasis on personal interest, growth and development. Students will complete general education courses that provide a foundation for success in health science programs. Courses provide foundational knowledge needed in the pursuit of diploma and associate of applied science degrees and successful completion of NAI, Medication Aid and NAII certification result in certification credentials for employment

The Health Sciences programs at RCC have a competitive admissions process and do not directly admit students. Students interested in Medical Sonography are placed in A10300SN to take required general education courses for competitive admission to the program. Academic advisors will assist you in creating an educational plan and timeline for admission so that you may complete your general education courses and know the requirements for the competitive admissions process for your respective health science program.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for a prehealth pathway.

Admission into the Medical Sonography program is a competitive process. A minimum grade point average of 3.0 or higher is required in the general education courses.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
- BIO 163 - Basic Anatomy & Physiology Credit Hours: 5
  or **BIO 168 - Anatomy and Physiology I Credit Hours: 4**
- ENG 111 - Writing and Inquiry Credit Hours: 3
- HSC 110 - Orientation to Health Careers Credit Hours: 1
- MED 120 - Survey of Medical Term Credit Hours: 2

Class Hours 9-10 | Lab Hours 2-3 | Credit Hours 11-12

Second Semester (Spring)

- BIO 169 - Anatomy and Physiology II Credit Hours: 4

Only if **BIO-168 was taken previously**

- COM 231 - Public Speaking Credit Hours: 3

or **ENG 112 Credit Hours: 3**

- Humanities/ Fine Arts - Elective Credit Hours: 3
- MAT 143 - Quantitative Literacy Credit Hours: 3
- Social/ Behavioral Science - Elective Credit Hours: 3

Class Hours 11-14 | Lab Hours 2-5 | Credit Hours 12-16

Third Semester (Summer)

- CIS 110 - Introduction to Computers Credit Hours: 3
- PHY 110 - Conceptual Physics Credit Hours: 3
- and **PHY 110A - Conceptual Physics Lab Credit Hours: 1**

Class Hours 5 | Lab Hours 4 | Credit Hours 7

Total Credit Hours 30-35

Other Major Hours (30 - 34 SHC)

Other Major Hours (30-34) – These hours must be approved by the Registrar prior to enrolling in courses other than those listed above. Student not realizing progress toward a health science credential will be assisted by an academic advisor in exploring other degree options.
Total (64 - 65 SHC)

Additional Curriculum Notes

The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, PHI 240, REL 211, REL 212. Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.
The Social/Behavioral Science elective can be satisfied by completing one of the following: PSY 150, SOC 210, SOC 225.

PreHealth (A10300ST), Surgical Technology Preparation, AGE

Purpose

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education with an emphasis on personal interest, growth and development. Students will complete general education courses that provide a foundation for success in health science programs. Courses provide foundational knowledge needed in the pursuit of diplomas and associate of applied science degrees and successful completion of NAI, Medication Aid and NAII certification result in certification credentials for employment.
The Health Science programs at RCC have a competitive admissions process and do not directly admit students. Students interested in the Surgical Technology program are placed in A10300ST to take required general education courses for competitive admission to the program. Academic advisors will assist you in creating an education plan and timeline for admission so that you may complete your general education courses and know the requirements for the competitive admissions process for your respective health science program.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers pre-college courses to prepare students for a prehealth pathway.
Admission into the Surgical Technology program is a competitive process. A minimum grade point average of 2.8 or higher is required in the general education courses.

Special Certifications

Students are eligible to sit for certification exams upon completion of certain courses. Testing Fees may apply.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
  or ACA 122 College Transfer Success Credit Hours: 1
- BIO 168 - Anatomy and Physiology I Credit Hours: 4
- ENG 111 - Writing and Inquiry Credit Hours: 3
- HSC 110 - Orientation to Health Careers Credit Hours: 1
- MED 120 - Survey of Medical Term Credit Hours: 2
- NAS 101 - Nurse Aide I Credit Hours: 6
- PSY 150 - General Psychology Credit Hours: 3

Class Hours 15 or 16 | Lab Hours 7 or 9 | Clinical Hours 3 | Credit Hours 20

Second Semester (Spring)

- BIO 169 - Anatomy and Physiology II Credit Hours: 4
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- Social/ Behavioral Science - Elective Credit Hours: 3
- MAT 143 - Quantitative Literacy Credit Hours: 3
  or **MAT 152 Statistical Methods I Credit Hours: 4**
  or **MAT 171 Precalculus Algebra Credit Hours: 4**

Class Hours 11 or 12 | Lab Hours 5 | Credit Hours 13 or 14

Third Semester (Fall)

- BIO 275 - Microbiology Credit Hours: 4
- CIS 110 - Introduction to Computers Credit Hours: 3
  or **CIS 111 Basic PC Literacy Credit Hours: 2**
- NAS 102 - Nurse Aide II Credit Hours: 6
- NAS 107 - Medication Aide Class Credit Hours: 1

Class Hours 7 or 8 | Lab Hours 8 or 9 | Clinical Hours 6 | Credit Hours 13 or 14

Total Credit Hours 46-48

Other Major Hours (21-22 SHC)
Other Major Hours (21 – 22) – These hours must be approved by the Registrar prior to enrolling in courses other than those listed above. Students not realizing progress toward a health science credential will be assisted by an academic advisor in exploring other degree options.

Total (64-65 SHC)

Additional Curriculum Notes

1. The Humanities/Fine Arts elective can be satisfied by completing one of the following: ENG 231, ENG 232, HUM 115, MUS 110, MUS 112, PHI 215, PHI 240, REL 212, REL 221. Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.
2. For the Surgical Technology program, a GPA of 2.8 or higher is required and calculation will be based upon grades earned in the following courses: BIO 168, BIO 169, ENG 111, PSY 150. Students may earn points for admission based upon final course grades in HSC 110, MAT 143 **or** MAT 152 **or** MAT 171, and MED 120.
3. BIO 175 General Microbiology can be substituted for BIO 275 Microbiology.
4. ENG 114 Professional Research & Reporting can be substituted for; ENG 112 Writing/Research in the Disciplines.

Radiography (A45700), AAS

Purpose

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.

Admission Requirements and Special Conditions

Admission into the Radiography program is a competitive admission process. A minimum grade point average of (3.0) or higher is required in the general education/related courses.

Special Accreditation Status

The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

JRCERT
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
Email: *mail@jrcert.org*

General Requirements

1. Detailed current information for interested applicants is located at www.robeson.edu/rad/ [opens in a new tab].
2. Students must be able to fulfill all essential functions as outlined in the health sciences admission policy.
3. Admission to all RCC Health Science programs is a competitive process. Applicants are evaluated based upon the following factors: Academic performance, professional/academic references and academic degrees. Competitive applicants are expected to attend a Radiography Information Session.
4. Applicants must have a GPA of (3.0) or greater in the Radiography general education courses by the published deadline date for submitting completed program checklists to the Admissions Office. Applicants not meeting the cumulative GPA requirements will not be reviewed by the program area for admission. For Radiography, the GPA calculation will be based upon grades earned in the following courses:
   - BIO 168, BIO 169, ENG 111, ENG 112 or COM 231, MAT 143, MED 120,
   - Social/Behavioral Science Elective, and a Humanities/Fine Arts Elective
5. Once an applicant has successfully satisfied required English, reading and mathematics entrance competencies, applicants are eligible to submit an application packet. The program checklist outlines the number of strategies applicants may follow to meet the required competencies.
6. All transcripts must be on file in the Admissions Office in order for a student to be considered for admission.
7. Provisionally accepted students must submit to a criminal background check, drug screening, national sex offender index, and medical review/screen to include physical examination and immunizations. All fees associated with the criminal background check, drug screen, national sex offender index, and medical review will be the responsibility of the student.
8. Provisionally accepted students are required to complete two (2) shadowing days scheduled by RAD faculty, as well as a Radiography Career Prep Course held in June/July of the application year. Final acceptance is contingent upon evaluations from the shadowing experiences and assessments given during the prep course.
9. Provisionally accepted students previously enrolled in any other Radiography programs must submit a letter from the Radiography Program Director of the former institution.
10. It is the student's responsibility to review all program materials, including the Radiography web site at www.robeson.edu/radiography [opens in a new tab] and to stay current with the program requirements, policies and procedures.

Additional Curriculum Notes

Program Prerequisites:

1. Students admitted to the Radiography Program must successfully complete the following courses with a "C" or higher prior to enrolling in the first Radiography class:
   - BIO 168 - Anatomy and Physiology I Credit Hours: 4
   - BIO 169 - Anatomy and Physiology II Credit Hours: 4
   - MED 120 Survey of Medical Term Credit Hours: 2

2. The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, ENG 231, MUS 110, MUS 112, PHI 215, PHI 240, REL 211, REL 212. Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

3. The Social/Behavioral Science elective can be satisfied by completing one of the following: PSY 150, SOC 210, SOC 225.

Program Curriculum

First Semester (Fall)

- ENG 111 - Writing and Inquiry Credit Hours: 3
- MAT 143 - Quantitative Literacy Credit Hours: 3
- RAD 110 - Rad Intro & Patient Care Credit Hours: 3
- RAD 111 - RAD Procedures I Credit Hours: 4
- RAD 151 - RAD Clinical Ed I Credit Hours: 2

Class Hours 11 | Lab Hours 6 | Clinical Hours 6 | Credit Hours 15

Second Semester (Spring)

- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
  or COM 231 Public Speaking Credit Hours: 3
- RAD 112 - RAD Procedures II Credit Hours: 4
- RAD 121 - Image Production I Credit Hours: 3
- RAD 161 - RAD Clinical Ed II Credit Hours: 5

Class Hours 8 | Lab Hours 6 | Clinical Hours 15 | Credit Hours 15

Third Semester (Summer)

- RAD 122 - Image Production II Credit Hours: 2
- RAD 141 - Radiation Safety Credit Hours: 2
- RAD 171 - RAD Clinical Ed III Credit Hours: 3

Class Hours 3 | Lab Hours 3 | Clinical Hours 9 | Credit Hours 7

Fourth Semester (Fall)

- RAD 211 - RAD Procedures III Credit Hours: 3
- RAD 231 - Image Production III Credit Hours: 2
- RAD 251 - RAD Clinical Education IV Credit Hours: 7
- Social/ Behavioral Science - Elective Credit Hours: 3

Class Hours 6 | Lab Hours 6 | Clinical Hours 21 | Credit Hours 15

Fifth Semester (Spring)

- RAD 261 - RAD Clinical Education V Credit Hours: 7
- RAD 271 - Radiography Capstone Credit Hours: 3
- Humanities/ Fine Arts - Elective Credit Hours: 3

Class Hours 5 | Lab Hours 3 | Clinical Hours 21 | Credit Hours 13

Total Credit Hours 75

Respiratory Therapy (A45720), AAS

Purpose

The Respiratory Therapy curriculum prepares individuals to function as Registered Respiratory Therapists and/ or Certified Respiratory Therapists. In these roles, individuals perform diagnostic testing, treatments, and management of patients with heart and lung diseases.
Students will master skills in patient assessment and treatment of cardiopulmonary diseases. These skills include life support, ventilation monitoring, drug administration, and treatment of patients of all ages in a variety of settings.
Graduates of accredited programs are eligible to take entry and advanced level examinations from the National Board of Respiratory Care.
Graduates may be employed in hospitals, clinics, education, industry, and home care.

Admission Requirements and Special Conditions

Admission into the Respiratory Therapy program is a competitive admission process. A minimum grade point average of 2.5 or higher is required in the general education courses.

Special Accreditation Status

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

CoARC
264 Precision Blvd
Telford, TN 37690
www.coarc.com [opens in a new tab]

General Requirements

1. Detailed current information for interested applicants is located at www.robeson.edu/resp/ [opens in a new tab].
2. Students must be able to fulfill all essential functions as outlined in the health sciences admission policy.
3. Admission to all RCC Health Science programs is a competitive process. Applicants are evaluated based upon the following factors: Academic performance, professional/academic references and academic degrees. Competitive applicants are expected to attend a Respiratory Therapy Information Session.
4. Applicants must have a GPA of 2.5 or greater in the respiratory therapy general education courses by the published deadline date for submitting complete program checklists to the Admissions Office. Applicants not meeting the cumulative GPA requirements will not be reviewed by the program area for admission. For the Respiratory Therapy program, the GPA calculation will be based upon grades earned in the following courses:
   BIO 168, BIO 169, CHM 131 & CHM 131A, or CHM 151, ENG 111, ENG 112, MAT 110, PSY 150, Humanities/ Fine Arts - Elective.
5. Once an applicant has successfully satisfied required English, reading and mathematics entrance competencies, applicants are eligible to submit an application packet. The program checklist outlines the number of strategies applicants may follow to meet the required competencies.
6. All transcripts must be on file in the Admissions Office in order for a student to be considered for admission.
7. Provisionally accepted students must submit to a criminal background check, drug screening and medical review/screen to include physical examination and immunizations. All fees associated with the criminal background check, drug screen and medical review will be the responsibility of the student.
8. Provisionally accepted students previously enrolled in any other Respiratory Therapy programs must submit a letter from the Respiratory Therapy Program Director of the program.
9. It is the student's responsibility to review all program materials, including the respiratory therapy web site at www.robeson.edu/respiratory [opens in a new tab] and to stay current with the program requirements, policies and procedures.

Additional Curriculum Notes

1. **Program Prerequisites:**
   Students admitted to the Respiratory Therapy Program must successfully complete the following courses prior to enrolling in the first respiratory therapy class with a "C" or higher:
   - BIO 168 - Anatomy and Physiology I Credit Hours: 4
   - CHM 131 Introduction to Chemistry Credit Hours: 3 and CHM 131A Intro to Chemistry Lab Credit Hours: 1
     - or CHM 151 General Chemistry I Credit Hours: 4
   - ENG 111 - Writing and Inquiry Credit Hours: 3
   - MAT 110 - Math Measurement & Literacy Credit Hours: 3

2. ART 111, ENG 231, ENG 232, MUS 110, MUS 112, PHI 215, PHI 240, REL 211, REL 212. Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

Program Curriculum

First Semester (Fall)

- BIO 169 - Anatomy and Physiology II Credit Hours: 4
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3

- Humanities/ Fine Arts - Elective Credit Hours: 3
- RCP 110 - Intro to Respiratory Care Credit Hours: 4

Class Hours 12|Lab Hours 6|Credit Hours 14

Second Semester (Spring)

- PSY 150 - General Psychology Credit Hours: 3
- RCP 111 - Therapeutics/Diagnostics Credit Hours: 5
- RCP 114 - C-P Anatomy & Physiology Credit Hours: 3
- RCP 133 - RCP Clinical Practice I Credit Hours: 3

Class Hours 10|Lab Hours 3|Clinical Hours 9|Credit Hours 14

Third Semester (Summer)

- RCP 115 - C-P Pathophysiology Credit Hours: 2
- RCP 122 - Special Practice Lab Credit Hours: 1
- RCP 142 - RCP Clinical Practice II Credit Hours: 2
- RCP 210 - Critical Care Concepts Credit Hours: 4

Class Hours 5|Lab Hours 5|Clinical Hours 6|Credit Hours 9

Fourth Semester (Fall)

- RCP 158 - RCP Clinical Practice III Credit Hours: 8
- RCP 211 - Advanced Monitoring/Procedures Credit Hours: 4
- RCP 214 - Neonatal/Peds RC Credit Hours: 2

Class Hours 4|Lab Hours 6|Clinical Hours 24|Credit Hours 14

Fifth Semester (Spring)

- RCP 215 - Career Preparation Credit Hours: 1
- RCP 238 - RCP Clinical Practice IV Credit Hours: 8

Lab Hours 3|Clinical Hours 24|Credit Hours 9

Total Credit Hours 74

Surgical Technology (A45740), AAS

Purpose

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team. Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations. Employment opportunities include labor/delivery/emergency departments, inpatient/ outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.
Students of Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) within a four-week period prior to or after graduation.

Admission Requirements and Special Conditions

Admission into the Surgical Technology program is a competitive admission process. A minimum grade point average of 2.8 or higher is required in the general education courses.

Special Accreditation Status

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

ARC/STSA
19751 E. Mainstreet, Suite #339
Parker, CO 80138
Phone: (303) 694-9262
email: info@arcstsa.org
www.arcstsa.org [opens in a new tab]

CAAHEP

9355 113th St. N, #7709
Seminole, FL 33775
Phone (727) 210-2350
Fax: (727) 210-2354
Email: mail@caahep.org
Website: www.caahep.org/ [opens in a new window]

General Requirements

1. Detailed current information for interested applicants is located at www.robeson.edu/ academics [opens in a new tab].
2. Students must be able to fulfill all essential functions as outlined in the health sciences admission policy.
3. Admission to all RCC Health Science programs is a competitive process. Applicants are evaluated based upon the following factors: Academic performance, professional/academic references and academic degrees. Competitive applicants are expected to attend a Surgical Technology Information Session.
4. Applicants must have a GPA of 2.8 or greater in the surgical technology general education courses by the published deadline date for submitting complete program checklists to the Admissions Office. Applicants not meeting the cumulative GPA requirements will not be reviewed by the program area for admission. For Surgical Technology program, the GPA calculation will be based upon grades earned in the following courses:
   BIO 168, BIO 169, ENG 111, and PSY 150
5. Once an applicant has successfully satisfied required English, reading and mathematics entrance competencies, applicants are eligible to submit an application packet. The program checklist outlines the number of strategies applicants may follow to meet the required competencies.
6. A competitive point system is used to evaluate health science program applications. Applicants earn points based upon academic performance, professional/academic references and academic degrees.
7. All transcripts must be on file in the Admissions Office in order for a student to be considered for admission.
8. Provisionally accepted students must submit to a criminal background check, drug screening and medical review/screen to include physical examination and immunizations. All fees associated with the criminal background check, drug screen and medical review will be the responsibility of the student.
9. Provisionally accepted students previously enrolled in any other Surgical Technology programs must submit a letter from the Surgical Technology Program Director of the program.
10. It is the student's responsibility to review all program materials, including the surgical technology web site at www.robeson.edu/surgical [opens in a new tab] and to stay current with the program requirements, policies and procedures.
11. Current American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers certification is a prerequisite to admission and must be maintained throughout the program.

Additional Curriculum Notes

Program Prerequisites:
Students admitted to the Surgical Technology Program must successfully complete the following course prior to enrolling in the first surgical technology class with a "C" or higher:
BIO 168 - Anatomy and Physiology I Credit Hours: 4
BIO 169 Anatomy and Physiology II Credit Hours: 4

The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, ENG 231, ENG 232, HUM 115, MUS 110, MUS 112, PHI 215, PHI 240, REL 211, REL 212. Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

BIO 175 General Microbiology can be substituted for BIO 275 Microbiology.
ENG 114 Professional Research & Reporting can be substituted for ENG 112 Writing/Research in the Disciplines.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
  or ACA 122 College Transfer Success Credit Hours: 1
- BIO 168 - Anatomy and Physiology I Credit Hours: 4
- ENG 111 - Writing and Inquiry Credit Hours: 3
- SUR 110 - Intro to Surgical Technology Credit Hours: 3
- SUR 111 - Periop Patient Care Credit Hours: 7

Class Hours 15 | Lab Hours 9 or 11 | Credit Hours 18

Second Semester (Spring)

- BIO 275 - Microbiology Credit Hours: 4
- SUR 122 - Surgical Procedures I Credit Hours: 6
- SUR 123 - Surgical Clinical Practice I Credit Hours: 7
- MED 120 - Survey of Medical Term Credit Hours: 2

Class Hours 10 | Lab Hours 6 | Clinical Hours 21 | Credit Hours 19

Third Semester (Summer)

- BIO 169 - Anatomy and Physiology II Credit Hours: 4
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- SUR 134 - Surgical Procedures II Credit Hours: 5
- SUR 135 - SUR Clinical Practice II Credit Hours: 4

Class Hours 11 | Lab Hours 3 | Clinical Hours 12 | Credit Hours 16

Fourth Semester (Fall)

- CIS 110 - Introduction to Computers Credit Hours: 3
  or CIS 111 Basic PC Literacy Credit Hours: 2
- Humanities/ Fine Arts - Elective Credit Hours: 3
- PSY 150 - General Psychology Credit Hours: 3
- SUR 137 - Prof Success Prep Credit Hours: 1
- SUR 210 - Adv SUR Clinical Practice Credit Hours: 2
- SUR 211 - Adv Theoretical Concepts Credit Hours: 2

Class Hours 10 or 11 | Lab 2 | Clinical Hours 6 | Credit Hours 13 or 14

Total Credit Hours 66 or 67

Welding Technology (A50420) AAS

Purpose

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry. Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers precollege courses to prepare students for the Welding Technology program.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
- ISC 112 - Industrial Safety Credit Hours: 2
- MAT 110 - Math Measurement & Literacy Credit Hours: 3
  or MAT 143 - Quantitative Literacy Credit Hours: 3
- WLD 110 - Cutting Processes Credit Hours: 2

- WLD 115 - SMAW (Stick) Plate Credit Hours: 5
- WLD 131 - GTAW (TIG) Plate Credit Hours: 4

Class Hours 10 | Lab Hours 20 | Credit Hours 17

Second Semester (Spring)

- ENG 110 - Freshman Composition Credit Hours: 3
  or ENG 111 - Writing and Inquiry Credit Hours: 3
- WLD 116 - SMAW (stick) Plate/Pipe Credit Hours: 4
- WLD 121 - GMAW (MIG) FCAW/Plate Credit Hours: 4
- WLD 132 - GTAW (TIG) Plate/Pipe Credit Hours: 3
- WLD 141 - Symbols & Specifications Credit Hours: 3

Class Hours 9 | Lab Hours 23 | Credit Hours 17

Third Semester (Summer)

- COM 231 - Public Speaking Credit Hours: 3
  or ENG 115 - Oral Communication Credit Hours: 3
- WLD 231 - GTAW (TIG) Pipe Credit Hours: 3
- WLD 261 - Certification Practices Credit Hours: 2

Class Hours 5 | Lab Hours 9 | Credit Hours 8

Fourth Semester (Fall)

- Humanities/ Fine Arts - Elective Credit Hours: 3
- WLD 117 - Industrial SMAW Credit Hours: 3
- WLD 143 - Welding Metallurgy Credit Hours: 2
- WLD 151 - Fabrication I Credit Hours: 4

Class Hours 7 | Lab Hours 12 | Credit Hours 12

Fifth Semester (Spring)

- Social/ Behavioral Science - Elective Credit Hours: 3
- WLD 251 - Fabrication II Credit Hours: 3
- WLD 262 - Inspection & Testing Credit Hours: 3
- WLD 265 - Automated Welding/Cutting Credit Hours: 4

Class Hours 8 | Lab Hours 14 | Credit Hours 13

Total Credit Hours 67

Additional Curriculum Notes

1. The A50420 Associate in Applied Science is intended for students desiring to gain additional skills beyond those experienced in the D50420 Diploma and to update current skills in this field for employment or promotion.
2. Students taking the Welding Technology Program AAS degree and choosing ENG 111, COM231, and MAT 143 have the option to continue their studies at a four-year university program that transfers Associate in Applied Science programs such as East Carolina University BS in Industrial Technology [Opens in a new window].
3. This program contains a large amount of contact hours. Students need to understand the time requirement for this program. Please study the program checklist closely, as it includes both credit and contact hours.
4. Failure to complete the courses in sequence reduces the chance of completion.
5. The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, HUM 110, or HUM 115.

The Social/Behavioral elective can be satisfied by completing one of the following: ECO 251, PSY 118, PSY 150, or SOC 210.

Welding Technology (D50420) Diploma

Purpose

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry. Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing

providing the student with industry-standard skills developed through classroom training and practical application.
Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Admission Requirements and Special Conditions

A high school diploma (or equivalent), satisfactory scores on college placement tests (or equivalent) and a minimum GPA in English and mathematics are required. If students have deficiencies in English and/or mathematics, RCC offers precollege courses to prepare students for the Welding Technology program.

Program Curriculum

First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
- ISC 112 - Industrial Safety Credit Hours: 2
- MAT 110 - Math Measurement & Literacy Credit Hours: 3
- WLD 110 - Cutting Processes Credit Hours: 2
- WLD 115 - SMAW (Stick) Plate Credit Hours: 5
- WLD 131 - GTAW (TIG) Plate Credit Hours: 4

Class Hours 10 | Lab Hours 20 | Credit Hours 17

Second Semester (Spring)

- ENG 110 - Freshman Composition Credit Hours: 3
- WLD 116 - SMAW (stick) Plate/Pipe Credit Hours: 4
- WLD 121 - GMAW (MIG) FCAW/Plate Credit Hours: 4
- WLD 132 - GTAW (TIG) Plate/Pipe Credit Hours: 3
- WLD 141 - Symbols & Specifications Credit Hours: 3

Class Hours 9 | Lab Hours 23 | Credit Hours 17

Third Semester (Summer)

- WLD 231 - GTAW (TIG) Pipe Credit Hours: 3
- WLD 261 - Certification Practices Credit Hours: 2

Class Hours 2 | Lab Hours 9 | Credit Hours 5

Total Credit Hours 39

Additional Curriculum Notes

1. The D50420 Diploma is intended for students desiring to gain entry-level skills or update current skills in this field for employment or promotion.
2. This program contains a large amount of contact hours. Students need to understand the time requirement for this program. Please study the program checklist closely, as it includes both credit and contact hours.

Failure to complete the courses in sequence reduces the chance of completion.

Welding Technology (C50420SP) Certificate

Structural/Pipe Welding Certificate

Purpose

This certificate purpose is designed to provide individuals with entry-level competencies in oxy-fuel, cutting systems, shielding metal arc (stick) welding process, and gas tungsten arc (TIG) welding process.

Program Curriculum

Fall

- WLD 110 - Cutting Processes Credit Hours: 2
- WLD 115 - SMAW (Stick) Plate Credit Hours: 5
- WLD 131 - GTAW (TIG) Plate Credit Hours: 4

Class Hours 5 | Lab Hours 18 | Credit Hours 11

Spring

- WLD 116 - SMAW (stick) Plate/Pipe
  Credit Hours: 4
- WLD 132 - GTAW (TIG) Plate/Pipe
  Credit Hours: 3

Total Credit Hours 18

Class Hours 2 | Lab Hours 15 | Credit Hours 7

High School Connections Career & College Promise (CPP)

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

Career & College Promise (CCP) offers North Carolina high school students a clear path to success in college or in a career. The program is free to all students who maintain a 3.0 GPA and meet all other eligibility requirements. CCP is a commitment to helping every qualified student gain access to an affordable college education. Through a partnership of the North Carolina Community College System, the Department of Public Instruction, the University of North Carolina System and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a community college campus at no tuition cost to them or their families.

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

College Transfer Pathway

1. The Career and College Promise Pathway allows the completion of at least thirty semester hours of transfer courses, including English and mathematics and ACA 122 College Transfer Success
2. To be eligible for enrollment, a high school student must meet the following criteria:
    a. Be a high school junior or senior;
    b. Have a weighted GPA of 3.0 on high school courses; and
    c. Demonstrate college readiness on an assessment or placement test (see attachment A).

   A student must demonstrate college readiness in English, reading and mathematics to be eligible for enrollment in a College Transfer Pathway.

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

   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.

4. To maintain eligibility for continued enrollment, a student must
    a. Continue to make progress toward high school graduation, and
    b. Maintain a 2.0 GPA in college coursework after completing two courses.
    c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.
5. A student must enroll in one College Transfer Pathway program of study and may not substitute courses in one program for courses in another.

6. A student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.
7. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student who completes a College Transfer Pathway, while still enrolled in high school, may continue to earn college transfer credits leading to the completion of the Associate in Arts or Associate in Science.
8. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education program of study.

Career Technical Education Pathway

1. The Career and College Promise Career Technical Education Pathway for juniors and seniors leads to a certificate or diploma aligned with a high school Career Cluster.
2. To be eligible for enrollment, a high school student must meet the following criteria:
    a. Be a high school junior or senior;
    b. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee; and
    c. Meet the prerequisites for the career pathway.
3. High school counselors should consider students' PLAN scores in making pathway recommendations.
4. College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.
5. To maintain eligibility for continued enrollment, a student must
    a. Continue to make progress toward high school graduation, and
    b. Maintain a 2.0 in college coursework after completing two courses.
    c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.
6. A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator. A student may concurrently enroll in two CTE programs of study provided the exception has been approved by the college's Chief Academic Officer or his/her designee.

Student Application Procedures

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

College Readiness* Benchmarks on Approved Diagnostic Assessment Tests

TEST	PLAN **	PSAT **	ASSET (NCCCS Cut Score)	COMPASS (NCCCS Cut Score)	ACCUPLACER (NCCCS Cut Score)
English	15	45	41 Writing	70 Writing	86 Sentence Skills
Reading	18	41	41 Reading	81 Reading	80 Reading
Mathematics	19	47	41 Numerical Skills and 41 Int. Algebra	47 Pre-Algebra and 66 Algebra	55 Arithmetic and 75 Elem. Algebra

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

SAT	ACT

English	500	English	18
Critical Reading	500	Reading	22
Mathematics	500	Mathematics	22

* To be eligible for enrollment in a College Transfer Pathway, students must demonstrate college readiness in English, reading, and mathematics on an approved test or tests. Eligibility may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student may combine a 19 on PLAN math with an 86 and an 80 on Accuplacer sentence skills and reading to demonstrate college readiness.

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

Certificate

Air Conditioning, Heating and Refrigeration (C35100AC) (Certificate) Career Technical Pathway

Purpose
The Air Conditioning, Heating and Refrigeration Pathway is designed to provide students with entry-level competencies in mechanical refrigeration, heating and cooling theory, electricity, controls and safety.
Upon completion of the pathway, students will be awarded a Certificate in Air Conditioning, Heating and Refrigeration from RCC.

Program Curriculum

First Semester (Fall)

- AHR 110 - Intro to Refrigeration Credit Hours: 5
- AHR 111 - HVACR Electricity Credit Hours: 3

Class Hours 4 | Lab Hours 8 | Credit Hours 8

Second Semester (Spring)

- AHR 113 - Comfort Cooling Credit Hours: 4
- AHR 151 - HVAC Duct Systems I Credit Hours: 2

Class Hours 3 | Lab Hours 7 | Credit Hours 6

Total Credit Hours 14

Business Administration-General Career and College Promise (C25120PW), CTE Certificate

Purpose
The Business Administration Career and College Promise CTE-Certificate is designed to introduce students to various aspects of Business Technologies. Students will be provided fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.
Upon completion of the Career and College Promise CTE-Certificate, students will be awarded a Certificate in Business Administration-General from RCC.

Courses included in this CTE program of study are offered in the college's traditional, local certificate as listed in the college catalog.

Program Curriculum

First Semester (Fall)

- ACC 111 - Financial Accounting Credit Hours: 3
- BUS 110 - Introduction to Business Credit Hours: 3

Class Hours 6 | Lab Hours 0 | Credit Hours 6

Second Semester (Spring)

- BUS 125 - Personal Finance Credit Hours: 3

- CIS 110 - Introduction to Computers
  Credit Hours: 3

Total Credit Hours 12

Class Hours 5 | Lab Hours 2 | Credit Hours 6

Cosmetology (C55140HS) CTE-Certificate

Purpose
The NC Career and College, Promise Career and Technical Education (CTE) Pathways are designed for accelerated high school juniors and seniors who are ready to get a head start on career and technical courses that will lead to a job credential, certificate or diploma in a technical career.
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.

Due to the large number of contact hours, this program has split some traditional courses into an A & B format across two semesters. Students must successfully complete both portions of the course to get credit for the course. Additionally, the A portion is a prerequisite for the B portion.

Program Curriculum

First Semester (Fall)

- COS 111 - Cosmetology Concepts I
  Credit Hours: 4
  COS 111AB is the first half of COS 111
- COS 112 - Salon I Credit Hours: 8
  COS 112AB is the first half of COS 112

Class Hours 2 | Lab Hours 12 | Credit Hours NA*
** Credit hours will not be awarded until successful completion of the B portion of the courses.*

Second Semester (Spring)

- COS 111 - Cosmetology Concepts I
  Credit Hours: 4
  COS 111BB is the second half of COS 111
- COS 112 - Salon I Credit Hours: 8
  COS 112BB is the second half of COS 112

Class Hours 2 | Lab Hours 12 | Credit Hours 12

Third Semester (Fall)

- COS 113 - Cosmetology Concepts II
  Credit Hours: 4
  COS 113AB is the first half of COS 113
- COS 114 - Salon II Credit Hours: 8
  COS 114AB is the first half of COS 114

Class Hours 2 | Lab Hours 12 | Credit Hours NA*
** Credit hours will not be awarded until successful completion of the B portion of the courses.*

Fourth Semester (Spring)

- COS 113 - Cosmetology Concepts II
  Credit Hours: 4
  COS 113BB is the second half of COS 113
- COS 114 - Salon II Credit Hours: 8
  COS 114BB is the second half of COS 114

Class Hours 2 | Lab Hours 12 | Credit Hours 12

Fifth Semester (Summer)

- COS 115 - Cosmetology Concepts III
  Credit Hours: 4
- COS 116 - Salon III Credit Hours: 4

Class Hours 4 | Lab Hours 12 | Credit Hours 8

Sixth Semester (Fall)

- COS 223 - Contemp Hair Coloring
  Credit Hours: 2

Class Hours 1 | Lab Hours 3 | Credit Hours 2

Total Credit Hours 34

Criminal Justice Technology-Pathway (C55180C) Certificate

Purpose
The NC Career and College Promise Career and Technical Education (CTE) Pathways are designed for accelerated high school juniors and seniors who are ready to get a head start on career and technical courses that will lead to a job credential, certificate or diploma in a technical career.

The Criminal Justice Technology Pathway is designed to provide a foundational study of the criminal justice system. Topics include the components of the criminal justice system, investigative techniques, criminal law and juvenile justice.

Program Curriculum

First Semester (Fall)

- CJC 111 - Intro to Criminal Justice Credit Hours: 3
- CJC 113 - Juvenile Justice Credit Hours: 3

Class Hours 6 | Credit Hours 6

Second Semester (Spring)

- CJC 112 - Criminology Credit Hours: 3
- CJC 131 - Criminal Law Credit Hours: 3

Class Hours 6 | Credit Hours 6
Total Credit Hours 12

Culinary Arts- Pathway (C55150CT) CTE Certificate

Purpose
The Culinary Arts-Pathway (CTE- Certificate) is designed to introduce high school students to various aspects of Culinary Arts. Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands. This curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings. Upon completion of the Culinary Arts-Pathway (CTE- Certificate), students will be awarded a Certificate in Culinary Arts from RCC.

Program Curriculum

First Semester (Fall)

- CUL 110 - Sanitation & Safety Credit Hours: 2
- CUL 112 - Nutrition for Foodservice Credit Hours: 3
- HRM 245 - Human Resource Management-Hospitality Credit Hours: 3

Class Hours 8 | Lab Hours 0 | Credit Hours 8

Second Semester (Spring)

- CUL 135 - Food & Beverage Service Credit Hours: 2

Class Hours 5 | Lab Hours 0 | Credit Hours 5

Total Credit Hours 13

Cyber Security Pathway (C25590CP) CTE Certificate

Purpose
The NC Career and College Promise and Technical Education (CTE) pathways are designed for accelerated High school juniors and seniors who are ready to get a head start on Career and Technical courses that will lead to a certificate.
The Cyber Security Certificate will expose students to current technologies used to provide secure transportation of information across networks. Students will study network and security architecture and security administration. Certificate recipients may enter the workforce in an entry level security position while recipients currently in the workforce may advance to first level security careers.

Program Curriculum

First Semester (Fall)

- CCT 110 - Intro to Cyber Crime Credit Hours: 3
- NET 125 - Introduction to Networks Credit Hours: 3
- NOS 120 - Linux Single User Credit Hours: 3

Class Hours 6 | Lab Hours 6 | Credit Hours 9

Second Semester (Spring)

- CTI 140 - Virtualization Concepts Credit Hours: 3
- SEC 110 - Security Concepts Credit Hours: 3
- SEC 160 - Security Administration I Credit Hours: 3

Class Hours 5 | Lab Hours 8 | Credit Hours 9

Total Credit Hours 18

Early Childhood Associate (C55220C) CTE Certificate

Purpose
The Early Childhood Associate Pathway is designed for accelerated high school juniors and seniors who are ready to get a head start on career and technical courses that will lead to a job credential, certificate or diploma in a technical career.
The Early Childhood Associate Pathway is designed to prepare individuals to work with children from birth through eight in diverse learning environments.

Program Curriculum

First Semester (Fall)
- EDU 119 - Intro to Early Child Education Credit Hours: 4

Class Hours 4 | Credit Hours 4

Second Semester (Spring)
- EDU 131 - Child, Family, and Community Credit Hours: 3
- EDU 144 - Child Development I Credit Hours: 3

Class Hours 6 | Credit Hours 6

Third Semester (Fall)
- EDU 146 - Child Guidance Credit Hours: 3

Class Hours 3 | Credit Hours 3

Fourth Semester (Spring)
- EDU 145 - Child Development II Credit Hours: 3

Class Hours 3 | Credit Hours 3

Total Credit Hours 16

Electrical Systems Technology-CTE Pathway (C35130ES) CTE Certificate

Purpose
The Electrical Pathway is designed to provide students with entry-level competencies in DC/AC electricity, basic wiring I and the National Electrical Code.
Upon completion of the pathway, students will be awarded a Certificate in Electrical from RCC.

Program Curriculum

First Semester (Fall)
- ELC 112 - DC/AC Electricity Credit Hours: 5
- ELC 113 - Residential Wiring Credit Hours: 4

Class Hours 5 | Lab Hours 12 | Credit Hours 9

Second Semester (Spring)
- ELC 117 - Motors and Controls Credit Hours: 4

Class Hours 2 | Lab Hours 6 | Credit Hours 4

Total Credit Hours 13

Emergency Medical Science (C45340PW), CTE-Certificate

Purpose
The NC Career and College Promise Career and Technical Education (CTE) Pathways are designed for accelerated high school juniors and seniors who are ready to get a head start on career and technical courses that will lead to a job credential, certificate or diploma in a technical career.
The Emergency Medical Science Pathway prepares individuals to work under the supervision of licensed emergency medical care professionals in providing care to critical and emergent patients. Completers of this pathway are eligible to take state certification examinations.
*** Students must be 17 years of age before taking EMS 110.**

Program Curriculum

First Semester (Fall)
- EMS 110 - EMT Credit Hours: 9

Class Hours 6 | Lab Hours 6 | Clinical 3 | Credit Hours 9

Second Semester (Spring)

- BIO 163 - Basic Anatomy & Physiology Credit Hours: 5
- EMS 131 - Advanced Airway Management Credit Hours: 2

Class Hours 5 | Lab Hours 4 | Credit Hours 7

Total Credit Hours 16

Information Technology (C25590C) CTE Certificate

Purpose
This certificate program is designed to provide individuals with a basic understanding of Information Technology. Holders of this certificate would be able to provide basic troubleshooting for residential and small business computers.
Furthermore, this Career and Technical Education (CTE) Certificate provides high school students with an opportunity to take courses common to both the Information Technology Network Management and Support & Services tracks. Upon completion of this certificate, students will be able to enter either track without losing course credit or needing to take additional courses to complete the track.

Program Curriculum

First Semester (Fall)

- CTS 120 - Hardware/Software Support Credit Hours: 3
- NOS 110 - Operating Systems Concepts Credit Hours: 3

Class Hours 4 | Lab Hours 6 | Credit Hours 6

Second Semester (Spring)

- CTI 110 - IT Foundations Credit Hours: 3
- SEC 110 - Security Concepts Credit Hours: 3

Class Hours 4 | Lab Hours 4 | Credit Hours 6

Total Credit Hours 12

Mechatronics Engineering Technology (C40350PW) CTE Certificate

Purpose
The NC Career and College Promise and Technical Education (CTE) pathways are designed for accelerated High school juniors and seniors who are ready to get a head start on Career and Technical courses that will lead to a certificate.
Upon completion students will be awarded the Mechatronics Engineering Introduction Certificate and will have a fundamental understanding of the concepts used in the manufacturing industry.

Program Curriculum

First Semester (Fall)

- DFT 151 - CAD I Credit Hours: 3
- MEC 130 - Mechanisms Credit Hours: 3

Class Hours 4 | Lab Hours 5 | Credit Hours 6

Second Semester (Spring)

- ISC 112 - Industrial Safety Credit Hours: 2
- ELC 131 - Circuit Analysis I Credit Hours: 4
- ELC 131A - Circuit Analysis I Lab Credit Hours: 1

Class Hours 5 | Lab Hours 6 | Credit Hours 7

Total Credit Hours 13

Networking Pathway (C25590PW) CTE Certificate

Purpose
The NC Career and College Promise and Technical Education (CTE) pathways are designed for accelerated High school juniors and seniors who are ready to get a head start on Career and Technical courses that will lead to a certificate.
This certificate program is designed to provide individuals with a basic understanding of network management fundamentals. Holders of this certificate would be better able to provide basic networking management in small businesses as well as larger organizations.

Program Curriculum

1st Semester Spring

- NET 125 - Introduction to Networks Credit Hours: 3

2nd Semester Fall

- NET 126 - Switching and Routing Credit Hours: 3

3rd Semester Spring

- NET 225 - Enterprise Networking Credit Hours: 3
- SEC 110 - Security Concepts Credit Hours: 3

Total Credit Hours 12

Nurse Aide (C45840PW) CTE Certificate

Purpose

The NC Career and College Promise Career and Technical Education (CTE) Pathways are designed for accelerated high school juniors and seniors who are ready to get a head start on career and technical courses that will lead to a job credential, certificate or diploma in a technical career.
The Nurse Aide Pathway prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages. It also allows for coursework for competitive admission into health science programs.

Admissions Criteria

To be eligible for enrollment, you must meet the following criteria:

- Be a high school junior or senior;
- Be 161/2 years of age before taking NAS 101
- Be enrolled in a High School Career Cluster/Concentration that is aligned with the Nurse Aide diploma;
- Have a weighted GPA on 3.0 on high school course or approval of your high school principal or designee;
- Meet all program prerequisites.

If you meet these qualifications, submit your Career and College Promise application, official high school transcripts, and any applicable test scores (official, unopened original copies) to RCC. See your school counselor for more information.

If you have questions about the Nurse Aide pathway, please see the website for more information:

website: http://robeson.edu/na [opens in a new tab] or contact Terri Oxendine – Program Director Nurse Aide at 910.272.3317 or teoxendine@robeson.edu

Registration Process

Students will register for classes at RCC during a special registration period. Once the registration period begins, you will be registered on a first come, first-served basis. Please see your high school counselor for more information.

Articulated Courses

High School	Community College
HN 43 Nursing Fundamentals	NAS 101 (NC Nurse Aide 1 Registry required)
HU 10 Health Team Relations	

Class Locations

All courses are offered on the RCC campus. To find a specific course offering, search for sections online by selecting the "Course Schedules" [opens in a new window] option on the RCC website: www.robeson.edu [opens in a new tab]

Program Curriculum

First Semester (Fall)

- NAS 101 - Nurse Aide I Credit Hours: 6

Class Hours 3 | Lab Hours 4 | Clinical Hours 3 | Credit Hours 6

Second Semester (Spring)

- NAS 102 - Nurse Aide II Credit Hours: 6

Class Hours 3 | Lab Hours 2 | Clinical Hours 6 | Credit Hours 6
Total Credit Hours 12

Pathway
Career & College Promise (P1012C), AA

Purpose

The Career and College Promise (CCP) College Transfer Pathway leading to the Associate in Arts is designed for high school students who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major.

The courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college courses with Universal General Education Transfer Component course designation to transfer as a lower-level general education course equivalency at every public four year institution in North Carolina. Students must obtain a grade of "C" or better in each course.

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

Admissions Criteria

To be eligible for enrollment, you must meet the following criteria:

- Be a high school junior or senior;
- Have a weighted GPA of 3.0 on high school courses;
- Demonstrate college readiness in English, Reading, and Math on an assessment or placement test.
- Meet all program prerequisites.

If you meet these qualifications, submit your Career and College Promise application, official high school transcripts, and any applicable test scores (official, unopened original copies) to RCC. See your school counselor for more information.

Program Curriculum

First Semester (Fall)

- ACA 122 - College Transfer Success Credit Hours: 1
- ENG 111 - Writing and Inquiry Credit Hours: 3
- BIO 111 - General Biology I Credit Hours: 4

Class Hours 6 | Lab Hours 5 | Credit Hours 8

Second Semester (Spring)

- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- Social/Behavioral Science Elective Credit Hours: 3 (See choices below)
- MAT 143 - Quantitative Literacy Credit Hours: 3
  or MAT 152 Statistical Methods I Credit Hours:4
  or MAT 171 Precalculus Algebra Credit Hours: 4

Class Hours 8 or 9 | Lab Hours 2 | Credit Hours 9 or 10

Third Semester (Fall)

- Humanities/Fine Arts Elective Credit Hours: 3 (See choices below)
- Humanities/Fine Arts Elective Credit Hours: 3 (See choices below)
- Social/Behavioral Science Elective Credit Hours: 3 (See choices below)

Class Hours 9 | Lab Hours 0 | Credit Hours 9

Fourth Semester (Spring)

- Humanities/Fine Arts Elective Credit Hours: 3 (See choices below)
- Social/Behavioral Science Elective Credit Hours: 3 (See choices below)

Class Hours 6 | Lab Hours 0 | Credit Hours 6

*OPTIONAL GENERAL EDUCATION HOURS (0 - 8 SHC)

A student may satisfy up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Total Credit Hours 32-41*

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

Humanities/Fine Arts/Communications Choices

Select three courses from the following from at least two different disciplines:

- ART 111 - Art Appreciation Credit Hours: 3
- COM 231 - Public Speaking Credit Hours: 3
- ENG 231 - American Literature I Credit Hours: 3
- ENG 232 - American Literature II Credit Hours: 3
- ENG 241 - British Literature I Credit Hours: 3
- ENG 242 - British Literature II Credit Hours: 3
- MUS 110 - Music Appreciation Credit Hours: 3
- MUS 112 - Introduction to Jazz Credit Hours: 3
- PHI 215 - Philosophical Issues Credit Hours: 3
- PHI 240 - Introduction to Ethics Credit Hours: 3

Social/Behavioral Sciences Choices

Select three courses from the following from at least two different disciplines:

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

NOTE:
High school students in the CCP College Transfer Pathway Leading to the Associate in Arts must complete the entire pathway before taking additional courses in the Associate in Arts degree, except for mathematics courses in the Associate in Arts.

Career & College Promise (P1042C), AS

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

Admissions Criteria
To be eligible for enrollment, you must meet the following criteria:

- Be a high school junior or senior;
- Have a weighted GPA of 3.0 on high school courses;
- Demonstrate college readiness in English, Reading, and Math on an assessment or placement test.
- Meet all program prerequisites.

If you meet these qualifications, submit your Career and College Promise application, official high school transcripts, and any applicable test scores (official, unopened original copies) to RCC. See your school counselor for more information.

Program Curriculum

First Semester (Fall)

- ENG 111 - Writing and Inquiry Credit Hours: 3
- MAT 171 - Precalculus Algebra Credit Hours: 4
- Social/ Behavioral Science - Elective Credit Hours: 3

Class Hours 9 | Lab Hours 2 | Credit Hours 10

Second Semester (Spring)

- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- MAT 172 - Precalculus Trigonometry Credit Hours: 4
- Social/ Behavioral Science - Elective Credit Hours: 3

Class Hours 9 | Lab Hours 2 | Credit Hours 10

Third Semester (Fall)

- Humanities/ Fine Arts - Elective Credit Hours: 3
- Natural Sciences - Elective Credit Hours: 4

Class Hours 6 | Lab Hours 2 or 3 | Credit Hours 7

Fourth Semester (Spring)

- ACA 122 - College Transfer Success Credit Hours: 1
- Humanities/ Fine Arts - Elective Credit Hours: 3
- Natural Sciences - Elective Credit Hours: 4

Class Hours 6 | Lab Hours 4 or 5 | Credit Hours 7

*OPTIONAL GENERAL EDUCATION HOURS (0 - 8 SHC)

A student may satisfy up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.
Total Credit Hours 35 - 43*

Additional Curriculum Notes

Humanities/Fine Arts/Communication Elective Choices
Must choose from two different subjects.

- ART 111 - Art Appreciation Credit Hours: 3
- COM 231 - Public Speaking Credit Hours: 3
- ENG 231 - American Literature I Credit Hours: 3
- ENG 232 - American Literature II Credit Hours: 3
- ENG 241 - British Literature I Credit Hours: 3
- ENG 242 - British Literature II Credit Hours: 3
- MUS 110 - Music Appreciation Credit Hours: 3
- MUS 112 - Introduction to Jazz Credit Hours: 3
- PHI 215 - Philosophical Issues Credit Hours: 3
- PHI 240 - Introduction to Ethics Credit Hours: 3

Social/Behavioral Science Elective Choices

Must choose from two different subjects.

- ECO 251 - Prin of Microeconomics Credit Hours: 3
- ECO 252 - Prin of Macroeconomics Credit Hours: 3
- HIS 111 - World Civilizations I Credit Hours: 3

- HIS 112 - World Civilizations II Credit Hours: 3
- HIS 131 - American History I Credit Hours: 3
- HIS 132 - American History II Credit Hours: 3
- POL 120 - American Government Credit Hours: 3
- PSY 150 - General Psychology Credit Hours: 3
- SOC 210 - Introduction to Sociology Credit Hours: 3

Natural Sciences Elective Choices

Select 8 hours from the following courses:

- AST 151 - General Astronomy I Credit Hours: 3
  and AST 151A General Astronomy I Lab Credit Hours: 1
- BIO 111 - General Biology I Credit Hours: 4
  and BIO 112 General Biology II Credit Hours: 4
- CHM 151 - General Chemistry I Credit Hours: 4
  and CHM 152 General Chemistry II Credit Hours: 4
- PHY 110 - Conceptual Physics Credit Hours: 3
  and PHY 110A Conceptual Physics Lab Credit Hours: 1
- PHY 151 - College Physics I Credit Hours: 4
  and PHY 152 College Physics II Credit Hours: 4

NOTE:
High school students in the CCP College Transfer Pathway Leading to the Associate in Science must complete the entire pathway before taking additional courses in the Associate in Science degree, except for mathematics courses in the Associate in Science.

Career & College Promise Associate Degree Nursing (ADN) Pathway (P1032C), Pathway

Purpose
The Career and College Promise (CCP) ADN Pathway is designed for high school juniors and seniors who wish to begin their educational studies toward the Associate in Nursing degree and a Baccalaureate degree in Nursing. The Pathway is based on Block 1 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse to Bachelor of Science in Nursing programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015.
A student who completes an Associate in Applied Science (AAS) in Nursing, which includes the courses listed below, with a GPA of at least 2.0 and a grade of C or better and completes the courses in Blocks 2-3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse to Bachelor of Science in Nursing programs and the North Carolina Community College Associate Degree Nursing Programs with a GPA of at least 2.0 and a grade of C or better, and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice.

Admissions Criteria
To be eligible for enrollment, you must meet the following criteria:

- Be a high school junior or senior;
- Have a weighted GPA of 3.0 on high school courses;
- Demonstrate college readiness in English, Reading, and Math on an assessment or placement test.
- Meet all program prerequisites.

If you meet these qualifications, submit your Career and College Promise application, official high school transcripts, and any applicable test scores (official, unopened original copies) to RCC. See your school counselor for more information.

Program Curriculum

First Semester (Fall)

- ENG 111 - Writing and Inquiry Credit Hours: 3
- PSY 150 - General Psychology Credit Hours: 3

Class Hours 6 | Lab Hours 0 | Credit Hours 6

Second Semester (Spring)

- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- PSY 241 - Developmental Psychology Credit Hours: 3

Class Hours 6 | Lab Hours 0 | Credit Hours 6

Third Semester (Fall)

- ACA 122 - College Transfer Success Credit Hours: 1
- BIO 168 - Anatomy and Physiology I Credit Hours: 4

Class Hours 3| Lab Hours 5 | Credit Hours 5

Fourth Semester (Spring)

- BIO 169 - Anatomy and Physiology II Credit Hours: 4
- PHI 240 - Introduction to Ethics Credit Hours: 3

Class Hours 6 | Lab Hours 3 | Credit Hours 7
Total Credit Hours 24

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

Career & College Promise Teacher Prep (P1012T), AATP

Purpose
The CCP College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation is designed for high school students who wish to begin study toward the Associate in Arts in Teacher Preparation degree and a baccalaureate degree in teaching in a non-STEM major.

Program Curriculum
First Semester (Fall)

- ENG 111 - Writing and Inquiry Credit Hours: 3
- EDU 187 - Teaching and Learning for All Credit Hours: 4
- Hum/Fine Arts/ Communication - Elective Credit Hours: 3
- Natural Science - Elective Credit Hours: 4

Class Hours 12 | Lab Hours 5 or 6 | Credit Hours 14

Second Semester (Spring)

- EDU 216 - Foundations of Education Credit Hours: 3
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- Hum/Fine Arts/ Communication - Elective Credit Hours: 3
- Social/ Behavioral Science - Elective Credit Hours: 3

Class Hours 12 | Lab Hours 0 | Credit Hours 12

Third Semester (Fall)

- ACA 122 - College Transfer Success Credit Hours: 1
- Math > - Elective Credit Hours: 3 or 4
- SOC 225 - Social Diversity Credit Hours: 3

Class Hours 5 or 6 | Lab Hours 4 | Credit Hours 7 or 8

Fourth Semester (Spring)

- Hum/Fine Arts/ Communication - Elective Credit Hours: 3
- Social/ Behavioral Science - Elective Credit Hours: 3

Class Hours 6 | Lab Hours 0 | Credit Hours 6

*OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)
A student may satisfy up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Total Credit Hours 39-48*

***Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.**

The Math Elective Choices are:

- MAT 143 - Quantitative Literacy Credit Hours: 3
- MAT 152 - Statistical Methods I Credit Hours: 4
- MAT 171 - Precalculus Algebra Credit Hours: 4

The natural Science Elective choices are:

- AST 151 - General Astronomy I Credit Hours: 3 and AST 151A - General Astronomy I Lab Credit Hours: 1
- BIO 111 - General Biology I Credit Hours: 4
- CHM 151 - General Chemistry I Credit Hours: 4
- PHY 110 - Conceptual Physics Credit Hours: 3 and PHY 110A - Conceptual Physics Lab Credit Hours: 1

Humanities/Fine Arts/Communication Elective

- ART 111 - Art Appreciation Credit Hours: 3
- COM 231 - Public Speaking Credit Hours: 3
- ENG 231 - American Literature I Credit Hours: 3
- ENG 232 - American Literature II Credit Hours: 3
- ENG 241 - British Literature I Credit Hours: 3
- ENG 242 - British Literature II Credit Hours: 3
- MUS 110 - Music Appreciation Credit Hours: 3
- MUS 112 - Introduction to Jazz Credit Hours: 3
- PHI 215 - Philosophical Issues Credit Hours: 3
- PHI 240 - Introduction to Ethics Credit Hours: 3

Social/Behavioral Science Electives

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

NOTE:

Additional Curriculum Notes
High school students in the CCP College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation must complete the entire pathway before taking additional courses in the Associate in Arts degree in Teacher Preparation except for mathematics courses mathematics courses in the Associate in Arts in Teacher Preparation.

Career & College Promise Teacher Prep (P1042T), ASTP

Purpose
The CCP College Transfer Pathway Leading to the Associate in Science in Teacher Preparation is designed for high school students who wish to begin study toward the Associate in Science in Teacher Preparation degree and a baccalaureate degree in teaching in a STEM or technical major.

Program Curriculum

First Semester (Fall)

- EDU 187 - Teaching and Learning for All Credit Hours: 4
- ENG 111 - Writing and Inquiry Credit Hours: 3
- MAT 171 - Precalculus Algebra Credit Hours: 4

Class Hours 9 | Lab Hours 5 | Credit Hours 11

Second Semester (Spring)

- EDU 216 - Foundations of Education Credit Hours: 3
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- MAT 172 - Precalculus Trigonometry Credit Hours: 4

Class Hours 9 | Lab Hours 2 | Credit Hours 10

Third Semester (Fall)

- ACA 122 - College Transfer Success Credit Hours: 1
- Hum/Fine Arts/ Communication - Elective Credit Hours: 3
- Natural Science - Elective Credit Hours: 4
- SOC 225 - Social Diversity Credit Hours: 3

Class Hours 9 | Lab Hours 4 or 5 | Credit Hours 11

Fourth Semester (Spring)

- Hum/Fine Arts/ Communication - Elective Credit Hours: 3
- Natural Science - Elective Credit Hours: 4
- Social/ Behavioral Science - Elective Credit Hours: 3

Class Hours 9 | Lab Hours 2 or 3 | Credit Hours 10

*OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)
A student may satisfy up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Total Credit Hours 42 - 50*

Additional Curriculum Notes

***Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.**

The Natural Science Elective choices are:

- AST 151 - General Astronomy I Credit Hours: 3 and AST 151A - General Astronomy I Lab Credit Hours: 1 and PHY 110 - Conceptual Physics Credit Hours: 3 and PHY 110A - Conceptual Physics Lab Credit Hours: 1
- BIO 111 - General Biology I Credit Hours: 4 and BIO 112 - General Biology II Credit Hours: 4
- CHM 151 - General Chemistry I Credit Hours: 4 and CHM 152 - General Chemistry II Credit Hours: 4
- PHY 151 - College Physics I Credit Hours: 4 and PHY 152 - College Physics II Credit Hours: 4

Humanities/Fine Arts/Communication Elective

- ART 111 - Art Appreciation Credit Hours: 3
- COM 231 - Public Speaking Credit Hours: 3
- ENG 231 - American Literature I Credit Hours: 3
- ENG 232 - American Literature II Credit Hours: 3
- ENG 241 - British Literature I Credit Hours: 3
- ENG 242 - British Literature II Credit Hours: 3
- MUS 110 - Music Appreciation Credit Hours: 3
- MUS 112 - Introduction to Jazz Credit Hours: 3
- PHI 215 - Philosophical Issues Credit Hours: 3
- PHI 240 - Introduction to Ethics Credit Hours: 3

Social/Behavioral Science Electives

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

NOTE:
High school students in the CCP College Transfer Pathway Leading to the Associate in Science in Teacher Preparation must complete the entire pathway before taking additional courses in the Associate in Science in Teacher Preparation degree with the exception of mathematics courses in the Associate in Science in Teacher Preparation.

Prerequisites and Corequisites
Some courses have state prerequisites, corequisites and/or local prerequisites. These requirements, which were established to ensure student success, are identified under Course Descriptions. Students may not enroll in a course for which they do not meet the prerequisites by the time the course begins. A corequisite means that two courses must be taken at the same time. Under rare circumstances, when a student has limited options, a petition for local prerequisite waiver may be made to the program director of the instructional division offering the course. State prerequisites cannot be waived. Waiver of a local prerequisite does not exempt a student from completing the course. Students may be administratively dropped from any course for which they have not met the prerequisite.

Course Descriptions

Course Prefix A course prefix is the three letter code associated with the course subject.

Course Numbers Course numbers appear after the course prefix. Courses numbered with a zero (0) as the first digit are precollege (developmental) and cannot be applied toward a degree, diploma or certificate.

Course Title A course title is the name of the course.

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

Course Credits Course credits are provided after the course hours.

Prerequisites and Corequisites Prerequisites and Corequisites [opens in a new tab]

Course Descriptions A course description a short, succinct statement that informs a student about the subject matter content and transferability.

Pre-College (Developmental Studies) Course Descriptions Click on the following link for information about Developmental Course Descriptions

Academic Related

ACA 111 - College Student Success
Class Hours 1
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

ACA 122 - College Transfer Success
CIS Course ID: S25621
Class Hours 0
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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 policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to

transition successfully to senior institutions.
College Transfer: This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

Accounting

ACC 111 - Financial Accounting
CIS Course ID: S12911
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces the basic framework of accounting. Emphasis is placed on the accounting cycle and financial statement preparation and analysis. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.
College Transfer: N/A

ACC 120 - Prin of Financial Accounting
CIS Course ID: S20278
Class Hours 3
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces business decision-making using 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.
College Transfer: This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ACC 121 - Prin of Managerial Accounting
Class Hours 3
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take ACC 120
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for externam 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.
College Transfer: This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ACC 131 - Federal Income Taxes
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the uses of technology for the preparation of individual and business tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.
College Transfer: N/A

ACC 140 - Payroll Accounting
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: Take ACC-115 or ACC 120
Minimum State Corequisites: None
Local Prerequisites: None
Local 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 account entries using appropriate technology.
College Transfer: N/A

ACC 149 - Intro to Acc Spreadsheets
CIS Course ID: S24973
Class Hours 1
Lab Hours 3
Credit Hours 2
Minimum State Prerequisites: Take One: ACC 115 or ACC 120
Minimum State Corequisites: None
Local Prerequisites: Take: CTS 130
Local Corequisites: None
This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.
College Transfer: N/A

ACC 150 - Accounting Software Applications
CIS Course ID: S24974
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: Take One: ACC-115 or ACC 120
Minimum State Corequisites: None
Local Prerequisites: None
Local 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 accurately solve accounting problems.
College Transfer: N/A

ACC 152 - Advanced Software Applications
CIS Course ID: S24976
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: Take ACC 150
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides continued exposure to commercial accounting software and the opportunity to refine accounting software skills. Emphasis is placed on advanced applications of software packages. Upon completion, students should be able to use commercial software to complete complex accounting tasks.
College Transfer: N/A

ACC 175 - Hotel and Restaurant Acct
CIS Course ID: S11585
Class Hours 3
Lab Hours 2
Credit Hours 4
Minimum State Prerequisites: None
Local Prerequisites: None
This course covers generally accepted accounting principles and the uniform system of accounts for small hotels and motels of the American Hotel and Motel Association. Emphasis is placed on the accounting cycle, analysis of financial statements, and payroll procedures including treatment of tips. Upon completion, students should be able to demonstrate competence in the accounting principles and procedures used in hotels and restaurants.
College Transfer: N/A

ACC 180 - Practices in Bookkeeping
CIS Course ID: S20288
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take ACC 120
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on Mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small business.
College Transfer: N/A

ACC 220 - Intermediate Accounting
CIS Course ID: S20836
Class Hours 3
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take ACC 120
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual

framework underlying financial accounting, including the application of financial standards.
College Transfer: N/A

Air Conditioning, Heating, and Refrigeration

AHR 110 - Intro to Refrigeration
Class Hours 2
Lab Hours 6
Clinical Hours 0
Work Experience 0
Credit Hours 5
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

AHR 111 - HVACR Electricity
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

AHR 112 - Heating Technology
Class Hours 2
Lab Hours 4
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

AHR 113 - Comfort Cooling
Class Hours 2
Lab Hours 4
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

AHR 114 - Heat Pump Technology
Class Hours 2
Lab Hours 4
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take One: AHR 110 or AHR 113
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

AHR 115 - Refrigeration Systems
CIS Course ID: S14137
Class Hours 1
Lab Hours 3
Credit Hours 2
Minimum State Prerequisites: AHR 110
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.
College Transfer: N/A

AHR 120 - HVACR Maintenance
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

AHR 130 - HVAC Controls
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take One: AHR 111 or ELC-111
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

AHR 133 - HVAC Servicing
Class Hours 2
Lab Hours 6
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: Take One: AHR 112 or AHR 113
Local Prerequisites: None
Local Corequisites: None
The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.
College Transfer: N/A

AHR 140 - All-Weather Systems
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: Take One: AHR 112 or AHR 113
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures.
College Transfer: N/A

AHR 151 - HVAC Duct Systems I
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

AHR 152 - HVAC Duct Systems II
CIS Course ID: S14296
Class Hours 1
Lab Hours 3
Credit Hours 2
Minimum State Prerequisites: Take: AHR 151
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

AHR 160 - Refrigerant Certification
CIS Course ID: S12778
Class Hours 1
Credit Hours 1
Minimum State Prerequisites: 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.
College Transfer: N/A

AHR 180 - HVACR Customer Relations
CIS Course ID: S12067
Class Hours 1
Credit Hours 1
Minimum State Prerequisites: 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.
College Transfer: N/A

AHR 211 - Residential System Design
CIS Course ID: S23445
Class Hours 2
Lab Hours 2
Credit Hours 3
Minimum State Prerequisites: None
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychrometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.
College Transfer: N/A

AHR 212 - Advanced Comfort Systems
CIS Course ID: S23446
Class Hours 2
Lab Hours 6
Credit Hours 4
Minimum State Prerequisites: AHR 114
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.
College Transfer: N/A

AHR 213 - HVACR Building Code
CIS Course ID: S23447
Class Hours 1
Lab Hours 2
Credit Hours 2
Minimum State Prerequisites: 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.
College Transfer: N/A

AHR 250 - HVAC System Diagnostics
CIS Course ID: S24958
Class Hours 0
Lab Hours 4
Credit Hours 2
Minimum State Prerequisites: AHR 133
This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications.
College Transfer: N/A

Art

ART 111 - Art Appreciation
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: This course has been approved for

transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

Astronomy

AST 151 - General Astronomy I
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097 or ENG 002, or ENG 025, or ENG 111
Local Corequisites: Take AST 151A
This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

AST 151A - General Astronomy I Lab
Class Hours 0
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: Take AST 151
Local Prerequisites: None
Local Corequisites: None
The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

Automation & Robotics

ATR 112 - Intro to Automation
CIS Course ID: S23467
Class Hours 2
Lab Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Local Prerequisites: None
This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.
College Transfer: N/A

ATR 218 - Work Cell Integration
CIS Course ID: S23470
Class Hours 2
Lab Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces high technology systems which are currently being used in new automated manufacturing facilities. Topics include integration of robots and work cell components, switches, proxes, vision and photoelectric sensors, with the automated control and data gathering systems. Upon completion, students should be able to install, program, and troubleshoot an automated manufacturing cell and its associated data communications systems.
College Transfer: N/A

ATR 280 - Robotic Fundamentals
Class Hours 3
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take All: ELC 117 and ELC 128
Local Corequisites: None
This course covers application, programming, and maintenance fundamentals for robotic devices. Emphasis is placed on terminology, problem solving, robotic systems controls, and hands-on projects. Upon completion, students should be able to apply basic concepts in application, programming, and robotic control systems.
College Transfer: N/A

ATR 282 - Robotics and CIM
CIS Course ID: S23473
Class Hours 3
Lab Hours 2
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers robotics and computer integrated manufacturing (CIM). Topics include application, programming, and maintenance of robotic devices and the relationship between robotics and CIM. Upon completion, students should be able to safely program, operate, maintain robots and understand the relationship between robotics and CIM.
College Transfer: N/A

Baking and Pastry Arts

BPA 150 - Artisan and Specialty Breads
Class Hours 1
Lab Hours 6
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take All: CUL 110 and CUL 160
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides an advanced study in the art and craft of bread making. Topics include pertinent formulas and techniques associated with naturally leavened loaves, hearth breads, focaccia, flat breads, and other breads utilizing a variety of grains. Upon completion, students should be able to prepare artisan and specialty breads that meet or exceed the expectations of restaurant and retail publics.
College Transfer: N/A

BPA 210 - Cake Design & Decorating
Class Hours 1
Lab Hours 4
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take All: CUL 110 and CUL 160
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers advanced concepts in the design and decoration of wedding cakes and other specialty cakes. Topics include baking, filling, and assembling cakes; cake design; finishing techniques utilizing gum paste, fondant, and royal icing; and advanced piping skills. Upon completion, students should be able to design, create, finish and evaluate the quality of wedding and specialty cakes.
College Transfer: N/A

BPA 250 - Dessert/Bread Production
Class Hours 1
Lab Hours 8
Clinical Hours 0
Work Experience 0
Credit Hours 5
Minimum State Prerequisites: Take BPA 150
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to merge artistry and innovation with the practical baking and pastry techniques utilized in a production setting. Emphasis is placed on quantity bread and roll-in dough production, plated and platter presentations, seasonal/theme product utilization and cost effectiveness. Upon completion, students should be able to plan, prepare and evaluate breads and desserts within a commercial environment and determine production costs and selling prices.
College Transfer: N/A

BPA 260 - Pastry & Baking Marketing
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take All: BPA 150 and BPA 210
Minimum State Corequisites: Take BPA 250
Local Prerequisites: None
Local Corequisites: None
This course is designed to cover the marketing concepts and merchandising trends utilized in bakery and pastry operations. Emphasis is placed on menu planning, pricing products/strategies, resale and wholesale distribution methods, legal implications, and advertising techniques. Upon completion, students should be able to create a marketing plan that will serve as a basis for a capstone experience.
College Transfer: N/A

Biology

BIO 111 - General Biology I
Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG

025, or ENG 110, or ENG 111
Local Corequisites: None
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

BIO 112 - General Biology II
Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take BIO 111
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.
This is a Universal General Education Transfer Component (UGETC) course.

BIO 120 - Introductory Botany
Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take One: Bio-110 or BIO 111
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the CAA as a general education course in Natural Science.

BIO 130 - Introductory Zoology
Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take One: BIO-110 or BIO 111
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

BIO 163 - Basic Anatomy & Physiology
Class Hours 4
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 5
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 110, or ENG 111
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

BIO 168 - Anatomy and Physiology I

Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 110, or ENG 111
Local 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, nervous, special senses, and endocrine systems. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.
College Transfer: This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

BIO 169 - Anatomy and Physiology II
CIS Course ID: S11629
Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take BIO 168
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

BIO 275 - Microbiology
Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take One: BIO-110, BIO 111, BIO 163, BIO-165, or BIO 168
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

Blueprint Reading

BPR 111 - Print Reading
Class Hours 1
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

BPR 115 - ELC/Fluid Power Diagrams
Class Hours 1
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers sketching of detail and assembly drawings and reading of hydraulic, pneumatic, electrical, mechanical, and piping schematics. Emphasis is placed on interpretation and communication skills utilizing sketches, symbols, diagrams, and other related topics. Upon completion, students should be able to read, demonstrate an understanding of, and draw sketches and schematics commonly used in industry.
College Transfer: N/A

BPR 130 - Print Reading/Construction
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

Business

BUS 110 - Introduction to Business
CIS Course ID: S24149
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
Competencies
Student Learning Outcomes
1. Identify various forms of business organizations.
2. Define business vocabulary.
3. Describe the basics of business ethics.
4. Explain basic management principles.

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

BUS 115 - Business Law I
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 110, or ENG 111
Local Corequisites: None
This course introduces the ethics and legal framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are explained. Upon completion, students should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.
Competencies - Student Learning Outcomes
1. Identify the elements of a contract
2. Describe the structure of the U.S. court system
3. Identify laws, conditions and regulations in national and international work environments.

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

BUS 125 - Personal Finance
CIS Course ID: S14300
Class Hours 3
Lab Hours 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.
College Transfer: N/A

BUS 137 - Principles of Management
CIS Course ID: S24151
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
Competencies - Student Learning Outcomes
1. Explain strategic management in business operations

2. Define management, quality management, and project management
3. Identify relevant issues in human resource management

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

BUS 153 - Human Resource Management
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and rsolve human resource concerns.
College Transfer: N/A

BUS 160 - Data Analysis/Decision-Making
CIS Course ID: S26166
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides the essential skills and knowledge to effectively analyze, evaluate, and make sound decisions based on evidence. Emphasis is placed on asking the right questions, data collection, preparation, visualization, analysis of uncertainty and risk, making inferences and predictions, and the decision-making process. Upon completion, students should be able to use decision modeling techniques to extract meaningful insights from vast amounts of information and make informed decisions.

BUS 230 - Small Business Management
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: BUS 110
Local 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.
College Transfer: N/A

BUS 270 - Professional Development
CIS Course ID: S11540
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.
College Transfer: N/A

Chemistry

Chemistry > - Elective
Credit Hours 4
The Chemistry Elective choices can be found in Additional Curriculum Notes.

CHM 090 - Chemistry Concepts
Class Hours 4
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: (Take All: DMA-010, DMA-020, DMA-030) or MAT 003 or MAT 025 or MAT 035.
Local Corequisites: None
This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science

courses.
College Transfer: N/A

CHM 131 - Introduction to Chemistry
CIS Course ID: S12692
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites:
High school Chemistry less than 5yrs old with a grade of "B" or higher (Non-course credit for CHM-090)
Take 2 groups:
Group #1 MAT 171 or CHM 090
Group #2 *(DRE-097, or* ENG 002*, or ENG 110, or ENG 111) (DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050* or MAT 003)
Local Corequisites: Take: CHM 131A
This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields
College Transfer: This course has been approved for transfer under the CAA as a general education course in Natural Science.
This course has been approved for transfer under the ICAA as a general education course in Natural Science.

CHM 131A - Intro to Chemistry Lab
CIS Course ID: S12403
Class Hours 0
Lab Hours 3
Credit Hours 1
Minimum State Corequisites: Take 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Natural Science.
This course has been approved for transfer under the ICAA as a general education course in Natural Science.

CHM 151 - General Chemistry I
Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites:
High school Chemistry less than 5yrs old with a grade of "B" or higher (Non-course credit for CHM-090)
Take 2 groups:
Group #1 MAT 171 or CHM 090
Group #2 *(DRE-097, or* ENG 002*, or ENG 110, or ENG 111) (DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050* or MAT 003)
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

CHM 152 - General Chemistry II
Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take CHM 151
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

Criminal Justice

CJC 110 - Basic Law Enforcement BLET

CIS Course ID: S25329
Class Hours 10
Lab Hours 30
Credit Hours 20
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination.
College Transfer: N/A

CJC 111 - Intro to Criminal Justice
CIS Course ID: S10631
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

CJC 112 - Criminology
CIS Course ID: S10598
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

CJC 113 - Juvenile Justice
CIS Course ID: S10602
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.
This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

CJC 120 - Interviews/Interrogations
CIS Course ID: S11674
Class Hours 1
Lab Hours 2
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.
College Transfer: N/A

CJC 121 - Law Enforcement Operations
CIS Course ID: S11746
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None

Local 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.
College Transfer: This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

CJC 131 - Criminal Law
CIS Course ID: S11110
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

CJC 132 - Court Procedure & Evidence
CIS Course ID: S11046
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

CJC 141 - Corrections
CIS Course ID: S12643
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

CJC 161 - Intro to Homeland Security
CIS Course ID: S22941
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces the historical, organizational and practical aspects of Homeland Security. Topics include a historic overview, definitions and concepts, organizational structure, communications, technology, mitigation, prevention and preparedness, response and recovery, and the future of Homeland Security. Upon completion, students should be able to explain essential characteristics of terrorism and Homeland Security, and define roles, functions and interdependency between agencies.
College Transfer: Students are encouraged to contact their selected four-year senior institution to determine course eligibility for transfer.

CJC 163 - Trans and Border Security
CIS Course ID: S22943
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None

Local Corequisites: None
This course provides an in-depth view of modern border and transportation security including the technologies used for detecting potential threats from terrorists and weapons. Topics include an overview of security challenges, detection devices and equipment, transportation systems, facilities, threats and counter-measures, and security procedures, policies and agencies. Upon completion, students should be able to describe border security, the technologies used to enforce it, and the considerations and strategies of border security agencies.
College Transfer: Students are encouraged to contact their selected four-year senior institution to determine course eligibility for transfer.

CJC 170 - Critical Incident Management Public Safety
CIS Course ID: S20591
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: Students are encouraged to contact their selected four-year senior institution to determine course eligibility for transfer.

CJC 212 - Ethics & Comm Relations
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer:
This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.
This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

CJC 214 - Victimology
CIS Course ID: S10951
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.
College Transfer: N/A

CJC 215 - Organization & Administration
CIS Course ID: S11008
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.
College Transfer: Students are encouraged to contact their selected four-year senior institution to determine course eligibility for transfer.

CJC 221 - Investigative Principles
CIS Course ID: S12498
Class Hours 3
Lab Hours 2

Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

CJC 225 - Crisis Intervention
CIS Course ID: S12466
Class Hours 3
Lab Hours 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.
College Transfer: N/A

CJC 231 - Constitutional Law
CIS Course ID: S10090
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

CJC 232 - Civil Liability
CIS Course ID: S10037
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

CJC 233 - Correctional Law
CIS Course ID: S10073
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.
College Transfer: N/A

CJC 240 - Law Enforcement Mnagement & Supervision
CIS Course ID: S25334
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides a study of the best known methods and practices of police leadership and management. Topics include the role of the manager in law enforcement, communications, time-management in law enforcement, managing

problems, training and law enforcement productivity. Upon completion, students should be able to identify and discuss methods and practices capable of moving law enforcement agencies forward into the twenty-first century.
College Transfer: Students are encouraged to contact their selected four-year senior institution to determine course eligibility for transfer.

Communication

COM 231 - Public Speaking
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: ENG 110 or ENG 111
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Communication.
This course has been approved for transfer under the ICAA as a general education course in Communication.
This is a Universal General Education Transfer Component (UGETC) course.

Computer Information Technology

CTS 115 - Info Sys Business Concepts
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 110, or ENG 111
Local Corequisites: None
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems.
College Transfer: This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

CTS 120 - Hardware/Software Support
CIS Course ID: S23679
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

CTS 130 - Spreadsheet
CIS Course ID: S24366
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take: CIS 110
Local 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.
College Transfer: N/A

CTS 155 - Tech Support Functions
Class Hours 2
Lab Hours 2
Clinical Hours 0

Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.
College Transfer: N/A

CTS 220 - Adv Hard/Software Support
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take CTS 120
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.
College Transfer: N/A

CTS 289 - System Support Project
CIS Course ID: S24375
Class Hours 1
Lab Hours 4
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take All: CTI 110, CTI 120, and CTS 115
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

Computer Science

CSC 113 - Artificial Intelligence Fundamentals
CIS Course ID: S26510
Class Hours 2
Lab Hours 2
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides a survey of artificial intelligence and machine learning. Topics include the history, development, and current applications of artificial intelligence and machine learning. Upon completion, students should be able to demonstrate general artificial intelligence and machine learning concepts.

CSC 114 - Artificial Intelligence I
CIS Course ID: S25540
Class Hours 2
Lab Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers the study of intelligent agent design and rational decision making. Topics include goal-driven agents, search techniques, optimization, basic problem-solving methods, logic, knowledge-based agents, statistical and probabilistic reasoning, and the basics of machine learning. Upon completion, students should be able to demonstrate artificial intelligence design concepts.

CSC 128 - ChatBot Programming I
CIS Course ID: S25562
Class Hours 2
Lab Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers chatbot development using industry standard programming tools. Topics include conversational interfaces, agents, natural language processing, and artificial intelligence. Upon completion, students should be able to demonstrate entry-level chatbot development skills.

CSC 134 - C++ Programming
CIS Course ID: S21066
Class Hours 2
Lab Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Local Prerequisites: None
This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on

event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level.
College Transfer: This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.
This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

CSC 214 - Artificial Intelligence II
CIS Course ID: S25566
Class Hours 2
Lab Hours 3
Credit Hours 3
Minimum State Prerequisites: Take CSC 114
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers techniques for planning, learning, and decision making under uncertainty and in multi-agent environments. Topics include the design of intelligent agents to solve real-world problems including, search, machine learning, and logic. Upon completion, students should be able to demonstrate advanced artificial intelligence design concepts.

CSC 234 - Advanced C++ Programming
CIS Course ID: S21079
Class Hours 2
Lab Hours 3
Credit Hours 3
Minimum State Prerequisites: Take CSC 134
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

Computer Tech Integration

CTI 110 - IT Foundations
CIS Course ID: S26503
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites:
Local Corequisites:
This course provides an introduction to technology concepts and current trends in IT. Topics include foundational concepts across various IT domains such as, but not limited to, artificial intelligence, database fundamentals, programming principles, and web development. Upon completion, students should be able to demonstrate knowledge in core IT areas and apply skills critical for their academic and professional success.
College Transfer: N/A

CTI 120 - Network & Sec Foundations
CIS Course ID: S26504
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites:
Local Corequisites:
This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.
College Transfer: N/A

CTI 140 - Virtualization Concepts
Class Hours 1
Lab Hours 4
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines.
College Transfer: N/A

Cosmetology

COS 111 - Cosmetology Concepts I
Class Hours 4
Lab Hours 0
Clinical Hours 0
Work Experience 0

Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: Take COS 112
Local Prerequisites: None
Local Corequisites: None
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.
College Transfer: N/A

COS 112 - Salon I
Class Hours 0
Lab Hours 24
Clinical Hours 0
Work Experience 0
Credit Hours 8
Minimum State Prerequisites: None
Minimum State Corequisites: Take COS 111
Local Prerequisites: None
Local Corequisites: None
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.
College Transfer: N/A

COS 113 - Cosmetology Concepts II
CIS Course ID: S24683
Class Hours 4
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take All: COS 111 and COS 112
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

COS 114 - Salon II
CIS Course ID: S24639
Class Hours 0
Lab Hours 24
Clinical Hours 0
Work Experience 0
Credit Hours 8
Minimum State Prerequisites: Take All: COS 111 and COS 112
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: Take 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.
College Transfer: N/A

COS 115 - Cosmetology Concepts III
CIS Course ID: S24640
Class Hours 4
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take All: COS 111 and COS 112
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: Take 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.
College Transfer: N/A

COS 116 - Salon III
CIS Course ID: S24641
Class Hours 0
Lab Hours 12
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take All: COS 111 and COS 112
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: Take 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.
College Transfer: N/A

COS 117 - Cosmetology Concepts IV
Class Hours 2
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: Take All: COS 111 and COS 112
Minimum State Corequisites: None
Local Prerequisites: Take All: COS 113 and COS 115
Local Corequisites: Take 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.
College Transfer: N/A

COS 118 - Salon IV
Class Hours 0
Lab Hours 21
Clinical Hours 0
Work Experience 0
Credit Hours 7
Minimum State Prerequisites: Take All: COS 111 and COS 112
Minimum State Corequisites: None
Local Prerequisites: Take All: COS 114 and COS 116
Local Corequisites: Take 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.
College Transfer: N/A

COS 127 - Natural Hair Care I
CIS Course ID: S25647
Class Hours 4
Lab Hours 6
Credit Hours 6
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers techniques of Natural Hair Care. Topics include disinfection, shampooing, blow-drying, anatomy, disorders of the hair and scalp, product knowledge, and other related topics. Upon completion, students should be able to safely and competently perform Natural Hair Care Services.
College Transfer: N/A

COS 223 - Contemp Hair Coloring
CIS Course ID: S10820
Class Hours 1
Lab Hours 3
Credit Hours 2
Minimum State Prerequisites: Take All: COS 111 and COS 112
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a clients color needs and safely and competently perform color applications and correct problems.
College Transfer: N/A

COS 228 - Natural Hair Care II
CIS Course ID: S25648
Class Hours 4
Lab Hours 6
Credit Hours 6
Minimum State Prerequisites: Take COS-127
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers advanced techniques of Natural Hair Care. Topics include twisting, extending, locking, and thermal ironing the natural hair. Emphasis is placed on development of manipulative skills. Upon completion, students should be able to understand Natural Hair Care concepts and meet program requirements.
College Transfer: N/A

COS 240 - Contemporary Design
CIS Course ID: S10391
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: Take All: COS 111 and COS 112
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.
College Transfer: N/A

Culinary

CUL 110 - Sanitation & Safety
Class Hours 2
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam.
College Transfer: N/A

CUL 110A - Sanitation & Safety Lab
Class Hours 0
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: Take CUL 110
This course provides a laboratory experience for enhancing student skills in the basic principles of sanitation and safety. Emphasis is placed on personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry.
College Transfer: N/A

CUL 112 - Nutrition for Foodservice
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management, exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.
College Transfer: N/A

CUL 112A - Nutrition for Fdsv Lab
Class Hours 0
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: Take CUL 112
This course provides a laboratory experience for enhancing student skills in the principles of nutrition and its relationship to the foodservice industry. Emphasis is placed on personal nutrition fundamentals, weight management/exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.
College Transfer: N/A

CUL 120 - Purchasing
Class Hours 2
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers purchasing for foodservice operations. Emphasis is placed on yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.
College Transfer: N/A

CUL 135 - Food & Beverage Service
Class Hours 2
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising,

service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages.
College Transfer: N/A

CUL 135A - Food & Beverage Service Lab
Class Hours 0
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: Take CUL 135
This course provides a laboratory experience for enhancing student skills in effective food and beverage service. Emphasis is placed on practical experiences including greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate practical applications of human relations and the skills required in the service of foods and beverages.
College Transfer: N/A

CUL 140 - Culinary Skills I
Class Hours 2
Lab Hours 6
Clinical Hours 0
Work Experience 0
Credit Hours 5
Minimum State Prerequisites: None
Minimum State Corequisites: Take CUL 110
Local Prerequisites: None
Local Corequisites: None
This course introduces the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry.
College Transfer: N/A

CUL 160 - Baking I
Class Hours 1
Lab Hours 4
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: Take CUL 110
Local Prerequisites: None
Local Corequisites: None
This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products.
College Transfer: N/A

CUL 170 - Garde Manger I
Class Hours 1
Lab Hours 4
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: Take CUL 110
Local Prerequisites: None
Local Corequisites: None
This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology.
College Transfer: N/A

CUL 230 - Global Cuisines
Class Hours 1
Lab Hours 8
Clinical Hours 0
Work Experience 0
Credit Hours 5
Minimum State Prerequisites: Take All: CUL 110 and CUL 140
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus.
College Transfer: N/A

CUL 240 - Advanced Culinary Skills
CIS Course ID: S24960
Class Hours 1
Lab Hours 8
Clinical Hours 0
Work Experience 0
Credit Hours 5
Minimum State Prerequisites: Take one set:
Set 1: CUL 110 and CUL 140

Set 2: CUL 140, CUL 142, and CUL 170
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.
College Transfer: N/A

CUL 250 - Classical Cuisine
Class Hours 1
Lab Hours 8
Clinical Hours 0
Work Experience 0
Credit Hours 5
Minimum State Prerequisites: Take All: CUL 110, CUL 140, and CUL 240
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to reinforce the classical culinary kitchen. Topics include the working Grand Brigade of the kitchen, signature dishes and classical banquets. Upon completion, students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting.
College Transfer: N/A

CUL 260 - Baking II
CIS Course ID: S22857
Class Hours 1
Lab Hours 4
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take CUL 110 and CUL 160
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills.
College Transfer: N/A

CUL 273 - Career Development
Class Hours 1
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces students to career planning/management practices that serve as a foundation for success in the hospitality industry. Emphasis is placed on self assessment, goal/career pathway development and employment strategies such as résumé preparation, interviewing techniques, and developing/utilizing the portfolio as a credential. Upon completion, students should be able to develop a career path leading to an effective job search.
College Transfer: N/A

CUL 283 - Farm-to-Table
Class Hours 2
Lab Hours 6
Clinical Hours 0
Work Experience 0
Credit Hours 5
Minimum State Prerequisites: Take CUL 110 and CUL 140
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces students to the cooperation between sustainable farmers and food service operations. Emphasis is placed on environmental relationships, including how food are grown, processed and distributed, as well as related implications on quality and sustainability. Upon completion students should be able to demonstrate an understanding of environmental stewardship and its impact on cuisine.
College Transfer: N/A

Cyber Crime Technology

CCT 110 - Intro to Cyber Crime
CIS Course ID: S26505
Class Hours 2
Lab Hours 2
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces the various types of offenses that qualify as cyber crime activity. Emphasis is placed on identifying cyber crime activities and the response to these problems from both the private and public domains. Upon completion, students should be able to accurately describe and define

cyber crime activities and select an appropriate response to deal with the problem.
College Transfer: N/A

Developmental and Supplemental Mathematics

MAT 003 - Transition Math
CIS Course ID: S25126
Class Hours 0
Lab Hours 6
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.
College Transfer: N/A

MAT 010 - Math Measurement & Literacy Support
CIS Course ID: S25128
Class Hours 0
Lab Hours 2
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: MAT 110
This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.
College Transfer: N/A

MAT 025 - Concepts of Essential Math/Statistics
CIS Course ID: S26301
Class Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides an opportunity to customize foundational math content and statistical concepts specific to real-world applications. Topics include decimals, percentages, ratios, proportions, solving basic equations, geometrical concepts, dimensional analysis, financial applications and elements of statistics and probability. Upon completion, students should be able to successfully demonstrate the use of mathematics, technology and statistical concepts to solve practical problems while developing positive academic habits, learning strategies and growth mindset.

MAT 035 - Concepts of Algebra
CIS Course ID: S26302
Class Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers algebraic concepts with an emphasis on application and analysis. Topics include rational/radical expressions and equations, solving equations and inequalities, concepts of functions, factoring, and exponents. Upon completion, students should be able to successfully demonstrate mastery of algebraic concepts through application and analysis while developing positive academic habits, learning strategies and growth mindset.

MAT 043 - Quantitative Literacy Support
CIS Course ID: S25136
Class Hours 1
Lab Hours 2
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: MAT 143
This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.
College Transfer: N/A

MAT 045 - Math Skills Support
CIS Course ID: S26303
Class Hours 1
Lab Hours 2
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None

Local Corequisites: MAT 143 or MAT 152 or MAT 171
This course provides opportunities for students to build a stronger foundation for success in their gateway math course by obtaining skills through a variety of instructional strategies. Emphasis is placed on foundational skills as well as concepts, skills, vocabulary and definitions necessary to master student learning outcomes of the gateway math course. Upon completion, student should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's gateway math course.

MAT 052 - Statistical Methods I Support
CIS Course ID: S25135
Class Hours 1
Lab Hours 2
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: MAT 152
This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.
College Transfer: N/A

MAT 071 - Precalculus Algebra Support
CIS Course ID: S25141
Class Hours 0
Lab Hours 4
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: MAT 171
This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.
****Please note:** This MAT-071 course is not equivalent or related to the original MAT 071(Fast Track Introductory Algebra), which was archived in Summer 2013.
College Transfer: N/A

Developmental and Supplemental English

ENG 002 - Transition English
CIS Course ID: S25125
Class Hours 0
Lab Hours 6
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None

This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.
College Transfer: N/A

ENG 025 - College English Skills
CIS Course ID: S26300
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides the skills necessary for success in college English courses. Topics include reading and writing processes and strategies, such as critical thinking, text analysis, idea development, and application of writing conventions. Upon completion, students should be able to analyze readings and produce unified, coherent, well-developed paragraphs and essays using appropriate document design and standard written English while developing positive academic habits, learning strategies, and a growth mindset.

Drafting

DFT 119 - Basic CAD
Class Hours 1
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None

Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.
College Transfer: N/A

DFT 151 - CAD I
CIS Course ID: S13857
Class Hours 2
Lab Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.
College Transfer: N/A

DFT 154 - Introduction to Solid Modeling
CIS Course ID: S20664
Class Hours 2
Lab Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.
College Transfer: N/A

Economics

ECO 151 - Survey of Economics
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 110, or ENG 111
Local Corequisites: None
This course for those who have not received credit for ECO 251 or ECO 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

ECO 251 - Prin of Microeconomics
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take Two Groups:
Group 1: (Take All: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050), or (Take One: MAT 003, MAT 025, MAT 035, MAT 110, MAT 143, MAT 152, MAT 171)
Group 2: Take One: DRE-097, ENG 002, ENG 025, ENG 110, ENG 111
Local Corequisites: None
This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This course is a Universal General Education Transfer Component (UGETC) course.

ECO 252 - Prin of Macroeconomics
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None

Minimum State Corequisites: None
Local Prerequisites: Take Two Groups:
Group 1: (Take All: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050), or (Take One: MAT 003, MAT 025, MAT 035, MAT 110, MAT 143, MAT 152, MAT 171)
Group 2: Take One: DRE-097, ENG 002, ENG 025, ENG 110, ENG 111
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This course is a Universal General Education Transfer Component (UGETC) course.

Education

Early Childhood - Elective
Credit Hours 2 or 3
The Early Childhood Elective choices can be found in Additional Curriculum Notes.

EDU 119 - Intro to Early Child Education
CIS Course ID: S25916
Class Hours 4
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces the foundations of culturally responsive, equitable and inclusive early childhood education, planning intentional developmentally appropriate experiences, learning activities, and teaching strategies for indoor and outdoor environments for all young children, guidance techniques, and professionalism. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, guidance techniques, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to implement developmentally appropriate environments, guidance techniques, schedules, and teaching strategies across developmental domains to support culturally, linguistically, and ability diverse children and their families in inclusive settings, and design a personal career/professional development plan.
College Transfer: N/A

EDU 131 - Child, Family, and Community
CIS Course ID: S25339
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.
College Transfer: This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

EDU 144 - Child Development I
CIS Course ID: S25341
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students

should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.
College Transfer: This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

EDU 145 - Child Development II
CIS Course ID: S25342
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.
College Transfer: This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

EDU 146 - Child Guidance
CIS Course ID: S25343
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development.
College Transfer: N/A

EDU 151 - Creative Activities
CIS Course ID: S25919
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces developmentally supportive, diverse, equitable, and inclusive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials and activities that align with the NC Foundations for Early Learning and Development. Emphasis is placed on best practices providing process-driven culturally diverse, learning experiences in art, music, creative movement, dance, and dramatic play integrated across all domains and academic content in indoor/outdoor environments for every young child age birth through age eight. Upon completion, students should be able to observe, examine, create, adapt, and advocate for developmentally appropriate creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.
College Transfer: N/A

EDU 153 - Health, Safety and Nutrition
CIS Course ID: S25348
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning

environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.
College Transfer: N/A

EDU 187 - Teaching and Learning for All
CIS Course ID: S25592
Class Hours 3
Lab Hours 3
Credit Hours 4
Minimum State Prerequisites: None
Local Prerequisites: None
This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards.
College Transfer: N/A

EDU 216 - Foundations of Education
CIS Course ID: S25368
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level.
College Transfer: This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

EDU 221 - Children with Exceptionalities
CIS Course ID: S25370
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take One Set: Set 1: EDU 144 and EDU 145 Set 2: PSY-244 and PSY-245
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development.
College Transfer: This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

EDU 234 - Infants, Toddlers, and Twos
CIS Course ID: S25373
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: EDU 119
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field

experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.
College Transfer: N/A

EDU 250 - Teacher Licensure Preparation
CIS Course ID: S25134
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: Take One Set:
Set 1: ENG 111 and MAT 143
Set 2: ENG 111 and MAT 152
Set 3: ENG 111 and MAT 171
Local Prerequisites: None
Local Corequisites: None
This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.
College Transfer: N/A

EDU 259 - Curriculum Planning
CIS Course ID: S25930
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: EDU 119
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to focus on using content knowledge to build effective developmentally appropriate approaches that are culturally responsive, equitable, and ability diverse for young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences and indoor/outdoor environments aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use developmentally appropriate curriculum to plan for the individual/group needs of young children.
College Transfer: N/A

EDU 261 - Early Childhood Admin I
CIS Course ID: S25391
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: Take: EDU 119
Local Prerequisites: None
Local Corequisites: None
This course introduces principles and practices essential to preparing and supporting childcare administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.
College Transfer: N/A

EDU 262 - Early Childhood Admin II
CIS Course ID: S25392
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take All: EDU 119 and EDU 261
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
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.
College Transfer: N/A

EDU 270 - Effective Instructional Environments
CIS Course ID: S25948
Class Hours 2
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to provide learners with the knowledge and skills to create, manage, and assess effective instructional environments, learning attitudes, and behaviors for today's diverse learning population. Topics include organizing the learning environment, fostering positive learning attitudes, supporting healthy stakeholder partnerships, engaging students using effective differentiated instruction, guiding, and managing student behaviors, and assessing student progress. Upon completion of this course, learners will demonstrate effective dispositions of the professional educator that include managing schedules, spaces, and resources, promoting supportive learning mindsets, engaging students with diverse instructional strategies, guiding student behaviors to maximize both the instructional and social climate, and analyzing and effectively responding to student progress.
College Transfer: N/A

EDU 271 - Educational Technology
CIS Course ID: S25931
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take: CIS 110
Local Corequisites: None
This course introduces the appropriate and ethical use of technology that is inclusive of digital and analog materials/tools to enhance teaching and learning in all educational settings. Emphasis is placed on the developmentally appropriate use of technology with children, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication with families. Upon completion, student should be able to demonstrate professional and ethical implementation of various modes of technology in culturally responsive and equitable ways to support diverse children, families and communities.
College Transfer: N/A

EDU 272 - Technology, Data, and Assessment
CIS Course ID: S25756
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to provide students with the knowledge and skills to utilize digital instructional technologies and technology-based assessments to plan and implement appropriate educational experiences and interventions in the classroom. Topics include educational technology to enhance instruction, instructional technologies for teaching, technology-based assessment, formative and summative assessments, data to inform practice, and ethical practices for technology and assessment. Upon completion, students will be able to demonstrate effective integration of educational technology into classroom practice, appropriate use of technology-based assessments, and practical application of data to inform educational planning and interventions.
College Transfer: N/A

EDU 277 - Integrated Curriculum & Instruction: Math/Science
CIS Course ID: S25949
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to provide learners with the content knowledge, instructional methods/materials, and assessment techniques needed to provide research-based math and science K - 12 instruction. Topics include essential math and science concepts and skills, developmentally appropriate pedagogy, culturally responsive instruction, standards-based outcomes, technology enhanced lesson planning, formative/summative assessments, research-based interventions, authentic learning experiences, and reflective practice. Upon completion, learners will be able to plan, implement, assess, and reflect on developmentally appropriate math and science instruction aligned to the NC Standard Course of Study, other professional and national standards.
College Transfer: N/A

EDU 278 - Integrated Curriculum & Instruction: Soc Stu/ELA

CIS Course ID: S25950
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to provide learners with the content knowledge, instructional methods/materials, and assessment techniques needed to provide research-based social studies and ELA K -12 instruction. Topics include essential social studies and ELA concepts and skills, developmentally appropriate pedagogy, culturally responsive instruction, standards-based outcomes, technology enhanced lesson planning, formative/summative assessments, research-based interventions, authentic learning experiences, and reflective practice. Upon completion, learners will be able to plan, implement, assess, and reflect on developmentally appropriate social studies and ELA instruction aligned to the NC Standard Course of Study, other professional and national standards.
College Transfer: N/A

EDU 279 - Literacy Develop and Instruct
CIS Course ID: S25593
Class Hours 3
Lab Hours 3
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards.
College Transfer: N/A

EDU 280 - Language/Literacy Experiences
CIS Course ID: S25396
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse.
College Transfer: N/A

EDU 283 - Educator Preparation Practicum
CIS Course ID: S25951
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to allow learners to demonstrate acquired skills and competencies in a developmentally appropriate learning environment. Topics include dispositions of effective teachers, portfolio assessment development, reflective practice, teaching methods, assessment strategies, and professional practices based on state and national Teaching Standards. Upon completion, learners should be able to provide a portfolio assessment with evidence of ethical/professional standards, respect for a diverse population in learning environments, content knowledge, appropriate guidance intervention, and grade-level technology enhanced lesson planning/assessments through practices in the classroom environment.
College Transfer: N/A

EDU 284 - Early Child Capstone Prac
CIS Course ID: S25400
Class Hours 1
Lab Hours 9
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take One Set: **Set 1***: EDU 119, EDU 144, EDU 145, EDU 146 and EDU*

151 **Set 2***: EDU 119, PSY-244, PSY-245, EDU 146, and EDU 151* **Set 3***: EDU 119, PSY-245, EDU 144, EDU 146, and EDU 151* **Set 4***: EDU 119, PSY-244, EDU 145, EDU 146, and EDU 151*
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.
College Transfer: N/A

Elective

This course type was created to better display elective requirements and options on the degree planner.

Additional General Education - Elective
Credit Hours 3 or 4
The Additional General Education Elective choices can be found in General Education Elective section of Additional Curriculum Notes.

General Education - Elective
Credit Hours 3-4
The General Education Elective choices can be found in Additional Curriculum Notes.

History > - Elective
Credit Hours 3
The History Elective choices can be found in Additional Curriculum Notes.

Hum/Fine Arts/ Communication - Elective
Credit Hours 3
The Hum/Fine Arts/Communications Elective choices can be found in Additional Curriculum Notes.

Humanities > - Elective
Credit Hours 3
The Humanities Elective choices can be found in Additional Curriculum Notes.

Humanities/ Fine Arts - Elective
Credit Hours 3
The Humanities/Fine Arts Elective choices can be found in Additional Curriculum Notes.

Literature > - Elective
Credit Hours 3
The Literature Elective choices can be found in Additional Curriculum Notes.

Math > - Elective
Credit Hours 3 or 4
The Math Elective choices can be found in Additional Curriculum Notes.

Natural Science/ Math - Elective
Credit Hours 3/4
The Natural Sciences/Math Elective choices can be found in Additional Curriculum Notes.

Social/ Behavioral Science - Elective
Credit Hours 3
Social/Behavioral Science Elective choices can be found in Additional Curriculum Notes.

Socl/Beh Sciences - Economics - Elective
Credit Hours 3
The Soc/Beh Sciences - Economics - Elective choices can be found in Additional Curriculum Notes

Electrical

ELC 112 - DC/AC Electricity
Class Hours 3
Lab Hours 6
Clinical Hours 0
Work Experience 0
Credit Hours 5
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

ELC 112AB - DC/AC Electricity
CIS Course ID: L17561
Class Hours 1.5
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2.5
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None

This is the first half of the ELC-112 course that 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.
College Transfer: N/A

ELC 112BB - DC/AC Electricity
CIS Course ID: L17562
Class Hours 1.5
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2.5
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take: ELC-112AB
Local Corequisites: None
This is the second half of the ELC-112 course that 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.
College Transfer: N/A

ELC 113 - Residential Wiring
Class Hours 2
Lab Hours 6
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

ELC 114 - Commercial Wiring
Class Hours 2
Lab Hours 6
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: ELC 113
Local Corequisites: None
This course provides instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.
College Transfer: N/A

ELC 115 - Industrial Wiring
CIS Course ID: S23520
Class Hours 2
Lab Hours 6
Credit Hours 4
Minimum State Prerequisites: This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
None
College Transfer: N/A

ELC 117 - Motors and Controls
Class Hours 2
Lab Hours 6
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take: ELC 112
Local Corequisites: None
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.
College Transfer: N/A

ELC 118 - National Electrical Code
Class Hours 1
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

ELC 121 - Electrical Estimating
CIS Course ID: S21591
Class Hours 1
Lab Hours 2
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects.

ELC 125 - Diagrams and Schematics
CIS Course ID: S10647
Class Hours 1
Lab Hours 2
Credit Hours 2
Minimum State Prerequisites: None
Local Prerequisites: 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.
College Transfer: N/A

ELC 128 - Intro to Programmable Logic Controllers
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

ELC 130 - Advanced Motors/Controls
CIS Course ID: S24772
Class Hours 2
Lab Hours 2
Credit Hours 3
Minimum State Prerequisites: Take One: ELC-111, ELC 112, ELC 131, or ELC-138
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers motors concepts, construction and characteristics and provides a foundation in motor controls. Topics include motor control ladder logic, starters, timers, overload protection, braking, reduced voltage starting, SCR control, AC/DC drives, system and component level troubleshooting. Upon completion, students should be able to specify, connect, control, troubleshoot, and maintain motors and motor control systems.
College Transfer: N/A

ELC 131 - Circuit Analysis I
CIS Course ID: S23482
Class Hours 3
Lab Hours 3
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 131A - Circuit Analysis I Lab
CIS Course ID: S23483
Class Hours 0
Lab Hours 3
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: Take ELC 131
This course provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, the students will gain hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.

ELC 213 - Instrumentation
CIS Course ID: S21598
Class Hours 3

Lab Hours 2
Credit Hours 4
Minimum State Prerequisites: None
Local Prerequisites: None
This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.
College Transfer: N/A

ELC 220 - Photovoltaic Sys Tech
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take: ELN 229
Local Corequisites: None
This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.
College Transfer: N/A

ELC 228 - Programmable Logic Controllers Applications Project
Class Hours 2
Lab Hours 6
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take: ELC 128
Local 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.
College Transfer: N/A

ELC 229 - Applications Project
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take All: ELN 229, ELN 232, ELC 228 and ELC 117
Local Corequisites: None
This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project.
College Transfer: N/A

Electronics

ELN 133 - Digital Electronics
Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.
College Transfer: N/A
ELN 229 - Industrial Electronics
Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take: ELC 112, ELC-131 or ELC-140
Local Corequisites: None
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.
College Transfer: N/A

ELN 231 - Industrial Controls
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None

Minimum State Corequisites: None
Local Prerequisites: ELN 229
Local Corequisites: None
This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery.
College Transfer: N/A

ELN 232 - Intro to Microprocessors
Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: ELN 133
Local Corequisites: None
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.
College Transfer: N/A

ELN 260 - Prog Logic Controllers
CIS Course ID: S21655
Class Hours 3
Lab Hours 3
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None

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

ELN 275 - Troubleshooting
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take: ELN 229
Local Corequisites: None
This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.
College Transfer: N/A

Emergency Medical Science

EMS 110 - EMT
CIS Course ID: S25182
Class Hours 6
Lab Hours 6
Clinical Hours 3
Work Experience 0
Credit Hours 9
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.
College Transfer: N/A

EMS 120 - Advanced EMT
CIS Course ID: S25183
Class Hours 4
Lab Hours 6
Clinical Hours 0
Credit Hours 6
Minimum State Prerequisites: Take EMS-110
Minimum State Corequisites: Take EMS-121
Local Prerequisites: None
Local Corequisites: None
This course is designed to provide the essential information on pre-hospital management techniques appropriate to the level of the Advanced EMT. Topics must meet current credentialing and/or regulatory guidelines for the Advanced EMT as outlined by the NC Office of EMS. Upon completion, students should be able to demonstrate competency at the Advanced EMT level.
College Transfer: N/A

EMS 121 - AEMT Clinical Practicum
CIS Course ID: S25184
Class Hours 0
Lab Hours 0
Clinical Hours 6
Credit Hours 2
Minimum State Prerequisites: Take EMS-110
Minimum State Corequisites: Take EMS-120
Local Prerequisites: NONE
Local Corequisites: NONE
This course provides the hospital and field internship/clinical experiences required in preparation for the Advanced EMT certification. Emphasis is placed on performing patient assessments, treatments, and interactions appropriate at the Advanced EMT level of care. Upon completion, students should be able to demonstrate competency at the Advanced EMT skill level.
College Transfer: N/A

EMS 122 - EMS Clinical Practicum I
CIS Course ID: S25185
Class Hours 0
Lab Hours 0
Clinical Hours 3
Work Experience 0
Credit Hours 1
Minimum State Prerequisites: Take EMS 110
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competence with fundamental paramedic level skills.
College Transfer: N/A

EMS 130 - Pharmacology
CIS Course ID: S25187
Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take EMS 110
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.
College Transfer: N/A

EMS 131 - Advanced Airway Management
CIS Course ID: S25188
Class Hours 1
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: Take EMS 110
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.
College Transfer: N/A

EMS 160 - Cardiology I
CIS Course ID: S25189
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take EMS 110
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms.
College Transfer: N/A

EMS 210 - Adv. Patient Assessment
CIS Course ID: S25209
Class Hours 1
Lab Hours 3
Credit Hours 2
Minimum State Prerequisites: Take EMS-110
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills

and record, and report collected patient data.
College Transfer: N/A

EMS 220 - Cardiology II
CIS Course ID: S25190
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take All: EMS 122, EMS 130, and EMS 160
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, cardiac pharmacology, and patient care. Upon completion, students should be able to manage the cardiac patient.
College Transfer: N/A

EMS 221 - EMS Clinical Practicum II
CIS Course ID: S25191
Class Hours 0
Lab Hours 0
Clinical Hours 6
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: Take One: EMS 121 or EMS 122
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.
College Transfer: N/A

EMS 231 - EMS Clinical Pract III
CIS Course ID: S25192
Class Hours 0
Lab Hours 0
Clinical Hours 9
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take: EMS 221
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.
College Transfer: N/A

EMS 235 - EMS Management
Class Hours 2
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Program Director Approval for the EMS Bridge [A45430BR]
Local Corequisites: None
This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.
College Transfer: N/A

EMS 240 - Patients W/ Special Challenges
Class Hours 1
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: Take All: EMS 122 and EMS 130
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.
College Transfer: N/A

EMS 241 - EMS Clinical Practicum IV
CIS Course ID: S25193
Class Hours 0
Lab Hours 0
Clinical Hours 12
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take: EMS 231
Minimum State Corequisites: None
Local Prerequisites: None

Local Corequisites: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.
College Transfer: N/A

EMS 250 - Medical Emergencies
Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take All: EMS 122 and EMS 130
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.
College Transfer: N/A

EMS 260 - Trauma Emergencies
CIS Course ID: S23922
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: Take EMS 122 and EMS 130
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.
College Transfer: N/A

EMS 270 - Life Span Emergencies
CIS Course ID: S25194
Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take All: EMS 122 and EMS 130
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.
College Transfer: N/A

EMS 280 - EMS Bridging Course
CIS Course ID: S25195
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Program Director Approval for the EMS Bridge [A45430BR]
Local Corequisites: None
This course is designed to provide currently credentialed state or national Paramedic students with the most current education trends in Paramedic Practice. Emphasis is placed on transitions in healthcare. Upon completion, students should be able to integrate emerging trends in pre-hospital care.
College Transfer: N/A

EMS 285 - EMS Capstone
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: Take All: EMS 220, EMS 250 , and EMS 260
Minimum State Corequisites: None
Local Prerequisites: None
This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking,

integration of didactic and psycho-motor skills, and effective performance in simulated emergency simulations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.
College Transfer: N/A

English

ENG 110 - Freshman Composition
CIS Course ID: S26392
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers.
College Transfer: N/A

ENG 111 - Writing and Inquiry
CIS Course ID: S26393
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take One Set:
Set 1. Take DRE-098
Set 2. Take ENG-002
Set 3: Take BSP-4002
Set 4: Take ENG-011
Minimum State Corequisites: None
Local Prerequisites: Take ENG 025
Local Corequisites: None
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.
College Transfer: This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.

ENG 112 - Writing/Research in the Disciplines
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take ENG 111
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines.
College Transfer: This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.

ENG 115 - Oral Communication
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 111
Local 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.
College Transfer: N/A

ENG 231 - American Literature I
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take One: ENG 112, ENG-113, or ENG-114
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None

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

ENG 232 - American Literature II
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take One: ENG 112, ENG-113, or ENG-114
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

ENG 241 - British Literature I
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take ENG 112, ENG 113, or ENG 114
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

ENG 242 - British Literature II
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take ENG 112 , ENG 113, or ENG 114
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

Geology

GEL 111 - Geology
CIS Course ID: S24027
Class Hours 3
Lab Hours 2
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Natural Science.
This course has been approved for transfer under the ICAA as a general education course in Natural Science.

Health Sciences

HSC 110 - Orientation to Health Careers
Class Hours 1
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able to demonstrate an understanding of the health care professions and be prepared to make informed career choices. Additional topics will include legal and ethical issues, clinical communication and trends in health care.
College Transfer: N/A

History

HIS 111 - World Civilizations I
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 111
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.

HIS 112 - World Civilizations II
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 111
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.

HIS 131 - American History I
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 111
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.

HIS 132 - American History II
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 111
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.

Hotel & Restaurant Management

HRM 245 - Human Resource Management-Hospitality
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry.
College Transfer: N/A

Humanities

HUM 110 - Technology and Society
CIS Course ID: S14059
Class Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

HUM 115 - Critical Thinking
CIS Course ID: S26396
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take DRE-098, or ENG 002, or ENG 025, or ENG 111
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

HUM 130 - Myth in Human Culture
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 111
Local Corequisites: None
This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

Hydraulics

HYD 110 - Hydraulics/Pneumatics I
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3

Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

Industrial Science

ISC 110 - Workplace Safety
Class Hours 1
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.
College Transfer: N/A

ISC 112 - Industrial Safety
CIS Course ID: S23527
Class Hours 2
Credit Hours 2
Minimum State Prerequisites: None
Local Prerequisites: None
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.
College Transfer: N/A

Information Systems

CIS 110 - Introduction to Computers
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).

CIS 111 - Basic PC Literacy
Class Hours 1
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

CIS 115 - Intro to Prog & Logic
CIS Course ID: S24979
Class Hours 2
Lab Hours 3
Credit Hours 3
Minimum State Prerequisites: **Take One Set:**
Set 1: DMA-010, DMA-020, DMA-030, and DMA-040
Set 2: DMA-025 and DMA-040
Set 3: MAT-121
Set 4: MAT 171
Set 5: MAT 003
Minimum State Corequisites: None
Local Prerequisites: None
Local 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 use top-down algorithm design and implement algorithmic solutions in a programming language.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative).
This course has been approved for transfer under

the ICAA as a general education course in Mathematics (Quantitative).

Information Systems Security

SEC 110 - Security Concepts
CIS Course ID: S26529
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

SEC 150 - Secure Communications
CIS Course ID: S24398
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPSec. Upon completion, students should be able to implement secure data transmission technologies.
College Transfer: N/A

SEC 160 - Security Administration I
CIS Course ID: S26530
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides an overview of security administration with an emphasis on designing secure network architectures. Topics include networking technologies, TCP/IP fundamentals, network protocols, traffic analysis, monitoring strategies, and established security best practices. Upon completion, students should be able to use advanced network analysis tools to monitor network traffic and develop security measures to safeguard against various threats.
College Transfer: N/A

Law Enforcement Training

LET 110 - Basic Law Enforcement BLET
CIS Course ID: S26150
Class Hours 28
Lab Hours 27
Credit Hours 37
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers the basic knowledge and skills needed for entry-level employment as a law enforcement officer in North Carolina as required by the Criminal Justice Education and Training Standards Commission and the Sheriffs' Education and Training Standards Commission. Topics include Commission-mandated content specific to law enforcement in North Carolina, criminal investigations, traffic enforcement/investigations, patrol techniques, crisis intervention, communication and de-escalation skills, interviews and interrogations, criminal and constitutional law, court procedures, civil process, ethical problem solving, and officer wellness. Upon completion, students should be able to demonstrate competence in the content required for the state comprehensive certification examination administered by the NC Department of Justice.

Maintenance

MNT 110 - Intro to Maintenance Procedures
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

MNT 130 - Control Systems
CIS Course ID: S11892
Class Hours 2
Lab Hours 4
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

MNT 263 - Electrical-Pneumatic Components
Class Hours 2
Lab Hours 4
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: HYD 110, ELC 117, ELC 128
Local Corequisites: None
This course introduces principles and practical applications of electrical/pneumatic control systems and primary control devices incorporated in those systems. Emphasis is placed on reading and interpreting ladder diagrams, building control circuits, and troubleshooting valves, switches, and sensors. Upon completion, students should be able to design, build, and troubleshoot basic electro-pneumatic control systems.
College Transfer: N/A

Marketing and Retailing

MKT 120 - Principles of Marketing
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.

MKT 223 - Customer Experience
CIS Course ID: S26218
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.
College Transfer: N/A

MKT 232 - Social Media Marketing
CIS Course ID: S26219
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses.

Mathematics

MAT 110 - Math Measurement & Literacy
CIS Course ID: S26398
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0

Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.
College Transfer: N/A

MAT 143 - Quantitative Literacy
CIS Course ID: S25430
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take All of One Set:
Set 1: DMA 010, DMA 020, DMA 030, and DRE 098
Set 2: DMA 010, DMA 020, DMA 030, and ENG 002
Set 3: DMA-025 and DRE 098
Set 4: DMA-025 and ENG 002
Set 5: MAT 003 and DRE 098
Set 6: MAT 003 and ENG 002
Minimum State Corequisites: None
Local Prerequisites: Take MAT 025
Local Corequisites: Take MAT 045
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.

MAT 152 - Statistical Methods I
CIS Course ID: S25431
Class Hours 3
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take All of One Set:
Set 1: DMA 010, DMA 020, DMA 030, and DRE 098
Set 2: DMA 010, DMA 020, DMA 030, and ENG 002
Set 3: DMA-025 and DRE 098
Set 4: DMA-025 and ENG 002
Set 5: MAT 003 and DRE 098
Set 6: MAT 003 and ENG 002
Minimum State Corequisites: None
Local Prerequisites: Take MAT 025
Local Corequisites: Take MAT 045
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.

MAT 171 - Precalculus Algebra
Class Hours 3
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take One Set:
Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050
Set 2: DMA-010, DMA-020, DMA-030, DMA-045
Set 3: DMA-025, DMA-045
Set 4: DMA-025, DMA-040, DMA-050
Set 5: MAT-121
Set 6: MAT 003
Minimum State Corequisites: None
Local Prerequisites: Take MAT 035
Local Corequisites: Take MAT 045
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should

be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

MAT 172 - Precalculus Trigonometry
Class Hours 3
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take MAT 171
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

MAT 271 - Calculus I
Class Hours 3
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take: MAT 172
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.

MAT 272 - Calculus II
Class Hours 3
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take MAT 271
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.

Mechanical

MEC 110 - Intro to CAD/CAM
Class Hours 1
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.
College Transfer: N/A

MEC 111 - Machine Processes I
Class Hours 1
Lab Hours 4
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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 manufacture simple parts to specified tolerance.
College Transfer: N/A

MEC 130 - Mechanisms
CIS Course ID: S16429
Class Hours 2
Lab Hours 2
Credit Hours 3
Minimum State Prerequisites: None
Local Prerequisites: None
This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.
College Transfer: N/A

MEC 265 - Fluid Mechanics
CIS Course ID: S23504
Class Hours 2
Lab Hours 2
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers the physical behavior of fluids and fluid systems. Topics include fluid statics and dynamics, laminar and turbulent flow, Bernoulli's Equation, components, applications, and other related topics. Upon completion, students should be able to apply fluid power principles to practical applications.
College Transfer: N/A

MEC 276 - Capstone Design Project
Class Hours 0
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites:
Take All;
ELC 117,
ELC 228 or ELN 260,
HYD 110 or MEC 265,
MEC 110 or DFT 154,
MEC 111 or MNT 130, and
MNT 110 or MEC 130
Local Corequisites: None
This course provides an opportunity for students to utilize all facets of their educational experience to solve an engineering design problem in a multi-disciplinary environment. Competencies demonstrated include project planning and organization, engineering analysis and design, selection of materials and processes, economic analysis, communication, and project documentation. Upon completion, students should be able to demonstrate the ability to complete a comprehensive design project, concluding with a formal report.
College Transfer: N/A

Medical Assisting

MED 120 - Survey of Medical Term
Class Hours 2
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.
College Transfer: N/A

Music

MUS 110 - Music Appreciation
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

MUS 112 - Introduction to Jazz
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

Network Operating Systems

NOS 110 - Operating Systems Concepts
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

NOS 120 - Linux Single User
CIS Course ID: S26525
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides students with GUI and command line skills for using a Linux machine. Topics include Linux file system and access permissions, desktop or shell environments, command line editors, display servers, expression pattern matching, I/O redirection, and networking. Upon completion, students should be able to demonstrate competency in customizing a Linux system.
College Transfer: N/A

NOS 130 - Windows Single User
CIS Course ID: S24397
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

NOS 230 - Windows Admin I
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.
College Transfer: N/A

Networking Technology

NET 125 - Introduction to Networks
CIS Course ID: S26517
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None

Minimum State Corequisites: None
Local Prerequisites:
Local Corequisites:
This course offers a detailed exploration of the architecture, structure, functions, components, and operating models of the Internet and other computer networks. Topics include the essentials of IP addressing, Ethernet basics, various media types, and network operations. Upon completion, students should be able to build/troubleshoot simple Local Area Networks (LANs), develop effective IP addressing schemes, and configure routers and switches.
College Transfer: N/A

NET 126 - Switching and Routing
CIS Course ID: S26518
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: NET 125
Local Corequisites:
This course covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Emphasis is placed on configuring and troubleshooting routers and switches for advanced functionality using security best practices and resolving common network issues utilizing both IPv4 and IPv6 protocols. Upon completion, students should be able to configure VLANs and Inter-VLAN routing applying security best practices, troubleshoot inter-VLAN routing on Layer 3 devices, configure redundancy on a switched network using STP and EtherChannel, configure WLANs using a WLC and L2 security best practices and configure IPv4 and IPv6 static routing on routers.
College Transfer: N/A

NET 225 - Enterprise Networking
CIS Course ID: S26519
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: NET 126
Local Corequisites:
This course is designed to cover the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasis is placed on configuring, troubleshooting, and securing enterprise network devices and understanding how application programming interfaces (API) and configuration management tools enable network automation. Upon completion, students should be able to configure link state routing protocols, implement ACLs to filter traffic and secure administrative access, configure NAT services on the router to provide address scalability, explain techniques to provide address scalability and secure remote access for WAN, and explain how automation affects evolving networks.
College Transfer: N/A

NET 226 - Routing & Switching II
Class Hours 1
Lab Hours 4
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: NET 225
This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.
College Transfer: N/A

Nursing

NUR 101 - Practical Nursing I
Class Hours 7
Lab Hours 6
Clinical Hours 6
Work Experience 0
Credit Hours 11
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: CNA-1 and BIO 168
Local Corequisites: ENG 111
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.
College Transfer: N/A

NUR 102 - Practical Nursing II
Class Hours 7
Lab Hours 0
Clinical Hours 9
Work Experience 0
Credit Hours 10
Minimum State Prerequisites: NUR 101
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: BIO 169 and PSY 150
This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.
College Transfer: N/A

NUR 103 - Practical Nursing III
Class Hours 6
Lab Hours 0
Clinical Hours 9
Work Experience 0
Credit Hours 9
Minimum State Prerequisites: NUR 101
Minimum State Corequisites: None
Local Prerequisites: NUR 102
Local Corequisites: None
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care.
College Transfer: N/A

NUR 111 - Intro to Health Concepts
Class Hours 4
Lab Hours 6
Clinical Hours 6
Work Experience 0
Credit Hours 8
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: CNA-I, BIO 168, BIO 169, CHM 151 or CHM 131&CHM 131A, and PSY 150
Local Corequisites: ENG 111
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including 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.
College Transfer: N/A

NUR 112 - Health-Illness Concepts
Class Hours 3
Lab Hours 0
Clinical Hours 6
Work Experience 0
Credit Hours 5
Minimum State Prerequisites: Take NUR 111
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: NUR 114 and PSY 241
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of 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.
College Transfer: N/A

NUR 113 - Family Health Concepts
Class Hours 3
Lab Hours 0
Clinical Hours 6
Work Experience 0
Credit Hours 5
Minimum State Prerequisites: Take NUR 111
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
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.
College Transfer: N/A

NUR 114 - Holistic Health Concepts
Class Hours 3
Lab Hours 0
Clinical Hours 6
Work Experience 0
Credit Hours 5
Minimum State Prerequisites: Take NUR 111
Minimum State Corequisites: None
Local Prerequisites: None

Local Corequisites: NUR 112 and PSY 241
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.
College Transfer: N/A

NUR 117 - Pharmacology
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmocokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.
College Transfer: N/A

NUR 133 - Nursing Assessment
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides theory and application experience for performing nursing assessment of individuals. Emphasis is placed on interviewing and physical assessment techniques and documentation of findings appropriate for nursing. Upon completion, students should be able to complete a health history and perform a non-invasive physical assessment.
College Transfer: N/A

NUR 211 - Health Care Concepts
Class Hours 3
Lab Hours 0
Clinical Hours 6
Work Experience 0
Credit Hours 5
Minimum State Prerequisites: Take NUR 111
Minimum State Corequisites: None
Local Prerequisites: NUR 113
Local Corequisites: NUR 212 and ENG 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 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.
College Transfer: N/A

NUR 212 - Health System Concepts
Class Hours 3
Lab Hours 0
Clinical Hours 6
Work Experience 0
Credit Hours 5
Minimum State Prerequisites: Take NUR 111
Minimum State Corequisites: None
Local Prerequisites: NUR 113
Local Corequisites: NUR 211 and ENG 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 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
College Transfer: N/A

NUR 213 - Complex Health
Class Hours 4
Lab Hours 3
Clinical Hours 15
Work Experience 1
Credit Hours 10
Minimum State Prerequisites: Take NUR 111
Minimum State Corequisites: Take All: NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212
Local Prerequisites: NUR 112 and NUR 212
Local Corequisites: Humanities/Fine Arts Elective
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.
College Transfer: N/A

NUR 214 - Nsg Transition Concepts
CIS Course ID: S22443
Class Hours 3
Lab Hours 0
Clinical Hours 3
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.
College Transfer: N/A

NUR 215 - Paramedic/RN Bridge Concepts
CIS Course ID: S24109
Class Hours 3
Lab Hours 3
Clinical Hours 6
Work Experience 0
Credit Hours 6
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the Associate Degree in Emergency Medical Science Paramedic transitions to the nursing role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, collaboration, clinical decision-making, professional behaviors, informatics, assessment, perfusion, oxygenation, elimination, and cellular regulation. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.
College Transfer: N/A

Nursing Assistant

NAS 101 - Nurse Aide I
Class Hours 3
Lab Hours 4
Clinical Hours 3
Work Experience 0
Credit Hours 6
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 111
Local Corequisites: None
This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.
College Transfer: N/A

NAS 102 - Nurse Aide II
Class Hours 3
Lab Hours 2
Clinical Hours 6
Work Experience 0
Credit Hours 6
Minimum State Prerequisites: NAS 101
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.
College Transfer: N/A

NAS 107 - Medication Aide Class
Class Hours 0
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 111
Local Corequisites: None
This course will cover the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical and installation routes, medical asepsis, hand hygiene, terminology, and legal implications. Upon completion, students should be able to demonstrate skills necessary to qualify as a Medication Aide with the North Carolina Medication Aide Registry.
College Transfer: N/A

Office Systems Technology

OST 134 - Text Entry & Formatting
CIS Course ID: S22142
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

OST 136 - Word Processing
CIS Course ID: S22144
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

OST 141 - Med Office Terms I
CIS Course ID: S24691
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.
College Transfer: N/A

OST 142 - Med Office Terms II
CIS Course ID: S24692
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take One: MED 121 or OST 141
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.
College Transfer: N/A

OST 148 - Med Ins & Billing
CIS Course ID: S24693
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.
College Transfer: N/A

OST 149 - Medical Legal Issues
CIS Course ID: S10679
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

OST 153 - Office Finance Solutions
CIS Course ID: S24694
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take One: CIS 110 or CIS 111 or OST 137
Minimum State Corequisites: None
Local Prerequisites: Take One: ACC 111 or ACC 120
Local Corequisites: None
This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.
College Transfer: N/A

OST 164 - Office Editing
CIS Course ID: S24696
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

OST 184 - Records Management
CIS Course ID: S22114
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

OST 243 - Med Office Simulation
CIS Course ID: S12315
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take OST 148
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

OST 247 - Procedure Coding
CIS Course ID: S24704
Class Hours 2
Lab Hours 2
Credit Hours 3
Minimum State Prerequisites: Take One: MED 121 or OST 141
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.
College Transfer: N/A

OST 248 - Diagnostic Coding
CIS Course ID: S24705
Class Hours 2
Lab Hours 2
Credit Hours 3
Minimum State Prerequisites: Take One: MED 121 or OST 141
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.
College Transfer: N/A

OST 249 - Med Coding Certification Prep
CIS Course ID: S24706
Class Hours 2
Lab Hours 3
Credit Hours 3
Minimum State Prerequisites: Take All: OST 247 and OST 248
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams.
College Transfer: N/A

OST 250 - Long-Term Care Coding
CIS Course ID: S24707
Class Hours 2
Lab Hours 2
Credit Hours 3
Minimum State Prerequisites: Take One: MED 121 or OST 141
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers diagnostic coding as it applies to long-term care facilities and home care. Topics include diagnostic coding and reimbursement in long-term care facilities and home care. Upon completion, students should be able to properly code conditions for long-term care and home care services.
College Transfer: N/A

OST 263 - Healthcare Customer Relations
CIS Course ID: S24669
Class Hours 3
Lab Hours 0
Credit Hours 3
Minimum State Prerequisites: Take One: OST-148 or HMT-210
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides the soft skills necessary for effective communication and maintaining customer satisfaction in healthcare. Emphasis is placed on the importance of positive attitudes, techniques for handling difficult/angry customers, rephrasing blunt communication for better results, and the communication skills required to discuss topics such as insurance and billing issues with the patient and other medical personnel. Upon completion, students should be able to communicate information in a professional manner.
College Transfer: N/A

OST 264 - Medical Auditing
CIS Course ID: S24670
Class Hours 3
Credit Hours 3
Minimum State Prerequisites: Take All: OST-247 and OST-248
This course provides instruction on how to apply regulations and policies to perform medical record audits for provider services. Emphasis is placed on understanding the scope of an audit, statistical sampling methodologies, performing a medical record audit, and compiling data for reports to improve the revenue cycle for healthcare services. Upon completion, students should be able to perform a medical audit.
College Transfer: N/A

OST 288 - Medical Office Admin Capstone
CIS Course ID: S24674
Class Hours 2
Lab Hours 2
Credit Hours 3
Minimum State Prerequisites: Take One: OST 148 or HMT 210
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to be a capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management, electronic health records, medical office procedures, ethics, and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office.
College Transfer: N/A

Philosophy

PHI 215 - Philosophical Issues
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take ENG 111
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality,

determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

PHI 240 - Introduction to Ethics
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take ENG 111
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

Physical Education

PED 110 - Fit and Well for Life
Class Hours 1
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

PED 117 - Weight Training I
Class Hours 0
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course.

PED 118 - Weight Training II
Class Hours 0
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 1
Minimum State Prerequisites: Take PED 117
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program.
College Transfer: This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

PED 120 - Walking for Fitness
Class Hours 0
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None

Local 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.
College Transfer: This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

PED 143 - Volleyball-Beginning
CIS Course ID: S10153
Class Hours 0
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course

Physics

PHY 110 - Conceptual Physics
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 111
Local Corequisites: None
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied.
College Transfer: This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. This is a Universal General Education Transfer Component (UGETC) course.

PHY 110A - Conceptual Physics Lab
Class Hours 0
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: Take PHY 110
Local Prerequisites: None
Local Corequisites: None
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

PHY 131 - Physics-Mechanics
CIS Course ID: S23976
Class Hours 3
Lab Hours 2
Credit Hours 4
Minimum State Prerequisites: Take One: MAT-121 or MAT 171
Local Prerequisites: 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.
College Transfer: N/A

PHY 151 - College Physics I
CIS Course ID: S23977
Class Hours 3
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take: MAT 171
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 111
Local Corequisites: None
This course uses algebra- and trigonometry-based

mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.
College Transfer: College Transfer: This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

PHY 152 - College Physics II
Class Hours 3
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take PHY 151
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

Plumbing

PLU 111 - Intro to Basic Plumbing
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

Political Science

POL 120 - American Government
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 111
Local Corequisites: None
This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.

Psychology

PSY 118 - Interpersonal Psychology
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

College Transfer: N/A

PSY 150 - General Psychology
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 111
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This course is a Universal General Education Transfer Component (UGETC) course.

PSY 241 - Developmental Psychology
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: PSY 150
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

Radiography

RAD 110 - Rad Intro & Patient Care
CIS Course ID: S25783
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: BIO 168, BIO 169, MED 120, and Admission into the Radiography Program
Local Corequisites: Take All: RAD 111 and RAD 151
This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.
College Transfer: N/A

RAD 111 - RAD Procedures I
CIS Course ID: S24943
Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Admission into the Radiography Program
Local Corequisites: None
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, bony thorax and pelvis. Upon completion, students should be able to demonstrate competence in these areas.
College Transfer: N/A

RAD 112 - RAD Procedures II
CIS Course ID: S25784
Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take All: RAD 110, RAD 111, and RAD 151
Local Corequisites: RAD 121 *and RAD 161*
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, spine, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.
College Transfer: N/A

RAD 121 - Image Production I

CIS Course ID: S25785
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take All: RAD 110, RAD 111, and RAD 151
Local Corequisites: Take: RAD 112 and RAD 161
This course provides the basic principles of radiographic image production. Emphasis is placed on image production, x-ray equipment, receptor exposure, and basic imaging quality factors. Upon completion, students should be able to demonstrate an understanding of basic principles of radiographic image production.
College Transfer: N/A

RAD 122 - Image Production II
CIS Course ID: S25786
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take All: RAD 112, RAD 121, and RAD 161
Local Corequisites: Take: RAD 141 and RAD 171
This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on advanced digital principles and production. Upon completion, students should be able to demonstrate an understanding of advanced principles of digital imaging production.
College Transfer: N/A

RAD 141 - Radiation Safety
CIS Course ID: S25787
Class Hours 2
Lab Hours 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take All: RAD 112, RAD 121, and RAD 161
Local Corequisites: RAD 122 and RAD 171
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.
College Transfer: N/A

RAD 151 - RAD Clinical Ed I
CIS Course ID: S25788
Class Hours 0
Lab Hours 0
Clinical Hours 6
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: BIO 168, BIO 169, MED 120, and Admission into the Radiography Program
Local Corequisites: Take All: RAD 110 and RAD 111
This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.
College Transfer: N/A

RAD 161 - RAD Clinical Ed II
CIS Course ID: S25789
Class Hours 0
Lab Hours 0
Clinical Hours 15
Work Experience 0
Credit Hours 5
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take All: RAD 110, RAD 111, and RAD 151
Local Corequisites: Take All: RAD 112 and RAD 121
This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.
College Transfer: N/A

RAD 171 - RAD Clinical Ed III
CIS Course ID: S25790
Class Hours 0
Lab Hours 0
Clinical Hours 9
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take All: RAD 112, RAD 121, and RAD 161
Local Corequisites: Take: RAD 122 and RAD 141
This course provides experience in patient management specific to advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and transitioning to mastering positioning of advanced

studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.
College Transfer: N/A

RAD 181 - RAD Clinical Elective
CIS Course ID: S13957
Class Hours 0
Lab Hours 0
Clinical Hours 3
Work Experience 0
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.
College Transfer: N/A

RAD 211 - RAD Procedures III
CIS Course ID: S25791
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take All: RAD 122, RAD 141, and RAD 171
Local Corequisites: Take: RAD 231 and RAD 251
This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, advanced imaging, radiographic pathology and image analysis. Upon completion, students should be able to demonstrate an understanding of these areas.
College Transfer: N/A

RAD 231 - Image Production III
CIS Course ID: S25792
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take All: RAD 122, RAD 141, and RAD 171
Local Corequisites: Take: RAD 211 and RAD 251
This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on complex imaging production and principles, quality control and quality assurance in the imaging sciences. Upon completion, students should be able to demonstrate an understanding of advanced radiographic equipment and quality control programs.
College Transfer: N/A

RAD 251 - RAD Clinical Education IV

CIS Course ID: S25793
Class Hours 0
Lab Hours 0
Clinical Hours 21
Work Experience 0
Credit Hours 7
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take All: RAD 122, RAD 141, and RAD 171
Local Corequisites: Take: RAD 211, and RAD 231
This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.
College Transfer: N/A

RAD 261 - RAD Clinical Education V
CIS Course ID: S25794
Class Hours 0
Lab Hours 0
Clinical Hours 21
Work Experience 0
Credit Hours 7
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take All: RAD 211, RAD 231, and RAD 251
Local Corequisites: Take RAD 271
This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.
College Transfer: N/A

RAD 271 - Radiography Capstone
CIS Course ID: S25795
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0

Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take All: RAD 211, RAD 231, and RAD 251
Local Corequisites: Take: RAD 261
This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of an entry-level radiographer.
College Transfer: N/A

Religion

REL 110 - World Religions
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 111
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

REL 211 - Intro to Old Testament
CIS Course ID: S11707
Class Hours 3
Credit Hours 3
Minimum State Prerequisites: **None**
Minimum State Corequisites: **None**
Local Prerequisites: DRE-097, ENG 002, or ENG 025, or ENG 111
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

REL 212 - Intro to New Testament
CIS Course ID: S11723
Class Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, ENG 002, ENG 025, or ENG 111
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

REL 221 - Religion in America
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 111
Local Corequisites: None
This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

Respiratory Care

RCP 110 - Intro to Respiratory Care
CIS Course ID: S24786
Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0

Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: BIO 168, BIO 169, ENG 111, MAT 143
Local Corequisites: BIO 275, ENG 112, Humanities/Fine Arts Elective
This course introduces the role of the respiratory care practitioner within interprofessional teams and interacting with diverse populations. Topics include medical gas administration, basic patient assessment, infection control, and medical terminology using proper written and oral communication methods to prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations.
College Transfer: N/A

RCP 111 - Therapeutics/Diagnostics
CIS Course ID: S24787
Class Hours 4
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 5
Minimum State Prerequisites: Take RCP 110
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: Take: RCP 133
This course provides emphasis on therapeutic and diagnostic procedures. Topics include applying problem solving strategies in the patient care setting, applying ethical principles in decision making, and practicing professional responsibilities, which will prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations.
College Transfer: N/A

RCP 114 - C-P Anatomy & Physiology
CIS Course ID: S21906
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Nones
This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation.
College Transfer: N/A

RCP 115 - C-P Pathophysiology
CIS Course ID: S24789
Class Hours 2
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces the etiology, pathophysiology, clinical signs and symptoms, diagnoses, prognoses, complications, and management of cardiopulmonary diseases. Emphasis is placed on developing, evaluating, and modifying respiratory care plans based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in cardio-pulmonary disease concepts through written evaluations.
College Transfer: N/A

RCP 122 - Special Practice Lab
CIS Course ID: S14239
Class Hours 0
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.
College Transfer: N/A

RCP 133 - RCP Clinical Practice I
CIS Course ID: S12612
Class Hours 0
Lab Hours 0
Clinical Hours 9
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: Take RCP 110
Local Prerequisites: None
Local Corequisites: None
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required

performance evaluations.
College Transfer: N/A

RCP 142 - RCP Clinical Practice II
CIS Course ID: S13567
Class Hours 0
Lab Hours 0
Clinical Hours 6
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: Take: RCP 110
Minimum State Corequisites: Take: RCP 111
Local Prerequisites: Take: RCP 133
Local Corequisites: None
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.
College Transfer: N/A

RCP 158 - RCP Clinical Practice III
CIS Course ID: S12193
Class Hours 0
Lab Hours 0
Clinical Hours 24
Work Experience 0
Credit Hours 8
Minimum State Prerequisites: Take RCP 111
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.
College Transfer: N/A

RCP 210 - Critical Care Concepts
CIS Course ID: S24790
Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take: RCP 110, RCP 111, RCP 114, and RCP 133
Local Corequisites: Take: RCP 115, RCP 122, and RCP 142
This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the application and management of mechanical ventilation, assessment underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written, laboratory and/or clinical simulation evaluations.
College Transfer: N/A

RCP 211 - Advanced Monitoring/Procedures
CIS Course ID: S24791
Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take RCP 210
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course includes advanced information gathering and decision making for the respiratory care professional using evidence-based respiratory care protocols. Topics include advanced cardiac monitoring, special procedures, respiratory care protocols, and disease management. Upon completion, students should be able to assess, recommend, and independently modify respiratory care protocols through written, laboratory and/or clinical simulation evaluations.
College Transfer: N/A

RCP 214 - Neonatal/Peds RC.
CIS Course ID: S24793
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: Take RCP 111
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides comprehensive coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on pathophysiology, patient assessment and special therapeutic needs of neonates and children based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in the neonatal and pediatric respiratory care concepts through written, laboratory and/or clinical simulation evaluations.
College Transfer: N/A

RCP 215 - Career Preparation
CIS Course ID: S24794
Class Hours 0
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take All: RCP 110, RCP 111,

RCP 114, RCP 115, RCP 122, RCP 133, RCP 142, RCP 158, RCP 211, and RCP 214
Local Corequisites: Take: RCP 238
This course provides an overview of respiratory therapy concepts in preparation for credentialing exam. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of respiratory therapy and be prepared for successful completion of the credentialing process.
College Transfer: N/A

RCP 238 - RCP Clinical Practice IV
CIS Course ID: S12290
Class Hours 0
Lab Hours 0
Clinical Hours 24
Work Experience 0
Credit Hours 8
Minimum State Prerequisites: Take RCP 111
Minimum State Corequisites: Take RCP 210
Local Prerequisites: RCP 214
Local Corequisites: None
This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance
College Transfer: N/A

Simulation & Game Development

SGD 111 - Introduction to SGD
CIS Course ID: S21240
Class Hours 2
Lab Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Local Prerequisites: None
This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development.
College Transfer: N/A

SGD 112 - SGD Design
CIS Course ID: S21241
Class Hours 2
Lab Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Local Corequisites: None
This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulation and games. Upon completion, students should be able to design simple simulations and/or games.
College Transfer: N/A

SGD 113 - SGD Programming
CIS Course ID: S21242
Class Hours 2
Lab Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Local Prerequisites: None
This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations.
College Transfer: N/A

SGD 114 - 3D Modeling
CIS Course ID: S21243
Class Hours 2
Lab Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Local Prerequisites: None
This course introduces the tools required to create three-dimensional (3D) models. Emphasis is placed on exploring tools used to create 3D models. Upon completion, students should be able to create and animate 3D models using 3D modeling tools.
College Transfer: N/A

SGD 116 - Graphic Design Tools
CIS Course ID: S22247
Class Hours 2
Lab Hours 2
Credit Hours 3
Minimum State Prerequisites: None
Local Prerequisites: None
This course introduces students to computer-based graphic design tools and their use within the context of simulation and game design. Topics include texture creation, map creation, and introduction to advanced level graphic design techniques. Upon completion, students should be able to competently use and explain industry-standard graphic design software.
College Transfer: N/A

Sociology

SOC 210 - Introduction to Sociology
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3

Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 111
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.

SOC 213 - Sociology of the Family
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 111
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

SOC 220 - Social Problems
CIS Course ID: S11859
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 111
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

SOC 225 - Social Diversity
CIS Course ID: S13923
Class Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites:
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 110 or ENG 111
Local Corequisites:
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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

Sonography

SON 110 - Intro to Sonography
CIS Course ID: S13282
Class Hours 1
Lab Hours 3
Clinical Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient

care skills and preliminary scanning techniques.
College Transfer: N/A

SON 111 - Sonographic Physics
CIS Course ID: S23619
Class Hours 3
Lab Hours 3
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety.
College Transfer: N/A

SON 120 - SON Clinical Ed I
CIS Course ID: S10505
Class Hours 0
Lab Hours 0
Clinical Hours 15
Credit Hours 5
Minimum State Prerequisites: Take SON 110
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.
College Transfer: N/A

SON 121 - SON Clinical Ed II
CIS Course ID: S10547
Class Hours 0
Lab Hours 0
Clinical Hours 15
Credit Hours 5
Minimum State Prerequisites: Take SON 120
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.
College Transfer: N/A

SON 130 - Abdominal Sonography I
CIS Course ID: S11569
Class Hours 2
Lab Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images.
College Transfer: N/A

SON 131 - Abdominal Sonography II
CIS Course ID: S11608
Class Hours 1
Lab Hours 3
Credit Hours 2
Minimum State Prerequisites: Take SON 130
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations.
College Transfer: N/A

SON 140 - Gynecological Sonography
CIS Course ID: S10950
Class Hours 2
Lab Hours 0
Credit Hours 2
Minimum State Prerequisites: Take SON 110
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms.
College Transfer: N/A

SON 220 - Son Clinical Ed III
CIS Course ID: S11100
Class Hours 0
Lab Hours 0
Clinical Hours 24
Credit Hours 8
Minimum State Prerequisites: Take SON 121
Minimum State Corequisites: None

Local Prerequisites: None
Local Corequisites: None
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.
College Transfer: N/A

SON 221 - SON Clinical Ed IV
CIS Course ID: S11048
Class Hours 0
Lab Hours 0
Clinical Hours 24
Credit Hours 8
Minimum State Prerequisites: Take SON 220
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides continued active participation off campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.
College Transfer: N/A

SON 225 - Case Studies
CIS Course ID: S16541
Class Hours 0
Lab Hours 3
Credit Hours 1
Minimum State Prerequisites: Take One: SON 110 or CVS-163
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies.
College Transfer: N/A

SON 241 - Obstetrical Sonography I
CIS Course ID: S10156
Class Hours 2
Lab Hours 0
Credit Hours 2
Minimum State Prerequisites: Take SON 110
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications.
College Transfer: N/A

SON 242 - Obstetrical Sonography II
CIS Course ID: S10167
Class Hours 2
Lab Hours 0
Credit Hours 2
Minimum State Prerequisites: Take SON 241
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies.
College Transfer: N/A

SON 250 - Vascular Sonography
CIS Course ID: S23622
Class Hours 1
Lab Hours 3
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system.
College Transfer: N/A

SON 289 - Sonographic Topics
CIS Course ID: S22124
Class Hours 2
Lab Hours 0
Credit Hours 2
Minimum State Prerequisites: Take SON 110
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations.
College Transfer: N/A

Spanish

SPA 111 - Elementary Spanish I
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: DRE-097, or ENG 002, or ENG 025, or ENG 111
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

SPA 112 - Elementary Spanish II
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take SPA 111
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

SPA 211 - Intermediate Spanish I
CIS Course ID: S11415
Class Hours 3
Lab Hours 0
Credit Hours 3
Minimum State Prerequisites: Take SPA-112
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.
College Transfer: This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.
This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

Surgery

SUR 110 - Intro to Surgical Technology
CIS Course ID: S23183
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: Take SUR 111
Local Prerequisites: Admission into the Surgical Technology Program and BIO 168
Local Corequisites: None
This course provides a comprehensive study of peri-operative care, patient care concepts, and professional practice concepts within the profession of surgical technology. Topics include: introductory concepts, organizational structure and relationships, legal, ethical and moral issues, medical terminology, pharmacology, anesthesia, wound healing management concepts, and the technological sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology.
College Transfer: N/A

SUR 111 - Periop Patient Care
CIS Course ID: S23184
Class Hours 5
Lab Hours 6
Clinical Hours 0
Work Experience 0
Credit Hours 7
Minimum State Prerequisites: None
Minimum State Corequisites: Take SUR 110
Local Prerequisites: Admission into the Surgical Technology Program
Local Corequisites: None
This course provides the surgical technology student the theoretical knowledge required to function in the pre-operative, intra-operative, and post-operative role. Topics include asepsis, disinfection and sterilization, physical environment, instrumentation, equipment, peri-operative patient care, and peri-

operative case management. Upon completion, students should be able to apply the principles and practice of the peri-operative team member to the operative environment.
College Transfer: N/A

SUR 122 - Surgical Procedures I
CIS Course ID: S24471
Class Hours 5
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 6
Minimum State Prerequisites: Take All: SUR 110 and SUR 111
Minimum State Corequisites: Take: SUR 123
Local Prerequisites: None
Local Corequisites: None
This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.
College Transfer: N/A

SUR 123 - Surgical Clinical Practice I
CIS Course ID: S12656
Class Hours 0
Lab Hours 0
Clinical Hours 21
Work Experience 0
Credit Hours 7
Minimum State Prerequisites: Take All: SUR 110 and SUR 111
Minimum State Corequisites: Take SUR 122
Local Prerequisites: None
Local Corequisites: None
This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.
College Transfer: N/A

SUR 134 - Surgical Procedures II
CIS Course ID: S24472
Class Hours 5
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 5
Minimum State Prerequisites: Take: SUR 123
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.
College Transfer: N/A

SUR 135 - SUR Clinical Practice II
CIS Course ID: S22703
Class Hours 0
Lab Hours 0
Clinical Hours 12
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take SUR 123
Minimum State Corequisites: Take SUR 134
Local Prerequisites: None
Local Corequisites: None
This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.
College Transfer: N/A

SUR 137 - Prof Success Prep
CIS Course ID: S24549
Class Hours 1
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 1
Local Prerequisites: None
Local Corequisites: None
This course provides employability skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, interviewing strategies, communication skills, and teamwork concepts. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.
College Transfer: N/A
SUR 210 - Adv SUR Clinical Practice
CIS Course ID: S22704
Clinical Hours 6
Credit Hours 2

Minimum State Prerequisites: None
Local Prerequisites: None
Local Corequisites: None
This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area.
College Transfer: N/A

SUR 211 - Adv Theoretical Concepts
CIS Course ID: S22705
Class Hours 2
Credit Hours 2
Minimum State Prerequisites: None
Local Prerequisites: None
This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.
College Transfer: N/A

Welding

WLD 110 - Cutting Processes
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

WLD 112 - Basic Welding Processes
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

WLD 115 - SMAW (Stick) Plate
Class Hours 2
Lab Hours 9
Clinical Hours 0
Work Experience 0
Credit Hours 5
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

WLD 116 - SMAW (stick) Plate/Pipe
Class Hours 1
Lab Hours 9
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take WLD 115
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

WLD 117 - Industrial SMAW
CIS Course ID: 11726
Class Hours 1
Lab Hours 4
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

WLD 121 - GMAW (MIG) FCAW/Plate
Class Hours 2
Lab Hours 6
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

WLD 131 - GTAW (TIG) Plate
Class Hours 2
Lab Hours 6
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

WLD 132 - GTAW (TIG) Plate/Pipe
Class Hours 1
Lab Hours 6
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: WLD 131
Minimum State Corequisites: None
Local Prerequisites: None
Local 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 jointing geometry.
College Transfer: N/A

WLD 141 - Symbols & Specifications
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local 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.
College Transfer: N/A

WLD 143 - Welding Metallurgy
CIS Course ID: S11434
Class Hours 1
Lab Hours 2
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.
College Transfer: N/A

WLD 151 - Fabrication I
CIS Course ID: S22456
Class Hours 2
Lab Hours 6
Credit Hours 4
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.
College Transfer: N/A

WLD 212 - Inert Gas Welding

Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: WLD 112
Local Corequisites: None
This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions.
College Transfer: N/A

WLD 231 - GTAW (TIG) Pipe
Class Hours 1
Lab Hours 6
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: WLD 132
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler material on various pipe positions.
College Transfer: N/A

WLD 251 - Fabrication II
CIS Course ID: S10330
Class Hours 1
Lab Hours 6
Credit Hours 3
Minimum State Prerequisites: Take: WLD 151
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.
College Transfer: N/A

WLD 261 - Certification Practices
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: Take All: WLD 115, WLD 121, and WLD 131
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.
College Transfer: N/A

WLD 262 - Inspection & Testing
CIS Course ID: S11961
Class Hours 2
Lab Hours 2
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.
College Transfer: N/A

WLD 265 - Automated Welding/Cutting
CIS Course ID: S12042
Class Hours 2
Lab Hours 6
Credit Hours 4
Minimum State Prerequisites: Take All: WLD 110 and WLD 121
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
College Transfer: N/A

Work Based Learning

WBL 111 - Work Based Learning I
Class Hours 0
Lab Hours 0
Clinical Hours 0
Work Experience 10
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom

learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.
College Transfer: N/A

WBL 121 - Work Based Learning II
Class Hours 0
Lab Hours 0
Clinical Hours 0
Work Experience 10
Credit Hours 1
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.
College Transfer: N/A

Other Courses

Major Elective - See Additional Curriculum Notes

Credit Hours 2-3
See Additional Curriculum Notes for Options.

Major Electives - See Additional Curriculum Notes

Credit Hours 6
See Additional Curriculum Notes for Options.

Math/ Natural Science - Elective

Credit Hours 4
Math/Natural Science Elective choices can be found in Additional Curriculum Notes.

Natural Sciences - Elective

Credit Hours 4
The Natural Sciences elective choices can be found in Additional Curriculum Notes.

Developmental Course Descriptions

Developmental Education

Developmental education bridges the gap between current academic skills and those needed for college-level coursework. It is a personalized pathway to success, offering detailed instruction and support to ensure students are well-prepared for their academic journey. Any student who has a high school diploma or a GED may enroll in developmental courses. Depending on their individual circumstances and with the approval of their academic advisor, students may take a combination of developmental and regular curriculum courses during the same term.

Exit Criteria for All Pre College (Developmental Education) Courses

A student taking required developmental pre-requisite courses must earn a grade of "A, B, or C" in order to progress to the curriculum course. A grade of "F" requires the student to repeat the course. A student taking required developmental co-requisite courses must earn a passing grade of "A, B, or C".

Class Attendance

In order to receive credit for a developmental course, the student must attend at least 85% of the required contact hours. If the student misses hours in excess of 15%, the student will be dropped from the course by the instructor. In no case will a student receive credit for a course if he/she has missed in excess of 15% of the required contact hours. The grade provided will follow the guidelines outlined in the RCC Drop/Add Policy. Regardless of when a student registers, absences are calculated beginning with the first scheduled class.

Current Developmental Courses

CHM 090 Chemistry Concepts is the prerequisite for CHM 131 and CHM 151 for students who do not have credit for high school chemistry. Students may be required to complete activities using the learning management system.

For students with a GPA < 2.8, ENG 025 College English Skills is a pre-requisite for ENG 111.

For students with a GPA < 2.2, MAT 025 Concepts of Essential Math/Statistics is a pre-requisite for MAT 143 Quantitative Literacy and MAT 152 Statistical Methods I.

For students with a GPA < 2.2, MAT 035 Concepts of Algebra is a pre-requisite for MAT 171 Precalculus Algebra.

For students with a GPA > = 2.2 and < 2.8, MAT 045 Math Skills Support is a co-requisite for MAT 143 Quantitative Literacy, MAT 152 Statistical Methods I, and MAT 171 Precalculus Algebra.

Placement

RCC places students into pre-requisite, co-requisite and/or gateway courses based upon their high school unweighted cumulative GPA. Upon special request, RCC will assess certain academic competencies in reading, writing, and mathematics for placement directly into gateway courses.

RCC places students who do not have an unweighted high school cumulative GPA directly into pre-requisite courses

Veterans

According to the Code of Federal Regulations, remedial courses may not be certified for payment if they are offered as independent study, distance/online learning, or hybrid course delivery. Each semester, Robeson Community College offers a selected number of remedial courses that a veteran student may enroll in that meets the eligibility requirements for payment. For more information, check with the Financial Aid Office.

Workforce Development & Continuing Education

Workforce Development & Continuing Education courses provide short-term training to students to enter the workforce quickly, offering lifelong learning opportunities for students of all ages. These courses, when completed successfully, prepare the student with Qualification, National or State Certification, or State Licensure opportunities.
Workforce Continuing Education (WCE) pathways/course(s) leading to an N.C. Workforce Credential identified as either Essential or Career Level are identified with a *. The list of eligible credentials is available at https://nccareers.org/credentials.

Activity Coordinator (HSE-3264)

Purpose: This course is designed to provide basic training to individuals desiring to become an Activity Director in a healthcare related setting. Activity Directors for nursing facilities are required to complete the basic course with documentation including the assessment and care planning process. The course modules include but are not limited to (I) Overview of the Activity Professional, (II) Human Development and the Aging Process, (III) Standards of Practice, (IV) Activity Care Planning, and (V) Methods of Service Delivery and includes a clinical component. *(90 Hour Course, Face to Face Class)*

Requirements for admission: High School Diploma or GED
Attendance Policy: Students must not miss more than six (6) hours of the required contact hours for a class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of 80% or above and will award the student with a Certificate of Completion.
Cost:
Tuition: **$**180.00
Campus Access fee: $2.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60
Certification: Certificate of Completion
Credentialing Agency: Meets the NC Qualification requirements for the Activity Professional Apprentice Certified (APAC) through the National Certification Council for Activity Professionals (NCCAP).

Advanced Emergency Medical Technician Initial (EMS-4300) *

Purpose: This Emergency Medical Services (EMS) credential-related course must adhere to the most current guidelines established by the NC Office of Emergency Medical Services (OEMS) as applicable to this initial Advanced Emergency Medical Technician (AEMT) course. This may include, but not be limited to, OEMS Education Institution approval, program director and instructor standards, classroom and distance education course approval, admissions requirements, course content, equipment standards, clinical and/or field requirements, and skills documentation. OEMS guidelines align with the rules of the NC Medical Care Commission and standards of the National Highway Traffic Safety Administration. For details, contact the Education and Credentialing Office of the NC Office of Emergency Medical Services, NC Department of Health, and Human Services.
Requirements for admission: Possession of a high school diploma, high school equivalency. Successful completion of college-level English, or within past 12 months successful completion of an exam assessing basic reading comprehension skills at a minimum at the twelfth-grade level. Successful completion of college-level Math, or within past 12 months successful completion of an exam assessing basic math skills at a minimum at the twelfth-grade level. Student must have a valid and active NC EMT credential, NREMT or other states EMS credential before the clinical or field component starts.
Attendance policy:

The RCC Attendance Policy and Procedure: Students must attend 90% of the required contact hours for class/lab and 100% of clinical/field hours in order to receive credit for the class.
Tardy/Absence Policy
The College defines a tardy as a student entering class after the roll is checked or after instruction has begun, and it shall also be defined as a student leaving class early regardless of the reason. Three tardies constitute a recorded absence. If a student is in class less than 80% of the scheduled class time, he/she will be marked absent. These absences will count toward overall attendance for the class as outlined above. Students who have not entered class by the census date (10% point of the class) will be dropped as "Never Attend" without the possibility of reinstatement. Entrance into a face-to-face class is defined as attending at least one face-to-face class meeting before the census date. Entrance into an online class is defined as logging into the institution's learning management system (LMS) and completing the required enrollment activity prior to the census date. Entrance into a hybrid or blended class is defined as attending at least one face-to-face class meeting or completing the required enrollment activity prior to the census date. Failure to attend class or complete the required enrollment activity prior to the census date will result in the student being dropped from the course. If the student does not attend class by the census date, the student will not be allowed to enter the course. Once a student is officially enrolled in a class, regular participation is expected. Lack of participation is a serious deterrent to good scholarship, and it is impossible to receive instruction, obtain knowledge, or develop skills when students are disengaged from the course.
Graduation requirements: Students must maintain a course average of 77% and pass all high stakes cognitive, affective, and summative evaluations within two attempts. Students must complete all lab practice evaluations in FISDAP. Students must complete 96 field clinical hours and all student minimal competencies in FISDAP.

Tuition and fees:
Registration - $180.00 *** FIRE/Rescue and EMS qualify for tuition waiver***
Book - $275.21
FISDAP - $84
EMS Testing - $70
Uniform - $120 estimated
Castlebranch Background and drug screen - $96.00

Withdrawal policy: The last day to withdraw from this class with a grade of "W" is 10 days from the course start date. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class. It is the student's responsibility to contact the instructor when they have missed assignments or missed instructional time. Instructors may allow students to complete/submit assignments in a delivery mode other than the primary delivery mode of the class to demonstrate course progression with the exception of the required enrollment activity for online, hybrid and blended courses.
Grading policy: Students must maintain a course average of 77% and pass all high stakes cognitive and summative evaluations within two attempts. The second attempt must be within one week of the first attempt.
Certificate upon completion: Upon successfully completing the course, the student may be eligible to sit for the NC Advanced Emergency Medical Technician exam and or National Registry Advanced Emergency Medical Technician exam.
Credentialing agency: NC Office of Emergency Medical Services, National Registry of Emergency Medical Technicians

Alive @ 25 (CSP-4000A25)
Purpose: The purpose of the course is to focus on eliminating the leading causes of preventable deaths that can happen while speeding, driving while distracted, and with young and or new drivers.
Requirements: Students must be between the ages of 16 and 25 at the time of registration, hold a valid North Carolina Driver's License, and a Social Security Card.
Attendance Policy: Students must attend 100% of the contact hours in order to complete the course.
Graduation Requirements: Successful completion of this course requires the student to attend and participate in 100% of the course and will award the student with a Certificate of Completion.
Tuition & Fees: $100.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an

Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Completion Certificate
Credentialing Agency: Safety & Health Council of North Carolina

Automotive Mechanic (AUT-3137)
Purpose: This course prepares individuals for an entry level position as automotive service technicians who inspect, maintain, and repair automobiles and light trucks that run on gasoline, electricity, or alternative fuels. Topics may include brakes, electrical/electronic systems, engine performance, suspension steering, automatic transmission & transaxle, engine repair, heating & air conditioning, manual drive train axles, and alternative fuel technologies. Upon completion, students may sit for industry-recognized credentials.
Requirements: Students must be at least 18 years of age at the time of registration.
Attendance Policy: Students must attend at least 80% of the contact hours in order to complete the course.
Graduation Requirements: Successful completion of this course requires a final grade of 80% or above and will award the student with a Certificate of Completion.
Cost:
Tuition: $180.00
Campus Access: $2.00
Insurance: $0.60

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60
Certification: Completion Certificate
Credentialing Agency: North Carolina DMV

Barbering (BAR-3100) *
Purpose: This course is designed to provide the necessary skills to work to meet the instructional requirements to become a registered barber established by the NC Board of Barber Examiners. With the support of RCC, you will be prepared to take the state exam and get started in your barbering career. Students will train in a fully functional RCC Barber Shop. The barbering program will teach the students the essentials required in providing complete hair and skin services such as facial massages, razor shaves, modern hairstyling, haircutting, coloring, and chemical services. *(1,672-hour course that runs from January to December of each year. Face to Face with an online entity making it Hybrid.)*
Requirements: High School Diploma or its equivalent and passing a given reading assessment at a 10th grade level
Attendance Policy: Students must attend 80% of the required contact hours for a class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of C or above and will award the student with a Certificate of Completion.
Semester 1 Cost
Tuition: $180.00
Campus Access Fee: $2.00
Insurance: $0.60
Permit: $25.00
Kit/Book: $800.00

Name tag: $12.00
Malpractice Ins: $15.00

Semester 2 Cost
Tuition: $180.00
Supplies: $50.00

Semester 3 Cost
Tuition: $180.00
Supplies: $50.00
Insurance: $0.60
Malpractice: $15.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
Grading Scale

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Certification: Registered Barber
Credentialing Agency: North Carolina Board of Barbers Examiners

Basic Rider (Motorcycle Safety) (CSP-4000A)

Purpose: This course is designed for students with little or no motorcycle riding experience. Upon successful completion of the 20-hour safety and street skills course, students will be provided with cards to take to their local DMV office as proof of the driving portion of the exam. Written examinations are taken at the DMV office and are the responsibility of the student.
Requirements: Students younger than 18 years old at the time of registration must have a signed waiver on file by their parent/guardian. All students must hold a valid North Carolina Driver's License or Permit, and a Social Security Card.
Attendance Policy: Students must attend 100% of the contact hours in order to complete the course.
Graduation Requirements: Successful completion of this course requires a final grade of 80% or above and will award the student with a Certificate of Completion.
Cost:
Tuition: $160.00
Campus Access Fee: $2.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Certification: Skills Completion Certificate
Credentialing Agency: North Carolina DMV

Behind the Wheel Training (B to A) (TRA-3607B2)

Purpose: This program teaches proper driving procedures for tractor-trailers, safe driver responsibility, commercial motor vehicle laws and regulations, and the basic principles and practices for operating

commercial vehicles. **Requirements:** Students must be 18 years of age at the time of registration, hold a valid North Carolina Class B CDL, a valid North Carolina Class A Learners Permit, and a Social Security Card. Verification of driving skills must be submitted to the CDL Coordinator before acceptance into the class.
Attendance Policy: Students must attend 100% of the contact hours in order to complete the course.
Graduation Requirements: Successful completion of the course requires at least an 80% or above on Moodle; 85% or Greater on Mock Pre-Trip #1; 95% or Greater on Mock Pre-Trip #2; and completion of required drive hours.
Cost:
Tuition: $180.00
Campus Access Fee: $2.00
Insurance: $.60
Truck Fee: $500.00
Books: $130.00
DOT Physical: $90.00
DOT Drug Screen: $90.00
DMV Driving Record: $5.00
DMV Permit: $75.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Upon successful course completion, the student may qualify to take the NC DMV Commercial Driver's License Class A Exam.
Credentialing Agency: NCDOT Division of Motor Vehicles (DMV)

CDL Permit Prep (TRA-3607C)
Purpose: This program is a self-paced online course that covers the three components of the CDL Permit Exam: Air Brakes, General Knowledge, and Combination Vehicle. Successful completers will be prepared to pass the North Carolina DMV CDL Permit test.
Requirements: Students must be 18 years of age at the time of registration, hold a valid North Carolina Driver's License, and a Social Security Card.
Attendance Policy: Students must successfully complete 100% of the material designed for the course.
Graduation Requirements: Successful completion of this course requires a final grade of 80% or above and will award the student with a Certificate of Completion.
Cost:
Tuition & Fees: $70.00
Campus Access Fee: $2.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Preparation to sit for the NCDMV CDL Permit test
Credentialing Agency: NCDOT Division of Motor Vehicles (DMV)

Community Health Worker (HEA-3121) *

Purpose: The Community Health Worker course is an online hybrid course designed to provide individuals with the required knowledge, tools, and resources to become recognized as a certified Community Health Worker (CHW) in North Carolina working in a variety of healthcare and community settings including Health Departments, Hospitals, Clinics, Faith-based Organizations, etc. Community Health Workers are dedicated individuals who function along a continuum ranging from individual and community development to service delivery and promoting community empowerment and social justice. Often helping to link people to needed health care information and services. *(173-hour course held online with a virtual meeting each week.)*
Requirements: High School Diploma is not required for this course
Attendance Policy: Students must attend 80% of the required contact hours for a class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of 80% or above and will award the student with a Certificate of Completion.
Cost:
Tuition: $180.00
Campus Access Fee: $2.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Upon successful completion of this training students will be eligible for listing as a NC Certified Community Health Worker.
Credentialing Agency: NC Community Health Worker Association (NCCHWA).

Computed Tomography (CAT-3100)

Purpose: This course is designed to educate technologists in the post-primary practice of computed tomography. Core topics include but are not limited to, computed tomography procedures and equipment operation, patient care (education, preparation, orientation, and positioning), patient history and assessment, contrast media usage, scout image, selectable scan parameters, and image processing and display. The program accepts 8 students in each cohort through a competitive application process. *(691-hour course online with hospital clinicals that begin week 1.)*
Requirements: Individuals entering this course must be registered or registry- eligible radiologic technologist, radiation therapist, or nuclear medicine technologist.
Attendance Policy: Students must attend 80% of the required contact hours for a class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of C or above and will award the student with a Certificate of Completion.
Cost:
Tuition: $180.00
Campus Access Fee: $2.00
Badge: $55.00
Malpractice: $15.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79

D 60-69
F Below 60
Certification: Upon successful completion, students may be eligible to sit for the American Registry of Radiologic Technologist post-primary in Computed Tomography.
Credentialing Agency: American Registry of Radiologic Technologists

Defensive Driving (CSP-4000DC4)

Purpose: The purpose of the course is to focus on eliminating the leading causes of preventable deaths that can happen while speeding, driving while distracted, and young/inexperienced drivers.
Requirements: Students must be 26 years of age or older, hold a valid North Carolina Driver's License, and a Social Security Card.
Attendance Policy: Students must attend 100% of the contact hours in order to complete the course.
Graduation Requirements: Successful completion of this course requires the student to attend and participate in 100% of the course and will award the student with a Certificate of Completion.
Tuition & Fees: $100.00
Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Certificate of Completion
Credentialing Agency: Safety & Health Council of North Carolina

Detention Officer (CJC-3941) *

Purpose: The Sheriff's Training & Standards Commission mandated Detention Officer Certification Course, as outlined in Rule .0601 of the Administrative Code, requires a minimum of 172 hours of instruction. Robeson Community College is offering this course as outlined above with additional hours of instruction and test time for a total of 181 hours. There is a current need to fill many vacancies for Detention Officers in this area. NOTE: Detention Officers are employees of the Sheriff and work at the county detention facility.
Requirements: Must be a U.S. citizen, at least 21 years of age, a High School graduate or equivalent, completed medical examination by a licensed physician, certified criminal history from each county that applicant has resided since the age of 16, and no felony or major misdemeanor charges. (Contact School Director for specific details reference charges)
Attendance Policy: Students must attend 100% of the required contact hours for a class in order to receive credit for class. Excused absences cannot exceed 10% of the total class hours, and missed hours must be made up prior to the comprehensive state exam.
Graduation Requirements: Successful completion of this course requires a final grade of "70%" or above and will award the student with a Certificate of Completion.
Tuition and Fees: $180, Textbook: $55 (Individuals that have been hired by an NC Sheriff's Office as a detention officer are fee-waived = $0 tuition)

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Certified Detention Officer
Credentialing Agency: N.C. Sheriff's Education and Training Standards Division

Dialysis Technology (DIA-3100)

Purpose: This course is designed to prepare individuals with the theoretical, technical, and clinical skills needed to maintain equipment and provide patient care to those being treated for chronic renal diseases. Class format includes lectures, labs, and clinical activities. Successful completion of this course will prepare the individual for employment as a dialysis technician in hospitals, renal This course is designed to prepare individuals with the theoretical, technical, and clinical skills needed to maintain equipment and provide patient care to those being treated for chronic renal diseases. Class format includes lectures, labs, and clinical activities. *(132-hour course. Offered In Person only)*
Requirements: High School Diploma or GED
Attendance Policy: Students must attend 80% of the required contact hours for a class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of C or above and will award the student with a Certificate of Completion.
Cost:
Tuition: $180.00
Campus Access fee: $2.00
Textbook: $42.21 (To be purchased by the student online at https://meiresearch.org/)

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Certification: After one year of work experience, individuals may be eligible to sit for national certification as a Clinical Hemodialysis Technician.
Credentialing Agency: Meets the NC Qualification requirements. Students can seek certification through the American Nephrology Nurses Association through their Dialysis Employer.

DMV: OBD Emission (DMV-3129DS6)

Purpose: This course is designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicles Safety and On-Board Diagnostic (OBD) Emissions Inspection Program administered by the NC Division of Motor Vehicles, License and Theft Bureau. Upon completion, a student will understand the rules, regulations, and procedures for conducting vehicle safety and OBD emissions inspections; be able to inspect a vehicle properly; and be prepared to sit for the state certification exam.
Requirements: Students must be 18 years of age at the time of registration and must be employed by a recognized NCDMV mechanic.
Attendance Policy: Students must attend 100% of the contact hours in order to complete the course.
Graduation Requirements: Successful completion of this course requires a final grade of 80% or above and will award the student with a Certificate of Completion.
Cost:
Tuition: $72.00
Campus Access Fee: $2.00
Insurance: $0.60

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Certification: Qualification to sit for the state certification exam
Credentialing Agency: NCDOT Division of Motor Vehicles (DMV)

DMV: Auto Safety (DMV-3129DS)

Purpose: This course is designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicles Safety and On-Board Diagnostic (OBD) Emissions Inspection Program administered by the NC Division of Motor Vehicles, License and Theft Bureau. Upon completion, a student will understand the rules, regulations and procedures for conducting vehicle safety and OBD emissions inspections; be able to inspect a vehicle properly; and be prepared to sit for the state certification exam.
Requirements: Students must be 18 years of age at the time of registration and must be employed by a recognized NCDMV mechanic.
Attendance Policy: Students must attend 100% of the contact hours in order to complete the course.
Graduation Requirements: Successful completion of this course requires a final grade of 80% or above and will award the student with a Certificate of Completion.
Cost:
Tuition: $70.00
Campus Access Fee: $2.00
Insurance: $.60

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Qualification to sit for the state certification exam
Credentialing Agency: NCDOT Division of Motor Vehicles (DMV)

EKG Cardiovascular Tech Monitoring (ICV-3111) *

Purpose: The program prepares students to become a certified EKG (ECG) Technicians/Monitor. The course will cover anatomy and physiology of the heart, principles of EKG, and recognition of multiple cardiac dysrhythmias which affect heart function. Students will learn cardiac terminology and medical disease processes. The medical and legal aspects of patient contact will be covered. Skills include operating EKG equipment, running EKG's, mounting strips and the reading and interpretation of cardiac lead tracings. Students will practice with equipment and perform hands-on labs. *(134-hour course. This course is offered in person and online)*
Requirements for admission: High School Diploma or GED
Attendance Policy: Students must attend 80% of the required contact hours for a class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of C or above and will award the student with a Certificate of Completion.
Cost:
Tuition: $180.00
Campus Access fee: $2.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Certificate of Completion
Credentialing Agency: National Healthcareer Association

Electrical (Night) (ELC-3014)

Purpose: This course prepares individuals for any entry level general maintenance position responsible for basic troubleshooting of electrically powered equipment. Topics include static electricity, Ohm's law, DC circuits, magnetism, alternating and direct currents, indicators, transformers, capacitors, and electronic components. Upon completion, students will have a basic understanding of electrical circuits and electronic logic.
Requirements: Students must be at least 16 years of age at the time of registration.
Attendance Policy: Students must attend at least 80% of the contact hours in order to complete the course.
Graduation Requirements: Successful completion of this course requires a final grade of 80% or above and will award the student with a Certificate of Completion.
Cost:
Tuition: $180.00
Campus Access Fee: $2.00
Insurance: $0.60

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Certification: Certificate of Completion
Credentialing Agency: None

Electrical Lineman (ELT-3018) *

Purpose: This course prepares individuals to work as linemen in the preparation and repair of electrical utility service. Course topics include basic elements of electricity, overhead pole and electrical line construction, safety codes and applications, electric power system, transformer and meter installations, and exploration of underground electrical distribution. Upon completion, individuals will possess the necessary skills for employment in various electrical utility industries. Course content to align with learning outcomes defined by the Carolinas Energy Workforce Consortium.
Requirements: Students must possess a valid High School Diploma, hold a valid North Carolina Driver's License, and a Social Security Card.
Attendance Policy: Students must attend 80% of the required contact hours for a class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of C or above and will award the student with a Certificate of Completion.
Cost:
Tuition: $180.00
Campus Access Fee: $2.00
Insurance: $0.60
Truck Fee: $250.00
Student Kit: $135.00
DOT Physical: $90.00
DOT Drug Screen: $90.00
DMV Permit: $75.00
CPR Certification Card: $5.00
First Aid Certification Card: $20.00
First on Scene Certification Card: $10.00
OSHA 10 Certification Card: $10.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Certificate of Completion
Credentialing Agency: Course content aligns with learning outcomes defined by the Carolinas Energy Workforce Consortium for Qualification purposes.

Emergency Medical Technician Initial (EMS-4200) *

Purpose: This Emergency Medical Services (EMS) credential-related course must adhere to the most current guidelines established by the NC Office of Emergency Medical Services (OEMS) as applicable to this Emergency Medical Responder (EMR) to Emergency Medical Technician (EMT) bridge course. This may include, but not be limited to, OEMS Education Institution approval, program director and instructor standards, classroom and distance education course approval, admissions requirements, course content, equipment standards, clinical and/or field requirements, and skills documentation. OEMS guidelines align with the rules of the NC Medical Care Commission and standards of the National Highway Traffic Safety Administration. For details, contact the Education and Credentialing Office of the NC Office of Emergency Medical Services, NC Department of Health and Human Services.
Requirements for admission: 17 years of age on or before the official end date of the course. Possession of a high school diploma, high school equivalency or successful completion of an exam assessing basic reading comprehension skills at a minimum at the twelfth-grade level.
Attendance policy:
The RCC Attendance Policy and Procedure: Students must attend 90% of the required contact hours for class/lab and 100% of clinical/field hours in order to receive credit for the class.
Tardy/Absence Policy
The College defines a tardy as a student entering class after the roll is checked or after instruction has begun, and it shall also be defined as a student leaving class early regardless of the reason. Three tardies constitute a recorded absence. If a student is in class less than 80% of the scheduled class time, he/she will be marked absent. These absences will count toward overall attendance for the class as outlined above. Students who have not entered class by the census date (10% point of the class) will be dropped as "Never Attend" without the possibility of reinstatement. Entrance into a face-to-face class is defined as attending at least one face-to-face class meeting before the census date. Entrance into an online class is defined as logging into the institution's learning management system (LMS) and completing the required enrollment activity prior to the census date. Entrance into a hybrid or blended class is defined as attending at least one face-to-face class meeting or completing the required enrollment activity prior to the census date. Failure to attend class or complete the required enrollment activity prior to the census date will result in the student being dropped from the course. If the student does not attend class by the census date, the student will not be allowed to enter the course. Once a student is officially enrolled in a class, regular participation is expected. Lack of participation is a serious deterrent to good scholarship, and it is impossible to receive instruction, obtain knowledge, or develop skills when students are disengaged from the course.
Graduation requirements: Students must maintain a course average of 77% and pass all high stakes cognitive, affective, and summative evaluations within two attempts. Students must complete all lab practice evaluations in FISDAP. Students must complete 48 field clinical hours with a total of 10 patient assessments.
Tuition and fees:
Registration - $180.00 *** FIRE/Rescue and EMS qualify for tuition waiver***
Book - $125.96
BLS CPR - $5.00
EMERGENCY DRIVING (EVOS) - $20.00

Withdrawal policy: The last day to withdraw from this class with a grade of "W" is 10 days from the course start date. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning

activities of the class. It is the student's responsibility to contact the instructor when they have missed assignments or missed instructional time. Instructors may allow students to complete/submit assignments in a delivery mode other than the primary delivery mode of the class to demonstrate course progression with the exception of the required enrollment activity for online, hybrid and blended courses.
Grading policy: Students must maintain a course average of 77% and pass all high stakes cognitive, affective, and summative evaluations within two attempts. The second attempt must be within one week of the first attempt.
Certificate upon completion: Upon successfully completing the course, the student will be eligible to sit for NC Emergency Medical Technician exam and or National Registry Emergency Medical Technician exam.
Credentialing agency: NC Office of Emergency Medical Services, National Registry of Emergency Medical Technicians

Esthetician (COS-3102) *

Purpose: This comprehensive course provides instruction and hands-on practice in the concepts and techniques of Esthetics. Topics include safety, skin care, make-up, and other required topics. Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses. *(600-hour course offered in person over 12 months. Begins each January)*
Requirements: High School Diploma or GED
Attendance Policy: Students must attend at least 600 hours for this class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of C or above as well as the completion of North Carolina Board of Cosmetic Arts Examiners requirements to include successful completion of 600 hours that will award the student with a Certificate of Completion.
Semester 1
Tuition: $180.00
Campus Access fee: $2.00
Pivot Point fee: $100.00
Malpractice: $15.00
Insurance: $0.60
Kit: $350.00
Name tag: $12.00

Semester 2
Tuition: $180.00
Campus Access: $2.00
Supplies: $100.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Certification: Licensed Esthetician
Credentialing Agency: North Carolina Board of Cosmetic Art Examiners

Firefighter (FIP-3040) *

Purpose: This course is designed to provide students the knowledge and skills required to obtain North Carolina Firefighter certification with the NC Department of Insurance, International Fire Service Accreditation Congress (IFSAC), and the National Board of Fire Service Professional Qualifications. It is the policy of Robeson Community College to make certification training and testing available to all fire and rescue agencies in accordance with the North Carolina Fire and Rescue Commission (NCFRC) Policies and Procedures. This certification program is based on the National Fire Protection Association 1001 standards. This program is located at the Emergency Services Training Center and classes are held at fire

departments throughout Robeson County. This certification program is based on the National Fire Protection Association 1001 standards as modified by the North Carolina Fire Commission.
Students will train at the on-campus burn facility and with various firefighting props in order to learn the basics of firefighting, live fire training, fire behavior, and other firefighting tactics.

Requirements: High school graduate (or equivalent) is required to obtain North Carolina firefighting certification
Attendance Policy: Students must attend 80% of the required contact hours for a class in order to receive credit for the class.
Certification Requirements: Successful completion of this course requires satisfactory completion of all practical and testing
Tuition and Fees: $1,890.00 (*Fees are waived if student is affiliated with an emergency services agency.)

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy: Score of 70 or above on all certification tests
Certification: North Carolina Firefighter
Credentialing Agency: North Carolina Fire and Rescue Commission

Hazmat Endorsement Training (TRA-3607H)

Purpose: This program is a self-paced online course that covers the hazmat regulations and proper handling of packaging and transport of hazardous materials. Successful completers will be prepared to pass the North Carolina DMV Hazmat Endorsement test.
Requirements: Students must be 18 years of age at the time of registration, hold a valid North Carolina Driver's License with a Class A Endorsement, and a Social Security Card.
Attendance Policy: Students must complete 100% of the material designed for the course.
Graduation Requirements: Successful completion of this course requires a final grade of 80% or above and will award the student with a Certificate of Completion.
Cost:
Tuition: $70.00
Campus Access Fee: $2.00
Withdrawal Policy: Students can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.

Grading Policy:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Certification: Preparation to sit for the NCDMV Hazmat Endorsement test
Credentialing Agency: North Carolina DMV

HRD Employability Skills - "Job Readiness" (HRD-3001)

Purpose: The HRD Employability course provides employability skills training for unemployed and underemployed adults. The curriculum framework addresses each of the six core HRD components: 1) assessment of an individual's assets and limitations, 2) development of a positive self-concept, 3) development of employability skills, 4) development of communication skills, 5) development of problem-solving skills, and 6) awareness of the impact of information technology in the workplace.
Requirements: None
Attendance Policy: Students must attend 80% of the required contact hours for a class to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of 70% or above and will award the student with a Certificate of Completion.
Tuition and Fees:

Registration: $70.00
(This class is eligible for the HRD Fee Waiver. Students must meet certain criteria to be eligible for the fee waiver.)

Withdrawal Policy: A student can withdraw from this class at any time prior to the testing date.
Also, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause showing that the student does not intend to pursue the class's learning activities.
GRADING POLICY:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Students who successfully complete this course will be awarded a Certificate of Completion.
Credentialing Agency: None

HRD Employability Skills – Insurance Careers (HRD-3001)

Purpose: The HRD Employability course provides employability skills training for unemployed and underemployed adults. The curriculum framework addresses each of the six core HRD components: 1) assessment of an individual's assets and limitations, 2) development of a positive self-concept, 3) development of employability skills, 4) development of communication skills, 5) development of problem-solving skills, and 6) awareness of the impact of information technology in the workplace. This course places emphasis on careers within the insurance industry. All activities will focus on areas of the insurance career field.
Requirements: Students must be at least 18 years of age and have a high school diploma or equivalency
Attendance Policy: Students must attend 80% of the required contact hours for this class to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of 70% or above and will award the student with a Certificate of Completion.
Tuition and Fees:
Registration - $125.00
(This class is eligible for the HRD Fee Waiver. Students must meet certain criteria to be eligible for the fee waiver.)

Withdrawal Policy: A student can withdraw from this class at any time prior to the testing date.
Also, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause showing that the student does not intend to pursue the class's learning activities.
GRADING POLICY:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Students who successfully complete this course will be awarded a Certificate of Completion.
Credentialing Agency: None

HRD Technology Awareness - "Introduction to Computers" (HRD-3005)

Purpose: This course provides employability skills training for unemployed and underemployed adults. The curriculum framework and the content of the instructional materials will focus on computer use skills as it relates to: 1) developing basic keyboarding, word-processing and Internet skills, 2) learning technology-based job search strategies to include the use of social networking, 3) applying for employment online, and 4) accessing governmental and education resources and services. Students will also be introduced to keyboarding and work to increase typing speed.
Requirements: None
Attendance Policy: Students must attend 80% of the required contact hours for this class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of 70% or above and will award the student with a Certificate of Completion.

Tuition and Fees:
Registration: $125.00
(This class is eligible for the HRD Fee Waiver. Students must meet certain criteria to be eligible for the fee waiver.)

Withdrawal Policy: A student can withdraw from this class at any time prior to the testing date.
Also, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause showing that the student does not intend to pursue the class's learning activities.
GRADING POLICY:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Students who successfully complete this course will be awarded a Certificate of Completion.
Credentialing Agency: None

HRD Technology Awareness - "Computer Skills for Today's Job Seekers" (HRD-3005)

Purpose: This course provides employability skills training for unemployed and underemployed adults. The curriculum framework and the content of the instructional materials will focus on computer use skills as it relates to: 1) a deeper understanding of word-processing software as it relates to seeking and finding a job, 2) creation of a cover letter and resume with emphasis on tailoring them to the job posting, 3) applying for employment online, 4) use of Microsoft Outlook and Word to create business correspondence, and 5) creation of presentation using Microsoft PowerPoint.
Requirements: None
Attendance Policy: Students must attend 80% of the required contact hours for this class to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of 70% or above and will award the student with a Certificate of Completion.

Tuition and Fees:
Registration: $125.00
(This class is eligible for the HRD Fee Waiver. Students must meet certain criteria to be eligible for the fee waiver.)

Withdrawal Policy: A student can withdraw from this class at any time prior to the testing date.
Also, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause showing that the student does not intend to pursue the class's learning activities.
GRADING POLICY:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Students who successfully complete this course will be awarded a Certificate of Completion.
Credentialing Agency: None

HRD Financial Literacy - (HRD-3008)

Purpose: This course is designed to provide employability skills training for unemployed and underemployed adults. The curriculum framework is designed to help students understand real-life economic concepts and economic ways of thinking that will enable them to make better informed decisions as it relates to their role as a member of the workforce. Topics include wage improvement plans, workplace business concepts and basic economic literacy concepts.
Requirements: None
Attendance Policy: Students must attend 80% of the required contact hours for this class to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of 70% or above and will award the student with a Certificate of Completion.

Tuition and Fees:
Registration: $70.00
(This class is eligible for the HRD Fee Waiver. Students must meet certain criteria to be eligible for the fee waiver.)

Withdrawal Policy: A student can withdraw from this class at any time prior to the testing date.
Also, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause showing that the student does not intend to pursue the class's learning activities.
GRADING POLICY:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Students who successfully complete this course will be awarded a Certificate of Completion.
Credentialing Agency: None

Human Resource Management (MLS-3809)

Purpose: This course is designed for instructional areas related to personnel/human resource management: 1) equal opportunity laws and the legal environment, 2) recruitment and selection, 3) performance appraisal, 4) employee development, 5) compensation planning, and 6) employee relations.
Requirements: Students must be at least 18 years of age and hold a high school diploma or equivalent.
Attendance Policy: Students must attend 80% of the required contact hours for a class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of 70% or above and will award the student with a Certificate of Completion.
Tuition and Fees:
Registration: $125.00
Student Access/Parking Fee: $2.00

Withdrawal Policy: A student can withdraw from this class at any time prior to the testing date.
Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
GRADING POLICY:
GRADING SCALE
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Students who successfully complete this course will be awarded a Certificate of Completion.
Credentialing Agency: None

Human Service Exploration: DSS Caseworker - "Introduction to Human Services Phase I" (HRD-4000)

Purpose: The Human Service Exploration: DSS Caseworker course covers skills and strategies designed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker within the Division of Social Service agencies. This course is Phase I and is linked to HSE-3220 Income Maintenance Caseworker – NC FAST and must utilize the state approved curriculum.
Requirements: Students must be at least 18 years of age and have a high school diploma or equivalent.
Attendance Policy: Students must attend 80% of the required contact hours for a class to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of 80% or above and will award the student with a Certificate of Completion.

Tuition and Fees:

Registration: $125.00

(This class is eligible for the HRD Fee Waiver. Students must meet certain criteria to be eligible for the fee waiver.)

Withdrawal Policy: A student can withdraw from this class at any time prior to the testing date. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.

GRADING POLICY:

A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Students who successfully complete this course are eligible to enroll in the HSE 3220 Income Maintenance Caseworker NC FAST (Phase II).
Credentialing Agency: None

HVAC (Night) (AHR-3131)

Purpose: This program is designed to provide students with the skills necessary to become employed as a heating and air conditioning technician. Course topics focus on operating principles of heating and cooling systems with emphasis on safety, theory and principles of refrigeration, types of heating/cooling systems, Ohm's law, load calculation, troubleshooting using the various types of test equipment, servicing, repairing and installing components/entire systems and employment of customer service techniques.
Requirements: Students must be at least 16 years of age at the time of registration.
Attendance Policy: Students must attend at least 80% of the contact hours in order to complete the course.
Graduation Requirements: Successful completion of this course requires a final grade of 80% or above and will award the student with a Certificate of Completion.
Cost:
Tuition: $180.00
Campus Access Fee: $2.00
Insurance: $0.60

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Certification: Certificate of Completion
Credentialing Agency: None

Income Maintenance Caseworker – NC FAST (Phase II) (HSE-3220)

Purpose: The Income Maintenance Caseworker course is designed to cover a variety of skills associated with the Income Maintenance Caseworker role to determine service eligibility. Specific focus will include proficiency in the utilization of the NCFAST application. Other topics will include skills in communication, interviewing, time management, data gathering/compiling, and data analysis. Colleges providing this course must utilize the approved curriculum.
Requirements: Students must be at least 18 years of age, have a high school diploma or equivalency, and have successfully passed the course HRD-4000 Human Services Exploration – DSS Caseworker
Attendance Policy: Students must attend 80% of the required contact hours for this class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of 80% or above and will award the student with a Certificate of Completion.

Tuition and Fees:
Registration: $180.00
Student Access/Parking Fee: $2.00

Withdrawal Policy: A student can withdraw from this class at any time prior to the testing date. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
GRADING POLICY:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Successful completion of this course requires a final grade of 80 or above and will award the student with a Certificate of Completion. Student will also be awarded a NC FAST Certification of Completion from North Carolina Department of Health and Human Services
Credentialing Agency: None

Insurance Pre-licensing (INS-3385) *

Purpose: This course is designed for instructional areas related to select topics to meet the pre-licensing education requirements for insurance agents as prescribed by the North Carolina Department of Insurance-Agent Services Division. Areas covered Life, Health, Medicare and Long-Term Care.
Requirements: Students must be at least 18 years of age and have a high school diploma or equivalency
Attendance Policy: Students must attend 80% of the required contact hours for this class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of 70% or above and will award the student with a Certificate of Completion.
Tuition and Fees:
Registration: $180.00
Student Access/Parking Fee: $2.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
GRADING POLICY:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Students who successfully complete this course will be awarded a Certificate of Completion and will be eligible to take the North Carolina Department of Insurance exams.
Credentialing Agency: North Carolina Department of Insurance

Leadership Development – "The Art of Leadership" (MLS-3808)

Purpose: This course is designed for instructional areas related to leadership development and supervisory skills: 1) planning, 2) organizing, 3) controlling, 4) directing, 5) communicating, 6) interpersonal skills, 7) team building, 8) decision-making strategies, 9) change management, 10) negotiating skills, 11) event planning, and 12) other related management skills.
Requirements: Students must be at least 18 years of age and hold a high school diploma or equivalent.
Attendance Policy: Students must attend 80% of the required contact hours for this class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of 70% or above and will award the student with a Certificate of Completion.
Tuition and Fees:
Registration: $180.00

Student Access/Parking : $2.00

Withdrawal Policy: A student can withdraw from this class at any time prior to the testing date. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
GRADING POLICY:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Students who successfully complete this course will be awarded a Certificate of Completion.
Credentialing Agency: None

Leadership Development – "Strategic Leadership" (MLS-3808)

Purpose: The Strategic Leadership curriculum is designed to provide students with the knowledge and skills necessary for employment and growth into leadership positions with emphasis placed on critical thinking, problem-solving techniques, and change management. Students will participate in discussions utilizing real life scenarios and role playing.
Requirements: Students must be at least 18 years of age and hold a high school diploma or equivalent.
Attendance Policy: Students must attend 80% of the required contact hours for this class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of 70% or above and will award the student with a Certificate of Completion.
Tuition and Fees:
Registration: $180.00
Student Access/Parking Fee $2.00

Withdrawal Policy: A student can withdraw from this class at any time prior to the testing date. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
GRADING POLICY:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Students who successfully complete this course will be awarded a Certificate of Completion.
Credentialing Agency: None

Magnetic Resonance Imaging (MRI) (MRI-3354)

Purpose: This course is designed to prepare technologists for post-primary certification in Magnetic Resonance Imaging/ MRI. Course content includes academic activities and clinical experience. Individuals applying for this course must be a registered or registry-eligible radiologic technologist, radiation therapist, nuclear medicine technologist or sonographer. *(600-hour online course with clinical requirements that begin on week 1)*
Requirements: Radiography AAS Degree
Attendance Policy: Students must attend 80% of the required contact hours for this class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of 70 (C) or above and will award the student with a Certificate of Completion.
Tuition and Fees:
$182 (Registration and Campus Access Fee)
$15.60 (Insurance Fee)
$91 (Drug Screen and Criminal Background)
$320 (ASRT MRI Modules) (ASRT Members receive a discount)

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Upon completion, students may be eligible to take the American Registry of Radiologic Technologists (ARRT) national examination.
Credentialing Agency: American Registry of Radiologic Technologists (ARRT)

Manicurist (Nail Technician) (COS-3101) *

Purpose: This comprehensive course provides instruction and clinical practice in manicuring, nail building (application and maintenance of artificial nails) and pedicuring. The course content includes nail anatomy, disorders of nails, and irregularities of nails; theory and salesmanship as it relates to manicuring; actual practice in manicuring; and arm, hand and foot massage. *(360-hour course held in person. This course is offered as a day or night course)*
Requirements: High School Diploma or GED
Attendance Policy: Students must complete 300 hours of the required contact hours for this class in order to receive credit for the class.
Graduation Requirements: Successful completion of this course requires a final grade of 70 (C) or above as well as the completion of North Carolina Board of Cosmetic Arts Examiners requirements to include successful completion of 300 hours that will award the student with a Certificate of Completion.
Cost:
Tuition: $180.00
Campus Access fee: $2.00
Malpractice: $15.00
Pivot Point: $100.00
Insurance: $0.60
Kit: $300.00
Name tag: $12.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Licensed Manicurist
Credentialing Agency: North Carolina Board of Cosmetic Art Examiner

Massage Therapy (MTH-3021) *

Purpose: Massage therapists help their clients recover from injuries, improve their posture and/or release tension. They do this by using their hands, arms and elbows to massage the muscles either in the specific area troubling the client or across the whole back, shoulders, arms and legs. *(660-hour course offered in person. This course is offered as a day or night course.)*
Requirements: High School Diploma or GED
Attendance Policy: Students must attend 80% of the required contact hours for this class in order to receive credit for the class

Graduation Requirements: Successful completion of this course requires a final grade of C or above and will award the student with a Certificate of Completion.
Tuition: $180.00
Campus Access fee: $2.00
Books/Uniforms: $330.00
Insurance: $0.60

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Licensed Massage Therapist
Credentialing Agency: North Carolina Board of Massage and Bodywork Therapy

Medical Administrative Assistant (OST-3000) *

Purpose: The focus of the Medical Administrative Assistant program is to prepare students for entry-level employment as medical office receptionists, medical billing clerks, medical records clerks and other administrative positions in a variety of settings. Through the program, students gain knowledge of medical terminology, general medical office procedures and acquire the skills necessary to deliver effective customer service and perform important administrative duties. Courses are designed to equip students with the skills needed to perform medical transcription and develop and maintain patient files and records. Additionally, students become familiar with basic procedural and diagnostic coding systems and processes, medical records management, coding applications, reimbursement, medical ethics and compliance and HIPAA rules and regulations related to the privacy and security of patient information. Upon completion, the student will have the knowledge to sit for industry- recognized certifications.
Requirements: High School Diploma or GED
Attendance Policy: Students must attend 80% of the required contact hours for this class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of C or above and will award the student with a Certificate of Completion.
Cost:
Tuition: $180.00
Campus Access fee: $2.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Certified Medical Administrative Assistant
Credentialing Agency: National Healthcare Association

Medical Billing and Coding (OST-3150)

Purpose: The Medical Billing and Coding program prepares students for entry-level employment in medical billing and coding, patient encounters, scheduling appointments, handling patient files and other medical office business procedures in physicians' offices, hospitals, insurance companies and a variety of settings. Program courses provide training in medical terminology, medical billing and coding concepts, and

healthcare computer information systems. Students are introduced to coding healthcare services, electronic health records systems and processes for preparing and submitting healthcare claims. Students are equipped to code diseases, surgeries and medical procedures for billing and collection utilizing ICD-10, CPT and HCPCS coding systems, to organize, analyze, and technically examine health insurance claims for reimbursement and rejected claims for resubmission. Upon completion, the student will have the knowledge to sit for industry-recognized certifications. For more information, please contact 910-272-3604. Preregistration and payment are required one week prior to start date.
Requirements: High School Diploma or GED
Attendance Policy: Students must attend 80% of the required contact hours for this class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of C or above and will award the student with a Certificate of Completion.
Tuition: $180.00
Campus Access fee: $2.00
Technology fee: $5.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Certified Billing and Coding Specialist
Credentialing Agency: National Healthcare Association

Medical Clinical Assistant (MED-3300) *

Purpose: This course prepares students for a broad range of skills that make medical assistants versatile and valuable to any healthcare team. Students will learn skills to perform duties from the front office to the back office. Core topics include principles of allied health, anatomy & physiology, medical terminology, medical assistant office procedures, pharmacology. clinical lab procedures & phlebotomy, clinical procedures, medical law & ethics and communications, advanced laboratory procedures & minor medical office surgeries. This course requires students to participate in a clinical externship. Upon completion, the student will have the knowledge to sit for industry-recognized certifications.
Requirements: High School Diploma or GED
Attendance Policy: Students must attend 80% of the required contact hours for this class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of C or above and will award the student with a Certificate of Completion.
Tuition: $180.00
Campus Access fee: $2.00
CPR: $20.00
Insurance: $0.60
Malpractice: $15.00
Supplies: $15.00
Drug Screen and Criminal Background: $91.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69

F Below 60

Certification: Certified Medical Clinical Assistant
Credentialing Agency: National Healthcare Association

Medication Aide (PHM-4100)

Purpose: This course is designed to meet the training requirements for becoming qualified as a Medication Aide. The course will cover the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical and instillation routes, medical asepsis, hand hygiene, terminology, and legal implications. Upon completion, students should be able to take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry.
Requirements: Current CNA Certification
Attendance Policy: Students must attend the required 24 contact hours in order to receive credit for the class
Tuition: $70.00
Campus Access fee: $2.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: North Carolina Medication Aide Registry
Credentialing Agency: North Carolina Board of Nursing

Natural Hair Care Specialist (COS-3104) *

Purpose: Natural Hair Care Specialist course is designed to teach how to care for natural hair without the use of chemicals such as perms/relaxers and hair color. The style techniques include braiding, twisting, wrapping, extending and locking natural hair. The coursework also includes teaching the proper health, safety, and sanitation procedures to avoid spreading infections. The students will be able to apply their skills to clients who visit the clinic. After successfully completing the course, the students will be able to sit for the North Carolina State Board of Cosmetic Art's exam to become a licensed Natural Hair Care Specialist. *(360-hour course offered in person over 6 months)*
Requirements: High School Diploma or GED
Attendance Policy: Students must attend 80% of the required contact hours for this class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of C or above as well as the completion of North Carolina Board of Cosmetic Arts Examiners requirements to include successful completion of 300 hours that will award the student with a Certificate of Completion.
Tuition: $180.00
Campus Access fee: $2.00
Malpractice: $15.00
Insurance: $0.60
Name tag: $12.00
Kit: $200.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79

D 60-69
F Below 60

Certification: Licensed Natural Hair Care Specialist
Credentialing Agency: North Carolina Board of Cosmetic Art Examiners

NC Dealer License (DMV-3002)

Purpose: This 12-hour pre-licensing training is required to become an Independent Automobile Dealer and apply for the Used Motor Vehicle Dealer's License.
Requirements: No High School Diploma is required.
Attendance Policy: Students must attend 100% of the required contact hours
Graduation Requirements: Successful completion of this course requires a final grade of 80% or above and will award the student with a Certificate of Completion.
Cost:
Tuition: $70.00
Campus Access Fee: $2.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: NC Used Motor Vehicle Dealer's License
Credentialing Agency: NCDOT Division of Motor Vehicles (DMV)

NC Dealer License Renewal (DMV-3001)

Purpose: This course is designed to meet the six-hour training requirement for individuals renewing their Used Motor Vehicle Dealer's license.
Requirements: None
Attendance Policy: Students must attend 100% of the required contact.
Graduation Requirements: Successful completion of this course requires a final grade of 80% or above and will award the student with a Certificate of Completion.
Cost:
Tuition: $70.00
Campus Access Fee: $2.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: NC Used Motor Vehicle Dealer's License
Credentialing Agency: NCDOT Division of Motor Vehicles (DMV)

Notary (LEX-3874)

Purpose: This course is required for anyone interested in becoming a Notary Public for the first time. It is recommended for all notaries as a refresher course.

Requirements: NCGS 10B-5(b) has the following requirements to be commissioned as a Notary Public in NC:

1. Be at least 18 years of age or legally emancipated as defined in Article 35 of Chapter 7B of the General Statutes;
2. Reside or have a regular place of work or business in this State;
3. Reside legally in the United States;
4. Speak, read, and write the English language;
5. Possess a high school diploma or equivalent;
6. Pass the course of instruction described in this Article, unless the person is a licensed member of the North Carolina State Bar;
7. Purchase and keep as a reference the most recent manual approved by the Secretary that describes the duties and authority of notaries public;
8. Submit an application containing no significant misstatement or omission of fact.

Students must provide current state or federal picture identification for admission to class. The active-duty military and civilian ID cards DO NOT meet the identification requirements. Also, students must have a copy of the current edition of *The Notary Public Manual for North Carolina, March 2016***.**
Attendance Policy: Students must attend 80% of the required contact hours for a class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of 80 or above and will award the student with a Certificate of Completion.
Cost:
Registration: $70.00
Student Access Fee: $2.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Certification: NC Notary Public
Credentialing Agency: NC Department of Secretary of State

OSHA Forklift Operator (OSH-3012)

Purpose: This course provides instruction on the operation and maintenance of an industrial forklift. Core topics include forklift design, controls and instrumentation, pre-use inspection, safety awareness, and forklift stability. This course meets the training requirements for related Occupational Safety and Health Administrations (OSHA) regulations.
Requirements:
Attendance Policy: Students must attend 100% of the required contact hours in order to receive certification.
Graduation Requirements: Successful completion of this course requires a final grade of 80% or above and will award the student with a Certificate of Completion.
Cost:
Tuition: $70.00
Campus Access Fee: $2.00
Insurance: $0.60

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Forklift Operator License

Credentialing Agency: Occupational Safety and Health Administration

Paramedic Initial (EMS-4400) *

Purpose: This Emergency Medical Services (EMS) credential-related course must adhere to the most current guidelines established by the NC Office of Emergency Medical Services (OEMS) as applicable to this initial Paramedic course. This may include, but not be limited to, OEMS Education Institution approval, program director and instructor standards, classroom and distance education course approval, admissions requirements, course content, equipment standards, clinical and/or field requirements, and skills documentation. OEMS guidelines align with the rules of the NC Medical Care Commission and standards of the National Highway Traffic Safety Administration. For details, contact the Education and Credentialing Office of the NC Office of Emergency Medical Services, NC Department of Health and Human Services.
Requirements for admission: Possession of a high school diploma, high school equivalency. Successful completion of college-level English, or within past 12 months successful completion of an exam assessing basic reading comprehension skills at a minimum at the twelfth-grade level. Successful completion of college-level Math, or within past 12 months successful completion of an exam assessing basic math skills at a minimum at the twelfth-grade level. Student must possess a valid and active NC EMT credential, NREMT or other states EMS credential prior to the start of the clinical or field component.
Corequisite: Successful completion of a college-level Anatomy and Physiology course prior to the start of the field education component. a. Courses that are currently accepted include: i. EMS- 3163 Basic Anatomy and Physiology 1. When the course meets all other requirements of these guidelines, to include meeting SACSCOC standards for instructors of curriculum-level courses. ii. BIO- 163: Basic Anatomy and Physiology iii. BIO- 165 & 166: Anatomy and Physiology I & II (Must complete both sections) 1. Equivalent CE courses will be accepted, when the course meets all other requirements of these guidelines, to include meeting SACSCOC standards for instructors of curriculum-level courses. iv. BIO- 168 & 169: Anatomy and Physiology I & II (Must complete both sections) 1. Equivalent CE courses will be accepted, when the course meets all other requirements of these guidelines, to include meeting SACSCOC standards for instructors of curriculum-level courses.
Attendance policy:
The RCC Attendance Policy and Procedure: Students must attend 90% of the required contact hours for class/lab and 100% of clinical/field hours in order to receive credit for the class.
Tardy/Absence Policy: The College defines a tardy as a student entering class after the roll is checked or after instruction has begun, and it shall also be defined as a student leaving class early regardless of the reason. Three tardies constitute a recorded absence. If a student is in class less than 80% of the scheduled class time, he/she will be marked absent. These absences will count toward overall attendance for the class as outlined above.
Students who have not entered class by the census date (10% point of the class) will be dropped as "Never Attend" without the possibility of reinstatement. Entrance into a face-to-face class is defined as attending at least one face-to-face class meeting before the census date. Entrance into an online class is defined as logging into the institution's learning management system (LMS) and completing the required enrollment activity prior to the census date. Entrance into a hybrid or blended class is defined as attending at least one face-to-face class meeting or completing the required enrollment activity prior to the census date. Failure to attend class or complete the required enrollment activity prior to the census date will result in the student being dropped from the course. If the student does not attend class by the census date, the student will not be allowed to enter the course.
Once a student is officially enrolled in a class, regular participation is expected. Lack of participation is a serious deterrent to good scholarship, and it is impossible to receive instruction, obtain knowledge, or develop skills when students are disengaged from the course.
Graduation requirements: Students must maintain a course average of 77% and pass all high stakes cognitive, affective, and summative evaluations within two attempts. Students must complete all lab practice evaluations in FISDAP. Students must complete 500 field clinical hours and all student minimal competencies in FISDAP.
Tuition and fees:
Registration Part 1 - $180.00 *** FIRE/Rescue and EMS qualify for tuition waiver***
Registration Part 2 - $180.00 *** FIRE/Rescue and EMS qualify for tuition waiver***
Book - $275.21
ACLS - $10.00
PALS - $10.00
AMLS - $15.00
PHTLS - $15.00
FISDAP - $84

EMS Testing - $99
Uniform - $120 estimated
Castlebranch Background and drug screen - $96.00

Withdrawal policy: The last day to withdraw from this class with a grade of "W" is 10 days from the course start date. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class. It is the student's responsibility to contact the instructor when they have missed assignments or missed instructional time. Instructors may allow students to complete/submit assignments in a delivery mode other than the primary delivery mode of the class to demonstrate course progression with the exception of the required enrollment activity for online, hybrid and blended courses.
Grading policy: Students must maintain a course average of 77% and pass all high stakes cognitive, affective, and summative evaluations within two attempts. The second attempt must be within one week of the first attempt.

Certificate upon completion: Upon successfully completing the course, the student will be eligible to sit for the NC Paramedic exam and or National Registry Paramedic exam.
Credentialing agency: NC Office of Emergency Medical Services, National Registry of Emergency Medical Technicians

Pharmacy Technician (PHM-3250) *

Purpose: The Pharmacy Technician Training course is designed to prepare students for an entry-level pharmacy technician position in both institutional and community pharmacy settings. The student will learn pharmacy and medical terminology, and information about the top 200 selling prescription drugs. *(245-hour course offered in person and online)*
Requirements: High School Diploma or GED
Attendance Policy: Students must attend 80% of the required contact hours for a class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of C or above and will award the student with a Certificate of Completion.
Cost:
Tuition: $180.00
Campus Access fee: $2.00
Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Certification: Certified Pharmacy Technician
Credentialing Agency: Pharmacy Technician Certification Board

Phlebotomy Technician (PBT-3022) *

Purpose: A phlebotomist plays a vital part in healthcare by collecting blood specimens from patients for laboratory tests used in the diagnosis and treatment of disease. Phlebotomists perform venipunctures and finger sticks to obtain specimens. In addition, phlebotomists also work with laboratory personnel to manage, process and transport specimens collected from patients. In some settings, phlebotomists may perform bedside testing. Phlebotomists work in dynamic, fast-paced environments and are challenged each day with situations requiring specialized knowledge and skills. Hospitals, clinics, doctors' offices, nursing homes, research settings, and reference labs all employ phlebotomists. *(258-hour course offered in person as well as hybrid.)*
Requirements: High School Diploma or GED
Attendance Policy: Students must attend 80% of the required contact hours for a class in order to receive credit for the class

Graduation Requirements: Successful completion of this course requires a final grade of 80 or above and will award the student with a Certificate of Completion.
Tuition: $180.00
Campus Access fee: $2.00
Insurance: $0.60
Malpractice: $15.00
Supplies: $15.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Certification: Phlebotomy Technician
Credentialing Agency: ASCP Board of Certification

Plumbing (Night) (PLU-3024)

Purpose: This course is designed to cover the basic installation and maintenance of plumbing systems and components. Topics include safe use of tools, implementation of standard practices, and installation/maintenance of piping, fittings, valves, appliances, and fixtures used in plumbed systems. Upon completion, students should be able to install/maintain basic plumbing systems, components, appliances, and fixtures through appropriate use of plumbing tools and standard practices.
Requirements: Students must be at least 16 years of age at the time of registration.
Attendance Policy: Students must attend at least 80% of the contact hours in order to complete the course.
Graduation Requirements: Successful completion of this course requires a final grade of 80% or above and will award the student with a Certificate of Completion.
Cost:
Tuition: $180.00
Campus Access Fee: $2.00
Insurance: $0.60

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Certification: Certificate of Completion
Credentialing Agency: None

Project SEARCH

Purpose: Project SEARCH is a young adult transition initiative which is a business-led, one-year, school-to-work program that combines classroom instruction, career exploration, and relevant job-skills training through strategically designed internships for students with intellectual and other developmental disabilities (I/DD). Project SEARCH interns complete three training rotations at the host business by the end of the year. The program also includes professional education and training, with the goal of sharing best practices and improving programs. The goal for each program participant is competitive employment. To reach that goal, the program provides real-life work experience combined with training in employability and independent-living skills.

Eligibility for admission: Students who desire to participate in Project SEARCH must meet the following requirements:
· Have a documented disability
· Be able to pass drug screen, felony check and immunizations up to date
· Have a desire and plan to work competitively in the community at the conclusion of the Project SEARCH program
· Have a family, guardians and/or case management team that supports employment as an adult transition outcome
· Be eligible for NC Vocational Rehabilitation services

Attendance policy: The RCC Attendance Policy and Procedure: Students must attend 80% of the required contact hours for a class and internships in order to receive credit for the class.
Tardy/Absence Policy: The College defines a tardy as a student entering class after the roll is checked or after instruction has begun, and it shall also be defined as a student leaving class early regardless of the reason. Three tardies constitute a recorded absence. If a student is in class less than 80% of the scheduled class time, he/she will be marked absent. These absences will count toward overall attendance for the class as outlined above.
Completion requirements: Students must complete all internship rotation as well as class participation goals defined by the instructor at the beginning of the program year.
Tuition and fees: Project SEARCH is free for selected participants. Students will have to complete an application as well as an in-person interview and skills assessment.
Withdrawal policy: A participant can withdraw from the Project SEARCH program but will be prohibited from re-enrolling during the academic year and may not be eligible for future enrollment in the program.
Certificate upon completion: Upon successfully completing the program, participants will receive a certificate of completion. Linkages to appropriate services in the community are critical at this stage, as interns prepare to graduate from the program, to ensure a successful transition to employment and adult life. Services are identified in the community that aid with necessary adaptations required to perform a specific job. Job coaching and long-term follow-alone are usually arranged through the Community Rehabilitation Program. Upon satisfactory completion of the program (95% or better attendance, good attitude, successful skill acquisition at each job site) interns will receive a Career Portfolio. The contents of the packet will vary among replicated program sites, but generally the packets contain a resume, letters of recommendation, a competency profile, and any awards or special recognition received while in the program.

Psychiatric Mental Health Technician (MHT-3000)

Purpose: This course is designed to prepare individuals with the knowledge and skills needed to provide safe, therapeutic patient care to individuals who have mental health/behavioral needs in an effective and ethical manner. Course work includes lectures, clinical instruction, isolated clinical experiences, module assignments, module tests, and class projects, delivered through a variety of learning modalities. *(480-hour online course with virtual meetings. This course is offered several times a year and runs over a 6-month period.)*
Requirements: High School Diploma or GED
Attendance Policy: Students must attend 80% of the required contact hours for a class in order to receive credit for the class
Graduation Requirements: Successful completion of this course requires a final grade of C or above and will award the student with a Certificate of Completion.
Cost:
Tuition: $180.00
Campus Access fee: $2.00

Withdrawal Policy: The last day to withdraw from this class with a grade of "W" is within 10 days of the start date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:

A	90-100
B	80-89
C	70-79
D	60-69

F Below 60

Certification: Successful completion of this instruction will prepare students for Level I American Association of Psychiatric Technicians (AAPT) certification exam and entry level positions for Psychiatric Aides, Mental Healthcare Technicians and Healthcare Techs/Nurse Aides whose primary patient population has special mental health/behavioral needs**.**
Credentialing Agency: American Association of Psychiatric Technicians

Real Estate (RLS-3700) *

Purpose: This course is designed to meet the educational requirements for a provisional broker as prescribed by the NC Real Estate Commission. Topics include basic real estate principles and practices, law and contracts, financing, closing valuation, fair housing and real estate laws.
Requirements: Students must be 18 years of age at the time of registration, High School Diploma and GED.
Attendance Policy: It is extremely imperative in this program that you are in attendance on the days you are scheduled to report in person. This is a hybrid course, and some assignments will be completed during personal time away from campus. However, the times scheduled for in-person class, on the range, or in the truck are extremely critical. The FMCSA requires a minimum number of hours to be completed for each section of the course. Be aware that certain hours will be more difficult to make up than others. It is your responsibility to communicate with your instructors in the event you are late or absent.
Graduation Requirements: Successful completion of this course requires a final grade of 80 or above and will award the student with a Certificate of Completion
Tuition & Fees:
Registration: $180.00
Student Access/Parking Fee: $2.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Real Estate Provisional Brokers License
Credentialing Agency: North Carolina Real Estate Commission

Real Estate Review (RLS-3500)

Purpose: This course is designed to provide an intensive review of topics and is designed to prepare the student for the sales and broker licensing examination. Topics covered include real estate terms, contracts, leases, ownership, licensing law, finance, listing and closing of property, property valuation, and building construction.
Requirements: Students must be at least 18 years of age, have a high school diploma or equivalent. Students must have successfully completed the Insurance Pre-licensing class.
Attendance Policy: Students must attend 80% of the required contact hours for a class in order to receive credit for the class.
Graduation Requirements: Successful completion of this course requires a final grade of 70% or above and will award the student with a Certificate of Completion.
Tuition and Fees:
Registration: $70.00
Student Access/Parking Fee: $2.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
GRADING POLICY:

A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Students who successfully complete this course will be awarded a Certificate of Completion.
Credentialing Agency: None

Real Estate – POST 301 – Broker Relationships and Responsibilities (RLS-3702)

Purpose: The Post 301 – Broker Relationships and Responsibilities course is one of the three 30-classroom hour courses in the North Carolina mandatory Post licensing education program. At least one course must be completed annually by North Carolina provisional brokers within three (3) years after initial licensure to remain eligible for active license status. The primary objective of the course is to provide instruction at a level beyond that provided in Prelicensing courses on topics deemed to be of special importance. Topics addressed in this course include: (1) a review of agency relationships in real estate residential and commercial sales and commercial property management transactions, (2) a real estate broker's legal duties to clients and customers, (3) a step-by-step review and discussion of the functions and responsibilities of a real estate broker when working with sellers and buyers, (4) a review of issues associated with transactions in progress when a broker leaves a firm, and (5) a review of license status and education issues. information.
Requirements: Students must be at least 18 years of age, have a high school diploma or equivalent, and must present documentation of receipt of North Carolina Real Estate Commission Provisional Broker's license.
Attendance Policy: Students must attend 90% of the required contact hours for this class in order to receive credit for the class per the North Carolina Real Estate Commission.
Graduation Requirements: Successful completion of this course requires a final grade of 70% or above and will award the student with a Certificate of Completion.
Tuition and Fees:
Registration: $125.00
Student Access/Parking Fee: $2.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
GRADING POLICY:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Students who successfully complete this course will be awarded a Certificate of Completion.
Credentialing Agency: North Carolina Real Estate Commission

Real Estate – POST 302 – Contracts and Closing (RLS-3703)

Purpose: The Post 302 – Contracts and Closing course is one of the three 30-instructional hour courses in the North Carolina mandatory post-licensing education program. At least one course must be completed annually by North Carolina provisional brokers within three (3) years after initial licensure to remain eligible for active license status. The primary objective of the course is to provide instruction at a level beyond that provided in prelicensing courses on topics deemed to be of special importance. Topics addressed in this course include selected basic contract law concepts, real estate sales contract preparation, sales contract procedures, buyer's due diligence, closing procedures, real estate Settlement Procedures Act, closing disclosure preparation, contracts for deed, options, and selected real estate license status and education issues.
Requirements: Students must be at least 18 years of age, have a high school diploma or equivalent, and must present documentation of receipt of North Carolina Real Estate Commission Provisional Broker's license.

Attendance Policy: Students must attend 90% of the required contact hours for a class in order to receive credit for the class per the North Carolina Real Estate Commission.
Graduation Requirements: Successful completion of this course requires a final grade of 70% or above and will award the student with a Certificate of Completion.
Tuition and Fees:
Registration: $125.00
Student Access/Parking Fee: $2.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
GRADING POLICY:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Students who successfully complete this course will be awarded a Certificate of Completion.
Credentialing Agency: North Carolina Real Estate Commission

Real Estate – POST 303 – NC Law, Rules, and Legal Concepts (RLS-3706)

Purpose: The Post 303 – NC Law, Rules, and Legal Concepts course is one of the three 30-instructional hour courses in the North Carolina mandatory post-licensing education program. At least one course must be completed annually by North Carolina provisional brokers within three (3) years after initial licensure to remain eligible for active license status. The primary objective of the course is to provide instruction at a level beyond that provided in Pre-licensing courses on topics deemed to be of special importance. Topics addressed in this course include general North Carolina licensing requirements, brokerage compensation issues, the disciplinary process, specialized types of real estate, property management in NC, and miscellaneous NC laws and legal concepts.
Requirements: Students must be at least 18 years of age, have a high school diploma or equivalent, and must present documentation of receipt of North Carolina Real Estate Commission Provisional Broker's license.
Attendance Policy: Students must attend 90% of the required contact hours for a class in order to receive credit for the class per the North Carolina Real Estate Commission.
Graduation Requirements: Successful completion of this course requires a final grade of 70% or above and will award the student with a Certificate of Completion.
Tuition and Fees:
Registration: $125.00
Student Access/Parking Fee: $2.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
GRADING POLICY:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Students who successfully complete this course will be awarded a Certificate of Completion.
Credentialing Agency: North Carolina Real Estate Commission

Truck Driver Training (CDL) (TRA-3607) *

Purpose: This program teaches proper driving procedures for tractor-trailers, safe driver responsibility, commercial motor vehicle laws and regulations, and the basic principles and practices for operating

commercial vehicles. Upon successful completion of this course students are qualified to take the Commercial Driver's License Exam.
Requirements: Students must be 18 years of age at the time of registration, hold a valid North Carolina Driver's License, and a Social Security Card.
Attendance Policy: It is extremely imperative in this program that you are in attendance on the days you are scheduled to report in person. This is a hybrid course, and some assignments will be completed during personal time away from campus. However, the times scheduled for in-person class, on the range, or in the truck is extremely critical. The FMCSA requires a minimum number of hours to be completed for each section of the course. Be aware that certain hours will be more difficult to make up than others. It is your responsibility to communicate with your instructors in the event you will be late or absent.
Graduation Requirements: Successful completion of the course requires at least an 80% or above on Moodle; 85% or Greater on Mock Pre-Trip #1; 95% or Greater on Mock Pre-Trip #2; and completion of required drive hours.
Cost:
Tuition: $180.00
Campus Access Fee: $2.00
Insurance: $.60
Truck Fee: $500.00
Books: $130.00
DOT Physical: $90.00
DOT Drug Screen: $90.00
DMV Driving Record: $5.00
DMV Permit: $75.00

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79
D 60-69
F Below 60

Certification: Qualification to take the NC CDL Exam
Credentialing Agency: NCDOT Division of Motor Vehicles (DMV)

Welding (Night) (WLD-3106) *

Purpose: This course provides instruction on the principles and practices of welding. Emphasis is on the blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing. Course content will be specific to a particular welding process such as SMAW (stick), GMAW (MIG), and GTAW (TIG).
Requirements: Students must be at least 18 years of age at the time of registration.
Attendance Policy: Students must attend at least 80% of the contact hours in order to complete the course.
Graduation Requirements: Successful completion of this course requires a final grade of 80% or above and will award the student with a Certificate of Completion.
Cost:
Tuition: $180.00
Campus Access Fee: $2.00
Insurance: $0.60

Withdrawal Policy: A student can withdraw from this class with a grade of "W" any time prior to the census date. You must submit your intentions to withdrawal in writing. Additionally, an instructor may execute an Administrative Withdrawal if there is a lack of effort, participation or other good cause demonstrating that the student does not intend to pursue the learning activities of the class.
Grading Policy:
A 90-100
B 80-89
C 70-79

D 60-69
F Below 60

Certification: Certificate of Completion
Credentialing Agency: American Welding Society

Workforce Development & Continuing Education

Small Business Center

The Small Business Center of Robeson Community College is located in the Charles V. Chrestman Workforce Development Center (Building 18). It offers a variety of free services designed to assist the aspiring and existing entrepreneur.
The NC Community Colleges Small Business Center Network assists in starting an average of more than 650 businesses each year. The Small Business Centers have an economic impact in 90 percent of all NC counties each year including helping to create and retain nearly 3,600 jobs annually. Over 68 percent of these jobs are in the rural counties of the state. We accomplish our mission by offering no-fee confidential counseling, free seminars that are open to the public, and a Small Business Center Resource Center with computers, Internet access, books, and periodicals.

TRAINING (Seminars and Webinars)

Each year, the Small Business Center offers approximately 60-75 seminars and or webinars on the subjects of how to start, finance, market, manage and grow a business. In addition, seminars and webinars are offered on the subjects of recordkeeping, taxes, grants, corporation structure, social media for business and many more. A complete list of these offerings and with registration instructions can be viewed online on the Small Business Center Webpage [opens in a new window] (https://www.robeson.edu/sbc).

COUNSELING

The Small Business Center offers free, confidential, one-on-one counseling services to assist individuals in researching and determining the feasibility of their business idea, writing a business plan, locating sources of funding, marketing, advertising, taxes, record-keeping, obtaining permits and licenses, etc. The goal in counseling is to guide clients "step-by-step" through the process of making their dream of owning their own business a reality. Through counseling, we also seek to help clients discover viable solutions to problems that may be hindering their business from growing or producing higher profits. Counseling appointments are scheduled at times convenient to the client. To request a counseling session online, go to the Small Business Center Webpage [opens in a new window] (https://www.robeson.edu/sbc) or call 910-272-3631.

RESOURCES CENTER

The Small Business Center maintains a Resource Center in the Charles V. Chrestman Workforce Development Center (Building 18) for use by individuals performing research on their business idea and in writing business plans and financial projections. The Resource Center contains books, recent business publications and forms furnished by the U.S. Small Business Administration. A computer, printer and Internet access is also available. The Resource Center is open from 8:00 am until 5:00 pm, Monday through Thursday and from 8:00 am until 3:00 pm on Fridays.

CONTACT INFORMATION
Director of Small Business Center
Robeson Community College
5160 Fayetteville Road
Post Office Box 1420
Lumberton, North Carolina 28359
(910) 272-3631
Email:dbruce@robeson.edu

Student Government Constitution and Bylaws

- Student Government Constitution
- Bylaws

Student Government Constitution

Any student who runs for a SGA office must maintain a high standard for the school by upholding high standards and unquestionable personal conduct. Any student who has admitted to or been convicted of a felony is ineligible to run for an office or to remain in one of the elected offices. A prospective candidate for an office must be a full-time curriculum student. They must be free of any financial obligations to the College.

SGA Constitution Preamble

We, the students of Robeson Community College, in order to foster a spirit of cooperation among students and faculty, coordinate and regulate student activities, maintain a high standard for the school by upholding high standards and personal conduct, promote and encourage activities for the best interest of the school, and develop good citizens through experience in government, do hereby establish this constitution for the Student Government of Robeson Community College.

Article I-Names and Objectives of Organization

Section A
The organization shall be known as the Student Government Association. There shall be a smaller body, consisting of student representatives and officers, which shall be known as the Student Council.

Section B
The purpose of the organization shall be to foster a spirit of cooperation among students and faculty; to coordinate and regulate student activities; to maintain a high standard for the school by upholding high standards of personal conduct; to promote and encourage activities for the best interest of the school; to develop good citizenship through experiences in government.

Article II-Qualifications of Members

Section A
The members of the Student Government Association shall consist of all students enrolled in curriculum credit courses who pay an activity fee.

Section B
The members of the Student Council shall consist of one representative from each curriculum and the five elected officers.

Section C
The term of office for all members of the Student Council shall be one year.

Section D
There shall be a faculty advisor selected by the administration of the College.

Section E
The SGA Executive Committee members and SGA representatives must attend all meetings or have a legitimate excuse for not doing so. A member who does not attend regularly may be asked to resign the position.

Section F
If SGA representatives cannot be present at a meeting, with a legitimate reason, they must assign someone to attend in their place.

Article III-Officers, Their Election and Duties

Section A
The officers of the Student Government Association shall be elected by Australian ballot during the month of October.

Section B
The representatives shall be elected by SGA members of their specific curriculums.

Section C
The duties of President of the SGA shall be:

1. to acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the constitution, bylaws, and standing rules of the organization;
2. to serve as chief executive officer of the organization;
3. to preside over all the meetings of the Executive Committee and the SGA;
4. to appoint, with the consent of two-thirds of the Executive Committee, all persons to fill the unexpired terms of elected officers, should vacancies occur;
5. to appoint, with the consent of the Executive Committee, the chairmen of all standing committees;
6. to serve as an ex-officio member of such committees if they so choose;
7. to have knowledge of the records and monies of the organization;
8. to perform all other functions pertaining to the office;
9. to call periodic meetings of the Executive Committee and the Student Council at their discretion;

Section D
The duties of the Vice President of the SGA shall be:

1. to assume the duties of the President should the President, for any reason, be unable to meet their duties;
2. to fulfill any duties as delegated by the President;
3. to chair any important committee.

Section E
The duties of the Secretary of the SGA shall be:

1. to maintain the records of the SGA;
2. to serve as recorder of the Executive Committee;
3. to distribute a copy of the minutes of the Executive Committee and the SGA meetings to all members;
4. to assist in all other areas that the Executive Committee may deem desirable;
5. to inform all members of the time and place of scheduled meetings;
6. to file copies of records and minutes in the office of the faculty advisor;

Section F
The duties of the Treasurer of SGA shall be:

1. to receive monies from student-sponsored activities and to deliver these monies to the Business Office for deposit;
2. to keep a record of expenditures and receipts, and make a report of the finances at each meeting of the SGA.

Section G
The duties of the Parliamentarian of the SGA shall be:

1. to maintain parliamentary order at meetings of the SGA;
2. to serve as an advisor for any procedural problems;
3. to assist in all other areas that the Executive Committee may deem desirable;
4. to maintain adherence to the rules in the Robert's Rules of Order in all cases to which these are applicable, and in which they are not inconsistent with the bylaws of the SGA.

Section H
The duties of the representative of the SGA shall be:

1. to attend all meetings and to report to the students of their respective curriculum the proceedings of the SGA meetings;
2. to report to the Student Council any suggestions made by the students of their curriculum;
3. to participate in all student functions.

Article IV-Meetings of Organization

Section A

The Student Council shall meet whenever it is necessary in order to carry on the business of the SGA. The President of the SGA shall call the meetings and shall be responsible for giving proper notice to all members of the Student Council.

Article V-Amendments

Section A

An amendment to this constitution may be adopted by a three-fourths vote of the student body present and voting.

Bylaws

Article-I Qualifications and Election of Officers

Section A
The President of the Student Government Association shall be any first year student of a two-year curriculum who is enrolled full-time.

Section B
The Vice President of the Student Government Association shall be any member of the SGA who is enrolled full-time.

Section C
The Secretary of the Student Government Association shall be any member of the SGA who is enrolled full-time.

Section D
The Treasurer of the Student Government Association shall be any member of the SGA who is enrolled full-time.

Section E
The Parliamentarian of the Student Government Association shall be any member of the SGA who is enrolled full-time.

Section F
The election of all officers of the SGA, except the President of the SGA, shall be held in October. The elections shall be decided by a majority of the votes cast.

Section G
To run for an office, a candidate must have signatures of at least 10% of the voting membership.

Section H
Installation of officers and representatives will take place at an assembly within two weeks after their election to office.

Section I
To run for an office, a student must have a minimum GPA of 2.0 and maintain this minimum GPA during his/her term of office. An incoming freshman who has not earned a GPA, must earn it by the end of his first semester and maintain a GPA of 2.0 to remain in office. Failure to maintain a 2.0 GPA will result in replacement of an officer with appointment of a new officer by the means prescribed in Article III, Section C, Item 4.

Article II-Rules

The rules contained in Robert's Rules of Order shall govern in all cases to which they are not inconsistent with these bylaws.

Article III-Amendments
These bylaws may be amended at any regular or special meeting by a vote of two-thirds of the members present and voting, provided previous notice has been given in calling the meeting.

Article IV-Committees and Their Rules

Section A
There shall be an Executive Committee consisting of the five officers of the SGA. The duties of the Executive Committee shall be as follows:

5. to plan the agenda, time and place of meeting;
6. to call special meetings upon petition of a majority of members;
7. to interpret the constitution;
8. to maintain close liaison with the school administration and with the Student Council advisors.

Section B
There shall be a Constitution Committee, the duty of which shall be to review the constitution periodically and to propose any changes deemed necessary.

Section C
There shall be a Publicity Committee, the duty of which shall be to inform all students of the Student Government activities.

Section D
There shall be an Activities Committee, the duty of which shall be to plan activities to help promote school spirit.

Section E
There will be an SGA suggestion box in the Student Lounge at all times. Therefore, SGA will know where SGA improvements are needed.

Section F
If the SGA Executive Committee and SGA representative feel that a member of the SGA is not fulfilling his/her duties, they will, therefore, vote and if the majority feels the same, the person will be asked to give up this position.