2021-2022 CATALOG & STUDENT HANDBOOK

ROBESON
COMMUNITY COLLEGE

www.robeson.edu

ROBESON COMMUNITY COLLEGE

START. ACHIEVE. BECOME.

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
2021-2022
Volume LII

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

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.

President's Welcome

Welcome to Robeson Community College. We are proud to serve our students and community through a commitment to student success and life-long learning. Whether you are preparing to transfer to a university, pursuing career training, or participating in courses for personal or professional enrichment; RCC is a great place to be.

We have exceptional faculty and staff, small classes, and affordable tuition. RCC offers a wide range of academic and technical programs, degrees, and certificates instructed by exemplary faculty with labs featuring state of the art equipment. The courses offered through Workforce and Continuing Education provide for short term training in order to enter the workforce quickly and additional lifelong learning opportunities. Our campus boasts high-tech resources, including campus-wide wireless access. Student life is active and exciting with numerous student clubs, activities and opportunities to become involved in the community.

We are an open-door institution which means regardless of whether you are currently in high school, recently graduated from high school, or have been in or out of the workforce for many years, we can help you achieve your goals.

I invite you to tour our campus to learn more about what Robeson Community College has to offer, or contact our admissions office for more information. No matter the goal, RCC strives to help you achieve your dream. Start. Achieve. Become. We look forward to serving you at Robeson Community College.

Sincerely,

Melissa Singler

Melissa Singler
President, Robeson Community College

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ROBESON COMMUNITY COLLEGE ACADEMIC CALENDAR 2021/2022

FALL SEMESTER 2021

Wednesday, April 7 Friday, April 30	Fall Early Registration (Returning Students)
Saturday, August 7	New Student Orientation (9:00 a.m. – 1:00 p.m.)
Wednesday, August 11	Late Registration Drop/Add
Wednesday, August 11	New Student Orientation (9:00 a.m. – 1:00 p.m.)
Thursday, August 12	Convocation/Professional Development
Monday, August 16	Classes Begin First Mini Semester Begins
Friday, August 27	Late Registration 14 – Week Session
Monday, August 30	Classes Begin 14 – Week Session
Monday, September 6	Labor Day Holiday
Monday, September 13	Late Registration 12 – Week Session
Tuesday, September 14	Classes Begin 12 – Week Session
Monday, September 27	Deadline to Finish Summer Session Incompletes
Tuesday, October 5	Last Day to Withdraw From a Class for the First Mini Semester

Friday, October 8	Classes End, First Mini Semester
Monday, October 11 – October 12	Fall Break and/or Make-Up Days Tuesday,
Wednesday, October 13	Late Registration - Second Mini Semester
Wednesday, October 13	New Student Orientation (1:00 p.m. – 5:00 p.m.)
Thursday, October 14	Classes Begin for Second Mini Semester
Monday, November 1 – Friday, November 19	Academic Advising Spring and Summer Semesters 2022
Monday, November 1 – Friday, December 10	Spring Semester Registration and Payment Period
Wednesday, November 24	No Classes
Wednesday, November 24 – Friday, November 26	Thanksgiving Holiday for Students (College is open on November 24 from 8:00 a.m. to 3:00 p.m.)
Monday, November 29	Classes Resume
Wednesday, December 1	Last Day to Withdraw From a Class for the 16 – Week Session
Thursday, December 2	Last Day to Withdraw From a Class for the 14 – Week Session
Friday, December 3	Last Day to Withdraw From a Class for the 12 – Week Session
Wednesday, December 8	Last Day to Withdraw From a Class for the Second Mini Semester
Wednesday, December 8	New Student Orientation (1:00 p.m. – 5:00 p.m.)
Monday, December 13	Day and Evening Classes End

SPRING SEMESTER 2022

Monday, November 1 – Friday, November 19	Spring and Summer Semesters Advising/Registration
Wednesday, January 5	Late Registration Drop/Add
Wednesday, January 5	New Student Orientation (9:00 a.m. – 1:00 p.m.)
Monday, January 10	Classes Begin First Mini Semester Begins
Monday, January 17	Martin Luther King, Jr. Holiday
Monday, February 7	Late Registration 12 – Week Session
Tuesday, February 8	Classes Begin 12 – Week Session
Monday, February 21	Last Day to Complete Fall Semester Incompletes
Tuesday, March 1	Last Day to Withdraw From a Class for the First Mini Semester
Friday, March 4	Classes End, First Mini Semester
Tuesday, March 8	Late Registration - Second Mini Semester
Tuesday, March 8	New Student Orientation (1:00 p.m. – 5:00 p.m.)
Wednesday, March 9 – March 11	Spring Break and/or Make-Up Days Friday,
Monday, March 14	Classes Begin for Second Mini Semester
Monday, April 4 – Friday, April 29	Academic Advising for Fall and Summer Semesters

Monday, April 4 – 6	Summer Term Payment Period Friday, May
Monday, April 18 – Tuesday, April 19	Easter Holidays and/or Make-Up Days
Wednesday, April 27	Last Day to Withdraw From a Class for 16 – Week Session
Friday, April 29	Last Day to Withdraw From a Class for the 12 – Week Session
Wednesday, May 4	Last Day to Withdraw From a Class for Second Mini Semester
Monday, May 9	Day and Evening Classes End
Wednesday, May 11	Commencement Rehearsal
Wednesday, May 11	Commencement (11:00 a.m., A.D. Lewis Auditorium)

SUMMER SESSION 2022

Tuesday, May 17	Late Registration Drop/Add
Tuesday, May 17	New Student Orientation (9:00 a.m. – 1:00 p.m.)
Monday, May 23	Classes Begin – Regular (8-week Session) First Mini Session
Monday, May 30	Memorial Day Holiday
Thursday, June 16	Last Day to Withdraw From a Class for the First Mini Session
Friday, June 17	First Mini Session Ends
Tuesday, June 21	Late Registration – Second Mini Session
Wednesday, June 22	Second Mini Session Begins

Monday, July 4	Independence Day Holiday
Monday, July 11	Last Day to Complete Spring Session Incompletes
Wednesday, July 13	New Student Orientation (1:00 p.m. – 5:00 p.m.)
Thursday, July 14	Last Day to Withdraw From 8-Week Session
Monday, July 18	Last Day to Withdraw From a Class for the Second Mini Session
Tuesday, July 19	Regular Session Ends
Tuesday, July 19	Second Mini Session Ends
Wednesday, July 20	New Student Orientation – High School (1:00 p.m. – 5:00 p.m.)
Wednesday, July 21	Commencement Rehearsal
Wednesday, July 21	Commencement (11:00 a.m., A.D. Lewis Auditorium)

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

ROBESON COMMUNITY COLLEGE
FACULTY/STAFF HOLIDAY SCHEDULE 2022

Monday, January 3	New Year's Day Holiday
Monday, January 17	Martin Luther King, Jr. Holiday
Monday, April 18 – Tuesday, April 19	Easter Holidays
Monday, May 30	Memorial Day Holiday
Monday, July 4	Independence Day Holiday
Monday, September 5	Labor Day Holiday Thursday,
November 24 – Friday, November 25	Thanksgiving Holidays
Thursday, December 22 – Monday, December 26	Christmas Holidays

College will close at 3:00 p.m. on Wednesday, November 23, 2022 College will close at 3:00 p.m. on Monday, December 19, 2022

Faculty and Staff will return to work on Tuesday, January 3, 2023 Vacation days will include December 20, 21, 27, 28, 29, 30 of 2022

2021/2022 Faculty Contract Dates:

Ten-Month Employees
- Start Date: August 2, 2021
- End Date: May 31 2022

Nine-Month Employees
- Start Date: August 12, 2021
- End Date: May 11, 2022

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/Enrollment Services
Business Operations	Business Services
Career Services	Counseling and Career Services
Continuing Education	Vice President, Continuing Education
Counseling	Counseling and Career Services
Curriculum Programs	Assistant Vice President, Instructional Services
Financial Aid	Director, Financial Aid
General Matters	Public Information Officer (PIO)
Job Placement	Counseling and Career Services
Learning Resource Services	Director, Learning Resources Anne Moss-Biggs Library
Services for Students with Disabilities	Counselor, Counseling and Career Services
Student Activities	SGA Advisor
Student Transcripts	Registrar
Testing	Admissions/Enrollment Services
Veterans Affairs	Financial Aid

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: 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

Thomas Stith III 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, 2021**
Audrey Hunt	**June 30, 2022**
Faline Dial,	**June 30, 2023**
Paul D. McDowell	**June 30, 2024**
Appointed by Robeson County Board of Education	
Shirley H. Stockton, Chair	**June 30, 2021**
Virgil Hutchinson	**June 30, 2022**
Dr. Danny Stedman	**June 30, 2023**
Mitchell "Bosco" Locklear	**June 30, 2024**
Appointed by Governor of North Carolina	
Morgan Jones	**June 30, 2021**
Kyle Chavis, Vice Chair	**June 30, 2022**
Leslie "Les" Noble	**June 30, 2023**
Pedro "Tito" Massol, Jr.	**June 30, 2024**

Robeson Community College
Melissa Singler
Robeson Community College, President
Secretary

Ramon Campbell
SGA President/Student Trustee

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 6:00 p.m. and on Friday from 8:00 a.m. to 3:00 p.m. Summer hours are 7:30 a.m. to 5:30 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Friday. To arrange a guided tour of our campus, please contact the Admissions Office at 910-272-3342.

History of the College

The community college movement expanded into Robeson County with the establishment of an extension unit of a nearby technical institute in 1965. The unit was established at the Barker Ten-Mile Elementary School seven miles north of Lumberton. Twenty full-time curriculum students enrolled the first year.

When the College became independent of Fayetteville Technical Institute three years later, it was named Robeson Technical Institute, and a local Board of Trustees comprised of eight members was appointed. Two more name changes have taken place since that time to its present name of Robeson Community College. However, the College remains committed to serving all sectors of the county with vocational, technical, college transfer, and continuing education programs.

Three building phases beginning in 1972 and finishing in 1988 made the RCC Campus a 188,662 square-foot facility, which now houses over $2 million in equipment and 23 curriculum programs, along with a variety of continuing education programs. In the summer of 1995, the construction of the Emergency Services Training Center began. This center is located southeast of Lumberton Highway 72 at the Duke Energy Weatherspoon Power Plant. Dedication for the facility was held on April 13, 1997. It supports the disciplines of law enforcement, rescue, and firefighting. It is a state-of-the-art facility which allows the College to expand its training opportunities and provide the highest level of quality in each of the courses taught in these occupations.

Robeson Community College's 30th year was a monumental one. During 1995-96, the College celebrated its Diamond Anniversary and the many partnerships throughout the county and state which have contributed to its success. The College Transfer program replaced the General Education program in curriculum in 1997, opening up many more educational opportunities for RCC students who choose to further their education through one of the state's universities.

In 2004, the College completed its Continuing Education facility at COMtech. This 18,000 square foot facility houses various continuing education programs including Adult High School, Adult Basic Education, Compensatory Education, occupational extension, and business and industry training courses.

In 2005, renovations were completed to Building 9 on the College's main campus. State-of-the-art labs were completed to support the College's Electrical/Electronics Program as well as upgrades to various parts of the building. A new bookstore was completed and is located in the renovated facility.

In the spring of 2006, a new state-of-the-art Health Science Building was completed. This 39,013 square foot facility houses the College's Health Science curriculum programs and medical programs offered through the College's Continuing Education division.

January 15, 2010 marked the completion of the Charles V. Chrestman Workforce Development

Center (CVC/WDC Building 18). This 17,538 square foot center serves workforce development and regional needs with Continuing Education (CE) programs, Community Services, Human Resource Development (HRD), Industry Training & Services, Occupational Extension, and a Small Business Center. The addition of this facility brings the College's total facility square footage at its main campus to 245,203.

While the global COVID-19 pandemic of 2020 posed challenges for the entire world, it did not stop progress at Robeson Community College. RCC saw the completion of the Multi-Purpose Building at the Emergency Services Training Center. The $2.2M building is a 4700 square-foot, two-story, cast-in-place concrete/masonry structure with a roof platform. It is designed to accommodate NFPA training for live-fire evolutions, search and rescue, laddering evolutions, vertical and horizontal ventilation, rappelling, breaching, confined space, horizontal trench ventilation, and mask confidence scenarios. The building meets the demand for practical training simulating real-life scenarios for students. Students will be able to train under Class A conditions, thus providing them with the most realistic fire training feasible. 2020 also marked the ground breaking and start of construction for the 7475 square-foot EMS Building on the main campus.

The 2020 global pandemic also helped mold some of the many improvements within the IT infrastructure due to the massive effect it had on the campus. New fiber optic cable was installed providing faster, more reliable connections for all buildings on main campus. This facilitated the relocation of the datacenter and the consolidation of all IT infrastructure in the same building, with upgraded climate control and backup power. This consolidation allowed the distribution of a new wireless canopy that extended coverage to several parking lots across campus, the ability to replace the switching and firewall infrastructure to meet the needs the current security battles, and upgrade the storage SAN for data across campus. The IT team also moved the ERP system, Datatel, to the AWS cloud and implemented a new "Go" environment which is a virtual desktop infrastructure suited to provide faculty, staff, and students access to RCC resources from any device from any location.

Additionally, 30 classrooms across all 3 campuses were outfitted with a new audio/visual podium system that allows both synchronous and asynchronous learning. Computer applications on campus also saw a big change by migrating to a new document management system, online security monitoring, budget management, online payment portals, and a new print management solution. The IT team also helped bring online a new offsite facility at Green Grove designated for law enforcement training.

Commitment of RCC to its students and the citizenry of Robeson County was seen with the excellent reports of various auditing agencies in the state. There are currently 150 carefully selected full-time RCC employees who now serve RCC, which represents a figure 25 times as many as when the College first opened its doors in 1965 with six full-time employees. Another 250 part-time personnel teach and provide services to the student body on an annual basis.

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 to award associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Robeson Community College.

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 (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 Vice-President of Instruction and 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 Complaints Against SACSCOC or its Accredited Institutions [PDF opens in a new window].

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 institutions 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 Robeson Community College Associate Degree Nursing Program holds pre-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.

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.ncbarbers.com
5809 Departure Drive, Suite 102, Raleigh, NC 27616
919-981-5210

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 and the North Carolina Sheriffs' Education and Training Standards Commission.
Criminal Justice Education and Training Standards Division [opens in a new window]
www.ncdoj.gov/law-enforcement-training/criminal-justice/
P.O. Drawer 149, Raleigh, NC 27602
919-661-5980
North Carolina Sheriffs' Education and Training Standards Division [opens in a new window]
www.ncdoj.gov/law-enforcement-training/sheriffs/
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
1207 Front Street, Suite 110, Raleigh, NC 27609
919-733-4117

Early Childhood Education Program

The Early Childhood Education Program is accredited by the National Association for the Education of Young Children (NAEYC) upon recommendation of the Commission on the Accreditation of Early Childhood Higher Education Programs.
National Association for the Education of Young Children [opens in a new tab] www.naeyc.org
1401 H Street, NW, Suite 600, Washington, DC 20005
202-232-8777

Emergency Medical Science Program

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
https://coaemsp.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
www.ncnar.org
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
www.ncbon.com [opens in a new window]
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
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
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 Surgical Technology and Surgical Assisting (ARC/STSA).

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

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
19751 E. Mainstreet, Suite #339, Parker, CO 80138
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 provides opportunities for academic, technical, and life-long learning in a collaborative culture dedicated to inquiry, results, and excellence.

Vision Statement

Robeson Community College will be recognized for transforming lives through excellence in teaching, learning, and service by empowering individuals to achieve personal and professional goals.

Values

- **Student Success** by offering academic and professional growth opportunities for our service area to meet the needs of students based on their interests and abilities.
- **Excellence** in teaching, learning and services to advance students toward fulfillment of life ambitions (or toward health, happiness and economic stability or well-being).
- **Accountability** to stakeholders (students, community, employees) by seeking continuous improvement in programs and services through data driven decisions.
- **Integrity** through honest and transparent interactions with others providing a reliable and accurate image of the College.
- **Diversity and Inclusivity** by understanding and celebrating the differences, similarities, and successes of our communities of interest.

Strategic Plan 2019-2024 [PDF opens in a new window]

Think Big, Start Small, Act Fast

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 2018 and this is the inaugural report representing the updated measures.

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.

Based on three years of data (if available) for each measure, baseline levels are set two standard deviations below the system mean, and excellence levels are set one standard deviation above the system mean. These levels remain static for three years and are reset with the implementation of a new three-year cycle.

Performance Measures & Standards

2020 Performance Summary Report

PERFORMANCE MEASURES	System Excellence Level	Number of Colleges	System Mean	RCC Results
1. Basic Skills Student Progress (2018-2019)	50.60%	12	45.10%	41.30%
2. College-Level English Success (2016 Cohort)	66.60%	15	60.60%	48.40%
3. College-Level Math Success (2016 Cohort)	46.20%	17	42.70%	37.80%
4. First Year Progression (2018 Cohort)	71.90%	20	70.30%	61.30%
5. Curriculum Student Completion Rate (2015 Cohort)	52.70%	32	49.3	48.00%
6. Licensure and Certification Passing Rate Index (2018-2019)	1.07	9	0.98	0.91
7. College Transfer Performance (2017-2018)	89.40%	6	58.40%	75.50%

Reported values are percentages.

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

Building Directory by Building Number

Building 1:	**Lumbee Guaranty Bank Building**
	Chemistry Lab, General Classroom, Welding Technology Program
Building 2:	**I.J. Williams Administration Building**
	Administration, Business Office, Instruction & Support Services, President's Office, Public Information Officer (PIO), RCC Foundation, Inc.
Building 3:	**Piedmont Natural Gas Building** College and Career Readiness (Basic Skills), Cosmetology, Faculty Offices
Building 4:	**Anne Moss Biggs Library**
	Faculty Offices, Anne Moss Biggs Library, Media Services, Open Computer Lab
Building 5:	Campus Security, Facility Operations, Faculty Offices
Building 6:	Physical Plant Operations
Building 7:	General Classrooms, Science Labs
Building 8:	General Classrooms, Early Childhood, Early Childhood Lab, Early College High School Classrooms, Faculty Offices
Building 9:	AC, Heating & Refrigeration Technology Program, Bookstore, Electrical Systems Technology Program, Faculty Offices, General Classrooms, Tiered Lecture/Demo Room
Building 10:	Institutional Storage Facility
Building 11:	**Sammy Cox Law Enforcement Center**
	Basic Law Enforcement Training, Criminal Justice, Faculty Offices, General Classrooms
Building 12:	Adult Basic Education, Adult Basic Education Transitions, Advanced Manufacturing Labs, Faculty Offices, General Classrooms, Industrial Systems Technology Program, English as a Second Language
Building 13:	**Fred G. Williams Jr. Student Center**
	Admissions, Vending, Counseling, Disability Services, University Transfer Center, Financial Aid, Records & Registration, Student Government, Student Lounge, Distance Learning (Blackboard Open LMS)
Building 14:	**1st Floor:** Baking and Pastry Arts Program, Conference Room, Culinary Arts Dining Room, Culinary Arts Program, Faculty Offices, General Classrooms, Smart Classroom, Pearson Vue Testing Center, Pottery, Vending, Information Technology (IT), IT Helpdesk, Institutional Effectiveness, Instructional Services,
	2nd Floor: Business Programs Faculty Offices, General Classrooms, Grants, The Learning Center (TLC)
Building 15:	**A.D. Lewis Auditorium**
	Auditorium, Board Room
Building 17:	**1st Floor:** Conference Room, Emergency Medical Science, Radiography, Respiratory Therapy, Faculty Offices, General Classrooms, Lecture Room
	2nd Floor: Nursing, Nurse Aide, Surgical Technology, Faculty Offices, Emergency Medical Science Labs, Health Sciences Simulation and Cooperation Training
Building 18:	**Dr. Charles V. Chrestman Workforce Development Center**
	Continuing Education and Workforce Development Administration, Conference Rooms, General Classrooms, Human Resources Development, Industry Services, Occupational Extension/Community Services, Small Business Center
Note:	Visitor parking located in front of buildings 1 & 2, between buildings 3 & 14

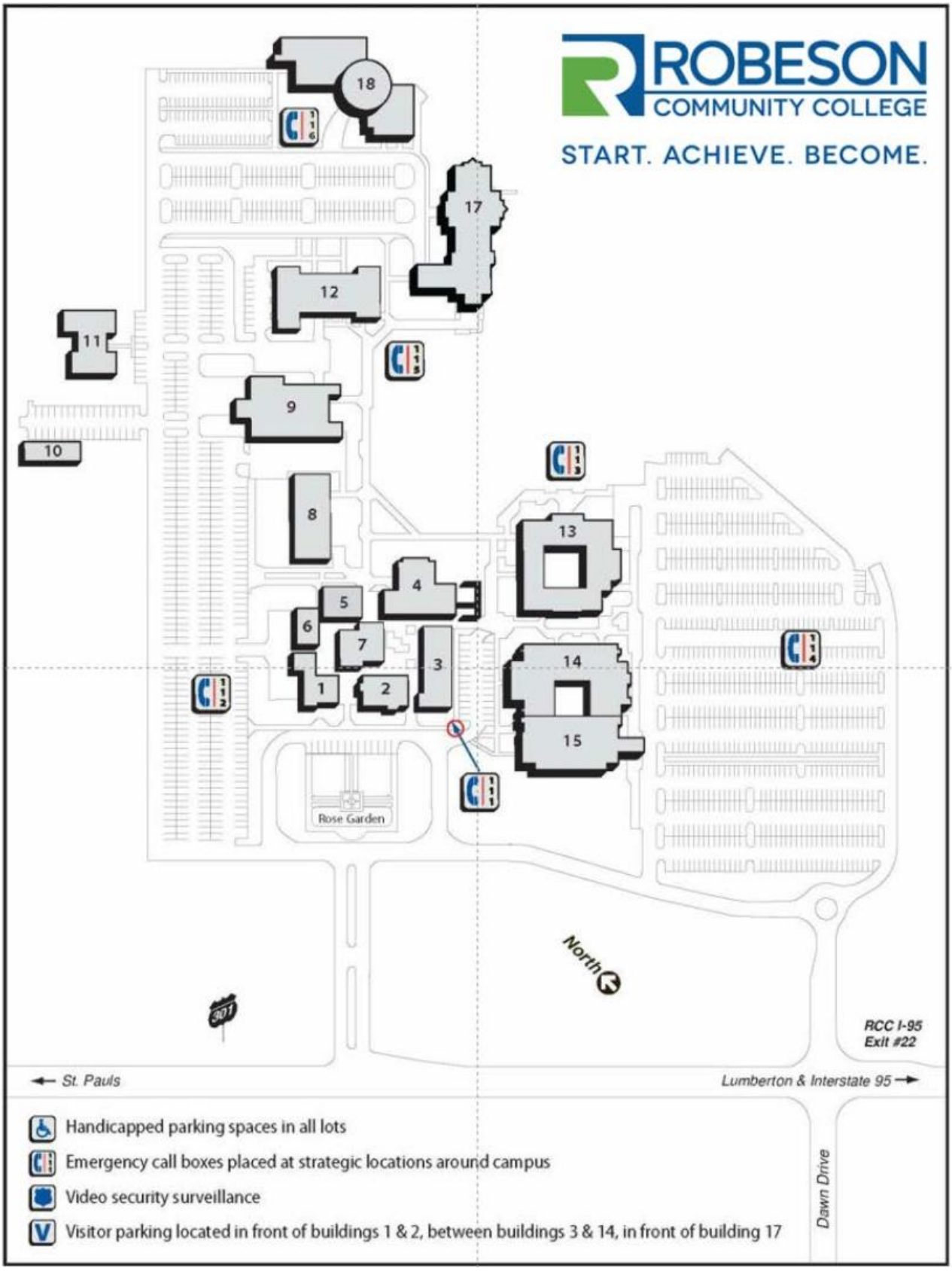
Callboxes are located throughout the campus in the event of an emergency.

Building Directory by Functional Area

AC/Heating & Refrigeration Technology	Building 9
A.D. Lewis Auditorium	Building 15
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 9
Anne Moss Biggs Library	Building 4
Basic Law Enforcement Training	Building 11
BB&T Conference Center	Building 18
Board Room	Building 15
Bookstore	Building 9
Business Programs	Building 14, 2nd Floor
Business Office	Building 2
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 3
College and Career Readiness Labs	Building 12
Conference Room	Building 17, 1st Floor
Computer Services (IT Helpdesk)	Building 14, 1st Floor
Cosmetology	Building 3
Counseling	Building 13
Criminal Justice	Building 11
Culinary Arts Program & Dining Room	Building 14, 1st Floor
Curriculum Administration	Building 14, 2nd Floor
Disability Services	Building 13
Distance Learning (Blackboard Open LMS)	Building 13
Early Childhood Programs	Building 8
Early Childhood Lab	Building 8
Electrical Systems Technology Programs & Labs	Building 9
Emergency Medical Science Faculty	Building 17, 1st Floor
Emergency Medical Science Labs	Building 17, 2nd Floor
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
Financial Aid	Building 13
Honors College	Building 4, 2nd Floor
RCC Foundation, Inc.	Building 2
Fred G. Williams Jr. Student Center	Building 13

General Classrooms	Buildings 1, 7, 8, 9, 11, 12, 14, 17, 18
Grants	Building 14, 2nd Floor
Human Resource Development (HRD)	Building 18
I.J. Williams Administration Building	Building 2
Industrial Systems Technology Program & Labs	Building 12
Institutional Effectiveness	Building 14, 1st Floor
Institutional Storage Facility	Building 10
Instructional Services	Building 14, 1st Floor
Instruction & Support Services	Building 2
Literacy Education (College and Career Readiness)	Building 3
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
Metzger Conference Room	Building 18
Nursing	Building 17, 2nd Floor
Nurse Aide	Building 17, 2nd Floor
Open Computer Lab	Anne Moss Biggs Library, Building 4
Pearson View Testing Center	Building 14, 1st Floor
Physical Plant Operations	Building 6
Piedmont Natural Gas Building	Building 3
Pottery	Building 14, 1st Floor
Radiography	Building 17, 1st Floor
Records & Registration	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
Smart Classroom	Building 14, 1st Floor
Student Government	Building 13
Student Lounge	Building 13
Surgical Technology	Building 17, 2nd Floor
Tiered Lecture/Demo Room	Building 9
The Learning Center (TLC) & Tutorial Services	Building 14, 2nd Floor
University Transfer Center	Building 13
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


ROBESON
COMMUNITY COLLEGE
START. ACHIEVE. BECOME.
18
17
12
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14
1
2
15
Rose Garden
North
RCC I-95
Exit #22
St. Pauls
Lumberton & Interstate 95
Handicapped parking spaces in all lots
Emergency call boxes placed at strategic locations around campus
Video security surveillance
Visitor parking located in front of buildings 1 & 2, between buildings 3 & 14, in front of building 17
Dawn Drive

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

Steven C. Hunt, Vice President of Workforce Development & Continuing Education
B.S., University of North Carolina at Pembroke

Dr. Patrena Benton Elliott, Vice President for Instruction and Student Support Services
Ph.D., North Carolina Agricultural and Technical State University
M.S., North Carolina Agricultural and Technical State University
B.A., University of North Carolina at Chapel Hill

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

Lisa O. Hunt, Assistant Vice President of Grants and Sponsored Programs/Foundation
M.B.A., Webster University
B.S., University of North Carolina at Pembroke

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

Lisa O. Hunt, Assistant Vice President of Grants and Sponsored Programs/Foundation
M.B.A., Webster University
B.S., University of North Carolina at Pembroke

{Vacant}, **Director of The Foundation and Development**

Instruction and Student Support Services

Dr. Patrena Benton Elliott, Vice and Cheif Academic Officer
Ph.D., North Carolina Agricultural and Technical State University
M.S., North Carolina Agricultural and Technical State University
B.A., University of North Carolina at Chapel Hill

Caylee Holden, Executive Assistant to the Vice President
B.A., University of North Carolina at Pembroke

Ronnie Locklear, Assistant Vice President for Student Services
M.A., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

Dr. LaRonda Lowery, Assistant Vice President for Instructional Servicess
Ed.D., Liberty University
M.A., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

Rocky Peterkin, Assistant Vice President for College and Career Readiness
M.A., University of North Carolina at Pembroke
B.A., University of North Carolina at Pembroke

Dr. Melissa Oxendine, Director of Instructional Support and Distance Learning
Ed.D., Fayetteville State University
M.A.Ed., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

Jamee Hunt Freeman, Director of Institutional Planning and Research/SACSCOC Liaison
M.B.A., University of North Carolina at Pembroke
M.Ed., Francis Marion University
B.S., University of North Carolina at Pembroke

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

Susan Mangum Moore, LCMHC, Project Coordinator, First Americans' Pathway to STEM Success Grant
M.Ed., North Carolina State University
B.F.A., East Carolina University

Phyllis Locklear, STEM Success Coach, First Americans' Pathway to STEM Success Grant
B.A., Liberty University
A.A.S., Robeson Community College

{Vacant}, **STEM Success Coach, First Americans' Pathway to STEM Success Grant**

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

Saralene Britt, Business Services Clerk
B.A., Ashford University

Estelle Wiggins, Accounts Payable Specialist
B.S., University of North Carolina at Wilmington

Trudy Chavis, Accounts Receivable Specialist
AAS, Robeson Community College

Ibreta Jackson, Grants Accountant
M.B.A., East Carolina University
B.S., University of North Carolina at Pembroke

Sally O. Carr, Director Human Resources/Title IX Coordinator
B.S., University of North Carolina at Pembroke
A.A.S., Robeson Community College

Ashleigh Windley, Payroll Specialist
M.Ed., Eastern Kentucky University
B.S., Murray State University

Christy Musselwhite, Purchasing Officer
A.A.S., Robeson Community College

Pauline Oxendine, Shipping & Receiving Clerk
Magnolia High School

Information Technology/Marketing

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

Cheryl Hemric, Public Information Officer
M.S., Southern New Hampshire University
B.S., Liberty University
A.A., Guilford Technical Community College
A.A.S., Guilford Technical Community College

Derek Miller, Director of Information Technology
M.S.I.S. Business Analytics, University of Phoenix
B.S., Information Technology-Web Development, University of Phoenix

Jonathan Edwards, Network Administrator
A.A.S., Bladen Community College

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

Cyd Burgwyn, PC Technician
A.A.S., Robeson 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

Workforce Development, Continuing Education & Institutional Services

Steven C. Hunt, Vice President Workforce Development, Continuing Education & Institutional Services
B.S., University of North Carolina at Pembroke

Eric Freeman, Assistant Vice President of Workforce Development & Continuing Education
NREMT-P, CCEMT-P, Emergency Medical Science/Health Management
B.S., Western Carolina University

Jane Perry, Executive Assistant and Continuing Education Registrar
B.S., University of Virginia at Wise

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

Jamie Collins, NC Customized Training & Workforce Development
B.S., University of North Carolina at Pembroke

Robert (Bob) Moore, Director of Small Business Center
B.S., Fayetteville State University

Debbie Bruce, Administrative Assistant
B.S., University of North Carolina at Pembroke

Kenneth Locklear, Director of EMS Education
NREEMT-P, FPC
A.A.S., Robeson Community College

Barbara Sampson, EMS Compliance Officer
A.A.S., Robeson Community College

Loretta Broadwell, Secretary for EMS and Health Occupations
A.A.S., Robeson Community College

Robert Ivey, Director of Fire and Rescue Training
Diploma, Lumberton High School

Stephanie Danielle Burnette, Qualified Administrative Assistant
A.A.S., Robeson Community College

Sheila Smith, Director of Nurse Aid Program
M.A. Ed., American Intercontinental University
B.S.N., Barton College

Felecia Oxendine, Secretary for Health Sciences
A.A.S., Robeson Community College

Walter Lee Hinson, Director of Law Enforcement Training
M.J.A., Methodist University

Christy Locklear, Health Occupations Coordinator
A.A.S., Robeson Community College

Brady Lawson, EMS Instructor
College Courses, No Degree

{Vacant}, Director of Facilities Services

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

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

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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

Instructional Services

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B.S., University of North Carolina at Pembroke

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M.A. Ed., Ball State University
B.S., East Carolina University

V. Scott Lamm, Dean, University Transfer and Health Sciences
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B.S., North Carolina State University

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A.A.S., Robeson Community College

University Transfer and Health Science Programs

V. Scott Lamm, Dean
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Robin Blue, Instructional Support Specialist
A.A.S., Robeson Community College

University Transfer Associate in Arts

Dr. Gaylyn Eddy, Program Director
Ph.D., Vanderbilt University
M.A., Wheaton Graduate School
B.A., Wheaton College

Faculty

Jim Brisson, History and Sociology
M.A., University of North Carolina at Wilmington
B.A., University of North Carolina at Chapel Hill

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

Dr. Michelle Casey, Sociology
Ph.D., University of Nevada
M.A., University of Nevada
B.A. University of Nevada

English and University Transfer Partnerships

Daniela Newland, Program Director
M.A., North Carolina State University
B.A., University of North Carolina at Pembroke

Faculty

Wendy L. Fields, English
M.A.Ed., University of North Carolina at Pembroke
B.A., University of North Carolina at Pembroke

Angela W. Lamb, English
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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

Christopher Walker, English
M.A., University of North Carolina at Pembroke
B.A., East Carolina University

Paula Jacques, English
M.A., East Carolina University
B.A., East Carolina University

Ivy Johnson, Physical Education
M.A., University of North Carolina at Pembroke
B.S., Exercise and Sport Science, University of North Carolina at Pembroke

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

Faculty

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B.S., University of North Carolina at Pembroke

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B.S., University of North Carolina at Pembroke

John Bennett, Mathematics
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B.A., Andrew Presbyterian College

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 Antwi, Chemistry
M.A., Florida A&M
B.S., Howard University

Jennifer Brown, Biology
M.A., Science Education, University of North Carolina at Pembroke
B.S., Science Education/Biology Emphasis, University of North Carolina at Pembroke

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

Darlene Montesanti, Science Education
M.A., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

Health Sciences

Nursing

Dr. Eva Meekins, Program Director:
D.N.P., Gardner-Webb University
M.S.N., University of South Carolina
M.H.A., Independence University
B.S., University of North Carolina- Greensboro

Felecia Oxendine, Secretary
A.A.S., Robeson Community College

Faculty

Melissa Britt
M.S., East Carolina University
A.A.S., Robeson Community College

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

Cherie Gerald
M.S.N., Aspen University
B.S.N., Winston-Salem State University

Marie Hedgpeth
M.S.N., M.H.A., University of Phoenix
B.S.N., University of Phoenix
A.A.S., Southeastern Community College

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

Terri Oxendine
B.S.N., Fayetteville State University
A.D.N., Robeson Community College

Kasey Taylor
B.S.N., University of North Carolina at Pembroke

Emergency Medical Science

Erica Parks, Program Director
B.A., University of North Carolina at Wilmington

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

Barbara Sampson, Secretary
A.A.S., Robeson Community College

Loretta Broadwell, Secretary
A.A.S., Robeson Community College

Faculty

Kenneth Locklear
A.A.S., Robeson Community College

Nurse Aide

Sheila Smith, Program Director
M.A.Ed., American Intercontinental University;
B.S., Barton College

Faculty

Angela Pait
Associate of Science, Southeastern Community College

Radiography

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

Whitney Hester, Clinical Coordinator
RT(R) Radiography
B.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., Ottawa University
B.S., California College for Health Sciences
A.S., Robeson Community College

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

Surgical Technology

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

Public Service and Applied Technology Programs

Patrick N. Jacques, Dean
M.A. Ed., Ball State University
B.S., East Carolina University

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

Public Service Programs

Basic Law Enforcement Training

Rudy Locklear, Director
M.P.A., University of North Carolina at Pembroke
B.A., University of North Carolina at Pembroke

Melinda Chavis, Qualified Assistant
A.A.S., Robeson Community College

Cosmetology

Rosita E. Pingol, Program Director
A.A.S., Mayland Community College
Diploma, Robeson Community College

Faculty

Mary Ransom, Cosmetology
A.G.E., Robeson Community College
Diploma, Robeson Community College

Velma Worsley, Cosmetology
M.A., University of Phoenix
A.A.S., Edgecombe Community College

Culinary Arts, Baking & Pastry Arts, Hospitality Management

Lester Locklear, Program Director
B.S., Johnson & Wales University
A.A.S., Johnson & Wales University

Faculty
James Ingram, Culinary Arts, Baking & Pastry Arts
A.A.S., Culinary Arts, Robeson Community College

Linsie Locklear Culinary, Baking & Pastry Arts, Hospitality Management
B.S., Johnson & Wales University
A.A.S., Culinary Arts, Robeson Community College

Criminal Justice Technology

Rudy Locklear, Program Director
M.P.A., University of North Carolina at Pembroke
B.A., University of North Carolina at Pembroke

Melinda Chavis, Qualified Assistant
A.A.S., Robeson Community College

Faculty

Terry Waheed, Criminal Justice
M.S., University of Alabama at Birmingham
B.A., Berea 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

Faculty

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

Smart Start Staff
Angeline McGirt, Coordinator, Professional Development Coach
M.Ed., University of North Carolina at Greensboro
B.A., Pembroke State University

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

Business Technologies

Carolyn S. Watson, Department Chairperson
M.B.A., University of North Carolina at Pembroke
M.S., Adult and Community College Education, North Carolina State University
B.S., University of North Carolina-Chapel Hill

Faculty

Loretta D. Allen, Business Technologies
M.B.A., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

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M.S., East Carolina University
B.S., University of North Carolina at Wilmington

Michael Jacobs, Business Technologies
M.A.Ed., University of North Carolina at Pembroke
B.S., Mathematics/Computer Science, University of North Carolina at Pembroke

Valissa H. Lowery, Business Technologies
M.B.A., University of North Carolina at Pembroke
B.S., Business Administration; University of North Carolina at Pembroke

Scottie Locklear, Business Technologies
M.S., Webster University
B.S., University of North Carolina at Pembroke

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

Industrial Technologies

Faculty

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

Matthew McKnight, Electrical Systems Technologies
A.A.S., Robeson Community College
Diploma, Air Conditioning, Heating and Refrigeration, Robeson Community College

Timothy Bryant, Heating, Air Conditioning, and Refrigeration Technology
A.A.S, Robeson Community College
Diploma, Air Conditioning, Heating and Refrigeration, Robeson Community College

{Vacant}, **Industrial Systems Technology**
A.A.S., Robeson Community College

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

Bobby D. Locklear, Welding Technology
A.A.S., Welding Technology, Bladen Community College

Samuel Atkinson, Electrical Systems Technology
A.A.S., Robeson Community College

Joseph Nation, Electrical Systems Technology
A.A.S., Robeson Community College

College and Career Readiness

Rocky Peterkin, Assistant Vice President
M.S., University of North Carolina at Pembroke
B.A., University of North Carolina at Pembroke

Trezur Grafton, Secretary
B.S., Fayetteville State University

James Erick Mitchell, Educational Coordinator
B.S., Fayetteville State University

Terry Jackson, Transition Coordinator
M.A., University of North Carolina at Pembroke
B.S., Chowan College

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

Susan Barton, Assistant Assessment Retention Specialist
B.S., University of North Carolina at Pembroke
A.A.S., Robeson Community College

Wendy Hardwick, Assistant Assessment Retention Specialist
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 Chavis, ABE 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

Christopher Richardson, 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

Student Services

Ronnie Locklear, Assistant Vice President/Deputy Title IX Coordinator
M.A., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

Admissions and Enrollment Services

Patricia Locklear, Director
M.P.A., Grand Canyon University
B.A., University of North Carolina at Pembroke

Kevin Hunt, Assistant Director
B.S., University of North Carolina at Pembroke

Angelena Hall, Admissions Specialist/Testing Coordinator
B.A., University of North Carolina at Chapel Hill

Yahaira Garcia, Admissions Specialist
A.A., Robeson Community College

Jolena Locklear, Career and College Advisor
B.S., East Carolina University

Hartley Branden Oxendine, Career and College Advisor
B.S., University of North Carolina at Pembroke
A.A.S., Fayetteville Technical Community College

Stephanie McNeill, Project C3 Coordinator
M.A., University of North Carolina at Pembroke
B.S., University of North Carolina at Pembroke

Melinda Brewer, Data Entry Clerk
A.A.S., Robeson Community College

Financial Aid

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

Deborah Kauba, Assistant Director
M.B.A., Liberty University
M.A., Liberty University
B.A., DeVry University

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

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

{Vacant}, **Financial Aid Specialist**

Records and Registration

Sherry Martin, Director/Registrar
B.A., University of North Carolina at Pembroke

Betty D. McIntyre, Assistant Registrar
A.A.S., Robeson Community College

Carla Locklear, Secretary for Records
A.A.S., Robeson Community College

Allen P. Tencati Jr., Student Support Specialist
B.A., American Military University
A.A., Robeson Community College
A.S., City University
A.A.S., Robeson Community College
Diploma Air Conditioning, Heating and Refrigeration Robeson Community College

Student Support Center

{Vacant}, **Counselor/Disability Services Coordinator**

Cynthia Quintero, Student Success Counselor/Sign Language Interpreter
M.A.Ed., University of North Carolina at Pembroke
B.A., Gardner-Webb University

Kim Jacobs, Secretary
A.A.S., Robeson Community College

The Learning Center (TLC)

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

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

Rebecca Shaw, Evening Librarian
M.LIS, University of Washington
B.M., Montreat College

Glenda Durden, Technical Assistant to the Director
A.A.S., Robeson Community College

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 test scores indicate that required achievement level has been attained, and 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. Testing options are available. For further information, please call 910-272-3607.

Family Literacy Education (Family Lit)

The Family Literacy Program encompasses the way parents, children, and extended family members use literacy at home, work,

school, and in their community life. Family Literacy classes provide interactive literacy activities between parents and their children; provide training for parents regarding how to be the primary teacher for their children and full partners in the education of their children; provide parent literacy training that leads to economic self-sufficiency; and provides age-appropriate education to prepare children for success in school and life experiences. For further information, please call 910-272-3607.

Adult Basic Education Transitions (ABET)

The 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 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.

Dress Code

Robeson Community College stresses a standard of neatness, cleanliness, and appropriateness of attire.

Students should keep in mind that prospective employers visit the College and the employability of our graduates may be affected by the visitor's impressions.

With this in mind, 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. Caps and hats are not to be worn inside the classroom
   (unless required in your area of study).
4. Academic programs may require students to adhere to defined dress code expectations as detailed in program handbooks.

Drugs and Alcohol Policy

The use and abuse of drugs and alcohol are subjects of immediate concerns in our society. These problems are extremely complex and ones for which there are no easy solutions. 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 Counseling/Career Center in (Building 13).

Drug and Alcohol Abuse Awareness Prevention Program

Robeson Community College operates a drug abuse awareness prevention program for all students and employees. Counseling, information and referral services are provided by professionally trained counselors. Counselors are available to talk with anyone concerning drug/alcohol use. Counselors may be contacted directly or indirectly. Persons requesting anonymity may telephone the Counseling and Career Center for information without disclosing their names (910-272-3353). Referrals to external agencies may be appropriate in some situations.

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.

Inclement Weather Policy

During periods of inclement weather, there may be times in which the College may close if the weather conditions present a safety hazard to students and college personnel. Inclement weather updates are posted on the College's website. Additionally, members of the campus community can sign up for cell phone text notifications. Instructions for subscribing to this service are available on the College's website. The following radio and television stations will be notified of official closings of the college.

Radio

Fairmont	WSTS
Fayetteville	WKML
Fayetteville	WQSM & WFNC
Laurinburg	WFLB-FM
Fayetteville	WZFX
Red Springs	WTEL-AM

Television

Durham	WTVD (Channel 11)
Raleigh	WRAL (Channel 5)
Fayetteville	WUVC (Channel 40)
Wilmington	WECT (Channel 6)
Florence	WBTW (Channel 13)

Student Grievance Procedure

The purpose of the Student Grievance Procedure [PDF 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 Assistant Vice President of Student Services in the RCC Student Center.

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.

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 Technology Enhanced Instruction
- Director of The Learning Center

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 Assistant Vice-President of Student Services is responsible for maintaining the record of written complaints/appeals. Vice-Presidents are responsible for ensuring that documentation of all written complaints/appeals are forwarded to the Assistant Vice-President of Student 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.

After a student has exhausted the college's complaint or grievance procedures, and the matter remains unresolved, please go to Filing a Complaint Against the College After Completing the College's Grievance Procedure [opens in a new window] for more information.

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 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. 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 all 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 at the cashier's window in Building 2.

To obtain an ID card, students must use our online form which can be found on the RCC ID Cards page [opens in a new window] of the RCC website.

ID cards will only be made for registered students who have paid for their courses. 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.

Library Systems

The Robeson Community College Library maintains an online catalog. The Library also has access to other databases and information resources. Policies governing the use of the Library systems and resources are available through the Library. 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 by Institutional Services Department to students, staff and faculty located in Room 502B, Building 5. 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 drive way 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.

Parking Regulation

Section I - General Regulations

1. These regulations constitute the traffic code of Robeson Community College and shall be applicable to all faculty, staff, students and any other persons operating a motor vehicle on RCC owned or controlled property.
2. Traffic regulations are enforced at all times.
3. RCC reserves the right to regulate the use of any and all of its vehicle parking facilities to the extent of:
    1. Denying vehicle parking privileges to an individual or group of individuals.
    2. Reserving vehicle parking facilities for the exclusive use of selected and designated individuals and/or groups.
4. The responsibility for locating legal parking spaces rests with the operator of the motor vehicle.

5. Non-enforcement of any specific regulation does not negate RCC's authority to enforce that regulation in the future.
6. RCC reserves the right to amend these regulations and to add, remove or re-allocate parking spaces as the need arises. These changes, if any, will be effective with the posting of signs and/or markings as appropriate and will be communicated in college publications.

SECTION II - Vehicle Registration

1. It is the operator's responsibility to keep his/her vehicle properly registered with the college at all times. To register a vehicle you must obtain a vehicle registration form from the Institutional Services located in Room 502, Building 5. You will be issued a mirror hang tag when you return the completed form. The hang tag must be hung from the rearview mirror.
2. One vehicle hang tag will be issued per vehicle registered. Vehicle registration will be cross-referenced to student enrollment records and employment records. Termination of current enrollment or employment will terminate vehicle registration.
3. The Student Services Department will be notified of change in enrollment or employment status by the appropriate office or department.
4. Motorcycles and motor scooters must be registered and the parking decal affixed to the rear fender.

SECTION III - Driving and Parking Regulations

1. Areas posted "No Parking" shall be enforced at all times.
2. The maximum speed limit on campus is fifteen (15) miles per hour unless otherwise posted.
3. Vehicle movement on campus is not to be obstructed by stopping or standing for any reason except to park.
4. Driving or parking on lawns or walkways are prohibited.
5. Pedestrians shall be given the right-of-way.
6. All accidents involving motor vehicles shall be reported to Campus Security.
7. Vehicles illegally parked or abandoned on campus will be towed away and placed in commercial storage. Towing and storage charges shall be borne by the owner of the vehicle.
8. Parking on or over white lines used to separate parking spaces is a violation.
9. Individuals with repeated violations may be prohibited from driving or parking on campus.
10. The following areas are off limits to general vehicles: loading and unloading areas, walking trails, shop ramps and enclosures, etc. Only maintenance, security, and grounds keeping vehicles may use these areas.

SECTION IV - Enforcement Procedures

1. Campus traffic regulations as published by RCC shall be administered under the supervision of the Institutional Services Office. Under North Carolina Statutes, these regulations have the force and effect of ordinances of the state and shall be enforced as such.
2. Campus police will issue citations to violators of most traffic and parking laws. In cases of moving or other major violations, campus police or other legally authorized law enforcement offices may issue citations of summons.
3. Fine and Penalties
    1. In all cases where a summons to civil or criminal court is issued, the fine upon conviction will be set by the court judge.
    2. Citations given by campus police will carry a $5 fine.
    3. Recipients of campus citations will pay the fine at the cashiers office located in the Business Office in Building 2. Recipients of campus citations who do not agree with the citation may appeal the issuance of the citation to the V.P. for Business Services or his or her designee. His or her ruling is final.
    4. Students who do not pay fines during the current semester will not be able to register for the next semester. Diplomas and transcripts cannot be obtained until all financial obligations are met.
    5. Employees who do not pay their fines will be subject to dismissal pursuant to Article 60 of Chapter 133 of the General Statutes of North Carolina.

Campus Law Enforcement/Campus Security

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 of RCC's campus locations.
Campus security is provided by uniformed officers of the Lumberton Police Department. While on duty at RCC these officers possess all powers of sworn police officers to make arrests for both felonies and misdemeanors and charge for infractions. Officers are on campus during most periods when students and visitors are present.
The Main Campus is located within the city limits of Lumberton and is under the jurisdiction of the Lumberton Police Department.
The one Pembroke facility at COMtech is under the jurisdiction of the Robeson County Sheriff's Department and Eagle Security Services.
The EMT facility is not within city limits; and is under the jurisdiction of the Robeson County Sheriff's Department.

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 the Campus Police at (910) 674-6428 or the College switchboard at (910) 272-3700, press "0". The Campus Police/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 Vice President for Continuing Education, Workforce Development, and Institutional Services or 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 Department is located in building #5 and is open 8-5pm (Mon-Thurs) and 8-3pm (Fri).

Patricia Clark
Director of Security/Title IX Investigator | Building - 5 | Email: pclark@robeson.edu | Phone: (910) 272-3505
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.

Ronnie Locklear Deputy Title IX Coordinator/AVP Student Services
5160 Fayetteville Rd, Lumberton, N.C. 28360
Building #13 (Counseling and Career Services), email: rlocklear@robeson.edu (910) 272-3347

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.

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

Emergency Reporting

(CALL 911 Immediately- then notify the Campus Police)
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 Police Officers. This line of communication can also be utilized for vehicle assistance and escort services.

Report in person: The Campus Security Department 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) 272-3505 and mobile number is (910) 674-6428 or email: campussecurity@robeson.edu

Non-Emergency Reporting

(Call Campus Police (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 Department 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) 272-3505 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 Police Officers. This line of communication can also be utilized for vehicle assistance and escort services

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 Student Services and the Vice President for Continuing Education, Workforce Development, and Institutional Services should be informed of the incident as soon as possible.

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.

Student Activities

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

Student Government Association (SGA)

The purpose of the Student Government Association (SGA) is to enhance the quality of student life at Robeson Community College. As the voice of the student body it is our duty to collaborate to make our campus conducive to learning. SGA officers are committed as liaisons between faculty, staff, students and the community. Student Government serves to encourage collective engagement in affairs and events to promote student success. Officers are elected each year as such: President (Spring) and other officers (Fall).
As a means of facilitating student involvement in campus decision making, students are encouraged and invited to participate in clubs/organizations and committees. The President of the Student Government Association serves as an ex officio nonvoting member of the RCC Board of Trustees and serves on the Enrollment Management and Learning Resources Services Committees. Other standing committees in which students can serve as members include: Campus Facilities & Safety, Campus Standards, Student Affairs and Technology and Online Learning.

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.

Minority Male Achievement 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.

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
Athletics are available on a limited basis at RCC. A strong intramural program is encouraged. The RCC campus provides room for expansion and is adding to those activities requested that are within budgetary limits and college policy.

School Colors
The school colors are royal blue and white.

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.

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, Chairperson of the English Department, and the Assistant Vice President for Instructional Services appointed by the Vice President for 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] and MyRCC (link available from the College's website) are used for official communication of the College. In order to stay informed concerning institutional announcements and upcoming activities, students are expected to check both websites 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 counselors in the Counseling and Career Services, Room 1315, Building 13. 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 Office of Records and Registration. Items found should be turned in promptly. Unclaimed items will be held for thirty days.

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.

Student Rights

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 withdrawn 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.

Smoking, Eating, Drinking and Radios

Smoking is not permitted inside of or within 50 feet of the entrance to any building on campus. Detailed information is contained in the institution's Tobacco Use Policy.

TOBACCO USE 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.

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.

Radios, personal stereos and recorders are not permitted in the student lounge, classrooms or buildings except for instructional purpose or sanctioned campus activities. These devices are permitted on outside areas of the campus as long as the volume is controlled and they do not disturb others.

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 representative 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 requested will result in a request to the appropriate law enforcement personnel for removal. Trespassing charges may be filed.

Campus Services

Academic Advising

Academic advising at Robeson Community College is essential to the total development of the student. The mission of academic advising is to aid students with accurate information concerning courses of instruction, institutional resources, policies and procedures, career choices, and educational opportunities.
Since the most significant part of the advising process is the relationship between the faculty advisor and the student, each student is assigned a faculty advisor. The faculty advisor serves as a resource person who provides information about program opportunities, educational requirements, and college regulations. The advisor assists the student in developing an educational plan to include both short range and long-range goals. The advisor is a link between the student and the College community, and also advises students of services available at the College.
The faculty advisory system is an integral part of the total educational process of the institution. Each student has an opportunity to develop a real and important relationship with a person whose experience has been in the field of interest for which the student is training. Having a faculty advisor to whom one is specifically assigned gives one a definite source of help. Many times a student will make a choice to remain in school when the going is rough if he/ she can envision what future there may be in his/her chosen curriculum. No one is better qualified to point the way for the student than his/her major area instructor.
The emphasis on a continuing contact with the advisee in order to develop a total program suggests that part of the advisor's responsibility is to be available to discuss goals and academic problems as the need arises. While it is the responsibility of the student to schedule meetings with the advisor each semester, the advisor should post a time they will be available for advising students. (A key here is for the advisor to indicate verbally, at the point of approving a registration schedule, that he is available if and when problems arise.)
Faculty advisors are available for all students. All students are assigned an advisor whether they attend on a full-time or a part-time basis. Advisors maintain regular office hours to accommodate students.
Special Credit students or students who have not yet made a career choice are also assigned an advisor. This advisor is usually a counselor or a specified faculty advisor who works with these students until they make a career choice. Once a career choice is made, they are assigned a faculty advisor in their program area.

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 - 5:00 pm and Friday 8:00 am – 3:00 pm. Summer hours of operation are Monday – Thursday 8:00 am – 3:00 pm. Please see the bookstore website [opens in a new tab] for extended hours at the begining of the semester, promotions,

textbook information, and shop online 24/7. Contact the bookstore at 910-272-3520 or email: bookstore@robeson.edu.

Business Office

The receipt of fees and the disbursement of approved refunds are the responsibility of the Business Office. Office hours are 8:00am to 5:00pm Monday through Thursday and 8:00am to3:00 pm on Friday. Summer hours are 7:30am to 5:30pm Monday through Thursday. Unpaid obligations to this office become part of the student's college financial record until they are cleared up. The Business Office is located in Building 2.

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 noncurriculum, or view grades and/or receive transcripts.

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 is available to help students gain a better understanding of themselves and their opportunities. Professionally-trained counselors are available to discuss and help students explore any problem areas they may experience. Students who are experiencing personal, interpersonal, or academic difficulties are encouraged to see a counselor as soon as possible. Appointments can be made by telephoning (910) 272-3353, or persons can come by Counseling and Career Services in the Student Center, Building 13. Conversations are confidential and handled in a professional manner as provided for by the American Counseling Association Ethical Standards, and the laws specifically regulating Counseling in North Carolina. Counseling and Career Services also provides groups for personal growth experience. Groups may include the following: Assertiveness Training, Study Skills, Personal Growth, Habit Control, Test-taking and Test Anxiety, Self-concept Development, Values Clarification, Coping with Grief, Communication Skills, Stress and Time Management. Counseling and Career Services sponsors Career Workshops each semester on such topics as: Resume Writing, Finding the Right Career, Preparing for the Job Interview, and other career-related activities.

Career Services

Career Services offers students many valuable and effective services. The sheer multitude of possibilities often make the process of choosing an occupation very frustrating, time consuming, and haphazard. For RCC students, career planning helps provide direction in making the right career choice.
Career services involves more than just choosing an occupation. It also includes knowing your interests, values, and capabilities (self-assessment), becoming aware of the work world opportunities, learning the necessary employability skills to obtain and keep a job, and knowing how to develop, re-evaluate and implement long-term career plans. Career Counselors help students examine their interests, aptitudes, and values. Interest inventories and aptitude tests are administered and interpreted. The Career Online Personality Tests allow students to assess their career-related needs. Students complete a series of self-paced exercises designed to help them in exploring career possibilities. A personal profile is created to reflect their abilities and aspirations. Needs are assessed in terms of the following dimensions: educational level attained or aspired, work site preferences, level of physical demands sought, temperament factors, level of earnings sought, aptitude factors, interest factors, future outlook, personality factors, fields of work, physical activities sought and to be avoided, hours of work and travel preferences, and environmental conditions desired. The student interacts with the computer to explore for occupations, to obtain specific profiles on occupations of interest, to

compare occupations, and to search for occupations that are related.

Job Placement

Counseling and Career Services offers assistance to students currently enrolled in curriculum programs, or alumni who may be seeking full or part-time employment. Placement personnel act as a liaison between students and potential employers. Contact is maintained with employers who are looking for qualified applicants and positions are advertised on campus. Job Fairs are held annually for graduating students. Students can access information on jobs that are updated daily by Employment Security Commission at NC Works Online [opens in new tab]. All graduating students who seek assistance with locating employment are asked to 1) complete a placement packet, and 2) provide typed resumes.

Placement Testing and Specialized Tests

Placement Testing is handled through the Admissions Office. Testing does not determine whether or not students can attend College. The purpose of Placement Testing is to match the academic readiness of the student with the academic requirements of the curriculum. Persons applying for admission into all diploma or degree programs are required to test. Placement Test scores are used in conjunction with previous transcripts in determining whether students are academically ready to enter a particular curriculum. Testing is administered in the following areas: Writing, Reading Comprehension, and Mathematical skills. Testing is scheduled after applicants have submitted an application to the College. There is no charge for taking the test.

Drug and Alcohol Abuse Awareness Prevention Program

Robeson Community College operates a drug abuse awareness prevention program for all students and employees. Counseling, information, and referral services are provided by professionally trained counselors. Counselors are available to talk with anyone concerning drug/alcohol use. Counselors may be contacted directly or indirectly. Persons requesting anonymity may telephone the Counseling and Career Center building in 13 for information without disclosing their names (910-272-3353). Referrals to external agencies may be appropriate in some situations.

There is a Drug/Alcohol Display Center in Counseling and Career Center in building 13 where persons can receive free information concerning drugs and/or alcohol use and abuse. Persons are encouraged to go by and pick up this free information. Drug/Alcohol information is also displayed and distributed around campus at other locations. Robeson Community College also sponsors speakers who have expertise on drug and/or alcohol use. Other activities are planned to create an awareness of the effects of drugs and alcohol, and how these behaviors affect learning and working. The total college community is invited to attend these functions. Below are some telephone numbers where more information on drugs and alcohol can be received.

Hotline Numbers for Drug/Alcohol Information:

1. Crime stoppers (910) 738-1133 (do not have to give name)
2. Eastpointe (800) 913-6109
3. Southeastern Psychiatry Clinic (910) 272-3030
4. Drug Rehab Fayetteville (910) 216-0745
5. Palmer Prevention, Inc. (Free Services) (910) 522-0421
6. National Institute on Drug Abuse (NIDA) 1-800-346-0380 (NIDA Hotline directs callers to local cocaine abuse centers. Free materials on drug abuse may also be requested. All information and referrals confidential.)
7. NC Health and Human Services 1-800-532-6302
8. Lumberton Treatment Center (910) 739-9160

Drug and Alcohol Policy

The use and abuse of drugs and alcohol are subjects of immediate concerns in our society. These problems are extremely complex and ones for which there are no easy solutions. 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 Counseling and Career Center in building 13 or by calling 910-272-3353.

AIDS Awareness

Robeson Community College provides information to students about AIDS. This information is available through handouts that are available in Counseling and Career Services. The counselors are available to provide referral information for students and personal counseling about the HIV virus that causes AIDS.
The Center for Disease Control's National AIDS Hotline (1-800-CDC-INFO) offers 24-hour service seven days a week to respond to any questions about HIV infection and AIDS. The number for the Robeson County Health Department is 910-671-3200.

AIDS Policy

1. The primary goal of Robeson Community College in relation to AIDS will be education. There is no medical cure for AIDS. In addition, there is presently no vaccine to prevent further spread of the AIDS virus. Education about AIDS and its transmission is the most effective measure in the control of the disease. Additional information about the AIDS policy can be obtained from the Counseling/Advising Center.
2. Educational programs about AIDS will be available to all curriculum and non-curriculum students, college employees, faculty and staff.
3. No person with AIDS, ARC, or confirmed HTLV-III antibody test will be denied admission to Robeson Community College on that factor alone. The College will analyze and respond to each case as required by its own particular facts. Persons with AIDS or AIDS-Related Conditions (ARC) represent no threat for AIDS transmission in the classroom and should be provided an education in the usual manner.
4. All students will be encouraged to inform the Vice President of Instruction and Support Services if they have AIDS, ARC or positive HTLV-III antibody test. Strict confidentiality will be maintained of any information and will only be used by the College to provide persons with proper medical care and education.
5. Robeson Community College will not screen students or employees for antibody to HTLV-III or require that they be screened. The AIDS Task Force will be familiar with sources of testing for antibody to HTLV-III and will refer students or employees requesting such testing.
6. No specific or detailed medical information of complaints or diagnosis of students or employees with AIDS, ARC, or a positive HTLV-III antibody test will be given to faculty, administrators, or parents without the expressed written permission of the student. This position is covered by the Family Education Rights and Privacy Act of 1974 as stated in this publication.
7. Medical information will not be included in the student's record as unauthorized disclosure of it may create liability. The number of people at Robeson Community College who are aware of the existence and/or identity of students or employees who have AIDS, ARC, or a positive HTLV-III antibody test should be kept to an absolute minimum.

Health Services

Robeson Community College maintains no health facilities other than first aid equipment. Emergency facilities are available in Lumberton at Southeastern Regional Medical Center, the Robeson County Emergency Medical Service, and the Lumberton Rescue Unit nearby. In case of emergency, notify an instructor or a counselor in the Counseling and Career Center immediately (Room 1315, Student Center; 910-272-3353).

Housing

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

Disability Services

The Office of Disability Services at Robeson Community College is committed to providing disability services to all academically qualified students who may need additional support and/or accommodations. The College seeks to enroll students who can complete college level courses with the help of support services and classroom accommodations. A formal program for students with

learning and/or physical disabilities is not offered; all students attend the same classes.
The Office of Disability Services utilizes Section 504 of the Rehabilitation Act of 1973 to identify individuals with disabilities. Under this federal law, 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 Office of Disability Services also adheres to the mandates outlined in the Americans with Disabilities Act of 1990, ADA Amendment Act of 2008, NC Senate Bill 866, and the Higher Education Opportunities Act.
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 Office of Disability Services to disclose his/her disability and to request services. In order to request services, the following procedures need to be followed:

1. **Disability Services Application**
   Individuals interested in receiving disability services must complete an application packet. This is the first step to begin the process for determining eligibility to receive disability services. Application packets must be received at least one month prior to requesting accommodations. Application packets are available in the Office of Disability Services which is located within the Office of Counseling and Career Services.
2. **Documentation Guidelines**
   To ensure the provision of reasonable and appropriate services and accommodations, students requesting these services must provide current documentation of their disability. Current documentation is necessary to (a) establish that an individual has a disability, (b) identify the functional limitations and how they impact the academic performance of the student and (c) assists in developing appropriate accommodations.
      1. Documentation must be current and from a service provider who is certified or licensed to evaluate or diagnose a particular disability. These professionals may include a medical doctor, psychologist, ophthalmologist, educational diagnosticians, and other certified service providers. If you received services in high school, please provide a copy of your most recent psychological or psycho-educational plan to the Office of Disability Services.
         - It should be noted that a school plan such as an Individualized Education Program (IEP) or a 504 plan is insufficient documentation, but it can be included as part of a more comprehensive assessment battery.
         - Prior history of accommodation does not, in and of itself, warrant the provision of similar accommodations.
      2. All documentation provided to the Office of Disability Services is confidential information and will not be disclosed to a third party without consent except in emergency situations. All documentation provided to determine eligibility remains in the Office of Disability Services and does not become part of the student's academic record.
3. **Verification of Eligibility**
   Once the Office of Disability Services verifies an individual's eligibility for services, a meeting will be scheduled to develop an individualized accommodation plan. Accommodations are determined on an individual basis. Individuals with similar disabilities may not receive the exact same accommodations.
4. **Typical Accommodations**
   Regardless of the instructional delivery, accommodations may include, but are not limited to:

- Test administration modification
- Calculators/keyboard with large buttons
- Individual counseling
- Assistive technology
- Tutorial services

- Assistive Listening Devices
- Braille/talking calculators
- Enlarged print
- Note taking services
- Scribe
- Alternative forms of textbooks
- Reader
- Sign language interpreting services
- Special seating
- Assistance with completing forms

1. As the liaison between faculty and students, the Office of Disability Services will send out Disability Certification Notices which identifies the accommodations that students qualify to receive. Instructors are responsible to provide accommodations identified on the Disability Certification Notice.
2. Students are to meet with each instructor to discuss how accommodations will be implemented. Students are responsible for monitoring progress with instructors and ask for additional assistance if needed.
3. At the end of each semester and before the upcoming semester, students receiving accommodations should meet with the Counselor in the Office of Disability Services to re-evaluate the individualized accommodation plan. Revisions will be made during this time.

5. **Late Request for Accommodations**
   Requests for disability 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.

Division of Learning Resource Services

The Division of Learning Resource Services is committed to providing a wide range of resources and services to carry out the mission of the College. 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/or leisure reading. Services include a qualified staff concerned with providing library resources necessary to support Robeson Community College's purpose and programs; and sharing library resources for interest, information, and enlightenment to all people of the community. Staff are on duty during the hours of 7:30 a.m. to 8:00 p.m. Monday through Thursday and 7:30 a.m. to 3 p.m. on Friday to answer reference questions. The Library's open hours vary between semesters and throughout the summer sessions, so please check the website for current hours.

The RCC Anne Moss-Biggs Library's print collection includes more than 21,000 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. Anyone interested in using the Library may acquire borrowing privileges by simply filling out a registration slip at the library. Note that photo identification and/or proof of class registration are required. The Library issues all patrons photo identification cards, which allow them borrowing privileges. These cards also serve as RCC College I.D.'s for current RCC students. Books, periodicals, and records are loaned for three weeks. Renewals may be obtained in person or by telephone. To encourage prompt return or renewal of materials, a daily fine is charged on overdue materials. Lost or badly damaged materials must be paid at the replacement cost, plus a $5.00 administrative fee. Failure to return materials or pay charges will result in the loss of borrowing privileges. Students who have not returned materials or paid fines will be obligated to do so before re-registering or graduating.

The RCC Anne Moss-Biggs Library supports Distance Learning. The RCC Library independently subscribes to 114 specialized databases, and provides access to NC LIVE (a search platform created by the statewide library consortium), all of which enhance and support the College's curricula. Databases such as NC LIVE, Access World News, Opposing Viewpoints, and PrepSTEP provide 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 Web Site, 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 both on and off campus for

the RCC community of users through the use of a virtual private network.

Bibliographic instruction, aimed at educating patrons on how to fully utilize the library's resources and services, is available by request. The Library's Instruction Lab offers a convenient, state-of-the-art classroom for instruction of all types. Faculty may reserve use of the Instruction Lab from the Library's Web Page.

The RCC Anne Moss-Biggs Library is a member of the North Carolina Community College Libraries Reciprocal Lending Agreement, which strives to increase access to the library resources within the North Carolina Community College System Libraries, to maximize use of the combined collections of the system libraries and to support the NCCCS Distance Learning Initiative. The NCCC Libraries have agreed to lend materials to any student or faculty in the system who provides valid identification showing current college affiliation. The RCC Library is committed to providing an accessible facility, professional services, and quality resources to assist students as they pursue their educational goals.

New Student Orientation

New Student Orientation (NSO) is held each semester for new and returning students who have not been enrolled within the last year. New Student Orientation is designed to help make the transition to college as smooth as possible. The orientation process is designed to accomplish the following::

1. Acquaint students with the campus.
2. Introduce students to key personnel on campus.
3. Advise students of college support services.
4. Provide academic information.
5. 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 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 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 Services staff, but also with the administration, faculty, students, and the community. It is with this cooperation and with these purposes that the Student Services staff dedicates itself to serving RCC students, staff, and community.

Tutorial Services (The Learning Center)

Robeson Community College offers a variety of tutorial and academic success services, including individual and group tutoring, workshops and educational programs through The Learning Center (TLC). The mission of TLC is to provide students with additional assistance and resources outside of the classroom to enhance academic success, through promotion of self-directed learning, decision-making, building confidence and motivation, and a greater appreciation for education and learning. The Learning Center serves students by offering tutoring, writing assistance, and supplemental instruction in an environment that is supportive and encouraging. The Learning Center (TLC) assists students having difficulty in their classes and who need additional support with particular concepts in their areas of study. Students seeking to enhance skills to improve their academics may also attend workshops. The Center also welcomes students to study in an environment that is conducive to learning, and students may enjoy reading materials.

In addition to services offered in The Learning Center, students may access the Center's website at www.robeson.edu/tlc [opens in a new tab] for online resources, including links to articles and materials to enhance student understanding of concepts and practices in particular areas of study. Information is also available online about TLC's workshops, policies, and services.

Services provided by TLC are free and available to all RCC students. Students are encouraged to ask their instructors, counselors and advisors to refer them to TLC for assistance in their courses.

Students may visit the center in person to complete a request or go online to complete a Request a Tutor Form for tutoring assistance. Please note that while TLC staff will attempt to accommodate all student requests, tutoring assistance is not guaranteed. Neither should students expect to earn an "A" in their courses simply by participating in TLC-sponsored programs. Students are expected to study outside of the classroom, complete assignments, and assistance offered through TLC should be used in addition to regular study and class work. To contact, The Learning Center, call 910-272-3663.

Voter Registration Assistance

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

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 - Obtain 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 - For applicants who have graduated from a high school that is legally authorized to operate in The United States and who graduated from that high school within 10 years of college enrollment the College will follow the Reinforced Instruction for Student Excellence (RISE) [opens in a new tab] model. Only those applicants who graduated from high school more than 10 years ago and do not have transfer credit, or fall outside the categories in the Rise Placement Guide [opens in a new tab], will be required to take a placement test.

- 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.

6. Complete an interview with an admissions representative - The primary objective of the interview will be to focus on the educational goals of the applicant. The test results will be used in conjunction with the high school/ college transcripts to assist the applicant in selecting an appropriate program of study. Applicants not realizing acceptable scores on the, COMPASS, Accuplacer, or NC DAP may be required to successfully complete course work designed to assist students in preparing for RCC curriculums. The Office of Admissions and/or academic counselor will work with the student in developing a sequence of courses to prepare the student for entry into the approved curriculum.

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.

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. Nursing, Respiratory Therapy, Radiography, Surgical Technology, Cosmetic Arts programs, etc.). Refer to the NC Administrative Code 23 NCAC 02C.0301 (admission to colleges).

RCC Retest Policy: RISE 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 pre-college level studies at the time he or she retests and if the scores on the retest place him or her out of pre-college level, the student will follow the college's standard withdrawal and refund procedures for tuition and books if he or she chooses to exit the pre-college level course.

Early College

Robeson Community College has established a testing procedure for Early College students which allows students to test once a semester until they earn the minimum required scores to enter curriculum courses.

Placement is scheduled in the fall and spring semester for Early College students. The testing procedure allows students who did not meet the desired placement scores established by RCC and the NCCCS on their first attempt, to test again the following semester. The College allows retesting for ECHS students so they can remediate in areas where the minimum score was not achieved. All remediation for ECHS students is provided by the Public Schools of Robeson County. Remediation is required before they are allowed to test again.

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, 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 2.8 or higher in related and general education course work for Associate Degree Nursing, Practical Nursing and Surgical Technology; 2.5 for Emergency Medical Science and Respiratory Therapy and 3.0 for 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, Nursing, Nurse Aide I, Nursie 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. 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.

Notification of Acceptance

Prospective students will be granted acceptance/approval during the interview process. Students will receive a copy of their student program evaluation (EVAL) which will show program approved for, program code, and required courses needed to begin the enrollment process.

Credit by Examination

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.

Credit by Transfer

Transfer students should follow the admission procedures established for regular students listed under admission requirements. Robeson Community College may accept credits earned from post-secondary institutions that are accredited by a State, Regional, or National Educational Accrediting Agency recognized by the American Council on Education. Only course grades of "C" or better will be accepted and such courses must parallel the content of RCC courses. For additional information and policies governing the awarding of transfer credits, please refer to the section titled "Program Completion Requirements [opens in a new window]" in this publication.

All applicants having credits transferred from another institution to RCC must submit an official transcript, and if necessary an appropriate catalog, to the Director of Admissions. 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 Assistant Vice President of Student Services and only then by justifiable cause.

The Registrar, in consultation with appropriate faculty, will determine the transfer credit allowable. This evaluation will be made at the time of acceptance and the student will be notified in writing. Transfer credits will be posted to the student's permanent record once a student is enrolled. In addition, transferring students must complete a minimum of twenty-five (25) percent of the total number of credit hours required for a diploma or degree program at Robeson Community College.

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 Assistant Vice President of Student 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 Director of Admissions and Enrollment Services. 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 and the Director of Admissions and Enrollment Services for action. Final approval for readmission will be determined by the appropriate Health Science Program Director. Applicants must meet current admission requirements. 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 Assistant Vice President for University Transfer and Health Science Programs. The Assistant Vice President 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 for Instruction and 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 Assistant 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 provided the handgun remains in the closed compartment at all times
- 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 assistant vice-president 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 assistant 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 to the college official designated above. Students will be accorded due process in all disciplinary proceedings.

Members of the college community reporting an alleged violation must complete an incident report 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 forwarded by the designated college official to the Assistant Vice- President of Student Services or his or 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 Assistant Vice-President or his or 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 Assistant Vice President of Student Services or his/her designee will notify the student in writing of the specific charges, conference guidelines, and information regarding student rights/privileges. The Assistant Vice President of Student Services or his/her designee will initiate the written 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 Assistant Vice President or his/her designee following instructions outlined in the written notification.

Conference Guidelines

It is the responsibility of the Assistant Vice President of Student Services or his/her designee to act as a reviewer for the alleged violation(s). He/she will review all written materials related to the incident, talk with witnesses, staff and faculty involved, etc. who have clarifying information. During the conference, the Assistant Vice-President 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 Assistant Vice President of Student Services or his/her designee will have the following options to consider:

1. Dismiss the alleged violation(s) because of insufficient evidence, obvious non-responsibility of the charges, etc.
2. Find the student responsible for the violation(s). Then, considering any extenuating circumstances, issue a sanction appropriate for the violation(s).
3. 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.
4. 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 Assistant Vice President of Student Services or his/her designee will provide a written copy 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 Assistant Vice-President of Student 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 Assistant Vice President of Student Services or his or 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 & 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 & 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 Assistant Vice President of Student 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 Assistant Vice President of Student Services. All recordings will be maintained in the Office of the Assistant Vice President of Student 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 Assistant 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 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 Assistant 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 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 Support 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.

By the submission of this assignment (or by the electronic submission of this assignment), I attest that I followed the College's Academic Honor Code, and I acknowledge that this represents my work!

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 high quality educational programs. 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. Forms are available in Faculty Resources in Blackboard Open LMS (formerly Moodle).

Step 2: Faculty will determine if this is a campus wide first offense by verifying student status in the online central repository managed by Instructional 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. SCAD is submitted to Instructional Services for upload to the online repository.

Note: If faculty wish to impose a greater sanction for the first offense they must consult with Department Chair/Program Director and the Assistant Vice President (AVP) for Instructional Services. 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 Department Chair/Program Director and the Assistant Vice President for Instructional Services 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 Assistant Vice-President of Student 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,

Assistant Vice President of Student 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 lounge.
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 the Assistant Vice President of Student 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 Assistant Vice President of Student 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 Assistant Vice President of Student Services or his 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 Assistant Vice President of Student 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 Assistant Vice President of Student Services.

Withdrawals - A student may choose to withdraw from the College when confronted with disciplinary action. If a student withdraws from the College or leaves 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 an 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 an new window] (www.NCresidency.org).

Tuition

Fall, Spring and Summer Semester

Full-Time (12 or more credit hours)

In-State	
12 credit hours	$912.00
13 credit hours	$988.00
14 credit hours	$1,064.00
15 credit hours	$1,140.00
16 credit hours or more	$1,216.00
Out-of-State	
12 credit hours	$3,216.00
13 credit hours	$3,484.00
14 credit hours	$3,752.00
15 credit hours	$4,020.00
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 Tuition & Business link [opens in a new tab] **(**https://www.robeson.edu/business-services/**) in the footer of the RCC Homepage 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.

STUDENT FEES

Workforce Development and Continuing Education Programs

1. Malpractice Insurance
    a. Nursing Assistant - $15.00
    b. Phlebotomy - $15.00
    c. EMT-I, EMT-P - $65.00
    d. Manicurist - $15.00
    e. Barbering - $15.00
2. Supply Fee
    a. Manicurist - $500.00
    b. Cable Network Tech. - $25 - $325.00
    c. EMT, EMT-I - $10.00
    d. Paramedic - $10.00
    e. Nursing Assistant - $5.00
    f. Medical Responder - $5.00
    g. CPR Instructor - $10.00
    h. CPR Instructor Membership fee – $50.00
    i. Instructor Methodology - $10.00
    j. Detention Officer - $10.00
    k. Phlebotomy - $15.00
    l. NC Electrical Code Examination

Preparation Course -$25.00

m. OBDII Certification Manual - $16.00
n. Leadership Development Seminar Series supplies - $10.00 per class
o. Barbering - $50.00
p. Barbering Name Tag - $12.00
q. Pharmacy Technician - $10.00

3. Cards
   a. CPR - $4.50
   b. PALS - $7.50
   c. ACLS - $7.50
   d. First Aid Card - $19.00
   e. National Center for Construction Education and Research Fee -$25.00
4. Computer Use and Technology Fee - $5.00
5. Transcript Fee - $5.00
6. Lost I.D. Replacement Fee - $5.00
7. Career Readiness Certification
   a. WorkKeys Assessment Core Sections - $13.00 each
   b. WorkKeys Assessment Specialty Sections - $15.00 each
   c. Job Readiness Certificate - $5.00
8. Southeast Fire/Rescue College Registration Fee -$30.00
9. Concealed Carry Weapons Course Registration Fee - $70.00
10. Basic Firearms Handling/Safety Course Fee - $70.00
11. NCCER Registry Exam Fee - $25.00
12. Barbering Student Permit - $25.00 (Required by State Barber Board – one-time fee per student)
13. American Ninja Airway Course Registration Fee -$50.00
14. National Association of Emergency Technicians (NAEMT) Card Fee - $15.00

Business Services

1. Student Insurance, $1.40 (Included in Activity Fee for Curriculum Students) Continuing Education $.60
2. Returned Check Fee - $25.00

College And Career Readiness

1. GED Testing Fee - $80.00 for complete battery ($20.00 per test and $10.00 per retest)
2. HiSET (High School Equivalency Test)—consists of five subset tests (English, Math, Science, Social Studies, Writing). Each subset test cost $15.00 for a total of $75.00 for a person needing all five components

Curriculum Programs

1. Student Activity Fee (Fall, Spring) - $26.00/F-T Student and $16.00/P-T Student
2. Technology Fee - $32.00 (for all registered students)
3. Science Lab Fee - $20.00 for Science Lab-based Courses (BIO 110, BIO 163, BIO 168, BIO 169, BIO 275, BIO 120, BIO 130, CHM 151, CHM 152, GEL 111, PHY 110A, PHY 151, and PHY 152)
4. NC State Board of Cosmetic Arts Name Tag Fee Requirement -$10.00
5. Basic Law Enforcement Training Supply Fee - $30.00 (CJC100)
6. I.D./Library Card Replacement Fee - $5.00
7. Transcript Fee - $5.00; Same Day - $10.00
8. Malpractice Insurance
   a. Cosmetology Students - $15.00 per student.
   b. EDU Practicum Students - $15.00 per student.
   c. Health Science Students -$15.00 per student.
9. Emergency Medical Science Supply Fee - $25.00 (EMS 110, EMS 160); FISDAP Fees - $195 (EMS 122) and $31.50 (EMS 110)
10. Associate Degree Nursing - ATI $400 (NUR 111, NUR 112, NUR 113, NUR 211, NUR 213); National Council State Board $25 (NUR 111, NUR 112, NUR 113, NUR 211, NUR 213)
11. Practical Nursing - ATI $450 (NUR 101, NUR 102, NUR 103) National Council State Board $25 (NUR 101, NUR 102, NUR 103)
12. Respiratory Therapy –National Board Testing Respiratory Care (NBRC) final exam- $170.00 (RCP 211 [$50.00], RCP 215 [$120.00]); Lab Fee - $15.00 (RCP 110, RCP111, RCP 211 and RCP 214); Kettering Review Course Fee $325 – (RCP 211 [$100] RCP 215 [$225]); National Board Testing Respiratory Care (NBRC) Credentialing Exam $390 – (RCP 211 [$190], RCP 215 [$200])
13. Radiography – Dosimetry Film Badge & Reports - $50.00 (RAD 151), $40.00 (RAD 161, RAD 171, RAD 251, and RAD 261); ARRT - $100 (RAD 251, RAD 261)
14. Culinary Arts Laboratory Fee - $20.00 (CUL 140, 230, 240, 250)
15. Welding Laboratory Fee - $20.00 (WLD 110, WLD 116)
16. Information Technology - $10.00 (NET 125, NET 126, NET 225, NET 226, SEC 110, NOS 130, NOS 230, CTS 130); $425.00 (CTS 220)
17. Medical Office Administration, Office Administration - $10.00 (OST136)
18. Surgical Technology Dosimetry Fee $60.00 (SUR 123, SUR135)
19. Library
   a. Copier Copies – Black and White $0.10 per copy; Color $0.25 per copy
   b. Fines - $0.10 per day for each overdue book. (Maximum fine $10.00)
   c. I.D./Library Card Replacement - $5.00 (Paid at Cashier's Window)

d. Annual Book Sale - $0.50 - $5.00 (Proceeds go to Book Budget)
e. Lost/Damaged Library Materials – Replacement Cost Plus $5.00 Processing Fee
f. FabLab Fees – Large Format Printer $2.00 per poster; 3D Printer $1.00 per hour of printing

Institutional Services

1. Campus Access/Parking/Security Permit - $15.00 ($7.50 persemester)
2. Campus Access/Parking/Security Permit - $ 2.00 for all Continuing Education classes for which a registration fee is charged

Other

Should it become necessary for other fees to be established during the year or for these fees to be adjusted during the fiscal year, the President is hereby authorized to set those fees.

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, and diploma is paid by the student directly to the manufacturer. 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. Additionally, the College will not issue transcripts nor permit students to graduate until all financial obligations are resolved.

Student Activity Fee

Each student enrolled in 12 semester credit hours or more (full-time status) will pay a $26.00 student activity fee per term. Part-time students (less than 12 semester hours credit) will pay an activity fee of $16.00 per term. Activity fees are charged for enrollment in Fall and Spring Semesters. Summer session students are not required to pay an activity fee. 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 and Spring/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 and spring 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

RCC charges a $5 fee per copy for official transcripts. Payment should be made to the RCC Business Office. Students requesting a copy of their transcript from Robeson Community College should make application to the Registrar's Office five days before it is needed. Same day service (On-Demand) is $10 for each transcript requested. Same day service may not be available during some high-volume periods including, but not limited to, graduation, end of semester grade submission, and late registration.

Transcripts are normally issued every business day except during registration and drop/add. Robeson Community College will not issue a transcript for any student who has an existing financial obligation to the school. However, this does not prevent the student from inspecting or reviewing his record. The request form for transcripts can be found at: http://www.robeson.edu/registration [opens in a new tab].

The college strives to offer next business day service, with availability beginning about 1 p.m. In order to receive a transcript on the next business day at 1 p.m., the written request must be turned in to the Records and Registration Office during business hours on the previous day. Indicate on the form that you WILL PICK UP or the transcript will be mailed to the address you provided. Official transcripts will be mailed directly to the person or organization named on the Transcript Request Form which is available on the Records and Registration web page [opens in a new tab] (www.robeson.edu/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] (www.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.
A picture I.D. is required to pick up transcripts as well as any other student documentation.

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 2 for more information concerning coverage. All claims should be reported to the Business Office.

Textbooks

Textbooks may be purchased in the bookstore. Cost of books vary according to the course of study. Normally, the average cost per semester is $600 for diploma programs and $1000 for degree programs.

For some courses, online access to course materials may be charged at the time of registration. Payment of these fees provide students with access to course materials on the first day of class. Students who register for these courses will be required to have an appropriate device such as a laptop or tablet to access the ebook for the course and additional course resources. Self-Service will denote course sections that require an ebook.

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:
    1. 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.
    2. 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.
    3. A student is not officially withdrawn from a course until a completed Drop Form has been submitted and processed by the Records Office. The effective date of withdrawal is the day the Records 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 Records 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.

4. 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 is able to 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 contact 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 gives you access to Federal Student Aid's online systems and can serve as your legal signature. For dependent students, your parent must create their own FSA ID. on the Federal Student Aid Log-in page [opens in a new tab] (https://studentaid.gov/fsa-id/sign-in/landing).
Step 2: Complete the FAFSA - Access the Complete the FAFSA Form page [opens in a new tab] (https://studentaid.gov/h/apply-for-aid/fafsa) and add RCC's federal school code: 008612, to their FAFSA before submitting. The FAFSA is available every October 1st and must be completed annually to be eligible.
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 Department of Education's Central Processing System (CPS) 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 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 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:

- Be a citizen or eligible non-citizen of the United States.
- Have a valid Social Security Number.
- Have a high school diploma or a General Education Development (GED) certificate, or have completed homeschooling.
- Be enrolled in an eligible program as a regular student seeking a degree or certificate.
- Maintain satisfactory academic progress.
- Not owe a refund on a federal student grant or be in default on a federal student loan.
- Register (or already be registered) with the Selective Service System, if you are a male and not currently on active duty in the U.S. Armed Forces.
- Not have a conviction for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, work-study, or loans).

Many types of student aid also require you to have financial need. 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 an Expected Family Contribution (EFC) number. The Student Aid Report contains the EFC 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.

Award Amounts: Varies up to a maximum of $6,495

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 making 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:

- Must complete a FAFSA
- Must be enrolled in at least 6 credit hours
- Must maintain satisfactory academic progress
- Must have financial need
- 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

North Carolina Community College Grant (NCCCG)

The North Carolina Community College Grant (NCCCG) is a need based grant established by the North Carolina Legislature. The North Carolina State Education Assistance Authority, through College Foundation, Inc., makes award determinations. The North Carolina Community College Grant provides funds to help meet the educational costs of North Carolina residents attending community colleges.

Applicant must meet the following eligibility requirements:

- Be a North Carolina resident for tuition purposes
- Enroll for at least six credit hours per semester in a curriculum program
- Meet the Satisfactory Academic Progress requirements of the institution

Award amount varies and is determined by a range set by the state of NC based on your EFC (Expected Family Contribution).

North Carolina Education Lottery Scholarship (NCELS)

The North Carolina Education Lottery Scholarship (ELS) was created by the 2005 General Assembly to provide financial assistance to needy North Carolina resident students attending eligible colleges and universities located within the state of North Carolina. Awards

Students must:

- Be a North Carolina resident for tuition purposes
- Enroll for at least six credit hours per semester in a curriculum program
- Meet the Satisfactory Academic Progress requirements of the institution

North Carolina Targeted Assistance Program

Offers financial assistance to students enrolled full-time in a curriculum program that is identified as low enrollment for a high demand occupation
AND/OR
Offers financial assistance to students enrolled in less than six credit hours per semester in a curriculum program

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 (see list of available scholarships in the Foundation Scholarship section)
- State Scholarships (Golden LEAF, Wells Fargo, CFNC, etc.)
- External Scholarship (national organizations, scholarship non-profits, etc.)
- Local Scholarships (churches, clubs, agencies, employers)
- 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.

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 or to receive further Federal Student Aid funds 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 a 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 the 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" is 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 institution 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.

> **COVID-19: Incomplete Emergency and Withdraw Emergency:** In response to the national emergency due to the COVID-19 pandemic, RCC adopted two new grades to the curriculum grading schemes: Incomplete Emergency (IE) and Withdraw Emergency (WE) grades, which are only applied to students in response to COVD-19. IE and WE grades are not included in the quantitative component of the Satisfactory Academic Progress calculation.

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 certificate 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 Learning 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.

Developmental (Non-Credit) Coursework

Developmental Education courses (designated by course numbers below 100, ex. CHM 090, 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.

Scholarship Loans

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 2020-2021 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.
For more information and to apply, visit the CFNC FELS website [opens in a new window], (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.

Other Programs

Dependents and Survivors Educational Assistance

Dependents and Survivors Program is a federal program that provides up to 45 months of educational benefits to children, wives, and widows of veterans who died or were permanently and totally disabled while serving in the Armed Forces. For application contact the Veterans Affairs Office in Student Services.

National Guard Tuition Assistance Program

Members of the North Carolina National Guard may be eligible to receive tuition assistance for attending RCC. Contact your local unit for information.

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 https://www.milvets.nc.gov/.

Finish Line Grant

The Finish Line Grant program helps students complete their education when facing **unforeseen challenges**. In partnership with the *Lumber River Workforce Development Board* and the *Robeson County NCWorks Career Center*, RCC offers access to these funds for students who have completed at least 50 percent of their credit or noncredit program and are in good academic standing.

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 50% 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)
- Tuition & Fees
- 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

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.

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. Visit the Find a VA Form webpage [opens in a new tab] (https://www.va.gov/find-forms/)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:

1. 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
2. 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.

Lumbee Regional Development Association (LRDA)

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] (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)

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 and their families. The Office of Veterans Services, located in the Financial Aid Office in Room 1302 of Building 13, coordinates services to over 100 veterans, 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 are urged to become completely knowledgeable of its contents.
It is important for each veteran 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/dependents may take electives to meet the necessary credit or contact hour load required to be full-time.

Veterans/Dependents should see the Veteran's Certifying Official before the semester begins or during registration to ensure that they have the correct number of credit hours or contact hours.
Veterans/Dependents 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:

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 Veterans Certifying Official for 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
c. Copy of NOBE (Notice of Basic Eligibility) (For Reservists Only)

3. REQUEST CERTIFICATION OF ELIGIBILITY (*Must be completed every semester*)
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

The VA Certifying Official at Robeson Community College will submit Enrollment Certification during the first week of classes (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 [opens in a new tab] (www.gibill.va.gov/wave) or by phone at 1-877-823-2378.

This process must be completed to initiate monthly payments.

Certification Categories for Veterans

Veterans/Dependents 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/dependents only for tuition and fees.

Attention Veterans/Dependents: 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 Counseling and Career Services Office.

Change of Program

There are occasions when a veteran/dependent may complete a curriculum and enroll into another curriculum during the school year. When this happens, the veteran/dependent should report to the Office of Vetran Services 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/dependents 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 section of the catalog. All students on warning 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 on the VA Tutorial Assistance page [opens in a new tab] (www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/tutor-assistance/).

Records of Progress

Records of progress are kept by this institution on veteran/dependent 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/dependent increases or decreases his/her registered semester credit hours, VA form 22-1999B must be completed by the Veteran Affairs Officer. The veteran/dependent must notify the Veterans Affairs Officer of all schedule changes.

Termination

The Veteran Affairs Officer must be notified immediately if a veteran/dependent withdraws from school. The veteran/dependent is responsible for this information reaching the Veteran Affairs Officer promptly.

Veterans/Dependents 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/Dependents 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/dependent. Veterans/Dependents 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.

RCC Foundation Scholarships

Scholarships are established with gifts from donors to the Robeson Community College Foundation and are either endowed or non-endowed. Endowed scholarships are generated through the investment of permanently held principals so that only the income from the principal is used for scholarship awards. This enables the scholarships to exist perpetually. Non-endowed scholarships are those for which all funds are dispersed as scholarships rather than held as long-term investments. These scholarships are commonly referred to as "annual scholarships."

Criteria for awarding scholarships are specified by the donor in conjunction with Foundation staff. Foundation scholarships are awarded for the Fall and Spring semesters, subject to the availability of funds. Scholarships are subject to change without notice. Students should contact the Robeson Community College Foundation Office for more information.

Earl and Joyce Antone Endowed Scholarship

Established in 2003 through a gift of real estate by former RCC Foundation Board member Earl Antone and his late wife Joyce, a retired educator, this scholarship supports second year Robeson County students in any curriculum program.

BB&T Endowed Scholarship

Established originally in 1994 by Southern National Bank whose merger with Branch Banking and Trust allowed the latter to complete the endowment, the earnings can be used by the RCC Foundation for its General Scholarship Fund, the Hector McLean Program of Public Affairs, Humanities and Cultural Art, or to provide a scholarship

each year to first or second-year students enrolled in an Associate in Arts program.

BB&T Finance Professionals Endowed Scholarship
This scholarship was established in November 2008 by BB&T to support students pursuing a career in the field of finance upon graduation. This merit based scholarship will be awarded to students who have completed a minimum of 24 credit hours and who are enrolled in College Transfer or Business Curriculum programs.

I. Murchison Biggs Family Endowed Scholarship
Established in 2006 by the I. Murchison Biggs Family, the Murchison Biggs Family Endowed Scholarship honors the memory of former College attorney "Murk" Biggs and supports students who are Robeson County residents.

Dr. F.A. Berne/Lumberton Radiography Annual Scholarship
This scholarship was created by Arnold West in memory of Dr. F.A. Berne.

The Betty and Michelle Radiography Scholarship
The scholarship was created in 2020 by Robeson Community College Radiography graduate Jessica Locklear. The scholarship supports students pursuing a degree in **Radiography** with a financial need and a 3.0 GPA.

BlueScope Annual Scholarship
The BlueScope Annual Scholarship was established by BlueScope Steel in 2014 to assist pursuing degrees in Industrial Systems Technology or certificates in the Welding program.

Sarah M. Britt Endowed Scholarship
Established in 2007 by Mrs. Sarah Britt, who was a Business instructor at the college from 1966-1994, this scholarship will be awarded to qualifying students enrolled in the Business Administration program.

Bullard Restaurant Group-Drew & Clif Bullard Endowed Scholarship
This scholarship was created through the generous donation of the Bullard family. Student must be enrolled in the Culinary Arts program or Business Administration program, be enrolled in 12 credit hours or more, and have a 2.5 or higher GPA.

Drs. Joseph & Annette Burke Endowed Scholarship
The Drs. Joseph & Annette Burke Endowed Scholarship was established in 2015 by Dr. Joseph Burke and Dr. Annette Burke.

Business-Accounting Faculty Annual Scholarship
The Business-Accounting Faculty Annual Scholarship was established by the RCC Business & Accounting faculty to assist students in the Accounting and Business Programs.

Henry M. & Helen W. Callis Endowed Book Fund
Established in December 2001 by RCC's 2001 Teacher of the Year, Mary Ash, and her husband, Andrew, along with her siblings, Kenneth and Ruth Ann Butler; Ralph and Donna Callis; Marshall and Alvetta Callis; Reed and Minde Callis; Martha Callis; and Robert Reed and Susie Callis in honor of their parents, Henry M. and Helen W. Callis. This scholarship supports the cost of books for students in curriculum programs.

Campbell Soup Supply Company Endowed Scholarship
The Campbell Soup Supply Company Endowed Scholarship was established by the company in 2010 to support students enrolled in the Electrical/Electronics, and Industrial Systems Technology programs.

The Charles V. Chrestman Spring RCCAEOP Scholarship
This scholarship was established by members of Robeson Community College Association of Educational Office Professionals. Student must have declared a course of study in a RCC business related curriculum program (Business Administration, Information Technology, Medical Office Administration or Office Administration) and currently enrolled at least half-time (6 hours) for the current semester. The student must be a Robeson County Resident, have an overall 3.0 or higher GPA in an area of study, be active in RCC student activities, and have completed 24 credit hours in a business related curriculum.

James A. Comstock Memorial Scholarship
The James A. Comstock Memorial Charitable Trust has helped expand an interest in the Electrical Installation and Maintenance, Industrial Electrical Systems Technology, and Industrial Systems Technology programs in our community and supports scholarships in these programs if funding is available.

Kevin Conner Memorial Scholarship
The scholarship was established in 2019 by the Right of Way Group in honor of Kevin K. Conner. The scholarship supports students in the **Basic Law Enforcement Training** program who present a financial need, may be a single parent, displaced worker or a re-entering student.

Lanadika Nicole Cooper Endowed Scholarship
Established in August 2014 by Shelly and Delorean Jacobs in memory of their daughter, Lanadika Nicole Cooper, that lost her life at the age of 10 from the flu. Their goal is to help kids financially attend college with the same dreams Lanadika had. This scholarship is to be awarded to someone enrolled in the Criminal Justice Technology Program.

David and Michelle Cox Endowed Nursing Scholarship
Established in 2009 by David and Michelle Cox, this annual scholarship supports students enrolled in the Associate Degree Nursing program.

Sammy and Onita Cox Endowed Nursing Scholarship
RCC Trustee and Foundation Board member Sammy Cox established this scholarship in May 1998 to honor his wife Onita Cox. Mrs. Cox is a graduate of Robeson Community College's Associate Degree Nursing program. This

endowment funds annual scholarships in support of students enrolled in the Associate Degree Nursing program.

Ray Garrett Deese Endowed Scholarship
Shunda Deese and Betty Todd established this scholarship in 2011 in memory of Ray Garrett Deese. This scholarship supports students pursuing a culinary degree and give preference to students who are Veterans or active duty military.

Charles F. and Betty C. Edens Endowed Scholarship
This scholarship was established in 2003 by longtime friends of the College, Betty C. Edens, and her late husband, Charles F. Edens and supports Robeson County students with a minimum of 30 credit hours in a curriculum program.

Crystal Edmonds Friends of the Arts Scholarship
This scholarship was created in 2019 in honor of Crystal Edmonds, former Program Director for the English Department at Robeson Community College. The scholarship is intended for high school seniors who plan to attend RCC and major in **Associate in Arts**.

William M. Espey Memorial Annual Scholarship
This scholarship was established in 2014 by Thomas and Annie Espey in memory of their son, William M. Espey.

Oscar (Rock) and Rachel Everitte Scholarship
The scholarship was created in 2019 in honor of Oscar and Rachel Everitte. The scholarship supports student pursuing a degree in **Business** and a GPA of 3.2.

Gail O. Gane Respiratory Therapy Endowed Scholarship
Established in 2012 in memory of Gail O. Gane by her family, friends, and co-workers; this endowment supports students who are pursuing a degree in Respiratory Therapy and have a minimum GPA of 3.0.

Dwight & Gail O. Gane/Kiwanis of Robeson-Lumberton Annual Scholarship
Established in 2013 in memory of Gail O. Gane, this scholarship was established by the Kiwanis of Robeson-Lumberton to help the educational needs of Lumberton/Robeson County residents who attend Robeson Community College. It assists students who are enrolled in the Respiratory Therapy program.

Jeremiah M. Goodson Jr. Memorial BLET Scholarship
This scholarship was established in 2016 by former Lumberton City Councilman and Sheriff of Robeson County, Burnis Wilkins, in memory of Jeremiah M. Goodson, Jr. This scholarship supports students in the **Basic Law Enforcement Training program**.

Linda Hammond Endowed Scholarship
The Linda Hammond Endowed Scholarship was established by Charles and Jessica Hammond to honor Charles' mother, the late Linda Hammond. The scholarship is designed to assist a Robeson Community College student pursuing a career in Early Childhood Development.

Linda B. Hammond Scholarship
This scholarship, established in honor of Linda B. Hammond by Charles and Jessica Hammond, helps a female student who present a financial need and plans to transfer to a 4-year institution.

Eula Mae Harrell Endowed Scholarship
Established in March 2001 by Lavendar Locklear in memory of Eula Mae Harrell, the earnings from this endowment are used to fund students who are enrolled in the Office Systems Technology or Business Administration curriculums with exceptional academic merit.

Marilyn Suggs Humphrey Annual Scholarship
Established in 2008 by Dr. J.C. Humphrey, former Public Schools of Robeson County Administrator, in memory of his wife, the late Marilyn Suggs Humphrey, this scholarship provides support to students enrolled in the Business Administration Program who have completed a minimum of 30 semester hours.

Vicky and Bill Hunt Annual Scholarship
This scholarship, established in 2016 by Lorisa Strong, a Robeson CC Graduate, is for fully admitted nursing students. Ms. Strong was a Foundation scholarship recipient and chose to give back to the college to assist others with books and tuition.

Edna Trinity Mazell Hunt Memorial Scholarship
Established in 2015 by Clifton Oxendine, a faculty member at Robeson Community College, in honor of his niece Edna Trinity Mazell Hunt for students in the Early Childhood program who are single parents and present a financial need.

Connie Ivey Annual Scholarship
The scholarship was created in 2019 by members of the Business Technologies department, Loretta Allen, Joy Bukowy, Michael Jacobs, Scott Lamm, Valissa Lowery, Clifton Oxendine, George Pate, in celebration and honor of Connie Ivey's 35 years of devotion to education, loyalty to RCC and abiding concern for student success. Connie retired as the Assistant Vice President of University Transfer & Health Science Programs.

Dr. Mark O. Kinlaw Endowed Scholarship
This scholarship was established by faculty and staff at Robeson Community College to honor long-time employee, Dr. Mark O. Kinlaw.

James B. & Evelyn Johnson Kirkland Early Childhood Endowed Scholarship
Mrs. James B. Kirkland established this endowment to honor his wife Evelyn Kirkland for her contribution to early childhood education.

Kiwanis of Robeson - Lumberton/J. Luckey Welsh, Jr. Health Science Annual Scholarship

This scholarship was established by the Kiwanis of Robeson to help the educational needs of Lumberton/Robeson County residents who attend Robeson Community College. In 2005 the scholarship was renamed in honor of Kiwanis' Charter Member J. Luckey Welsh, Jr. It assists students enrolled in Health Science programs.

Kimberly C. Locklear Memoral Nursing Scholarship

The scholarship was created in 2021 by Kimberly's mother Gloria in honor of her daughter Kimberly Locklear. The scholarship supports **nursing** students who present a financial need and are single parents.

Debbie LowryMemorial Scholarship

The scholarship was created in 2020 by the Early Childhood Department in honor of Debbie Lowry. The scholarship supports students in the **Early Childhood program** in their 2nd year (24 hours in the program) with a 2.7 or higher GPA.

Lumbee Guaranty Bank Endowed Scholarship

Established in 2008, the Lumbee Guaranty Bank Endowed Scholarship supports eligible students studying Business Administration, Office Administration Technology, or Computer Technology.

Lumberton Lions Club Workforce Development Scholarship

The Lumberton Lions Club Workforce Development scholarship was established by the Lumberton Lions Club in 2016. The scholarship supports students in the Workforce Development programs, and the student must be a Robeson County resident.

Lumberton Rotary Club Memorial Annual Scholarship

Established by the Lumberton Rotary Club to help the educational needs of Robeson Community College students, this scholarship assists graduates of Lumberton High School enrolled in a health related program that will lead to an associate degree.

Lumberton Tourism Development Authority DBA Lumberton Visitor's Bureau Annual Scholarship

This scholarship was established to support students enrolled in the Office Systems Technology or Business Administration Curriculum who are Lumberton residents and who plan to work in Lumberton after graduation.

M&M Annual Scholarship

Lisa O. Hunt and Brenda K. Jacobs, Robeson Community College employees, established this scholarship in 2012 in memory of their mothers, Mary Jane Locklear Scott and Margie J. Oxendine.

Minority Male Achievement Program Annual Scholarship

Established in 2015 by the MMAP for members of the MMAP who maintain a 2.5 GPA with financial need.

Henry A. & Martha B. McKinnon Endowed Scholarship

The Henry A. & Martha B. McKinnon Endowed Scholarship was established in January 2012 by an estate gift. Students must have a minimum of 15 semester hours in a curriculum program, be enrolled in 9 or more credit hours in the current semester, have a 2.5 or higher GPA, have financial need and must be a legal resident of Robeson County.

John Luther & Isabelle Gray McLean Endowed Scholarship

Established in January 1997 by the McLean family, this scholarship supports students with a minimum of 30 credit hours in a curriculum program.

John "Taylor" McMillan Endowed Scholarship

The John "Taylor" McMillan Endowed Scholarship was established in 2013 by the administrators of Parkton Presbyterian Church and Parkton Methodist Church. To qualify for this scholarship, students must be Robeson County residents, have a financial need, be a full-time student and have a 2.5 or higher GPA.

Pat "Tickie" McNeill Art Endowed Scholarship

Family and friends of longtime RCC art instructor Pat "Tickie" McNeill established this scholarship in her memory in 2004. The scholarship will provide assistance for students who have an appreciation for art.

Metzger Early Childhood Education Endowed Scholarship

This scholarship was established in 2007 by Donald E. Metzger and his wife Linda in order to support Early Childhood Education students who do not receive federal Pell Grant support.

Dr. J. Irvin and Anne Moss-Biggs Endowed Scholarship

Established through a gift of stock by former RCC Foundation Board Member, Anne Moss-Biggs, in June 2001 in memory of her husband, Dr. J. Irvin Biggs, this scholarship supports Robeson County students with a minimum of 30 credit hours in a curriculum program.

Dr. J. Irvin & Anne Moss-Biggs Culinary Endowed Scholarship

Established in 2005 by former RCC Foundation Board Member, Anne Moss-Biggs, in 2005 in memory of her husband, Dr. J. Irvin Biggs, this scholarship provides support to students who are enrolled in the Culinary Program.

Raymond & Shirley Pennington Endowed Scholarship

Established in February 2008 by Ray & Shirley Pennington, this scholarship supports students pursuing an Associate's Degree in Early Childhood Education.

PIKA Boys-Chapel Hill Annual Scholarship

The PIKA Boys Scholarship was established through the generous donation of the PIKA Boys-Chapel Hill during the Foundation's 29th Annual Clifford Bullard Memorial Golf Tournament.

Piedmont Natural Gas Annual Scholarship
The Piedmont Natural Gas Scholarship is used for students in the Industrial Technology, Welding, and HVAC programs. This partnership will strengthen Robeson Community College's industry relationships and enhance the scholastic endeavors of Industrial Technologies Students.

Julian T. Pierce Memorial Fund Endowed Scholarship
This scholarship was established in 2013 through the partial proceeds of the 1st Annual Julian T. Pierce Memorial Art Dinner in honor of Julian T. Pierce. Pierce was a civil rights activist and founder of Lumbee River Legal Services in Pembroke, which is now the North Carolina Legal Aid. The Pierce Scholarship goes to an outstanding student from Robeson County with a financial need.

Dr. J. Graham Pittman Endowed Scholarship
Dr. Hal Pittman and his wife, Dr. Timona Pittman, established this endowment in 2000 in memory of their brother and brother-in-law, Dr. J. Graham Pittman of Fairmont, NC. Preference is given to students who are enrolled in the College Transfer curriculum.

Gary N. Powers Endowed Scholarship
This scholarship was established in 2007 in memory of Mr. Gary N. Powers by his family and is designed to assist curriculum program students who are residents of Robeson County.

Evelyn M. Price Endowed Scholarship
Established in December 2005 by Robeson Community College Foundation Board member and retired Fashion Bar owner, Evelyn Price, this scholarship supports students who are enrolled in 9 or more credit hours.

Craig Richad Pruztman Memorial Fund
The scholarship was created in 2021 by Archie and Leona Prutzman in honor of the late Craig Prutzman. The scholarship supports students in the **Heating Ventilation and Air Conditioning** program with a 3.0 GPA.

Public Service & Applied Technology High School Scholarship
The scholarship was created by Patrick Jacques, Dean, Public Service and Applied Technology at Robeson Community College. The scholarship supports high school seniors with a 2.5 GPA seeking a degree at Robeson Community College in Public Service and Applied Technology.

Jason Quick Memorial B.L.E.T. Scholarship
This is a non-endowed scholarship sponsored by the Jason B. Quick Family and Director Rudy T. Locklear through the Robeson Community College Foundation and given to Robeson Community College to maintain its enduring tradition of educational excellence. It is specifically designed for the student who shows a genuine interest in the field of law enforcement.

Lillie "Marcella" Rachels Endowed Scholarship
Established in 2008 by Ms. Rachel's daughter, Mary Proctor, and the Rachels family, this scholarship supports students enrolled in a Nursing/Health Science curriculum or Nurse Aide program. Students must maintain a minimum 2.5 grade point average to receive this scholarship.

Ray V. and Ann Revels Endowed Scholarship
This scholarship was established in 1999 by former faculty and RCC Trustee Board member, Ann Revels, in memory of her husband. Mr. Revels was a charter member of the RCC Foundation Board of Directors. Mrs. Revels was the first faculty member hired to teach at Robeson Community College. This scholarship supports students with a minimum of 30 credit hours in a curriculum program.

RCC Alumni Annual Scholarship
The RCC Alumni annual scholarship was established by the RCC Alumni Executive Committee. Funding is acquired through fundraising efforts and Alumni membership dues. First preference is given to Active RCC Alumni who wish to further their education.

John & Vista Robertson Endowed Scholarship
Established in 2015 by Johnny Robertson, Foundation Board Member, and his brother Jeff to honor the life and contributions of their parents. The scholarship is for students in a health related field with a career interest in palliative care.

Robeson Community College Association of Educational Office Professionals Student Scholarship
Established by members of the Robeson Community College Association of Educational Office Professionals Chapter. This scholarship is designated to second year business students who have declared a course of study in a RCC business technology related curriculum program, is enrolled at least half-time, and has an overall 3.0 or higher GPA .

Robeson Community College Foundation High School Scholarship
Provided there are adequate funds, the RCC Foundation Board of Directors awards scholarships to a graduating senior from each high school in Robeson County including the adult high school on our campus. Students apply at their respective high schools, are selected by their principal or committee and awards are provided upon successful enrollment at the College.

Robeson County Home Builders Association Endowed Scholarship
Established in 2011 by the Robeson County Homebuilders Association and its members, this scholarship will be awarded to qualifying students enrolled in Business Technology, Industrial Technology, or a College Transfer program.

Robeson Scholars Endowed Scholarship
Established in 2008 by the Smithfield Foods Learners to Leaders Program, now the Robeson Scholars Program, this endowment provides scholarships to students who have participated in the high school Learners to Leaders Program and enroll at Robeson Community College. Each student will receive a scholarship for tuition, fees and expenses along with an allowance for books.

Robeson Technical Works Endowed Scholarship
This scholarship was established in 2016 to assist students enrolled in the Electrical Systems Technology program and the Industrial Systems Technology program. Robeson Technical Works is a partnership comprised of area industrial employers, business leaders, Southeastern Human Resources Association members, educators and several other groups and individuals.

Dr. & Mrs. A.J. Robinson Nursing Scholarship
This scholarship honors the memory of Dr. Arthur J. Robinson and was established by the medical community in Lumberton in 1999 for students enrolled in the Associate Degree Nursing Program. Dr. Robinson earned a Bachelor of Science degree in Chemistry and Biology from Lincoln University in Pennsylvania and his medical degree at Howard University Medical School. After his internship he moved his family to Lumberton where he established his medical practice, treated prisoners, served as medical director for recreation and education programs, served as director of the Cancer Institute and was a member of the medical staff at Southeastern Regional Medical Center.

Zolio Rodriguez Memorial Scholarship
The scholarship was established in 2020 by faculty and family of Zolio. The scholarship supports student in the **Medical Office Administration** and pays directly to the American Academy of Professional Coders for 1-year membership and test vouchers and surplus for supplies.

Florence G. Rogers Charitable Trust Annual Scholarship
Established in February 2000 by administrators of the Florence Rogers Charitable Trust, this scholarship provides assistance to Health Science students who demonstrate financial need with first preference to students from Cumberland County.

Florence G. Rogers Charitable Trust Book Fund Annual Scholarship
Established in April, 2005 by administrators of the Florence Rogers Charitable Trust, this scholarship provides textbook assistance to Health Science Students who demonstrate financial need with first preference to students from Cumberland County.

Rust Enterprises Scholarship
The Donor wishes to make it possible for employees of Rust Enterprises' McDonald's to be eligible for a scholarship award that will assist them in their quest for higher education as students at the Robeson Community College. A recipient of the Rust Enterprises Scholarship Award will be either an entering or an enrolled student who is employed by Rust Enterprises, Inc. To be eligible to receive the scholarship, the employee must be either entering Robeson CC and therefore accepted for admission in the coming term, or an enrolled student who matches Robeson CC's requirements for graduation by maintaining a 2.0 GPA. Additionally, the student who receives the scholarship is a Rust Enterprises, Inc. employee of no less than 3 months, and works an average of 24 hours per week. Upon notice of an employee's eligibility and qualification, Rust Enterprises, Inc. will submit payment to the College. The intent is for these awards to be made per semester in the amount of $500.00 to eligible employees.

Clyde and Charlotte Sessoms Endowed Scholarship
A General Scholarship for first or second year students, this scholarship was established in 1996 by former RCC Foundation Board member Clyde Sessoms and his wife.

Lee Sessoms Endowed Scholarship
This scholarship was established in 2012 by the friends and family of Mr. Leroy Sessoms who was a long-time employee of Robeson Community College. This scholarship supports Lumberton High School graduates who are in financial need and have a minimum GPA of 3.0.

Tupac Amaru Shakur Foundation's Rosa Belle Williams Endowed Scholarship
Established in 2003 by Ms. Afeni Shakur-Davis, CEO and President of the Tupac Amaru Shakur Foundation, this scholarship was endowed in memory of Ms. Shakur-Davis' mother, and her late son's grandmother, Ms. Rosa Belle Williams. Ms. Williams was born in Lumberton, NC. This scholarship supports Lumberton resident students in curriculum programs.

Lucy B. Simmons Business Administration Endowed Scholarship
This scholarship was established in 2009 in honor of Mrs. Lucy B. Simmons, a former English instructor at Robeson Community College and former educator for Lumberton City Schools and the Public Schools of Robeson County.

St. Albans Masonic Lodge #114 Endowed Scholarship
This scholarship was established in 2006 by members of St. Albans Masonic Lodge number 114 in Lumberton and supports Robeson County students who are enrolled in the College Transfer curriculum.

Commissioner Jerry L. Stephens, Sr. EMS Endowed Scholarship
Established in 2009 by County Commissioner District I, Jerry L. Stephens in honor of Jerry L. Stephens Sr., this scholarship supports students studying Emergency Medical Services.

Patricia M. Terrell Book 'Em NC Scholarship
This scholarship was established in honor of Patricia M. Terrell. Recipients of this scholarship are required to

complete community service by working with the Book 'Em NC event that is held on the campus of RCC.

Marilyn H. Threewitts Endowed Scholarship
Al Threewitts established this scholarship in memory of his wife, Marilyn H. Threewitts.

Trinity Episcopal Church Women's Allied Health Annual Scholarship
Established in August 2006 by Trinity Episcopal Church Women's Group, this scholarship is designated to assist students in the Health Science field.

Bill & Mayme Tubbs Presidential Endowed Scholarship
Established in 2010 by Bill & Mayme Tubbs, this scholarship supports students pursuing an Associate's Degree. Criteria for this scholarship is chosen by the College president.

James Turner BLET Annual Scholarship
The James Turner BLET annual scholarship was established by the Red Springs Rotary club scholarship board. The scholarship was created to honor Mr. James Turner who was an avid police department volunteer.

Ronald "Ron" G. Turbeville Nursing Endowed Scholarship
Established in February 2006 by Ron's sister, Lynda Turbeville, this memorial scholarship provides assistance to first or second year Health Science students who demonstrate financial need. Preference is given to middle-aged students in the Associate Degree Nursing curriculum.

United Way Pathway to Success Scholarship
This scholarship will provide financial support to students in programs that provide opportunities for immediate employment upon completion. Students must be enrolled in the Single Stop program before scholarship funds are dispersed. Students must be seeking a diploma in Air Conditioning, Heating and Refrigeration Technology, Practical Nursing, Surgical Technology, Welding or Cosmetology. Students must be residents of Robeson County and have a 2.0 GPA.

Rendal and Mary Lynn Walters Endowed Scholarship
This scholarship was established in 1997 by former RCC Foundation Board member and Vice president of Contempora Fabrics, Inc., Mr. Rendal Walters and his wife. This scholarship supports students in a curriculum program.

Evelyn P. Warwick Endowed Scholarship
This scholarship was established in November 1999 by Charles Warwick in honor of his wife Evelyn and assists student heads of household with minor children.

Karen Weinstein Endowed Scholarship
Established in 2008 by former North Carolina Senator David F. Weinstein in memory of his wife Karen, this scholarship supports students enrolled in the Cosmetology Program. It was also established in honor of Hilda McNeill and Cathy Fipps.

Bill & Sue Wester Endowed Scholarship
Established in May 2006 by RCC Board of Trustees Member, Sue Wester and her husband Bill, this scholarship supports students in Diploma Programs.

Bruce Williams Endowed Scholarship
This scholarship was established in 1990 by Southern National Bank employees in honor of Bruce Williams, President and Chief Operations Officer of Southern National Bank of North Carolina, and former RCC Foundation Board Member. This scholarship supports students in a curriculum program.

Eliza and Fred G. Williams, Jr. Endowed Scholarship
Established by RCC's second president, Fred Williams, and his wife Eliza Williams, in 1999 to reflect their belief the value of the institution to our community, this scholarship supports educational needs identified through the College and approved by the Foundation Board of Directors. It also helps to support the President's Academic Scholarships each semester as funding permits.

Millie Ann Wooten-Powers/Rosa P. McLellan-Thomas Endowed Scholarship
Established in 2009 by Dr. Gust D. Davis, Jr. in honor of his wife Afeni Shakur-Davis, grandmother and great-grandmother, this scholarship supports students pursuing study in Business Administration, Early Childhood Education or Computer Information programs and any future programs in Organic Farming; with preference to single mothers over the age of 40 who are displaced workers

Registration Policies/Procedures

Students are expected to register for course work as well as pay tuition and fees during advertised registration times established by the Registrar. 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 rolls.

Any exceptions to the registration procedures must be approved by the Assistant Vice President for Student Services or his or her designated representative and the Vice President for Instructional 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 2. 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 each hour per week of class work; one semester hour of credit for each two hours per week of lab work; one semester hour of credit for every three hours of shop work; and one semester of credit for every ten hours of cooperative work experience. A student may take up to a maximum of 25 credit hours per semester.

Prerequisites and Corequisites

Some courses have 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 or department chair 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.

Financial Obligations

Student records will not be released until financial obligations are cleared by the student.

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.

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, Early Childhood, Nursing and Electrical Systems Technology, have been arranged with some senior colleges. For more information, contact the RCC Admissions Office or Counseling Center.

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 Records and Registration 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 offinancial 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 will be placed on academic probation. The student will be required to consult with his faculty advisor and counselor 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 Assistant Vice President of Student Services or his or her designated representative. The Assistant Vice President,

or his or her designated representative, will meet with student, student's counselor, and faculty advisor.

Graduation

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.

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 Records and Registration Office) to the Registrar 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 and at the end of the summer session.

Upon completion of program requirements, the college may award credentials without student request. A notification letter will be sent to student's address on file with an option to opt-out.

Diplomas

Upon graduation, students should check for errors in the spelling of their name on diplomas. Any corrections must be filed with the Records and Registration Office within thirty (30) calendar days after graduation.

Replacing a diploma for any reason after that time will be at the student's expense.

Marshals

Marshals may be recruited from Ambassador/Honors College programs or Academic Scholars.

Academic Distinction

The names of student scholars earning academic distinction are published at the end of each semester.

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 Scholar. Hours earned by taking proficiency tests will not be included in determining President's Scholar status.

Criteria for Academic Scholar

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 Scholar. 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 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.

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 the Student Privacy/FERPA link [opens in a new tab] (www.robeson.edu/registration/ferpa) at the Records & Registration Link [opens in a new tab] (www.robeson.edu/registration) in the footer of the RCC Home Page [opens in a new tab] (www.robeson.edu), 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 Records and Registration 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 is located on the U.S. Department of Education website. at Family Educational Rights and Privacy Act (FERPA) [opens in a new tab] (www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

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" Records & Registration Link [opens in a new tab] (www.robeson.edu/registration).

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, it will decide 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 Records Office and on the College's website at Student Privacy/FERPA link [opens in a new tab] (www.robeson.edu/registration/ferpa). 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.
    1. 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.
    2. 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.

3. 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:
    1. Financial information submitted by parents.
    2. 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.
    3. 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

A copy of all curriculum student education records is kept in the Office of Records and Registration. The Registrar is chiefly responsible for maintaining all of these records and the issuance of student transcripts.

A copy of all continuing education records are kept in the Continuing Education Department, although all transcripts are issued by the curriculum registrar. The directors and secretaries are chiefly responsible for data included in these records.

Other officials which are responsible for student education records are as follows:

Financial Aid Officer - Student financial aid, benefits, and services.

Veteran Affairs Officer - VA records on all veteran students.

Placement Officer - The placement folder contains a personal data sheet with the following information: biography, education, experience, preferred placement and references. Also, a faculty evaluation sheet on the student's quality of work, appearance, cooperation, dependability, initiative, personality, judgment, and leadership.

Counselors - Entrance assessment records.

Advisors - Scholastic records and grade reports, advisory information sheets.

Other Locations - Robeson Community College electronic data files, including backups, are stored in three campus locations; vintage files are archived in the campus vault, and a digital transcript file is delivered annually to a safe deposit box at BB&T, Lumberton NC.

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 of Robeson Community College pledges 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.

Credit by Examination

Advance 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 Records and Registration 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.
    1. Persons who have taken the proficiency examination previously.
    2. Persons who have either enrolled in and/or dropped from the course.
    3. Persons who were enrolled in and failed the course.
    4. 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. Make 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 for the exam during the drop/add period.
4. Application approval will be forwarded to the Assistant Vice President of Instructional 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 Instructional 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 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 Business Office the tuition required by the state for each semester hour credit; this fee is not refundable. A registration form must be completed in the Records and Registration Office after approval has been obtained to take a proficiency examination. Fees will be paid in the Business Office. Any exceptions to the above procedures and requirements must be approved by the Assistant Vice President of Student 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), other regional accrediting associations recognized by the U.S. Department of Education, and/or other associations accredited by the American Council on 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. 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 Assistant Vice President of Student 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 WES (World Education Services) and request that course-by-course evaluations and course descriptions be forwarded to Robeson Community College. Access WES's website [opens in a new tab] (www.wes.org) to get started.

Only course grades of "C" or higher will be accepted and such courses must parallel the content of RCC courses. Pre-College English (DRE) and mathematics (DMA) courses from a North Carolina community college will be considered for transfer if the course reflects a grade of "P" for passing. 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, transferring 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].
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 on the American Council on Education (ACE) website [opens in a new tab] (www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Request-Transcripts.aspx).

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.

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 Assistant Vice President 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 a change of major request form in the Admissions Office. When a program change is approved in the Admissions Office, the program change becomes effective at the beginning of the ensuing (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 day 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 a medium or an educational format that enables learning to occur when the student and the instructor are physically separated from each other in time and place.

At RCC these courses may be offered via the North Carolina Information Highway or the Internet. Such classes have the same course description, basic content, and credit hours as the traditional courses.

How It Works

Online Courses: Online/Internet: College curriculum or continuing education course in which 100% of the instruction is delivered via the Internet/online. Courses may have proctored testing, but instruction is delivered online. In an online course, instruction may be synchronous (requires all participants to be online at the same moment) or asynchronous (learning "anytime, anywhere" meaning that the learning process of a particular subject is performed without fixed class hours in classrooms).

Entrance into an online class is defined as logging into the institution's learning management system (Open LMS) and completing the required enrollment assignment. Attendance is determined weekly by students completing assignments, submitting quizzes/tests or posting within a required discussion forum. Therefore, students should check their courses four to five times a week.

Hybrid Courses: College curriculum or continuing education course in which > 50% but < 100% of instruction is delivered when the student and the instructor are separated by distance. Part of the instruction, such as lectures, is presented online while another segment, such as lab work, is taught in the traditional face-to-face setting. Students are expected to participate fully in both the online and face-to-face portions of the class.

Blended Courses: College curriculum or continuing education course in which < 50% of instruction is delivered when the student and the instructor are separated by distance. In a blended course the primary delivery is via the traditional face-to face method along with a requirement that students complete assignments in the online environment. Students are expected to participate fully in both the online and face-to-face portions of the class.

North Carolina Information Highway (NCIH) Course: College curriculum or continuing education course in which content

is both sent and received through a video network. In a NCIH course, faculty provide instruction to students in the NCIH classroom and also to students at other sites, or students in the NCIH classroom receive instruction from faculty at another site.

Distance Learning Education Grading System
The grading system of the host institution will be used. The final letter grade of the course, issued by the College, will be posted to the student transcript.

Proctor Policy
In some distance learning courses, instructors may require students to either visit campus at specified times and locations to take one or more assessments or to obtain an instructor approved proctor to administer exams. If the proctor option is selected, it is the responsibility of the student to obtain an acceptable proctor.

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.

Qualified Proctors May Be:

- Administrators of recognized private testing centers
- Administrators or full-time faculty at accredited universities, colleges, or community colleges
- Principals, associate/assistant principals, and counselors of US public schools
- US Forces Military Commanders of Field Grade or above
- Education Services Officers on US military installations within the US or overseas
- US embassy or consulate officials

Qualified Proctors May Not Be Friends or Family Members!

Again, 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.

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 in this catalog 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 or a RISE co-requisite 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 Assistant Vice-President for Student 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 Assistant Vice-President for Student 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 Assistant Vice-President for Student 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 Process

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. 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.

Individual Course Assignment

1) 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 the grade 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 Assistant Vice President for Instructional Services.
      iii) Should the Department Chair/Program Director and student fail to reach a satisfactory resolution, the student shall forward a written appeal to the Assistant Vice President for Instructional Services for review within three working days.
      iv) The decision of the Assistant Vice President for Instructional Services shall be made within three working days and the decision shall be considered final.

Final Course Grade

2) 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 the grade 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 Assistant Vice President for Instructional Services.
      iii) Should the Department Chair/Program Director and student fail to reach a satisfactory resolution, the student shall forward the appeal to the Assistant Vice President for iInstructional Services for review within three working days.
      iv) The Assistant Vice President for Instructional Services shall convene a hearing before the Academic Appeals Committee within three working days of the receipt of the appeal. The Assistant Vice President 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.
3) 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.

4) 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 or Slightly Below Average	2
D	60% - 69%	Poor, but Passing	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 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 Records Office)	0
CP		Credit by Proficiency	0
TC		Transfer Credit	0

Grading System-Health Sciences

Radiography Program

The 4.0 grade point average system is used to calculate student grade averages. Please note that the grading system used with the RAD 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 radiography 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 course regardless of semester enrolled.	2
D	70% - 79%	Unsatisfactory and unable to progress to the next RAD course. Failing a RAD 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 Records 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 Records 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 Records Office)	0
CP		Credit by Proficiency	0
TC		Transfer Credit	0

Programs of Study (Majors) A-Z

Associate Degrees

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 and use the analysis of results to actively seek improvements (SACSCOC standard 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 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.

University Transfer Description

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.
Upon completion of an AA or AS degree, 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.

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 premajor 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.

ASSOCIATE DEGREE PROGRAMS BEGIN ON THE NEXT PAGE

Accounting and Finance (A25800), AAS

Purpose

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 pre college 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
- BUS 115 - Business Law I Credit Hours: 3
- CIS 110 - Introduction to Computers Credit Hours: 3
- ECO 251 - Prin of Microeconomics Credit Hours: 3
- ENG 111 - Writing and Inquiry Credit Hours: 3

Class Hours 14-15 | 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
- Humanities/ Fine Arts - Elective Credit Hours: 3
- Social/ Behavioral Science - Elective Credit Hours: 3
- MAT 143 - Quantitative Literacy Credit Hours: 3
  or MAT 171 Precalculus Algebra Credit Hours: 4

Class Hours 13-14 | Lab Hours 6 | Credit Hours 16 or 17

Third Semester (Fall)

ACC 121 - Prin of Managerial Accounting Credit Hours: 4

- CTS 130 - Spreadsheet Credit Hours: 3
  1st 8 Weeks
- MKT 223 - Customer Service Credit Hours: 3
- ACC 150 - Accounting Software Applications Credit Hours: 2
  2nd 8 Weeks
- ACC 140 - Payroll Accounting Credit Hours: 2
- ACC 152 - Advanced Software Applications Credit Hours: 2

Class Hours 11 | Lab Hours 13 | Credit Hours 16

Fourth Semester (Spring)

- ACC 149 - Intro to Acc Spreadsheets Credit Hours: 2
- ACC 220 - Intermediate Accounting Credit Hours: 4
- BUS 137 - Principles of Management Credit Hours: 3
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
  or ENG 115 - Oral Communication Credit Hours: 3
  (See Note 3)

  1st 8 Weeks
- BUS 125 - Personal Finance Credit Hours: 3

  2nd 8 Weeks
- BUS 270 - Professional Development Credit Hours: 3

Class Hours 16 | Lab Hours 5 | Credit Hours 18

Total Credit Hours 66 - 67Additional 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

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 180 - HVACR Customer Relations Credit Hours: 1
- AHR 211 - Residential System Design Credit Hours: 3
- AHR 213 - HVACR Building Code Credit Hours: 2
- AHR 215 - Commercial HVAC Controls 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. 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.
2. The Social/Behavioral elective can be satisfied by completing one of the following: ECO 151, HIS 111, PSY 118, SOC 225.

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 2.8 or higher is required in the general education/related courses.
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 holds pre-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 2.8 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 2.80 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 2.8 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 Prerequsites)**:

- 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: 4Class 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: 5Class 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 2.80 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 2.8 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 Prerequsites)**:

- 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 and 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: 6Class 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. 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 or Liberal Arts degree program. 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. Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.
Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions. 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.
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
- BIO 111 - General Biology I Credit Hours: 4
  or CHM 151 General Chemistry I Credit Hours: 4
- 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 (see choices below)

Class Hours 8 or 9 | Lab Hours 7 | Credit Hours 14 or 15
Second Semester (Spring)

- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- General Education 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)
- Natural Science - Elective Credit Hours: 4 (see choices below)

Class Hours 15 | Lab Hours 5 or 6 | Credit Hours 16
Total (60 SHC)
Third Semester (Fall)

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 (9 SHC)
Select three *courses 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 (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
- General Elective Credit Hours: 3 (see choices below)
- General Elective Credit Hours: 3 (see choices below)
- General Elective Credit Hours: 3 (see choices below)
- Literature Elective Credit Hours: 3 (see choices below)
- Social/Behavioral Science Elective Credit Hours: 3 (see choices below)
- PE Elective Credit Hours: 1 (see choices below)

Class Hours 15 | Lab Hours 3 | Credit Hours 16
Fourth Semester (Spring)

- General Elective Credit Hours: 3 (see choices below)
- General Elective Credit Hours: 3 (see choices below)
- General Elective Credit Hours: 3 (see choices below)
- Humanities/Fine Arts Elective Credit Hours: 3 (see choices below)
- PE Elective Credit Hours: 1 or 2 (see choices below)

Class Hours 12-13 | Lab Hours 2-3 | Credit Hours 13 or 14

- 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:

- BIO 111 - General Biology I Credit Hours: 4
  or
- CHM 151 - General Chemistry I Credit Hours: 4

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.

Natural Science Electives (4 SHC)
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
CHM 152 - General Chemistry II Credit Hours: 4
or
PHY 110 - Conceptual Physics Credit Hours: 3
and PHY 110A Credit Hours:1
Additional General Education Courses (10 SHC)
Select at least 10 SCH from the following courses:

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
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.
Physical Education Elective(s) (2 SHC)
Select <u>two</u> courses from the following {it is recommended that students take a 1 credit hour (active) PE first}:

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 - PreMajor
Select from the Following Courses (12 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
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)

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 216 - Foundations of Education Credit Hours: 3
- 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 6 or 7 | Credit Hours 14 or 15
Second Semester (Spring)
- EDU 187 - Teaching and Learning for All Credit Hours: 4
- 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 2 or 3 | Credit Hours 16 or 17
Total Credit Hours 61-67

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 250 - Teacher Licensure Preparation 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

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

Genral 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 (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.

General Occupational Technology (A55280), AAS

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

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses (100-189 or 200-289) offered by the College. Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

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

Associate in General Education - 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 >= 2.8 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 2.8 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 the basic computer use. Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in science programs, who are admitted to constituent institutions of The University of North Carolina, to transfer with junior status.
Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

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
- Take one of the following science courses:
- BIO 111 General Biology I Credit Hours: 4
- or CHM 151 General Chemistry I Credit Hours: 4
- or PHY 151 College Physics I Credit Hours: 4
- ENG 111 - Writing and Inquiry Credit Hours: 3
- MAT 171 - Precalculus Algebra Credit Hours:4
- Social/Behavioral Science Elective Credit Hours: 3 (see choices below)

Class Hours 12 | Lab Hours 6 or 7 | Credit Hours 15

Second Semester (Spring)
- Choose second sequence of science from:
- BIO 112 General Biology II Credit Hours: 4
- or CHM 152 General Chemistry II Credit Hours: 4
- or PHY 152 College Physics II Credit Hours: 4
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- General Education Elective Credit Hours: 3 (see choices below)
- Humanities/Fine Arts Elective Credit Hours: 3 (see choices below)
- MAT 172 - Precalculus Trigonometry Credit Hours: 4

Class Hours 15 | Lab Hours 4 or 5 | Credit Hours 17

Third Semester (Fall)
- Humanities/Fine Arts Elective Credit Hours: 3 (see choices below)
- Math/Natural Science Elective Credit Hours: 4 (see choices below)
- Math/Natural Science Elective Credit Hours: 4 (see choices below)
- PE Elective Credit Hours: 1 (see choices below)
- Social/Behavioral Science Elective Credit Hours: 3 (see choices below)

Class Hours 12-13 | Lab Hours 3-6 | Credit Hours 15

Fourth Semester (Spring)

Students need to complete *at least* 12 General Elective credit hours. The required number of courses is dependent on the credit hours of the course.
- General Elective Credit Hours: (see choices below)
- General Elective Credit Hours: (see choices below)
- General Elective Credit Hours: (see choices below)
- General Elective Credit Hours: (see choices below)
- PE Elective Credit Hours: 1 or 2 (see choices below)

Class Hours 12-13 | Lab Hours 2-11 | Credit Hours 13 or 14

Total (60 SHC)

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:*
- 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**
- **or**
- PHY 151 - College Physics I Credit Hours: 4
- **and PHY 152 College Physics II**

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 8 SHC from the following:
- 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
- MAT 152 - Statistical Methods I Credit Hours: 4
- MAT 271 - Calculus I Credit Hours: 4

PHY 151 - College Physics I Credit Hours: 4
PHY 152 - College Physics II Credit Hours: 4

Select 3 SCH from the Following:

To satisfy the General Education Elective, choose one of the following courses:

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 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

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.

Physical Education Elective(s) (2 SHC)

Select two *courses from the following {it is recommended that students take a 1 credit hour (active) PE first}:*

PED 110 - Fit and Well for Life Credit Hours: 2 - PreMajor
PED 117 - Weight Training I Credit Hours: 1 - PreMajor
PED 118 - Weight Training II Credit Hours: 1 - PreMajor
PED 120 - Walking for Fitness Credit Hours: 1 - PreMajor
PED 143 - Volleyball – Beginning Credit Hours: 1 - PreMajor

Select 12 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
PHI 215 - Philosophical Issues Credit Hours: 3
PHI 240 - Introduction to Ethics Credit Hours: 3
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)

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 the 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 216 - Foundations of Education Credit Hours: 3
- 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 7 | Credit Hours 15

Second Semester (Spring)
- EDU 187 - Teaching and Learning for All Credit Hours: 4
- 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 8 | Credit Hours 18

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 250 - Teacher Licensure Preparation 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.**
The natural Science Elective choices are:
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 Sience 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
- 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

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

Genral 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**

Baking and Pastry Arts (A55130), AAS

Purpose

This curriculum is designed to provide students with the skills and knowledge required for employment in the baking/pastry industry, including restaurants, hotels, independent (bakeries)/pastry shops, wholesale/retail markets, and high-volume bakeries, and or further academic studies.

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
- HRM 220 - Cost Control-Food & Bev Credit Hours: 3
- 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.

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
ECO 251 - Prin of Microeconomics Credit Hours: 3

1ST 8 Weeks
MKT 223 - Customer Service Credit Hours: 3

2nd 8 Weeks
BUS 110 - Introduction to Business Credit Hours: 3

Class Hours 12-13 | Lab Hours 5-7 | Credit Hours 16

Second Semester (Spring)

ACC 120 - Prin of Financial Accounting Credit Hours: 4
BUS 137 - Principles of Management Credit Hours: 3
ENG 111 - Writing and Inquiry Credit Hours: 3
ECO 252 - Prin of Macroeconomics Credit Hours: 3
MKT 120 - Principles of Marketing Credit Hours: 3

Class Hours 15 | Lab Hours 2 | Credit Hours 16

Third Semester (Fall)

ACC 121 - Prin of Managerial Accounting Credit Hours: 4
BUS 115 - Business Law I Credit Hours: 3
CTS 130 - Spreadsheet Credit Hours: 3
MAT 143 - Quantitative Literacy Credit Hours: 3
or MAT 171 - Precalculus Algebra Credit Hours: 4
1st 8 Weeks
ACC 150 - Accounting Software Applications Credit Hours: 2
2nd 8 Weeks
ACC 140 - Payroll Accounting Credit Hours: 2

Class Hours 12 - 13 | Lab Hours 12 | Credit Hours 17-18

Fourth Semester (Spring)

BUS 153 - Human Resource Management Credit Hours: 3
BUS 230 - Small Business Management Credit Hours: 3
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
1ST 8 Weeks
BUS 125 - Personal Finance Credit Hours: 3
2ND 8 Weeks
BUS 270 - Professional Development Credit Hours: 3

Class Hours 18 | Lab Hours 0 | Credit Hours 18

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.

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 - Art Appreciation Credit Hours: 3
MUS 110 - Music Appreciation Credit Hours: 3
MUS 112 - Introduction to Jazz 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

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 110 - Introduction to Computers Credit Hours: 3
COS 115 - Cosmetology Concepts III Credit Hours: 4
COS 116 - Salon III Credit Hours: 4
Class Hours 6 | Lab Hours 14 | Credit Hours 11
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)
COS 223 - Contemp Hair Coloring Credit Hours: 2
COS 240 - Contemporary Design Credit Hours: 2
ENG 115 - Oral Communication Credit Hours: 3
Humanities/ Fine Arts - Elective Credit Hours: 3
MAT 110 - Math Measurement & Literacy Credit Hours: 3
Class Hours 10 | Lab Hours 8 | Credit Hours 13

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 110 - Introduction to Computers Credit Hours: 3
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)
COS 223 - Contemp Hair Coloring Credit Hours: 2
COS 240 - Contemporary Design Credit Hours: 2
ENG 115 - Oral Communication Credit Hours: 3
Humanities/ Fine Arts - Elective Credit Hours: 3
MAT 110 - Math Measurement & Literacy Credit Hours: 3
Class Hours 10 | Lab Hours 8 | Credit Hours 13

Total Credit Hours 64

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

Class Hours 15 | Credit Hours 15

Third Semester (Fall)

- CJC 212 - Ethics & Comm Relations Credit Hours: 3
- CJC 214 - Victimology 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

Class Hours 14 or 15 | Lab Hours 4 | Credit Hours 17

Fourth Semester (Spring)

- CJC 222 - Criminalistics Credit Hours: 3
- CJC 231 - Constitutional Law Credit Hours: 3
- CJC 232 - Civil Liability Credit Hours: 3
- CJC 233 - Correctional Law Credit Hours: 3
- Humanities/ Fine Arts - Elective Credit Hours: 3
- SOC 210 - Introduction to Sociology Credit Hours: 3

Class Hours 18 | Credit Hours 18

Total Credit Hours 65 or 66

Additional Curriculum Notes

1. Students may wish to pursue their bachelor 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. 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:
   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
   toward the Associate of Applied Science degree in Criminal Justice Technology. Students must have completed Basic Law Enforcement Training since 1985.
5. 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
   CJC 232 - Civil Liability Credit Hours: 3
   CJC 233 - Correctional Law Credit Hours: 3
   toward the Associate of Applied Science degree in Criminal Justice Technology.

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)

- 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 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 18 | Credit Hours 18
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)

- CUL 170 - Garde Manger I Credit Hours: 3
- CUL 250 - Classical Cuisine Credit Hours: 5
- CUL 260 - Baking II Credit Hours: 3
- CUL 273 - Career Development Credit Hours: 1
- HRM 220 - Cost Control-Food & Bev Credit Hours: 3
- Social/ Behavioral Science - Elective Credit Hours: 3
- WBL 121 - Work Based Learning II Credit Hours: 1

Class Hours 10 | Lab Hours 16 | Work Experience 10 | Credit Hours 19
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.

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 child care 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.

Special Accreditation Status
The Early Childhood Associate program is accredited by the National Association for the Education of Young Children (NAEYC).
NAEYC
1401 H St. N.W. Suite 600
Washington DC 20005
www.naeyc.org [opens in a new tab]

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 131 - Child, Family, and Community 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 144 - Child Development I Credit Hours: 3
- EDU 145 - Child Development II Credit Hours: 3
- EDU 146 - Child Guidance 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 158 - Healthy Lifestyles-Youth 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
- Humanities/ Fine Arts - Elective Credit Hours: 3

Class Hours 13 | Lab Hours 9 | Credit Hours 16
Total Credit Hours 69
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 child care 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.

Special Accreditation Status
The Early Childhood Associate program is accredited by the National Association for the Education of Young Children (NAEYC).
NAEYC
1401 H St. N.W. Suite 600
Washington DC 20005
www.naeyc.org [opens in a new tab]

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 131 - Child, Family, and Community 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 144 - Child Development I Credit Hours: 3
- EDU 145 - Child Development II Credit Hours: 3
- EDU 146 - Child Guidance 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 216 - Foundations of Education Credit Hours: 3
- EDU 234 - Infants, Toddlers, and Twos 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 250 - Teacher Licensure Preparation 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 child care 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.

Special Accreditation Status

The Early Childhood Associate program is accredited by the National Association for the Education of Young Children (NAEYC).
NAEYC
1401 H St. N.W. Suite 600
Washington DC 20005
www.naeyc.org [opens in a new tab]

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 131 - Child, Family, and Community 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 144 - Child Development I Credit Hours: 3
- EDU 145 - Child Development II Credit Hours: 3
- EDU 146 - Child Guidance 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

Electrical Systems Technology (A35130BR), 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.
This Is Not a Transfer Program.
The BR, or Bridge program is intended for students who may be interested in pursuing a four-year degree in this field. THIS IS NOT A TRANSFER PROGRAM. However, the selection of Universal General Education Transfer Component (UGETC) courses will reduce the number of additional courses required for admission to the four-year institution. Before selecting this program, contact the four-year institution(s) in which you are interested to verify entrance requirements.
Admission to this program requires prior approval from the Industrial Technology Programs Department Chairperson.

Program Curriculum

First Semester (Fall)

- ACA 122 - College Transfer Success Credit Hours: 1
- CIS 110 - Introduction to Computers Credit Hours: 3
- ELC 112 - DC/AC Electricity Credit Hours: 5
- ELC 113 - Residential Wiring Credit Hours: 4
- ELC 118 - National Electrical Code Credit Hours: 2
- MAT 171 - Precalculus Algebra Credit Hours: 4

Class Hours 11 | Lab Hours 20 | Credit Hours 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 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 228 - Programmable Logic Controllers Applications Project Credit Hours: 4
- ELN 231 - Industrial Controls Credit Hours: 3
- ELN 232 - Intro to Microprocessors Credit Hours: 4
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3

Class Hours 10 | Lab Hours 12 | Credit Hours 14
Fifth Semester (Spring)

- ELN 275 - Troubleshooting Credit Hours: 2
- ELC 220 - Photovoltaic Sys Tech Credit Hours: 3
- ELC 229 - Applications Project Credit Hours: 2
- PHY 151 - College Physics I Credit Hours: 4
- UGETC Social/Behavioral Science Elective Credit Hours: 3
- UGETC Humanities/Fine Arts Elective Credit Hours: 3

Class Hours 13 | Lab Hours 11 | 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, MUS 110, MUS 112, PHI 215, PHI 240, REL 211, REL 212.
2. The UGETC 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.

Electrical Systems Technology (A35130TE), 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 handson, 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
- 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
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 228 - Programmable Logic Controllers Applications Project Credit Hours: 4
- ELN 231 - Industrial Controls Credit Hours: 3
- ELN 232 - Intro to Microprocessors Credit Hours: 4
- ENG 115 - Oral Communication Credit Hours: 3

Class Hours 10 | Lab Hours 12 | Credit Hours 14
Fifth Semester (Spring)

- ATR 280 - Robotic Fundamentals Credit Hours: 4
- ELN 275 - Troubleshooting Credit Hours: 2
- ELC 220 - Photovoltaic Sys Tech Credit Hours: 3
- ELC 229 - Applications Project Credit Hours: 2
- Social/Behavioral Science Elective Credit Hours: 3
- Humanities/Fine Arts Elective Credit Hours: 3

Class Hours 13 | Lab Hours 11 | Credit Hours 17

Total Credit Hours 72
Additional Curriculum Notes

1. The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, MUS 110, MUS 112, REL 110, REL 211, REL 212, REL 221.
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.

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:
Erica Parks- Program Director
eparks@robeson.edu
910-272-3406
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 current North Carolina driver's license.
5. Current National Registry or North Carolina Paramedic certification. (A copy of your initial paramedic education program transcript and all certifications must be on file in the EMS Department).
   a. Basic Cardiac Life Support
   b. Advanced Cardiac Life Support
   c. Basic Trauma Life Support
   d. Pediatric Advanced Life Support
6. Document 2,000 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 affliiated and the medical director of the ALS system with which the paramedic is affiliated.
7. Submit two letters of recommendation on official agency letterhead:
   - One required from your Medical Director
   - One required from your affiliated agency (Director, Chief, or Training Officer)
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.
EMS 235 and EMS 280 must be successfully completed at Robeson Community College.

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 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 - Advanced Trauma Emergencies Credit Hours: 2
EMS 270 - Life Span Emergencies Credit Hours: 4
EMS 285 - EMS Capstone Credit Hours: 2
MED 120 - Survey of Medical Term 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 prequisites/ 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.

Emergency Medical Science (A45340CU), AAS

Purpose
The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.
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.
Graduates of this program are eligible to take state certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.
This program is designed for student who do not intend to transfer to a four-year institution.
Admission Requirements and Special Conditions
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.
General Requirements

1. Detailed current information for interested applicants is located at www.robeson.edu/admissions/[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 Nursing Information Session.
4. Complete a college application in the Admissions Office.
5. All transcripts must be on file in the Admissions Office in order for a student to be considered for admission.
6. Applicants must have met all admission requirements and submitted program specific application to be considered for admission into the Emergency Medical Science program. The program accepts 24 applicants a year and they are accepted on a first come, first served basis once all general and program specific application requirements have been approved by the Admissions Office and EMS Program.
7. Applicants must have a GPA of 2.5 by the published deadline date for submitting complete program checklists to the Admissions Office. Applicants not meeting the cumulative GPA requirements will not be review by the program area 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. 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.

Certification Credits
Students who have completed the NC OEMS Emergency Medical Technician (EMT) credential may be awarded non-course credit for EMS 110.
Students who have completed the NC OEMS Advanced Emergency Medical Technician (AEMT) credential may be awarded non-course credit for EMS 122, EMS 130, EMS 131, EMS 160 and EMS 221.

Program Curriculum

First Semester (Fall)
- ACA 111 - College Student Success Credit Hours: 1
- BIO 163 - Basic Anatomy & Physiology Credit Hours: 5
- CIS 111 - Basic PC Literacy Credit Hours: 2
- EMS 110 - EMT Credit Hours: 9
- MED 120 - Survey of Medical Term Credit Hours: 2

Class Hours 13 | Lab Hours 12 | Clinical 3 | Credit Hours 19
Second Semester (Spring)
EMS 122 - EMS Clinical Practicum I Credit Hours: 1
- EMS 130 - Pharmacology Credit Hours: 4
- EMS 131 - Advanced Airway Management Credit Hours: 2
- ENG 111 - Writing and Inquiry Credit Hours: 3
- MAT 110 - Math Measurement & Literacy Credit Hours: 3
- PSY 150 - General Psychology Credit Hours: 3

Class Hours 12 | Lab Hours 7 | Clinical Hours 3 | Credit Hours 16

Third Semester (Summer)
- EMS 160 - Cardiology I Credit Hours: 3
- EMS 221 - EMS Clinical Practicum II Credit Hours: 2

Class Hours 2 | Lab Hours 3 | Clinical Hours 6 | Credit Hours 5
Fourth Semester (Fall)
- EMS 220 - Cardiology II Credit Hours: 3
- EMS 231 - EMS Clinical Pract III Credit Hours: 3
- EMS 250 - Medical Emergencies Credit Hours: 4
- EMS 260 - Advanced Trauma Emergencies Credit Hours: 2
- ENG 115 - Oral Communication Credit Hours: 3

Class Hours 9 | Lab Hours 9 | Clinical Hours 9 | Credit Hours 15
Fifth Semester (Spring)
- EMS 240 - Patients W/ Special Challenges Credit Hours: 2
- EMS 241 - EMS Clinical Practicum IV Credit Hours: 4
- EMS 270 - Life Span Emergencies Credit Hours: 4
- EMS 285 - EMS Capstone Credit Hours: 2
- Humanities/ Fine Arts - Elective Credit Hours: 3

Class Hours 8 | Lab Hours 8 | Clinical Hours 12 | Credit Hours 15

Total Credit Hours 70
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 prequisites/ 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.

Emergency Medical Science (A45340TR), AAS

Purpose
The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.
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.
Graduates of this program are eligible to take state certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.
This program is designed for students who intend to transfer to a four-year institution to pursue a Bachelor of Science in Emergency Medical Care.
Admission Requirements and Special Conditions
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.
General Requirements
1. Detailed current information for interested applicants is located at www.robeson.edu/admissions/[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 an Emergency Medical Science Information Session.
4. Complete a college application in the Admissions Office.
5. All transcripts must be on file in the Admissions Office in order for a student to be considered for admission.
6. Applicants must have met all admission requirements and submitted program specific application to be considered for admission into the Emergency Medical Science program. The program accepts 24 applicants a year and they are accepted on a first come, first served basis once all general and program specific application requirements have been approved by the Admissions Office and EMS Program.
7. Applicants must have a GPA of 2.5 by the published deadline date for submitting complete program checklists to the Admissions Office. Applicants not meeting the cumulative GPA requirements will not be review by the program area 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. 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.

Certification Credits
Students who have completed the NC OEMS Emergency Medical Technician (EMT) credential may be awarded non-course credit for EMS 110.
Students who have completed the NC OEMS Advanced Emergency Medical Technician (AEMT) credential may be awarded non-course credit for EMS 122, EMS 130, EMS 131, EMS 160 and EMS 221.

Program Curriculum

First Semester (Fall)
- ACA 122 - College Transfer Success Credit Hours: 1
- BIO 168 - Anatomy and Physiology I Credit Hours: 4
- CIS 110 - Introduction to Computers Credit Hours: 3
- EMS 110 - EMT Credit Hours: 9
- MED 120 - Survey of Medical Term Credit Hours: 2

Class Hours 13 | Lab Hours 13 | Clinical 3 | Credit Hours 19
Second Semester (Spring)
- BIO 169 - Anatomy and Physiology II Credit Hours: 4
- EMS 122 - EMS Clinical Practicum I Credit Hours: 1
- EMS 130 - Pharmacology Credit Hours: 4
- EMS 131 - Advanced Airway Management Credit Hours: 2
- 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

Class Hours 15 or 16 | Lab Hours 10 | Clinical Hours 3 | Credit Hours 20 or 21
Third Semester (Summer)
- EMS 160 - Cardiology I Credit Hours: 3
- EMS 221 - EMS Clinical Practicum II Credit Hours: 2

Class Hours 2 | Lab Hours 3 | Clinical Hours 6 | Credit Hours 5
Fourth Semester (Fall)
- EMS 220 - Cardiology II Credit Hours: 3
- EMS 231 - EMS Clinical Pract III Credit Hours: 3
- EMS 250 - Medical Emergencies Credit Hours: 4
- EMS 260 - Advanced Trauma Emergencies Credit Hours: 2
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3

Class Hours 9 | Lab Hours 9 | Clinical Hours 9 | Credit Hours 15
Fifth Semester (Spring)
- EMS 240 - Patients W/ Special Challenges Credit Hours: 2
- EMS 241 - EMS Clinical Practicum IV Credit Hours: 4
- EMS 270 - Life Span Emergencies Credit Hours: 4
- EMS 285 - EMS Capstone Credit Hours: 2
- Humanities/ Fine Arts - Elective Credit Hours: 3

Class Hours 8 | Lab Hours 8 | Clinical Hours 12 | Credit Hours 15
Total Credit Hours 74-75

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 prequisites/ 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.

Hospitality Management (A25110), AAS

Purpose
The Hospitality Management curriculum prepares individuals to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes guest services, leadership, management, restaurant operations, lodging operations, marketing, sanitation, food preparation, food and beverage management and other critical areas.
Graduates should qualify for management or entry-level supervisory positions in food and lodging operations, including restaurants, foodservice, beverage service, catering, front office, reservations and housekeeping. Opportunities are also available in product services, and technology support and sales.

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
- ENG 110 - Freshman Composition Credit Hours: 3
  or ENG 111 - Writing and Inquiry Credit Hours: 3
- HRM 110 - Intro to Hosp & Tourism Credit Hours: 3
- MAT 110 - Math Measurement & Literacy Credit Hours: 3

Class Hours 13 | Lab Hours 10 | 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
- ENG 115 - Oral Communication Credit Hours: 3
  or ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- HRM 220 - Cost Control-Food & Bev Credit Hours: 3
- HRM 240 - Marketing for Hospitality Credit Hours: 3

Class Hours 12 | Lab Hours 4 | Credit Hours 14

Third Semester (Fall)

- CUL 160 - Baking I Credit Hours: 3
- 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

1st 8 Weeks

- MKT 223 - Customer Service Credit Hours: 3

2nd 8 Weeks

- HRM 140 - Legal Issues-Hospitality Credit Hours: 3

Class Hours 13| Lab Hours 4|Work Experience 10 | Credit Hours 16
Fourth Semester (Spring)

- ACC 120 - Prin of Financial Accounting Credit Hours: 4
  or ACC 175 - Hotel and Restaurant Acct Credit Hours: 4
- HRM 280 - Mgmt Problems-Hospitality Credit Hours: 3
- Social/ Behavioral Science - Elective Credit Hours: 3
- WBL 121 - Work Based Learning II Credit Hours: 1

1st 8 Weeks

- BUS 125 - Personal Finance Credit Hours: 3

2nd 8 Weeks

- BUS 270 - Professional Development Credit Hours: 3

Class Hours 15 | Lab Hours 2 | Work Experience 10 | Credit Hours 17

Total Credit Hours 65

Additional Curriculum Notes

1. The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, 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.

Industrial Systems Technology (A50240BR), AAS

Purpose

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

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 Industrial Systems Technology curriculum.

This Is Not a Transfer Program.

The BR, or Bridge program is intended for students who may be interested in pursuing a four-year degree in this field. THIS IS NOT A TRANSFER PROGRAM. However, the selection of Universal General Education Transfer Component (UGETC) courses will reduce the number of additional courses required for admission to the four-year institution. Before selecting this program, contact the four-year institution(s) in which you are interested to verify entrance requirements.

Admission to this program requires prior approval from the Industrial Technology Programs Department Chairperson.

Program Curriculum

First Semester (Fall)
- ACA 122 - College Transfer Success Credit Hours: 1
- BPR 111 - Print Reading Credit Hours: 2
- CIS 110 - Introduction to Computers Credit Hours: 3
- ELC 112 - DC/AC Electricity Credit Hours: 5
- MAT 171 - Precalculus Algebra Credit Hours: 4
- MNT 110 - Intro to Maintenance Procedures Credit Hours: 2
- WLD 112 - Basic Welding Processes Credit Hours: 2

Class Hours 11 | Lab Hours 20 | Credit Hours 19

Second Semester (Spring)
- ELC 117 - Motors and Controls Credit Hours: 4
- ELN 229 - Industrial Electronics Credit Hours: 4
- ENG 111 - Writing and Inquiry Credit Hours: 3
- HYD 110 - Hydraulics/Pneumatics I Credit Hours: 3

Class Hours 10 | Lab Hours 12 | Credit Hours 14

Third Semester (Summer Session)
- ELC 128 - Intro to Programmable Logic Controllers Credit Hours: 3
- ISC 110 - Workplace Safety Credit Hours: 1
- MEC 110 - Intro to CAD/CAM Credit Hours: 2
- MEC 111 - Machine Processes I Credit Hours: 3

Class Hours 5 | Lab Hours 9 | Credit Hours 9

Fourth Semester (Fall)
- AHR 120 - HVACR Maintenance Credit Hours: 2
- BPR 115 - ELC/Fluid Power Diagrams Credit Hours: 2
- ELC 228 - Programmable Logic Controllers Applications Project Credit Hours: 4
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- UGETC Social/Behavioral Science Elective Credit Hours: 3
- WLD 212 - Inert Gas Welding Credit Hours: 2

Class Hours 11 | Lab Hours 14 | Credit Hours 16

Fifth Semester (Spring)
- ATR 280 - Robotic Fundamentals Credit Hours: 4
- MEC 276 - Capstone Design Project Credit Hours: 1
- MNT 263 - Electrical-Pneumatic Components Credit Hours: 4
- PHY 151 - College Physics I Credit Hours: 4
- PLU 111 - Intro to Basic Plumbing Credit Hours: 2
- UGETC Humanities/Fine Arts Elective Credit Hours: 3

Class Hours 15 | Lab Hours 12 | Credit Hours 18

Total Credit Hours 76

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 UGETC 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.

Industrial Systems Technology (A50240TE), AAS

Purpose

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

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 Industrial Systems Technology curriculum.

Program Curriculum

First Semester (Fall)
- ACA 111 - College Student Success Credit Hours: 1
- BPR 111 - Print Reading Credit Hours: 2
- CIS 111 - Basic PC Literacy Credit Hours: 2
- ELC 112 - DC/AC Electricity Credit Hours: 5
- MAT 110 - Math Measurement & Literacy Credit Hours: 3
- MNT 110 - Intro to Maintenance Procedures Credit Hours: 2
- WLD 112 - Basic Welding Processes Credit Hours: 2

Class Hours 10 | Lab Hours 18 | Credit Hours 17

Second Semester (Spring)
- ELC 117 - Motors and Controls Credit Hours: 4
- ELN 229 - Industrial Electronics Credit Hours: 4
- ENG 110 - Freshman Composition Credit Hours: 3
- HYD 110 - Hydraulics/Pneumatics I Credit Hours: 3

Class Hours 10 | Lab Hours 12 | Credit Hours 14

Summer Session
- ELC 128 - Intro to Programmable Logic Controllers Credit Hours: 3
- ISC 110 - Workplace Safety Credit Hours: 1
- MEC 110 - Intro to CAD/CAM Credit Hours: 2
- MEC 111 - Machine Processes I Credit Hours: 3

Class Hours 5 | Lab Hours 9 | Credit Hours 9

Third Semester (Fall)
- AHR 120 - HVACR Maintenance Credit Hours: 2
- BPR 115 - ELC/Fluid Power Diagrams Credit Hours: 2
- ELC 228 - Programmable Logic Controllers Applications Project Credit Hours: 4
- ENG 115 - Oral Communication Credit Hours: 3
- WLD 212 - Inert Gas Welding Credit Hours: 2

Class Hours 8 | Lab Hours 14 | Credit Hours 13

Fourth Semester (Spring)
- ATR 280 - Robotic Fundamentals Credit Hours: 4
- Humanities/Fine Arts Elective Credit Hours: 3
- MEC 276 - Capstone Design Project Credit Hours: 1
- MNT 263 - Electrical-Pneumatic Components Credit Hours: 4
- PLU 111 - Intro to Basic Plumbing Credit Hours: 2
- Social/Behavioral Science Elective Credit Hours: 3

Class Hours 12 | Lab Hours 12 | Credit Hours 17

Total Credit Hours 70

Additional Curriculum Notes

1. The Humanities/Fine Arts elective can be satisfied by completing one of the following: ART 111, MUS 110, MUS 112, REL 110, REL 211, REL 212, REL 221.
2. The Social/Behavioral elective can be satisfied by completing one of the following: ECO 151, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, SOC 210, SOC 213, SOC-220,SOC 225.

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 & Security Foundation 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 - Web, Program, & Database Foundation 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

Class Hours 6 | Lab Hours 0 | Credit Hours 6

Third Semester (Fall)
- CIS 115 - Intro to Prog & Logic Credit Hours: 3
- CTS 120 - Hardware/Software Support Credit Hours: 3
- NOS 120 - Linux/UNIX Single User Credit Hours: 3
- NET 126 - Routing Basics 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 - Routing & Switching I Credit Hours: 3
- NOS 230 - Windows Admin I Credit Hours: 3

Class Hours 8 | Lab Hours 16 | Credit Hours 15

Total Credit Hours 70

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.

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	NET 125 and NET 126
MTA: Windows OS Fundamentals, MD-100: Windows 10, MD-101: Managing Modern Desktops	NOS 130
MTA: Windows Server Administration Fundamentals, MCSA: Installation, Storage, and Compute with Windows Server 2016	NOS 230
MTA Security Fundamentals; CompTIA Security+	SEC 110

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
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 (A25590SG) Simulation and Game Development and Network Management, AAS

Purpose
The Information Technology–Simulation and Game Development and Network Management (A25590SG) 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 simulation and game development, security, database services, 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, simulation and game development, 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)
- ACA 111 - College Student Success Credit Hours: 1
- CTI 120 - Network & Security Foundation 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
- SGD 111 - Introduction to SGD Credit Hours: 3

Class Hours 13 | Lab Hours 8 | Credit Hours 16
Second Semester (Spring)
- CTI 110 - Web, Program, & Database Foundation 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
- SGD 112 - SGD Design Credit Hours: 3

Class Hours 12 | Lab Hours 13 | Credit Hours 18

Summer Session
- Humanities/ Fine Arts - Elective Credit Hours: 3
- Social/ Behavioral Science - Elective Credit Hours: 3

Class Hours 6 | Lab Hours 0 | Credit Hours 6
Third Semester (Fall)
- CTS 120 - Hardware/Software Support Credit Hours: 3
- NET 126 - Routing Basics Credit Hours: 3
- NOS 120 - Linux/UNIX Single User Credit Hours: 3
- CIS 115 - Intro to Prog & Logic Credit Hours: 3
- SGD 114 - 3D Modeling Credit Hours: 3

Class Hours 9 | Lab Hours 15 | 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 - Routing & Switching I Credit Hours: 3
- SGD 113 - SGD Programming Credit Hours: 3

Class Hours 8 | Lab Hours 15 | Credit Hours 15

Total Credit Hours 70

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 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	NET 125 and NET 126
CCNA	NET 225 and NET 226
MTA: Windows OS Fundamentals, MD-100: Windows 10, MD-101: Managing Modern Desktops	NOS 130

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
- ELC 112 - DC/AC Electricity Credit Hours: 5
- CIS 110 - Introduction to Computers Credit Hours: 3
- ENG 110 - Freshman Composition Credit Hours: 3
  or ENG 111 - Writing and Inquiry Credit Hours: 3
- MNT 110 - Intro to Maintenance Procedures Credit Hours: 2
- WLD 112 - Basic Welding Processes Credit Hours: 2

Class Hours 11 | Lab Hours 14 | Credit Hours 16
Second Semester (Spring)

- ELC 117 - Motors and Controls Credit Hours: 4
- ELC 125 - Diagrams and Schematics Credit Hours: 2
- HYD 110 - Hydraulics/Pneumatics I Credit Hours: 3
- MAT 171 - Precalculus Algebra Credit Hours: 4
- MEC 130 - Mechanisms Credit Hours: 3

Class Hours 10 | Lab Hours 15 | Credit Hours 16
Summer Session

- DFT 119 - Basic CAD Credit Hours: 2
- ELC 128 - Intro to Programmable Logic Controllers Credit Hours: 3
- MEC 111 - Machine Processes I Credit Hours: 3

Class Hours 4 | Lab Hours 9 | Credit Hours 8
Third Semester (Fall)

- ATR 112 - Intro to Automation Credit Hours: 3
- ELC 213 - Instrumentation Credit Hours: 4
- ELC 228 - Programmable Logic Controllers Applications Project Credit Hours: 4
- ENG 115 - Oral Communication Credit Hours: 3
  or ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- ISC 112 - Industrial Safety Credit Hours: 2
- WLD 212 - Inert Gas Welding Credit Hours: 2

Class Hours 13 | Lab Hours 14 | Credit Hours 18
Fourth Semester (Spring)

- ATR 280 - Robotic Fundamentals Credit Hours: 4
- Humanities/ Fine Arts - Elective Credit Hours: 3
- PHY 131 - Physics-Mechanics Credit Hours: 4
- Social/ Behavioral Science - Elective Credit Hours: 3

Class Hours 12 | Lab Hours 4 | Credit Hours 14

Total Credit Hours 72

Additional Curriculum Notes

1. 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.
2. 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.

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
- OST 148 - Med Ins & Billing Credit Hours: 3

1st 8 Weeks

- OST 141 - Med Office Terms I Credit Hours: 3
- MKT 223 - Customer Service Credit Hours: 3

2nd 8 Weeks

- OST 142 - Med Office Terms II Credit Hours: 3

Class Hours 16 | Lab Hours 0 | Credit Hours 16

Second Semester (Spring)

- BUS 137 - Principles of Management Credit Hours: 3
- CIS 110 - Introduction to Computers Credit Hours: 3
- ENG 111 - Writing and Inquiry 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 14 | Lab Hours 8 | Credit Hours 18

Third Semester (Fall)

- CTS 130 - Spreadsheet Credit Hours: 3
- OST 136 - Word Processing Credit Hours: 3
- OST 164 - Office Editing Credit Hours: 3

1st 8-Weeks

OST 247 Procedure Coding Credit Hours: 3

2nd 8-Weeks

OST 264 Medical Auditing Credit Hours: 3

Class Hours 14 | Lab Hours 8 | Credit Hours 15

Fourth Semester (Spring)

- ENG 115 - Oral Communication Credit Hours: 3
- Humanities/ Fine Arts - Elective Credit Hours: 3
- OST 249 - Med Coding Certification Prep Credit Hours: 3
- OST 288 - Medical Office Admin Capstone Credit Hours: 3
- Social/ Behavioral Science - Elective Credit Hours: 3

Class Hours 13 | Lab Hours 5 | Credit Hours 15

Total Credit Hours 64

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.*

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 Director of Records and Registration 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 (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 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

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 Director of Records and Registration 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 2.8 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

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, 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
- 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 Director of Records and Registration 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, MAT 143, PSY 150, 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/Dehavioral 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 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
- 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 Director of Records and Registration 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 2.8 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

Class Hours 11 | Lab Hours 8 | Credit Hours 14

Total Credit Hours 42
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 Director of Records and Registration prior to enrolling in courses other than those listed above.

Other Major Hours (22) – These hours must be approved by the Director of Records and Registration 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 (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
- Humanities/Fine Arts 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 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 Director of Records and Registration 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: HUM 115 or PHI 240. 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, MAT 152 **or** MAT 171, and MED 120.

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, 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 offered through the Continuing Education Department. 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

1. **Program Prerequisites:**
   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/Dehavioral 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 Education 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
- RAD 112 - RAD Procedures II Credit Hours: 4
- RAD 121 - Image Production I Credit Hours: 3
- RAD 161 - RAD Clinical Education II Credit Hours: 5
- RAD 181 - RAD Clinical Elective Credit Hours: 1

Class Hours 8 | Lab Hours 6 | Clinical Hours 18 | Credit Hours 16

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 76

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

Program Curriculum
First Semester (Fall)
- ACA 111 - College Student Success Credit Hours: 1
- 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 12 | Lab Hours 6 | Credit Hours 14
Second Semester (Spring)
- PSY 150 - General Psychology Credit Hours: 3
- SUR 122 - Surgical Procedures I Credit Hours: 6
- SUR 123 - Surgical Clinical Practice I Credit Hours: 7

Class Hours 8 | Lab Hours 3 | Clinical Hours 21 | Credit Hours 16
Third Semester (Summer)
- 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 8 | Lab Hours 0 | Clinical Hours 12 | Credit Hours 12
Fourth Semester (Fall)
- BIO 275 - Microbiology Credit Hours: 4
- HUM 115 - Critical Thinking Credit Hours: 3
  or PHI 240 - Introduction to Ethics 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
- SUR 212 - SUR Clinical Supplement Credit Hours: 4

Class Hours 10 | Lab 3 | Clinical Hours 9 | Credit Hours 16

Total Credit Hours 66

Diplomas

Diploma Description

This section provides a listing of Robeson Community College's diploma programs. The College's programs are subject to change. For an updated list, please visit the College's web site at www.robeson.edu [opens in a new window].

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.

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 a diploma degree, 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.

DIPLOMA PROGRAMS NEGIN ON THE NEXT PAGE

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 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

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
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
Total Credit Hours 46

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.

The Humanities/Fine Arts Elective for the Associate Degree Program can be satisfied by taking one of the following courses:

ART 111 - Art Appreciation Credit Hours: 3
MUS 110 - Music Appreciation Credit Hours: 3
MUS 112 - Introduction to Jazz 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

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

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.

Industrial Systems Technology (D50240) Diploma

Purpose
Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to service, maintain, repair or install equipment. Instructions include theory and skills training needed for testing, troubleshooting, and diagnosing industrial equipment.
Students will learn technical skills in blueprint reading, mechanical systems maintenance, motor and controls, hydraulics/pneumatics, PLCs, welding, machining or fabrication, and includes various diagnostic and repair procedures. Upon completion of any various levels of this curriculum, graduates should be able to install, inspect, diagnose, repair, and maintain industrial processes and support equipment.
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 Industrial Systems Technology curriculum.

Program Curriculum
First Semester (Fall)

- ACA 111 - College Student Success Credit Hours: 1
- BPR 111 - Print Reading Credit Hours: 2
- CIS 111 - Basic PC Literacy Credit Hours: 2
- ELC 112 - DC/AC Electricity Credit Hours: 5
- MAT 110 - Math Measurement & Literacy Credit Hours: 3
- MNT 110 - Intro to Maintenance Procedures Credit Hours: 2
- WLD 112 - Basic Welding Processes Credit Hours: 2

Class Hours 10 | Lab Hours 18 | Credit Hours 17
Second Semester (Spring)

- ELC 117 - Motors and Controls Credit Hours: 4
- ELN 229 - Industrial Electronics Credit Hours: 4
- ENG 110 - Freshman Composition Credit Hours: 3
- HYD 110 - Hydraulics/Pneumatics I Credit Hours: 3

Class Hours 10 | Lab Hours 12 | Credit Hours 14
Summer Session

- ELC 128 - Intro to Programmable Logic Controllers Credit Hours: 3
- ISC 110 - Workplace Safety Credit Hours: 1
- MEC 111 - Machine Processes I Credit Hours: 3
- MEC 110 - Intro to CAD/CAM Credit Hours: 2 (CNC)

Class Hours 5 | Lab Hours 9 | Credit Hours 9
Total Credit Hours 40
Additional Curriculum Notes

1. The D50240 Diploma mirrors the first year of the A50240TE (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.

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 2.8 or higher is required in the general education courses.
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 2.8 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 V 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 (Fall)
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 (Spring)
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 (Summer)
NUR 103 - Practical Nursing III Credit Hours: 9
Class Hours 6 | Clinical Hours 9 | Credit Hours 9

Total Credit Hours 46

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
- 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 8 | Lab Hours 20 | Credit Hours 15
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)

- CIS 111 - Basic PC Literacy Credit Hours: 2
- WLD 231 - GTAW (TIG) Pipe Credit Hours: 3
- WLD 261 - Certification Practices Credit Hours: 2

Class Hours 3 | Lab Hours 11 | Credit Hours 7
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.
3. Failure to complete the courses in sequence reduces the chance of completion.

Certificates

Certificate Description
This section provides a listing of Robeson Community College's certificate programs. The College's programs are subject to change. For an updated list, please visit the College's web site at www.robeson.edu [opens in a new window].

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.

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 Session)
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 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

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
- CJC 110 - Basic Law Enforcement BLET Credit Hours: 20

Class Hours 10 | Lab Hours 30 | Credit Hours 20
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 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

toward the Associate in Applied Science degree in Criminal Justice Technology. Students must have completed Basic Law Enforcement Training since 1985.

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)
1st 8 Weeks
ACC 150 - Accounting Software Applications Credit Hours: 2

2nd 8 Weeks
ACC 140 - Payroll Accounting Credit Hours: 2
ACC 152 - Advanced Software Applications Credit Hours: 2
Class Hours 3 | Lab Hours 9 | Credit Hours 6
Total Credit Hours 16

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
Fall Semester
BUS 115 - Business Law I Credit Hours: 3
2nd 8 Weeks
BUS 110 - Introduction to Business Credit Hours: 3
Class Hours 6 | Credit Hours 6
Spring Semester
BUS 137 - Principles of Management Credit Hours: 3
ECO 251 - Prin of Microeconomics Credit Hours: 3
MKT 120 - Principles of Marketing Credit Hours: 3
Class Hours 9 | Credit Hours 9

Total Credit Hours 15

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
NET 125 - Introduction to Networks Credit Hours: 3
NET 126 - Routing Basics Credit Hours: 3
NET 225 - Routing & Switching I Credit Hours: 3
SEC 110 - Security Concepts Credit Hours: 3
Total Credit Hours 12

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

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
HRM 220 - Cost Control-Food & Bev Credit Hours: 3
Class Hours 6 | Lab Hours 2 | Credit Hours 7
Total Credit Hours 13

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
Fall Semester
CIS 110 - Introduction to Computers Credit Hours: 3

1st 8 Weeks
MKT 223 Customer Service Credit Hours:3
Class Hours 5 | Lab Hours 2 | Credit Hours 6
Spring Semester
MKT 120 - Principles of Marketing Credit Hours: 3

2nd 8 Weeks
BUS 270 Professional Development Credit Hours:3
Class Hours 6 | Credit Hours 6
Total Credit Hours 12

Early Childhood Administration (C55850) Certificate

Purpose
The Early Childhood Administration Certificate prepares individuals pursuing administrating roles in diverse child care 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 child care programs, preschools, public and private schools, recreational centers, Early Head Start and Head Start programs, and other programs.

Program Curriculum
EDU 119 - Intro to Early Child Education Credit Hours: 4
EDU 131 - Child, Family, and Community Credit Hours: 3
EDU 153 - Health, Safety and Nutrition Credit Hours: 3
EDU 261 - Early Childhood Admin I Credit Hours: 3
EDU 262 - Early Childhood Admin II 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 prerequsites 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
Class Hours 4 | Lab Hours 0 | Credit Hours 4

Second Semester (Spring)
EDU 144 - Child Development I Credit Hours: 3
EDU 145 - Child Development II Credit Hours: 3
Class Hours 6 | Lab Hours 0 | Credit Hours 6

Third Semester (Fall)
EDU 131 - Child, Family, and Community Credit Hours: 3
Class Hours 3 | Lab Hours 0 | Credit Hours 3

Fourth Semester (Spring)
EDU 146 - Child Guidance Credit Hours: 3
Class Hours 3 | Lab Hours 0 | Credit Hours 3

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 child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and other preschool programs.

Program Curriculum
EDU 119 - Intro to Early Child Education Credit Hours: 4
EDU 131 - Child, Family, and Community Credit Hours: 3
EDU 145 - Child Development II Credit Hours: 3
EDU 146 - Child Guidance Credit Hours: 3
EDU 153 - Health, Safety and Nutrition 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 prerequsites must be satisfied before starting any course.

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 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

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 an 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 child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

Program Curriculum

EDU 119 - Intro to Early Child Education Credit Hours: 4
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
EDU 234 - Infants, Toddlers, and Twos 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 prerequsites must be satisfied before starting any course.

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
NET 125 - Introduction to Networks Credit Hours: 3
NOS 120 - Linux/UNIX 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

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 - Web, Program, & Database Foundation Credit Hours: 3
SEC 110 - Security Concepts Credit Hours: 3
Class Hours 4 | Lab Hours 4 | Credit Hours 6
Total Credit Hours 12

Machine Shop-CNC Operator (C50240CNC), Industrial Systems Technology Certificate

Purpose
This certificate program is designed to provide individuals with entry-level competencies in blueprint reading, maintenance procedures, vertical mill, lathes, CAD and basic CNC programming.

Program Curriculum
BPR 111 - Print Reading Credit Hours: 2
MNT 110 - Intro to Maintenance Procedures Credit Hours: 2
MEC 110 - Intro to CAD/CAM Credit Hours: 2 (CNC)
MEC 111 - Machine Processes I Credit Hours: 3
ISC 110 - Workplace Safety Credit Hours: 1
BPR 115 - ELC/Fluid Power Diagrams Credit Hours: 2 (CAD)
Class Hours 6 | Lab Hours 13 | Credit Hours 12
Total Credit Hours 12

Mechanical Procedures I (C50240MI), Industrial Systems Technology Certificate

Purpose
This certificate program is designed to provide individuals with entry-level competencies in the operation of industrial systems and maintenance procedures.

Program Curriculum
ELC 112 - DC/AC Electricity Credit Hours: 5
ELC 117 - Motors and Controls Credit Hours: 4
ISC 110 - Workplace Safety Credit Hours: 1
MNT 110 - Intro to Maintenance Procedures Credit Hours: 2
Class Hours 7 | Lab Hours 15 | Credit Hours 12
Total Credit Hours 12

Mechanical Procedures II (C50240M2), Industrial Systems Technology Certificate

Electro-Hydraulic/Pneumatic Operations
Purpose
This certificate program is designed to provide individuals with mid-level competencies in the operation of electrically controlled hydraulic and pneumatic industrial systems.

Program Curriculum
- BPR 115 - ELC/Fluid Power Diagrams Credit Hours: 2
- ELC 128 - Intro to Programmable Logic Controllers Credit Hours: 3
- HYD 110 - Hydraulics/Pneumatics I Credit Hours: 3
- MNT 263 - Electrical-Pneumatic Components Credit Hours: 4

Class Hours 7 | Lab Hours 12 | Credit Hours 12
Total Credit Hours 12

Mechatronics Engineering Introduction (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)
- ELC 112 - DC/AC Electricity Credit Hours: 5
- MNT 110 - Intro to Maintenance Procedures Credit Hours: 2

Class Hours 4 | Lab Hours 9 | Credit Hours 7
Second Semester (Spring)
- HYD 110 - Hydraulics/Pneumatics I Credit Hours: 3
- CIS 110 - Introduction to Computers Credit Hours: 3

Class Hours 4 | Lab Hours 5 | Credit Hours 6
Third Semester (Fall)
- ISC 112 - Industrial Safety Credit Hours: 2

Class Hours 2 | Lab Hours 0 | Credit Hours 2
Total Credit Hours 15

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-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)
OST 148 - Med Ins & Billing Credit Hours: 3
Second Semester (Spring)
OST 149 - Medical Legal Issues Credit Hours: 3
Third Semester (Fall)

1st 8 Weeks
MKT 223 - Customer Service Credit Hours: 3
Fourth Semester (Spring)
OST 288 - Medical Office Admin Capstone Credit Hours: 3
Total Credit Hours 12

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
NAS 101 - Nurse Aide I Credit Hours: 6
NAS 102 - Nurse Aide II Credit Hours: 6
NAS 107 - Medication Aide Class Credit Hours: 1
Class Hours 6 | Lab Hours 8 | Clinical Hours 9 | Credit Hours 13
Total Credit Hours 13

Office Administration (C25310OA) Certificate

Purpose
This certificate program is designed to provide individuals with entry-level competencies needed in any business office. Postitions available to holders of this certificate would be file clerk, office clerk, typist, and receptionist.

Program Curriculum
First Semester (Fall)
CIS 110 - Introduction to Computers Credit Hours: 3
Class Hours 3 | Lab Hours 2 | Credit Hours 3
Second Semester (Spring)
BUS 137 - Principles of Management Credit Hours: 3
Class Hours 2 | Lab Hours 0 | Credit Hours 3
Third Semester (Fall)
OST 136 - Word Processing Credit Hours: 3
OST 164 - Office Editing Credit Hours: 3
Class Hours 5 | Lab Hours 2 | Credit Hours 6
Total Credit Hours 12

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
Spring I
ELN 229 - Industrial Electronics Credit Hours: 4
Class Hours 3 | Lab Hours 3 | Credit Hours 4
Spring II
ELC 220 - Photovoltaic Sys Tech Credit Hours: 3
Class Hours 2 | Lab Hours 3 | Credit Hours 3
Total Credit Hours 16

Programmable Logic Controller (C50240LC), Industrial Systems Technology Certificate

Purpose
This certificate program is designed to provide individuals with entry-level competencies in DC/AC electricity, motors and controls, introduction to PLC and PLC applications.

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
Fourth Semester (Fall)
ELC 228 - Programmable Logic Controllers Applications Project Credit Hours: 4
Class Hours 2 | Lab Hours 6 | Credit Hours 4
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

Simulation & Game Development (C25590SG) Certificate

Purpose
Students awarded a certificate in simulation and gaming will have a fundamental understanding of 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 simulation and game development, security, database services, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Program Curriculum
- SGD 111 - Introduction to SGD Credit Hours: 3
- SGD 112 - SGD Design Credit Hours: 3
- SGD 113 - SGD Programming Credit Hours: 3
- SGD 114 - 3D Modeling Credit Hours: 3

Total Credit Hours 12

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

Class Hours 2 | Lab Hours 15 | Credit Hours 7
Total Credit Hours 18

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

Career and College Promise (CCP)

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
Class Hours 2 | Lab Hours 4 | Credit Hours 4

Total Credit Hours 12

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
Class Hours 5 | Lab Hours 2 | Credit Hours 6
Total Credit Hours 12

Career & College Promise (P1012C), AA

Purpose

The NC Career and College Promise (CCP) College Transfer Pathway leading to the Associate in Arts is designed for high school juniors and seniors who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major.

The courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college courses with Universal General Education Transfer Component 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

Total Credit Hours (32-33)

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

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
- BIO 111 General Biology I Credit Hours: 4
- or CHM 151 General Chemistry I Credit Hours: 4
- or PHY 151 College Physics I 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
- BIO 112 General Biology II Credit Hours: 4
- or CHM 152 General Chemistry II Credit Hours: 4
- or PHY 152 College Physics II Credit Hours: 4
- Humanities/ Fine Arts - Elective Credit Hours: 3

Class Hours 6 | Lab Hours 4 or 5 | Credit Hours 8

Total Credit Hours 35

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

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

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)
- EDU 216 - Foundations of Education Credit Hours: 3
- ENG 111 - Writing and Inquiry Credit Hours: 3
- Hum/Fine Arts/ Communication - Elective Credit Hours: 3
- Natural Science - Elective Credit Hours: 4

Class Hours 12 | Lab Hours 2 or 3 | Credit Hours 13

Second Semester (Spring)
- EDU 187 - Teaching and Learning for All Credit Hours: 4
- 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 3 | Credit Hours 13

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

Total Credit Hours 39-40

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

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

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 216 - Foundations of Education Credit Hours: 3
- ENG 111 - Writing and Inquiry Credit Hours: 3
- MAT 171 - Precalculus Algebra Credit Hours: 4

Class Hours 9 | Lab Hours 2 | Credit Hours 10

Second Semester (Spring)
- EDU 187 - Teaching and Learning for All Credit Hours: 4
- ENG 112 - Writing/Research in the Disciplines Credit Hours: 3
- MAT 172 - Precalculus Trigonometry Credit Hours: 4

Class Hours 9 | Lab Hours 5 | Credit Hours 11

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

Total Credit Hours 42

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

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.

Program Curriculum

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.

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
HRM 220 - Cost Control-Food & Bev Credit Hours: 3
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/UNIX 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 Chiildhood 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 144 - Child Development I Credit Hours: 3
EDU 146 - Child Guidance Credit Hours: 3
Class Hours 6 | Credit Hours 6
Third Semester (Fall)
EDU 131 - Child, Family, and Community 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 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
MED 120 - Survey of Medical Term Credit Hours: 2
Class Hours 7 | Lab Hours 4 | Credit Hours 9
Total Credit Hours 18

Gaming Pathway (C25590GP) 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.
Students awarded a certificate in simulation and gaming will have a fundamental understanding of 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 simulation and game development, security, database services, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Program Curriculum
First Semester (Fall)
SGD 111 - Introduction to SGD Credit Hours: 3
Second Semester (Spring)
SGD 112 - SGD Design Credit Hours: 3
Third Semester (Fall)
SGD 113 - SGD Programming Credit Hours: 3
Fourth Semester (Spring)
SGD 114 - 3D Modeling Credit Hours: 3
Total Credit Hours 12

Industrial Systems Technology (C50240IS) CTE Certificate

Purpose
The Industrial Systems Technology Pathway is designed to provide students with entry-level competencies in DC/AC electricity, hydraulics/pneumatics, electro-pneumatic components and work place safety.
Upon completion of the pathway, students will be awarded a Certificate in Industrial Systems Technology from RCC.

Program Curriculum
First Semester (Fall)
BPR 111 - Print Reading Credit Hours: 2
MNT 110 - Intro to Maintenance Procedures Credit Hours: 2
Second Semester (Spring)
HYD 110 - Hydraulics/Pneumatics I Credit Hours: 3
ISC 110 - Workplace Safety Credit Hours: 1
Third Semester (Fall)
ELC 112 - DC/AC Electricity Credit Hours: 5
Total Credit Hours 13

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 - Web, Program, & Database Foundation 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 Pathway (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)
ELC 112 - DC/AC Electricity Credit Hours: 5
MNT 110 - Intro to Maintenance Procedures Credit Hours: 2
Class Hours 4 | Lab Hours 9 | Credit Hours 7
Second Semester (Spring)
CIS 110 - Introduction to Computers Credit Hours: 3
HYD 110 - Hydraulics/Pneumatics I Credit Hours: 3
ISC 112 - Industrial Safety Credit Hours: 2
Class Hours 6 | Lab Hours 5 | Credit Hours 8
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

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 - Routing Basics Credit Hours: 3
3rd Semester Spring
NET 225 - Routing & Switching I 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 alligned 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 Sheila Smith – Program Director Nurse Aide at 910.272.3397 or ssmith@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" [oprns in a new window] option on the RCC website: www.robeson.edu [opens in a new tab]

Program Curriculum
NAS 101 - Nurse Aide I Credit Hours: 6
NAS 102 - Nurse Aide II Credit Hours: 6
Class Hours 6 | Lab Hours 6 | Clinical Hours 9 | Credit Hours 12
Total Credit Hours 12

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 Pre-College (Developmental) Courses

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.

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 pertainig 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/ postingtransactions. 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, depriciation, 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

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: AHR 110 and AHR 112
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 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 215 - Commercial HVAC Controls
CIS Course ID: S22586
Class Hours 1
Lab Hours 3
Credit Hours 2
Minimum State Prerequisites: Take One: AHR 111, ELC 111, or ELC 112
This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems, pneumatic control systems, DDC temperature sensors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety.
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 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: DRE-097, or ENG 002, or ENG 110, or ENG 111
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.

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 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.

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 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

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

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 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 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 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.

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

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.
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 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 descions and the laws that apply to them.
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.
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, emplyee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and rsolve human resource concerns.
College Transfer: N/A

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

CCT 110 - Intro to Cyber Crime
CIS Course ID: S11628
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 and explains the various types of offenses that qualify as cyber crime activity. Emphasis is placed on identifying cyber crime activity 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

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
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.

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).

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

CJC 112 - Criminology
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
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: N/A

CJC 121 - Law Enforcement Operations
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 premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

CJC 131 - Criminal Law
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
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
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 pracices 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 premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

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: N/A

CJC 214 - Victimology
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 221 - Investigative Principles
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 222 - Criminalistics
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 functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.
College Transfer: N/A

CJC 231 - Constitutional Law
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
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
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

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 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.

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

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

CTI 110 - Web, Program, & Database Foundation
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 covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.
College Transfer: N/A

CTI 120 - Network & Security Foundation
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 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

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 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 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

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

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

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 143, MAT 152, MAT 171)
Group 2: Take One: DRE-097, ENG 002, 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 143, MAT 152, MAT 171)
Group 2: Take One: DRE-097, ENG 002, 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.

EDU 119 - Intro to Early Child Education
CIS Course ID: S24238
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 early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, appropriate environments, schedules, and activity plans.
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: Take DRE 097 or ENG 002
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: Take: DRE 097 or ENG 002
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: Take: DRE 097 or ENG 002
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: Take: DRE 097 or ENG 002
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: S25344
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 097 or ENG 002
Local Corequisites: None
This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability

diverse.
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: Take: DRE 097 or ENG 002
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 158 - Healthy Lifestyles-Youth
CIS Course ID: S25352
Class Hours 3
Lab Hours 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: Take: DRE 097 or ENG 002
Local Corequisites: None
This course introduces the topics of health, safety, nutrition, physical activities and environments for the school-age child/youth that promote development, fitness and healthy lifestyles. Topics include the use of physical and nutritional/cooking activities (indoor/outdoor, teacher-directed/youth-directed) appropriate for youth developing typically/atypically; safe/healthy menu planning; safe/healthy environmental design, assessment and supervision. Upon completion, students should be able to plan/facilitate safe/healthy physical and nutritional/cooking activities, discuss safety policies/regulations and identify health/safety/nutritional needs of youth.
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: Take: DRE 097 or ENG 002
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: Take: DRE 097 or ENG 002
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 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: Take: DRE 097 or ENG 002
Local Corequisites: None
This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.
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 271 - Educational Technology
CIS Course ID: S25394
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: DRE 097 or ENG 002 and
Take: CIS 110
Local Corequisites: None
This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology.
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
Local Prerequisites: Take: DRE 097 or ENG 002
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: Take: DRE 097 or ENG 002
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 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

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 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 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 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 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

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 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

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 0
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 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 122 or EMS 130
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 - Advanced 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

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 011 - Writing and Inquiry Support
CIS Course ID: S25127
Class Hours 1
Lab Hours 2
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: ENG 111
This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English.
College Transfer: N/A

ENG 110 - Freshman Composition
CIS Course ID: S25442
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take: DRE-097, or ENG 002
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: S25433
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take DRE-097 or ENG 002
Minimum State Corequisites: None
Local Prerequisites: None
Local Corequisites: ENG 011
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 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.

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.

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

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 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 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 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 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.

HRM 110 - Intro to Hosp & Tourism
CIS Course ID: S22898
Class Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Local Prerequisites: None
This course covers the growth and progress of the hospitality industry. Topics include tourism, lodging, resorts, gaming, restaurants, foodservice and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist within the hospitality industry.
College Transfer: N/A

HRM 140 - Legal Issues-Hospitality
CIS Course ID: S22908
Class Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Local Prerequisites: None
This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, relevant torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system and the concepts necessary to prevent or minimize organizational liability.
College Transfer: N/A

HRM 220 - Cost Control-Food & Bev
CIS Course ID: S22913
Class Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Local Prerequisites: None
This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate an understanding of food, beverage, and labor cost control systems for operational troubleshooting and problem solving.
College Transfer: N/A

HRM 220 - Cost Control-Food & Bev
CIS Course ID: S22913
Class Hours 3
Credit Hours 3
Minimum State Prerequisites: **None**
Local Prerequisites: None
This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate an understanding of food, beverage, and labor cost control systems for operational troubleshooting and problem solving.
College Transfer: N/A

HRM 240 - Marketing for Hospitality
CIS Course ID: S22918
Class Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Local Prerequisites: None
This course covers planning, organizing, directing, and analyzing the results of marketing programs for the hospitality industry. Emphasis is placed on target marketing, marketing mix, analysis, product and image development, use of current media, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to apply the marketing process as it relates to the hospitality industry.
College Transfer: N/A

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

HRM 280 - Mgmt Problems-Hospitality
CIS Course ID: S22920
Class Hours 3
Credit Hours 3
Minimum State Prerequisites: Take HRM 110
Local Prerequisites: None
This course is designed to introduce students to timely issues within the hospitality industry and is intended to move students into a managerial mindset. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to demonstrate knowledge of how hospitality management principles may be applied to real challenges facing industry managers.
College Transfer: N/A

HUM 110 - Technology and Society
CIS Course ID: S14059
Class Hours 3
Credit Hours 3
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: S25444
Class Hours 3
Lab Hours 0
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take DRE-098, or ENG 002, or ENG 111
Minimum State Corequisites: None
Local Prerequisites: None
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 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.

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

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

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 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

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: DRE-097, or ENG 002, or ENG 111
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 Service
CIS Course ID: S12287
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 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

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 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 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

MAT 110 - Math Measurement & Literacy
CIS Course ID: S25428
Class Hours 2
Lab Hours 2
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take One Set:
Set 1: DMA-010, DMA-020, DMA-030
Set 2: DMA-025
Set 3: MAT 003
Minimum State Corequisites: MAT 010
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
NOTE: Successful completion of MAT 152 permits a student to register for MAT-143 without the coreq MAT-043.
Minimum State Corequisites: MAT 043
Local Prerequisites: None
Local Corequisites: None
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
NOTE: Successful completion of MAT 143 permits a student to register for MAT-152 without the coreq MAT-052.
Minimum State Corequisites: MAT 052
Local Prerequisites: None
Local Corequisites: None
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
CIS Course ID: S25432
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
NOTES:
Successful completion of MAT-121 permits a student to register for MAT-171 without the coreq MAT-071.
Successful completion of MAT-143 or MAT-152 permits a student to register for MAT-171 with the coreq MAT-071.
The student is eligible for this course if MAT-003 is in the student's record with a demonstrated mastery level of Tier 2.
Minimum State Corequisites: MAT 071
Local Prerequisites: None
Local Corequisites: None
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.

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 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; BPR 111, ELC 117, ELC 228, ELN 229, HYD 110, MEC 110, MEC 111 MNT 110, and WLD 112
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

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

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: DRE-097, or ENG 002, or ENG 111
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: DRE-097, or ENG 002, or ENG 111
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.

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/UNIX Single User
CIS Course ID: S24396
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 develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.
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. Empasis 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

NET 125 - Introduction to Networks
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 the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.
College Transfer: N/A

NET 126 - Routing Basics
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 125
This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.
College Transfer: N/A

NET 225 - Routing & Switching 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: NET 126
This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.
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

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&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 3
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

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 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

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

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.

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.

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 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 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.

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

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 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.

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 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 demostrate 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.

RAD 110 - Rad Intro & Patient Care
CIS Course ID: S13079
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: None
Minimum State Corequisites: Take All: RAD 111 and RAD 151
Local Prerequisites: Admission into the Radiography Program
Local Corequisites: None
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: S24944
Class Hours 3
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 4
Minimum State Prerequisites: Take All: RAD 110, RAD 111, and RAD 151
Minimum State Corequisites: None

Local Prerequisites: None
Local Corequisites: RAD 122, 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: S24945
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take All: RAD 110, RAD 111, and RAD 151
Minimum State Corequisites: None
Local Prerequisites: None
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: S24946
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: Take All: RAD 112, RAD 121, and RAD 161
Minimum State Corequisites: None
Local Prerequisites: None
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: S24950
Class Hours 2
Lab Hours 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: Take All: RAD-112, RAD-121, and RAD-161
Local Prerequisites: None
Local Corequisites: None
his 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 Education I
CIS Course ID: S12925
Class Hours 0
Lab Hours 0
Clinical Hours 6
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: None
Minimum State Corequisites: Take All: RAD 110 and RAD 111
Local Prerequisites: None
Local Corequisites: None
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 Education II
CIS Course ID: S13703
Class Hours 0
Lab Hours 0
Clinical Hours 15
Work Experience 0
Credit Hours 5
Minimum State Prerequisites: Take All: RAD 110, RAD 111, and RAD 151
Minimum State Corequisites: Take All: RAD 112 and RAD 121
Local Prerequisites: None
Local Corequisites: None
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: S24974
Class Hours 0
Lab Hours 0
Clinical Hours 9
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take All: RAD 112, RAD 121, and RAD 161
Minimum State Corequisites: None
Local Prerequisites: None
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: S24948
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take All: RAD 122, RAD 141, and RAD 171
Minimum State Corequisites: None
Local Prerequisites: None
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: S24949
Class Hours 1
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 2
Minimum State Prerequisites: Take All: RAD 122, RAD 141, and RAD 171.
Minimum State Corequisites: None
Local Prerequisites: None
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: S25000
Class Hours 0
Lab Hours 0
Clinical Hours 21
Work Experience 0
Credit Hours 7
Minimum State Prerequisites: Take All: RAD 122, and RAD 171
Minimum State Corequisites: Take: RAD 211, and RAD 231
Local Prerequisites: None
Local Corequisites: None
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 a 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: S25001
Class Hours 0
Lab Hours 0
Clinical Hours 21
Work Experience 0
Credit Hours 7
Minimum State Prerequisites: Take RAD 251
Minimum State Corequisites: Take RAD 271
Local Prerequisites: None
Local Corequisites: None
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: S24951
Class Hours 2
Lab Hours 3
Clinical Hours 0
Work Experience 0
Credit Hours 3
Minimum State Prerequisites: Take All: RAD 211, RAD 231, and RAD 251
Minimum State Corequisites: None
Local Prerequisites: None
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 demonstrat the knowledge required of an entry-level radiographer.
College Transfer: N/A

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 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 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 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 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.

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

SEC 110 - Security Concepts
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 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: S24399
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 and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.
College Transfer: N/A

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

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 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 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 225 - Social Diversity
CIS Course ID: S13923
Class Hours 3
Credit Hours 3
Minimum State Prerequisites: None
Local Prerequisites: 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.

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 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.

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

SUR 212 - SUR Clinical Supplement
CIS Course ID: S23088
Class Hours 0
Clinical Hours 12
Credit Hours 4
Minimum State Prerequisites: None
Local Prerequisites: None
This course provides the opportunity to continue mastering the continuity of care in the peri-operative assignment. Emphasis is placed on maintaining and enhancing acquired clinical skills in the peri-operative setting. Upon completion, students should be able to demonstrate mastery of surgical techniques in the role of the entry level surgical technologist.
College Transfer: N/A

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

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 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 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 onsafety, 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 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

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] (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] (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
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