Roanoke-Chowan COMMUNITY COLLEGE

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2018-2019
COLLEGE CATALOG &
STUDENT HANDBOOK

Roanoke-Chowan Community College is an affirmative action/equal opportunity institution. The College does not discriminate against students in admission to or access to the college's programs and activities based on race, color, gender, creed, age, disability, marital status, sexual orientation, veteran status, national or ethnic origin, or political affiliation. Nor does the College discriminate against faculty and staff or individuals interested in employment at the College as stipulated above. The College also is committed to maintaining an environment free from sexual harassment and retaliation.

Roanoke-Chowan Community College supports the protection available to members of its community under all applicable Federal laws, including Title III of the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973, and Executive Order 11246. Students having questions about these provisions should contact:

Dr. LaTonya Nixon, Dean, Student Services
Roanoke-Chowan Community College
Student Services Center - Room 111F
109 Community College Road
Ahoskie, NC 27910-9522
252-862-1267

Employees or other non-students having questions concerning the above-mentioned provisions should contact:

Nicole Boone, Interim Human Resources Director
Roanoke-Chowan Community College
Jernigan Building – Room 101
109 Community College Road
Ahoskie, NC 27910-9522
252-862-1310

General Catalog

2018-19

Roanoke-Chowan Community College
109 Community College Road
Ahoskie, North Carolina 27910-9522
Phone: 252-862-1200
Fax: 252-862-1358
www.roanokechowan.edu

Roanoke-Chowan Community College issues this catalog to provide students and other interested individuals with information about the College and its programs. Information provided is subject to change after catalog publication. The provisions of this catalog are not to be regarded as an irrevocable contract between students and the College.

The College reserves the right to change provisions, requirements, programs, courses, fees, etc. as and when deemed necessary. It is the student's responsibility to read and be familiar with policies and procedures that relate to their enrollment while attending the College.

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President's Message

Welcome to Roanoke-Chowan Community College and congratulations for choosing Roanoke-Chowan Community College as your institution of higher learning!

For 51 years, R-CCC has provided citizens of its service area affordable, quality education. Many leaders have contributed to the success the College enjoys today. As the ninth president of this great college, I am committed to the community and area business and industry to provide extensive career pathways that lead to increased economic development and, therefore, improve the quality of life of our citizens. I have a sincere passion to assist students in fulfilling their academic potential and ultimately reach their life long goals.

Roanoke-Chowan Community College offers courses and programs in curriculum and continuing education that exemplify the high academic standards required to meet the training needs of an emerging workforce. You can check out our programs online by visiting us at www.roanokechowan.edu/current-students/programs-of-study/or you can visit our campus in person and speak to someone on our admissions team.

As proud as we are of our campus, we look forward to the changes the campus will undergo when the projects being funded by the Connect NC Bond, which was approved in March 2016, get underway. These projects include the construction of a new building and a greenhouse and renovation of all restroom facilities on campus, the Davis Center, and multiple classrooms/labs. Exciting changes are in store for R-CCC.

Roanoke-Chowan Community College is an exciting place and offers a positive learning atmosphere. Again, please call and make an appointment with our admissions team who will gladly meet with you to explain the many opportunities available to you.

Again, welcome to Roanoke-Chowan Community College!

Sincerely,

Stanley J. Elliott, Ph.D.
9th President of Roanoke-Chowan Community College

Board of Trustees

Appointed by Governor of North Carolina

Reverend Daniel Smith, Sr.	June 30, 2019
Dr. Kashi Bazemore-Hall	June 30, 2020
Kimberly Turner	June 30, 2021
Julie Terry	June 30, 2018

Appointed by Hertford County Board of Education

Jean Matthews	June 30, 2020
Rev. C. David Stackhouse	June 30, 2019
Mary Harrell-Sessoms	June 30, 2020
André Lassiter	June 30, 2021

Appointed by Hertford County Commissioners

Ronald J. Gatling	June 30, 2020
Wendy Ruffin-Barnes	June 30, 2019
James Eure	June 30, 2020
Jeri Pierce	June 30, 2021

Student Government Association President

Bradley Peacock	June 30, 2019

Administrative Officers

Dr. Stanley J. Elliott..President
B.A. in Political Science with a Minor in Business Administration (1991), Elizabeth City State University
M.S. in Public Administration (1997), North Carolina Central University
Ph.D. in Educational Research and Policy Analysis with a Minor in Higher Education Administration (2013), North Carolina State University

TBA..Executive Admin. Assistant, President/ R-CCC Foundation Director

Dr. Adriane Leche (2018) ....Dean, Academic Affairs
B.A. in Criminology (1979), Indiana University
M.Ed. in Counselor Education (1985), University of Pittsburgh
Ph.D. in Educational Research, Evaluation, and Policy Studies; concentration in Educational Administration (1996), Virginia Tech

TBA...Dean, Administrative and Fiscal Services (CFO)

Tamara Allen (2016) ....Interim, Chief of Safety and Security
Basic Law Enforcement Training Certificate (2007), Halifax Community College

Nicole Boone (2015)..Interim Director of Human Resources
A.A.S. in Business Administration (2006), Martin Community College
A.A.S. in Accounting (2006), Martin Community College
B.S. in Business w/concentration in Human Resources Management (2016), Capella University

Dr. LaTonya Nixon (2017).. Dean, Student Services
B.S in Psychology (1990), Longwood University
M.A. in Clinical Psychology (1996), Norfolk State University
Ed. D in Higher Education and Teacher Leadership (2014), Walden University

Charles Purser (2017) ....Dean, Continuing Education & Workforce Development/Dir. of Physical Facilities
Certificate in Drafting (1986), Tidewater Community College
Certificate in Drafting (1987), Tidewater Community College
A.S. in Drafting and Design (1987), Tidewater Community College
B.S. in Occupational/Tech Studies w/concentration in Technology Educ, (1997), Old Dominion University
M.S. in Adult Education and Supervision (2000), East Carolina University

The College

Accreditation

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

The Associate Degree Nursing program is approved by the North Carolina Board of Nursing located at 4516 Lake Boone Trail, Raleigh, NC 27607, (919) 782-3211. The Cosmetology program is approved by the North Carolina State Board of Cosmetic Art Examiners located at 1207 Front St #110, Raleigh, NC 27609 or (919) 733-4117. The Barbering Program is approved by the North Carolina Board of Barber Examiners located at 5809-102 Departure Dr., Raleigh, NC 27616, (919) 981-5210. The Early Childhood Education program is accredited by the National Association for the Education of Young Children (NAEYC) Commission on the Accreditation of Early Childhood Higher Education Programs located at 313 L St. NW, Suite 500, Washington, DC 20005 or 202-232-8777. The College is also approved by the NC State Approving Agency to assist students eligible for veteran benefits. Agency contact information is 120 Penmarc Dr., Suite 103, Raleigh, North Carolina 27603 or (919) 733-7535.

R-CCC Strategic Plan   2013-2019

Mission

To provide world-class life-long educational and workforce training to meet the emerging needs of the community and to improve the quality of life for the students we serve.

Vision

Roanoke-Chowan Community College will be a world-class educational institution positively changing the lives of those served.

Values

R-CCC employees value student success, high quality instruction and service, innovation, access, social awareness, fairness, respect, accountability, equity, and community development.

Institutional Goals:

Committed to achieving its mission, Roanoke-Chowan Community College has developed a strategic action plan founded on its Institutional Goals. To achieve its mission, the College will:

IG#1 Students: Provide resources and services to meet the academic, economic, social, career, and leadership needs of a diverse student population.

IG#2 Educational Programs: Provide high quality and accessible learning using traditional and nontraditional educational settings, technology, and emerging programs that respond to a changing job market and industrial growth.

IG#3 Faculty: Provide excellence in student-centered teaching, incorporation of best practices in technology, student engagement, and active learning teaching strategies.

IG#4 Staff: Employ a staff that demonstrates commitment to the College's mission with an emphasis on customer service and professional development.

IG#5 Finance: Administer efficient, productive, and responsible use of all available resources through a comprehensive planning and management system.

IG#6 Facilities: Plan, achieve, and maintain a systematic maintenance service that provides facilities for programs and future expansion.

IG#7 Safety and Security: Provide a safe physical environment in which the college community may pursue educational and workplace goals and activities.

IG#8 Institutional Advancement: Continuously improve the effectiveness of the College by engaging all college stakeholders in appropriate planning, research, marketing, and resource development.

IG#9 Community Development: Offer programs and services that meet economic, social, and personal development needs of the community.

IG#10 Technology: Provide an infrastructure capable of utilizing current technology that increases student achievement in academic and career goals, employee productivity, and community services.

IG#11 Workforce Development: Develop and implement programs and services that support economic growth and employment.

IG#12 Professional Development: Provide high quality and cutting-edge professional development opportunities for faculty and staff.

General Education Competencies

Because of the successful completion of the general education component of an associate degree at Roanoke-Chowan Community College, students will be able to:

1. Communicate effectively in oral and written capacities.
2. Utilize appropriate technology skills.
3. Demonstrate knowledge of their roles and responsibilities in a diverse world.
4. Apply critical thinking skills, enabling them to think logically and solve problems.
5. Apply quantitative reasoning skills.

History of the College

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

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

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

Dr. Edward H. Wilson, Jr. led the institution from 1981 until 1983, followed by Dr. David W. Sink, Jr. from 1984-1987. In 1987, Dr. Harold E. Mitchell, who had served the school as a faculty member and later in an administrative capacity, took the reins as the school's fourth president. Mitchell served until 2000 and was followed by Dr. Mary C. Wyatt. Wyatt's tenure was between the years of 2001 to 2005. Dr. Ralph G. Soney served as the sixth president from 2005-2012. Dr. Michael Elam served as the seventh president from 2013 – 2016. Dr, Jimmy T. Tate served as the eighth president from 2016-17. Currently, Roanoke-Chowan Community College is under the leadership of its 9th president, Dr. Stanley J. Elliott.

Roanoke-Chowan Community College is currently situated on a 41-acre tract of land and has seven buildings that house instructional space and various administrative functions. The College currently has about 20 curricular programs in which students may seek degrees, diplomas, and short-term skills-based certificates. Most recently, the College has added an Associate of Fine Arts Degree in Visual Arts.

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

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

The Continuing Education and Workforce Development Division also has continued to meet business needs by setting up basic or occupation-related classes within local industries as well as developing Focused Industrial Training (FIT) opportunities. Its Small Business component works on a one-to-one basis with individuals and small companies wanting to start and/or enhance a small business enterprise.

Roanoke-Chowan Community College has a strong tradition of building from the past and improving the present as it moves toward meeting the needs of tomorrow. Further, while the College is proud of its past, it realizes that its longevity is merely a stepping stone to the future.

Operating Hours

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

College Closings

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

- Adverse or severe weather that would prevent students and employees from traveling or that would prevent normal operation of the College.

- Quarantines or epidemics declared by medical authorities for public health purposes.

- Critical power or utilities failure that would prevent normal operation of the College.

- Declared national or state emergencies or restrictions imposed by civil authorities.

- Other contingencies, such as fire.

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

WAVY TV Channel 10 – Virginia WITN TV Channel 7 – Washington, NC FM 98.3 Radio – Murfreesboro

AM 970 Radio and FM 99.3 Radio - Murfreesboro

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

Campus Security Act

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

In 1998, the Campus Security Act was amended and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Act requires R-CCC to prepare and distribute to all current faculty, staff, and students an annual report that sets forth our policies on crime prevention issues and provides statistics on the number of specific, violent crimes (murder and non-negligent manslaughter and negligent manslaughter, forcible and non-forcible sexual offenses, robbery, aggravated assault, burglary, arson, motor vehicle thefts, and hate crimes) that have occurred on campus and also

the number of arrests on campus for liquor law violations, drug use violations, and weapons possession.

Employees and students play a major role in the success of crime prevention programs by taking individual precautionary steps to avoid becoming a crime victim, as well as by working together as a campus community. Known or suspected violations of federal and state laws occurring on campus should be reported to Campus

Security. Criminal incidents occurring at off-campus, college-sponsored activities should be reported to the Campus Security and the law enforcement agency having jurisdiction. The annual report is available at the campus security department located in the Student Services Center and can be found at http://ope.ed.gov/security/.

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

Offenses Reported	2014	2015	2016	2017
Murder/Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses – Forcible 1	0	0	0	0
Sex offenses – Non-Forcible	0	0	0	0
Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0

Arrests initiated for the following:

	2014	2015	2016	2017
Liquor Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Weapons Possession	0	0	0	0

Performance Measures

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.

The performance measures goals and baselines are based on three years of historical data (if available) for each measure for all the NC community colleges. Baselines were set two standard deviations below the North Carolina Community College System average, and the goals were set one standard deviation above the system average. These baselines and goals remain static for three years and will be reset in the 2018 Report. The 2017 performance summary for R-CCC as compared to system averages and goals is:

Measure	System Excellence Level	System Totals	R-CCC Performance 2017
Basic Skills Progress	63.8%	34.5%	38.0%
Student Success Rate in College-Level English Course	55.9%	23.8%	41.6%
Student Success Rate in College-Level Math Course	32.5%	10.1%	7.9%
First-Year Student Progression	75%	54.1%	66.7%
Curriculum Completion	51.9%	35.9%	40.9%
Licensure Passing Rate	90.9%	69.9%	75.0%
Transfer Rate	87.6%	65.1%	71.4%

The 2017 Performance Measures for Student Success Report is available on the College website at https://www.nccommunitycolleges.edu/sites/default/files/data-warehouse/2018_performance_measures_report_071118_final_1.pdf#overlay-context=analytics/state-and-federal-performance-measures

Admission Requirements

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

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

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

When to Apply

The process for admission to curriculum programs at R-CCC should begin as early as possible—preferably four to six weeks before registration—to allow enough time to complete all steps in the process. Also, applying early allows time to meet with counselors, apply for financial aid, and have questions answered.

For additional information about admissions, call the Admissions Office at (252) 862-1200.

General Admissions

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

1. Complete the Residency Determination Process at https://ncresidency.cfnc.org. A valid Residency Certification Number (RCN) is required to establish residency for all state-supported public colleges and universities in North Carolina.
2. Submit a completed application for admission online at www.roanokechowan.edu. Click the Apply Now link on the homepage.
3. Submit an official transcript of high school graduation with a diploma or a high school diploma equivalency certificate to Student Services. Transcripts should be sealed and forwarded to the Admissions Office directly from the institution attended or by the applicant. A supplementary transcript of the final semester's work should be submitted by the school after high school

graduation. Applicants with a high school diploma equivalency certificate must submit a copy of the test scores in lieu of a transcript.

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

5. Take the North Carolina Diagnostic Assessment and Placement (NC_ DAP) institutional placement test for proper course placement. Applicants may be exempt from testing based upon scores from the Scholastic Aptitude Test (SAT), American College Testing (ACT), College Transfer courses, or high school grades. (See Placement Testing.). Please contact Student Services to schedule a date to test. Retesting on the NC_DAP test will be permitted once, providing applicant has not enrolled in any developmental courses in the academic area of desired re-testing.

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

Home-School Admissions

Home-schooled students must submit a copy of the home school's approved registration from the state in which they are registered in addition to meeting   R-CCC's General Admissions requirements.

Provisional Admissions

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such cases, all requirements must be completed within the first semester of attendance, including receipt of all official transcripts (high school and post-secondary) provided directly to the Office of Admissions.

Provisional students will NOT be able to register for the next semester until all admission requirements are met.

Readmission of Curriculum Students

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

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

decisions will be made by the Dean, Continuing Education & Student Services.

Reverse Transfer

Students who transfer from Roanoke-Chowan Community College to an accredited four-year institution prior to completing their associate degree, may transfer credit from the four-year institution back to R-CCC for review of degree completion.

To be eligible for reverse transfer consideration, a student must follow the same transfer credit requirements as outlined in the Transfer Admissions section of the catalog, including submitting official college transcripts. Official transcripts may be sent to the R-CCC Records Office by mail at 109 Community College Rd, Ahoskie NC 27910.

For more information on the reverse transfer program, please visit http://www.northcarolina.edu/reversetransfer

Transfer Admissions

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

Roanoke-Chowan Community College may also grant credit where applicable for military service schools in accordance with the recommendations of the American Council of Education's "Guide to the Evaluation of Educational Experiences in the Armed Services" when consistent with the student's program requirements. Roanoke-Chowan Community College does not allow credit for experiential learning. All courses in the North Carolina Community College System Combined Course Library (CCL) are transferable from other colleges.

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

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

Admissions to the Associate Degree Nursing Program

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

Special Credit Admissions

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

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

Special credit students must have a high school diploma or a high school equivalency diploma to take degree-level courses, as well as courses in certain diploma and certificate programs. Unless declaring major, special credit students who have earned college degrees may submit official college transcripts in lieu of high school transcripts or high school equivalency scores. Note: Financial Aid students cannot be declared Special Credit; to receive aid, they must enroll in a program.

International Student Admissions

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

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

In addition to R-CCC requirements, international students must (1) demonstrate a satisfactory achievement on the Test of English as a Foreign Language (TOEFL) with a score of at least Reading 17, Listening 17, Speaking 16, and Writing 16 on the Internet Based Test (IBT). For the Computer Based Test (CPT), the minimum score is 173 and 500 on the written test. Testing arrangements may be made by contacting the Educational Testing Service,

www.ets.org/toefl; however, an international student whose country has English as the only official language is exempt from taking the TOEFL exam. International students who wish to enroll in R-CCC must do the following: (1) complete an admissions application; (2) submit official transcripts of high school and college records with certified English translations; 3) submit an official bank statement, notarized letter of support, or sponsor's bank statement (in US dollars) showing financial ability to cover costs for tuition, fees, books, and living expenses for one academic year; and 4) submit documentation of medical insurance to satisfy admission requirement for specific programs of study.

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

Fall semester admission – July 15
Spring semester admission – November 1
Summer term admission – March 1

High School Admissions - - Career and College Promise

Session Law 2011-145, the Appropriations Act of 2011, authorized the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, effective January 1, 2012.

The purpose of Career and College Promise is to offer structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, or degree, or State or industry-recognized credential as well as provide entry-level jobs skills.

Career and College Promise offers North Carolina high school students a clear path to success in college or in a career. The program is free to all students who maintain a "B" average and meet other eligibility requirements. Through a partnership of the Department of Public Instruction, the N.C. Community College System, the University of North Carolina system and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a community college campus at no cost to them or their families.

** High school students participating in Career & College Promise may not delay high school graduation to continue participation in the CCP program.

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

College Transfer Pathway

The Career and College Promise College Transfer Pathway requires the completion of at least thirty semester hours of transfer courses, including English, mathematics, and ACA 122 College Transfer Success.

For students wishing to take Career and College Promise classes under the College Transfer Pathways (Associate in Arts, Associate in Science, or the Associate in Nursing) the student must:

- Be a high school junior or senior;

- Have at weighted GPA of 3.0 on high school course; and

- Demonstrate college readiness in English, reading, and mathematics on an approved assessment or placement test or meet provisional status.

Provisional Admissions:

A high school junior or senior who does not demonstrate college-readiness on an approved assessment or placement test may be provisionally enrolled in a College Transfer Pathway. To qualify for Provisional Status, a student must meet the following criteria:

- Have a cumulative weighted GPA of 3.5;

- Have completed two years of high school English with a grade of 'C' or higher;

- Have completed high school Algebra II or Math III (or a higher-level math class) with a grade of 'C' or higher;

- Obtain the written approval of the high school principal or his/her designee; and,

- Obtain the written approval of the community college president or his/her designee.

Provisional students who meet all the requirements previously listed may:

- Enroll in English and/or mathematics courses in a College Transfer Pathway as provisional student without placement or other testing.

- Provisional students who successfully complete ENG 111 with a 'C' or higher can enroll in ENG 112.

- Provisional students in the Associate in Science pathway who successfully complete MAT 171 with a "C" or higher can enroll in MAT 172.

- Register only for college mathematics (MAT) and college English (ENG) courses within the chosen Pathway.

- Provisional students cannot enroll in any additional courses in pathways until they are no longer considered provisional.

- To no longer be considered provisional and to be eligible to register for other courses in the College Transfer Pathway, the student must first successfully complete the first mathematics and English courses in the Pathway with a grade of 'C' or higher or demonstrate college-readiness on an approved assessment or placement test.

- Provisional students in the ADN pathway must complete the first math in the AGE-Nursing degree with a "C "or higher and ENG 111 in the pathway with a "C" or higher before being fully admitted to the ADN pathway or demonstrate college-readiness on an approved assessment or placement test.

To maintain eligibility for continued enrollment, a student must:

- Continue to make progress toward high school graduation, and

- Maintain a 2.0 GPA in college coursework after completing two courses (A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.)

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

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

With approval of the high school principal or his/her designee and the college's chief student development administrator, a student who completes a College Transfer Pathway while still enrolled in high school may continue to earn college transfer credits leading to the completion of the Associate in Arts or Associate in Science. The AA/AS may not be awarded prior to high school graduation verification.

With approval of the high school principal or his/her designee and the college's chief student development administrator, a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education program of study or two (2) Career Technical Education programs of study.

Career Technical Education Pathways (Juniors and Seniors)

The Career and College Promise Career Technical Education Pathways for juniors and seniors leads to a certificate or diploma aligned with a high school Career Cluster.

To be eligible for enrollment in Career Technical Education - Curriculum, a high school student must meet the following criteria:

- Be a high school junior and senior;

- Have a weighted GPA of at least a 3.0 on high school courses OR have the recommendation of the high school principal or his/her designee (assessment scores should be considered); and

- Have received career pathway information outlining program requirements for completion of the certificate or diploma.

College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.

To maintain eligibility for continued enrollment, a student must

- Continue to make progress toward high school graduation and

- Maintain a 2.0 in college coursework after completing two courses. (A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.)

A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.

A student may concurrently enroll in two CTE programs of study provided the exception has been approved by the college's Chief Academic Officer or his/her designee. With approval of the high school principal or his/her designee

and the college's chief student development administrator, a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education program of study.

A CTE student is not required to demonstrate college readiness on an assessment or placement test to be eligible for the program. However, some required courses within the program may have developmental course pre-requites requirements, which must be met when this is the case through the demonstration of college readiness on an approved assessment or placement test. Students are encouraged to complete college readiness assessments prior to entry to the program. CCP students may not enroll in developmental courses.

Career Technical Education Pathway (Freshmen and Sophomores)

The Career Technical Education Pathway for freshmen and sophomores leads to an industrial or engineering certificate or diploma aligned with a high school Career Cluster.

To be eligible for enrollment, a high school student must be a high school freshman or sophomore.

A qualified freshman must have:

- Passed Math I with a grade of "C" or better;

- Scored a 3, 4, or 5 on the End of Course assessment (EOC) for Math I;

- Scored a 3, 4, or 5 on the 8th grade End of Grade ELA assessment;

- Received career pathway information outlining program requirements for completion of the certificate or diploma; and

- Obtained the recommendation of the high school principal or his/her designee (based on assessment of student maturity and ability to effectively participate in a class that may include adult students).

A qualified sophomore must have:

- Met all criteria for freshmen as listed above; and

- Obtained a weighted GPA of 3.0 on high school courses;

- Received career pathway information outlining program requirements for completion of the certificate or diploma; and

- Obtained the recommendation of the high school principal or his/her designee (based on assessment of student maturity and ability to effectively participate in a class that may include

adult students). *Students who do not have an Explore score or Math I score (example: homeschool students, students from a private school, or students who moved to NC from another state) shall take the college's NCDAP test to determine college readiness.

Freshmen and Sophomores who do have Explore and Math I and are attending public school in NC must meet the eligibility guidelines previously described.

College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.

To maintain eligibility for continued enrollment, a student must:

- Continue to make progress toward high school graduation,

- Maintain a 2.0 GPA in college coursework after completing two courses.

A student may be awarded a certificate or diploma prior to high school graduation. The AAS may not be awarded prior to high school graduation verification.

A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major to another industrial or engineering program of study with approval of the high school principal or his/her designee and the college's chief student development administrator. A student may concurrently enroll in two engineering or industrial CTE programs of study provided the exception has been approved by the college's Chief Academic Officer or his/her designee.

A student who completes the CTE certificate or diploma may continue in the same AAS if they are still eligible for CCP. To continue, the program code should be changed to reflect the AAS. The student type will remain CCPP and their student code will remain CTE.

CCP students may not enroll in developmental courses. CCP students may not audit courses. CCP Students may not be enrolled in the Associate in General Education or General Occupational Technology programs.

Students enrolled in Adult High School, Adult Basic Education, or Adult Secondary Education are not eligible for Career and College Promise.

Cooperative Innovative Programs – Hertford County Early College High School

The Cooperative Innovative High Schools Program Pathway will be a continued partnership between Hertford County Public Schools Early College High School and Roanoke-Chowan Community College. Admission requirements are based on the following criteria:

- High school students in grades 9 to 12 with access to a cooperative innovative high school approved by the State Board of Education.

- Special emphasis and preference given to first-generation college students.

- Additional eligibility requirements are set by the local board of education and the partner community college or university.

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

How to Apply for a Career and College Promise Pathway

Interested applicants are asked to contact their high school counselor about applying for a Career and College Promise Pathway and/or the College's Director of Enrollment Services/Registrar located in the Office of Student Services.

Graduation from a Career and College Promise Pathway

College Transfer Pathway

- A student may complete the Associate in Arts/Associate in Science pathway and then continue towards completion of the Associate in Arts/Associate in Science degree.
- The Associate in Arts/Associate in Science degree may not be awarded prior to high school graduation verification.

Career and Technical Pathway

- A student may be awarded a certificate or diploma prior to high school graduation.
- A student may complete the CTE certificate or diploma and then continue towards completion of the Associate in Applied Science degree.

Residency Classification for Tuition Purposes

The NC Community College System (NCCCS) implemented a centralized "Residency Determination Service" in 2017. Therefore, the following information may be subject to change. The Enrollment Management staff at R-CCC is available to assist students who might have

questions concerning in-state residency.

To qualify for in-state tuition, students must have maintained a primary domicile in North Carolina. A person who has established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months (365 days) immediately prior to his or her classification is considered a resident for tuition purposes.

Students who are classified as a nonresident for tuition purposes have the right to petition for a change in classification to that of a resident if they can claim that now, and for at least the 12-month period immediately preceding the date of such petition, they have been a legal resident of the State of North Carolina. If it is determined that, in fact, they have been a legal resident for the required 12-month period, the effective date of change in applicable tuition rates shall be the beginning of the next academic term following the date of application for tuition change.

Students who are currently classified as a resident for tuition purposes and this status should change have the obligation to petition for a change in classification to that of a nonresident. Failure to fulfill this obligation may result in appropriate disciplinary action including, but not necessarily limited to, cancellation of enrollment. If it is determined that, in fact, they have become a nonresident, the effective date of change in applicable tuition rates shall be the next semester following the date of change.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in "A Manual to Assist the Public Higher Education Institutions of North

Carolina in the Matter of Student Residence Classification for Tuition Purposes." A copy of the manual is available for student review in the Admissions Office and the Learning Resources Center (LRC).

The College provides postsecondary opportunities for all residents of our region to increase educational opportunities and economic benefits by offering quality training in a cost-effective and cost-saving manner.

Thanks to a tuition waiver program for non-residents who are employed by a North Carolina business (GS 115D-39), any out-of-state student can qualify for in-state tuition rates if their employer agrees to pay the tuition charges.

Placement Test Procedures

Roanoke-Chowan Community College requires most applicants seeking admission into curricular programs to take the North Carolina Diagnostic Assessment and Placement (NC_ DAP) test for placement purposes. This

test assesses students' English, reading and math college readiness skills and places them in curricular and/or appropriate developmental courses. An admission's application must be on file in Student Services prior to testing. Retesting on the NC_DAP test will be permitted once, providing applicant has not enrolled in any developmental courses in the academic area of desired re-testing.

Applicants who have taken the NC_DAP test at another college and applicants who have taken the SAT or ACT may have an official copy of the scores sent to the college's Testing Center. Testing Services staff will review the test results and forward a notice of placement in the appropriate courses to Student Services.

NC_DAP, SAT, or ACT scores faxed from another college will be accepted.

NC_DAP test scores are valid for five years. Returning students, as well as students changing curriculums, must meet with the Registrar in Student Services to have their academic record evaluated for course placement and/or the need for testing. For additional information about placement testing call the Student Services at (252) 862-1200.

The following assessment cut-scores are used for course placement according to NC_DAP:

English

If DRE Composite Score is		Then Student Enrolls in
100 – 103	→	Basic Skills
117 – 135	→	DRE 097
136 – 150	→	DRE 098
151 or higher	→	ENG 111

Mathematics

Students who score a 7 or higher on each DMA will test out of that course, OR they must enroll in the course to receive credit.

If DMA score is < 7: Then student must take that course.

Ex: DMA 010 = 2; Student must enroll in DMA 010.

If DMA score is 7 or higher: The student has tested out of that course. Ex: DMA 010 = 8; Student does not need to take DMA 010.

Exception: If a student scores a 1 in DMA 010 and has no

other score greater than or equal to a 7, the student must enroll in Math Sense. If a student scores a 1 in DMA 010 and has a score greater than or equal to 7 in any other module, the student may enroll in DMA 010.

Testing Exemptions

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

Multiple Measures

Roanoke-Chowan Community College uses multiple measures to assess students for enrollment into gateway courses for each degree or diploma program. Students can meet enrollment requirements for gateway courses in one of three ways:

1. Official High School Transcript - The applicant is admitted and registered for classes within five (5) years from the high school graduation date. The applicant has an unweighted high school GPA of 2.6 or higher. The applicant has successfully completed four (4) high school math courses including three (3) Core Mathematics Courses and at least one higher level math course* as recognized by the North Carolina Department of Public Instruction.

Note: This option is only available to someone who graduated from a high school that is legally authorized to operate in NC and who graduated from that high school within five years of enrollment.

2. SAT and/or ACT scores - Applicants with SAT and/or ACT scores can enroll in gateway courses if their scores meet the following criteria:
   a. Courses with English and Reading prerequisite: ACT Reading 22 OR ACT English 18
   b. SAT Writing 500 OR SAT Critical Reading 500
   c. Courses with Math prerequisite:
   d. SAT Math > 500 OR ACT Math > 22

Note: A student is only required to have a minimum in either Reading OR Writing/English to be considered college-ready in English.4

3. Course Readiness Assessment – Applicants who do not meet the above criteria for enrollment into gateway courses can take one of the College's approved course readiness assessments. Currently

Roanoke-Chowan Community College offers two forms of assessment approved for placement purposes. Those assessments are the College Board's Accuplacer and the North Carolina Diagnostic Assessment and Placement (NCDAP).

Placement for students who apply before graduation from high school will be based on their high school GPA at the end of the fall term of their senior year. The student must be a graduate of a valid high school according to R-CCC policy. GED® is not valid for this measure.

Core Mathematics Courses:

Algebra I, Geometry, and Algebra II
  OR
Common Core Math I, II, and III
  OR
Integrated Math I, II, and III

Approved High School Math Courses (4th Math):
- Advanced Functions and Modeling**
- Analytical Geometry
- AP Statistics**
- AP Calculus**
- Discrete Mathematics**
- Essentials for College Math (SREB – Math Ready)
- Integrated Mathematics IV
- International Baccalaureate Mathematics
- International Baccalaureate Computer Science
- Mindset
- Pre-Calculus**
- Probability & Statistics
- Trigonometry
- Calculus

** Will also meet UNC mathematics requirements.

Community College 4th Math Courses (Taken in Career & College Promise Pathways):

- MAT 143 (Quantitative Literacy)
- MAT 151 (Statistics I)
- MAT 152 (Statistical Methods I)
- MAT 155 (Statistical Analysis)
- MAT 161 (College Algebra)
- MAT 162 (College Trigonometry)
- MAT 165 (Finite Mathematics)
- MAT 167 (Discrete Mathematics)
- MAT 171 (Pre-Calculus Algebra)
- MAT 172 (Pre-Calculus Trigonometry)
- MAT 175 (Pre-Calculus)
- MAT 200 or above

Photograph Release Statement

Roanoke-Chowan Community College reserves the right to make photographs, videos, and electronic images of students and others on the college's campus and to use those images for news, marketing/advertising and promotional purposes. All photographs are the exclusive property of Roanoke- Chowan Community College and may be edited by public information staff. Images may also be shared with the North Carolina Community College System Office and others. Objection to the use of an individual's image in the manner stated above must be made in writing to the Director of Institutional Effectiveness and Planning. Students or employees who do not wish to have their images used by the College should state their desire to be excluded at the time images are being made, whether in photographs or videos or any other method. Exception: Images made during the College's public events, such as graduation.

Academic Regulations

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

Registration Procedures
As a member of the North Carolina Community College System, Roanoke-Chowan Community College operates on a 16-week fall and spring semester and a short-term 8-week summer session. A two-to-three-day registration period is held in August for fall semester classes, in January for spring semester classes, and in May for summer term classes. Prior to the start of each fall and spring semester, an early registration period is held. All students should register during the prescribed registration period for that semester.

Specific dates are stated in the 2018-19 Academic Calendar, posted on the college's website.

Registration Sessions
Registration sessions are conducted each semester. Early registration is conducted each semester approximately

four to six weeks prior to the start of a new semester. In addition, students can register for classes two to three days prior to the start of each semester. Specific dates are stated in the 2017-18 Academic Calendar, posted in the front of the catalog. During the designated days, students are encouraged to meet with their assigned advisor to register for courses.

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

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

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

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

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

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

Schedule Purges
Students must pay for all classes by the designated

payment dates, or their schedules will be purged from the system. Please see the 2087-19 Academic Calendar for registration payment dates.

Student Classification

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

Class Schedule

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

Course Load

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

Course Syllabi

All courses will have a syllabus, which is to be used by the instructor and students. All students will be given a syllabus for each course on the first day of classes, regardless of the mode of delivery. Instructors are required to provide students in the course with a syllabus that outlines the student learning outcomes, expectations of students, methods of assessments to be used, and information regarding course content.

Students are responsible for keeping the syllabus as a guide to the course. All instructors are asked to review the syllabus with students to emphasize essential information.

Attendance Requirements

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

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

The following scale shall be used to determine when a student has overcut the limit of the class for 15%. Examples of 15% absentee limits included, but are not limited to:

Contact Hours	Meeting Hours/semester	Absentee Hours Limits
1	16	2 hours
2	32	5 hours
3	48	7 hours
4	64	10 hours
5	80	12 hours

For example: In a four contact-hour course, there are four meeting times for each week times the 16 weeks in the semester. The total class meetings will be 16 X 4=64 hours per semester. Fifteen percent of 64 is 9.6. In this scenario, the student can miss no more than 10 hours of the total class meetings. See syllabus for the course for each class for specific attendance requirement. Syllabi are given to students by the instructor on the first day the class meets. Some courses/programs may have a more stringent attendance requirement.

Students who choose to participate in school-related activities must adhere to the attendance policy. The student is responsible for work missed due to school-related activities. In such cases, instructors will, wherever possible, work with the students involved to allow them to participate in the prearranged school activities, provided the student is in good academic standing for the course being missed (i.e., minimum "C" average).

School Absence for National Guard Service

Beginning with the Fall 2017 academic term, a student enrolled who is a National Guard service member placed onto State active duty status during an academic term, shall be given an excused absence for the period the student is on active duty.

a)   The college shall provide the student the opportunity

to make up any test or other work missed during the excused absence.

b) The college shall give the student the option, when feasible, to continue classes and coursework during the academic term through online participation for the period the student is placed on active duty.

c) The shall give the student the option of receiving a temporary grade of "incomplete (IN)" or "absent from the final exam (AB)" for any course that the student was unable to complete because of being placed on State active duty status; however, the student must complete the course requirements within the period specified by the college to avoid receiving a failing grade for the course.

d) Colleges shall permit the student to drop, with no penalty, any course that the student was unable to complete because of being placed on State active duty status.

Online Course Entry Dates and Attendance

Online course (Internet Class) entry dates are determined by the first day a student submits a course assignment. If a student has difficulties logging on to Moodle, the course environment, he or she is required to contact the instructor immediately. Any student who does not submit a graded course assignment by the 10% census date of the class will be dropped from the class with a grade of NE.

Online students do not attend seated classes on campus; however, they must still maintain regular attendance in their online course(s). Online instructors should have a clearly defined procedure to document student's attendance, typically following the 15% standard previously explained. Students who do not participate adequately in an online course for a period equal to 15% of the total class days WILL be dropped for non-participation. In a 3-semester hour course that meets over a period of 16 weeks, 15% of total class time would equal approximately 2 weeks (7 total hours of class time). For classes with more contact hours and classes meeting shorter periods of time, the 15% point would be calculated differently.

Students need to read their syllabus and be aware of the specific attendance procedure used by the instructor. Students should be familiar with this procedure and expectations of the course. Two rules of thumb to abide by are as follows: Students who do not show any activity—i.e., submitted assignments, participation in discussion forums, etc.—in a course for a two-week period, whether consecutively or in total, WILL be dropped from their online course. Students should keep in mind that, typically, late and missed assignments equal 1 hour of absence in an online course.

Reinstatement Procedure for Attendance Drops

Regardless of the reasons for the absences, instructors will drop students who accumulate absences totaling 15% of instructional course hours. Students who wish to be reinstated in a class due to an attendance drop, must submit a Request for Reinstatement Form to the Dean of Continuing Education and Student Services (or designee) within one week (5 working days) of the date of the attendance drop.

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

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

Distance Education students must adhere to the attendance/contact policy stated in course syllabi.

Accommodating Absences Due to Religious Observances

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

Students missing class assignments due to an absence related to an observance must be given an opportunity to make-up all work missed during the time he/she was absent.

Faculty are asked to provide students opportunities that are appropriate to make-up missed assignments due to class time missed for religious observances.

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

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

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

make-up the time.

Withdrawing from Classes

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

All other withdraws after the 60% point will receive a grade of "WP" or "WF". In the event a student must withdraw beyond the 60 percent point because of extraordinary circumstances beyond the student's control, the student may petition the Dean of Academic Affairs for a "W". Once a grade has been recorded, petitions will only be considered during the semester immediately after the grade was posted. The final decision will be submitted from the Dean of Academic Affairs' Office. Students officially registered for courses may not withdraw merely by non-attendance. No drops for any reason will be approved two weeks prior to the end of the semester.

Auditing Courses

Individuals who wish to audit courses must submit a completed admission's application to Student Services, follow regular registration procedures, pay required tuition and fees, and abide by all college regulations.

Only persons with a high school diploma or a high school equivalency diploma will be permitted to audit degree-level courses and courses offered in certain diploma and certificate programs. Courses may be audited only once, and no credit is given for audited courses.

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

Credit by Exam

Students who wish to attempt to receive credit for a course by taking a proficiency exam must receive permission from the appropriate Lead Faculty. If permission is granted, the student registers and pays for the course. Then the student will need to plan with the course instructor to take the exam. The exam must be taken, and a grade submitted to the Registrar during the Add Period, and only one attempt to complete the exam successfully is allowed. A score of 80 or higher must be

made on the exam to be exempt from taking the course. A copy of the exam must be attached to the "CE" (Credit by Exam) form and submitted to the Office of the Dean of Academic Affairs. Upon successful completion of the exam, a CE grade will be awarded. This grade has no effect on quality points or grade-point averages.

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

Transfer Credit

Curricular students are responsible for requesting official transcripts from all previously attended institutions (secondary and post-secondary).

Transcripts for all students enrolled in a curricular program will be evaluated automatically. Transcripts of course work completed at a college or university located outside of the United States must be accompanied by (1) a certified English translation and (2) course descriptions if transfer credit is needed.

Courses taken at a regionally accredited institution in which a minimum grade of "C" was earned, and a comparable course is offered at Roanoke-Chowan Community College may be accepted in transfer if appropriate to the student's program of study.

Substituting Courses

To substitute one course for another, students must contact the appropriate Lead Faculty. If approved, the Lead Faculty will submit a Notification of Approval for Course Substitution Form to the Dean of Academic Affairs for final approval. Upon the Dean's approval, the form is forwarded to the Registrar's Office for record-keeping purposes and graduation credit.

Course Statute of Limitations

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

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

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

Non-traditional Credit

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

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

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

Defense Activity for Non-traditional Educational Support (DANTES)--Veterans may receive college credits through DANTES, a testing program by the Educational Testing Service. This program enables veterans to obtain college credit for knowledge and skills acquired through non-traditional educational experiences in the armed forces. The ACE Guide will be used in evaluating Military credit.

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

Military Service Training (MST)--Military service school records may be submitted for transfer credit evaluations. The service member is encouraged to submit a JST Transcripts (Army/ACE Registry System) transcript for evaluation purposes. Service school diplomas and MOS (Military Occupational Specialty) Evaluation Score Reports are acceptable in lieu of the JST Transcript. Military service experiences are evaluated using ACE Guide recommendations.

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

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

Experiential Learning

Roanoke-Chowan Community College will consider experiential learning or life experiences for transfer credit evaluation for certain programs of study. Students who demonstrate prior proficiency for a course due to previous work or life experiences may also apply for credit by examination. (See Credit by Examination)

Repeating Courses

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

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

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

Changes to Programs of Study

Students who decide to change programs of study must schedule a conference with their faculty advisor. Upon agreement that the change is warranted, the student will be advised to meet with the Director of Enrollment Services in Student Services where he/she will be given the name of his/her new advisor and advised to submit a Curriculum/Program Change Form to the Registrar. A Curriculum/Program Change Form must be submitted to and approved by the Director of Enrollment Services and processed by either the Registrar or Administrative Assistant or Director of Enrollment Services to deem the change official.

Changes to Student Personal Information

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

Satisfactory Progress

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

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

Grading System

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

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

The following chart provide a list of the grades students can receive and a description of each.

*I   Incomplete. Students may receive an "I" at the discretion of the instructor when 80% of the course has been completed and the final work required has not been completed because of extenuating circumstances. An "I" must be removed by the last day of classes of the next semester or it will automatically become an F (see R-CCC Academic Calendar). Students cannot re-enroll in courses in which an "I" grade is the grade of record. If the student fails to remove the "I" during the required time, the student must re-enroll in the course IF CREDIT FOR THE COURSE IS REQUIRED.

*AU   Audit. This grade is assigned to students who audit a course or who repeat a course in which a grade of C or higher has been earned.

*W   Withdrawal. A "W" is received when a student officially withdraws from a course by the 60 percent point of the course. A "W" is assigned for administrative withdrawals resulting from disciplinary action (i.e. suspension, etc.).

*WP   Withdrawal Passing. Student is passing course with an average of at least 60% at the time of drop.

*WF   Withdrawal Failing. Student is failing course with an average of less than 60% at the time of drop.

*CE   Credit by Examination. Student shows proficiency by examination. This grade is awarded for credit hours only.

*CL   College Level Examination Program (CLEP). This grade is awarded to students who have taken and met the credit-granting score standard for CLEP.

*AP   Advanced Placement. This grade is awarded to students who take the College Entrance Board's Advanced Placement Examination and who meet the credit-granting score standard for AP.

*MT   Military Training. This grade is awarded to veteran students who may receive college credits through DANTES, a testing program service by the Educational Testing Service.

*BL   Basic Law Enforcement Training. This grade is awarded to students who have completed Basic Law Enforcement Training. The training must be for curriculum credit and not continuing education credit.

*P   Pass. A grade of P (pass) will be issued for successful completion of DRE and DMA developmental courses. Credit hours or quality points are not earned for grade-point average calculations nor are they considered a part of the program's total hours required for graduation. However, the grade is recorded on the student's permanent college transcript.

*R   Repeat. A grade of R (repeat) will be issued for unsuccessful completion of DRE and DMA development courses. Credit hours or quality points are not earned for grade-point average calculations, nor are they considered a part of the program's total hours required for graduation. However, the grade is recorded on the student's permanent college transcript.

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

Grade-Point Averages (GPAs)

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

Please note: Students taking DRE and DMA courses will earn a grade of P (for Pass) or R (for Repeat). Since these courses are pre-curriculum level courses, meaning that they help prepare students for success in curriculum level coursework, credit hours or quality points are not earned for grade-point average calculations nor are they considered as part of any program's total hours required for graduation. The grade earned for this course, however, is recorded on the student's permanent college transcript, which future colleges or employers may request.

Grade Appeal

A student has the right to appeal a final course grade when he/she believes that his/her performance in a course has been incorrectly or inappropriately evaluated by the instructor. Any such appeal should be initiated within the first two weeks of the next semester after the grade was issued.

1. The first level of appeal, in all cases, should be to the instructor involved. Only if the issue cannot be resolved between the instructor and student should further appeals be made or considered.

2. In that case, a student should make his/her appeal to the appropriate division director within 5 working days after meeting with the instructor. The division director will work with the instructor and, where appropriate, with the department head to review the student's work in the course. The division director will make a response to the student within one week of the date of appeal.

3. If the student is not satisfied with the division director's decision, the student has the right to appeal that decision to the Dean of Academic Affairs within 5 working days after receiving the Division Director's response. Within 10 working days, the Dean of Academic Affairs will meet with the student to fully understand the student's basis for appeal, meet with the instructor, the appropriate division head, and render a resolution to the student.

4. If the complaint is not resolved, the student may file a written grievance with the Dean of Student Services

within 5 working days after completing step 3. The student must complete a "Student Formal Complaint Form". The student may obtain the form from the Office of the Dean of Student Services or print a copy from the college's website. The Dean for Student Services will review the grievance within 5 working days upon receipt of the form to determine that all steps in the appeals process have been completed and then consult with the Dean of Academic Affairs to convene the Academic Standards Committee to conduct a hearing to review the matter.

5. The Dean of Academic Affairs will convene the Committee within 10 working days upon notification from the Dean of Student Services. Following procedures, the committee will decide by a majority vote the solution of the grievance and forward a decision and supporting documentation to the Office of the President within 5 working days after the hearing.

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

President's List

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

Dean's List

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

Academic Warning

Students who fail to maintain the minimum academic requirements will be placed on academic warning for the next semester and notified in writing of their status by the Registrar. Students on academic warning must consult with their advisor before registering again and can register for no more than 10 semester hours during the warning semester or term. Approval to enroll in more than 10 semester hours is allowed based upon extenuating circumstances and at the recommendation from the advisor. Students who registered early for more than 10

semester hours for the next semester will need to make the necessary schedule adjustments to meet the requirements during the academic warning period.

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

Academic Probation

Students who fail to reestablish the required average after the warning semester will be placed on academic probation and notified in writing of their status by the Registrar. Students on academic probation can register for no more than six semester hours until the minimum academic requirements are achieved.

Approval to enroll in more than 6 semester hours is allowed based upon extenuating circumstances and at the recommendation from the advisor. Students on academic probation are making unsatisfactory progress and, therefore, are not eligible for financial aid or VA benefits.

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

Make-Up Work

Instructors may establish procedures for make-up work.

Grade Changes

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

Catalog of Record

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

Graduation

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

To graduate, students must:

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

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

Awards are issued only once a year at the May graduation ceremony. Students completing graduation requirements for degrees, diplomas, and certificates at points throughout the academic year must wait until the graduation ceremony following their completion to receive their award. Students receiving more than 1 award will receive recognition of all degrees, diplomas, and/or certificates earned on the printed graduation program; however, only the highest degree will be announced during the ceremony.

By March 1 of each year, prospective graduates will receive notification regarding all pertinent information relative to commencement. All prospective graduates are required to pay a graduation fee. Those who do not wish to participate in the commencement ceremony are still required to pay the graduation fee. The graduation fee includes the printing of the actual award and other expenses associated with the graduation exercises. The graduation attire and other accessories are made available for purchase through an outside vendor.

Honor Graduates

There are two levels of distinctions--High Honors and Honors. To be considered a High Honor graduate, the student must have an overall program GPA of 4.00 upon completion of any degree or diploma program. To be considered an Honor graduate, the student must have an overall program GPA of 3.75 to 3.99 upon completion of any degree or diploma program.

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

Transfer to Other Institutions

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

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

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

Transcripts

Upon written request by a student, a transcript of curricular courses taken at R-CCC will be issued to the appropriate institution, agency, or individual. Official copies of transcripts are $5 per copy; unofficial copies are available at no cost. Transcripts will be processed daily and made available on the following day after requested.

Please note: Delays in processing may occur during busy times, such as registration, graduation, etc. Transcripts are not released when the student has any indebtedness to the College.

Verification of Enrollment

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

Family Educational Rights & Privacy Act of 1974 (FERPA)

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

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

Although that act specifically refers to the access rights of parents, it provides that "whenever a student has attained 18 years of age or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the students shall thereafter only be required of and accorded to the student."

The only individuals or agencies authorized to see a student's record, other than the student, without the student's written consent, are school officials with "legitimate" educational interests, officials of other schools in which the student "intends to enroll," and certain government representatives. Students interested in reviewing their files must see the Registrar or Information Processing Specialist.

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

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

Student-Right-To-Know

In accordance with the US Department of Education's Student Right-To-Know and Campus Security Act of 1999, the College makes available to prospective and enrolled students the completion or graduation rate of students in

their program. Individuals interested in reviewing the completion or graduation rate information must request this information from the Registrar.

Tuition, Fees, and other Expenses for Curriculum Students

Tuition is set by the State Board of Community Colleges at rates approved by the North Carolina General Assembly and is subject to change without notice. Student fees are set by the College Board of Trustees and are subject to change as well. "R-CCC charges no student fees solely associated with Distance Learning courses."

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

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

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

Tuition and Fees – Curriculum Students

Tuition/Fee	Amount	Comments
Tuition – NC Residents	$76.00	Per Credit Hour $1,216.00 max
Tuition – Non-NC Residents	$268.00	Per Credit Hour $4,288.00 max
Student Activity Fee	$35.00	Per Semester
College Access, Parking, & Security	$20.00	Per Semester
Student Accident Insurance	$2.00	Per Semester
Liability Insurance	$13.00	Per Academic Year Certain courses
Technology Fee	$3.00	Per Credit Hour in Fall/Spring Semesters
Technology Fee	$1.00	Per Credit Hour in Summer Semester
Course Specific Fee	Varies Per Course	Certain Courses
Transcript Fee	$5.00 per official copy	Unofficial - free
Student ID Fee	$5.00 each additional	1st ID is Free

Tuition Rates

At the publication of this catalog and effective July 1, 2018, tuition is $76.00 per credit hour, not to exceed

$1,216.00, for legal residents of North Carolina. Tuition for out-of-state residents is $268.00 per credit hour, not to exceed $4,288.00. *(This amount is subject to change by the State Board of Community Colleges without notice.)*

Student Activity Fee

Student activity fees must be paid by day and evening students when registering for curriculum classes. The collected fees are used by the Student Government Association to help support students' programs, athletic events, contests, and other activities. Fees are $35.00 each semester.

College Access, Parking, and Security

Student parking fees are charged to support the college's parking facilities and campus security. The fee is $20.00 per student per semester.

Student Insurance

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

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

Liability Insurance

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

Technology Fee

A technology fee must be paid by day and evening students when registering for curriculum courses. The collected fees are used by the College to maintain and update computer hardware and software utilized by students. The Technology Fee is $3.00 per credit hour in the fall and spring semesters with a maximum per semester of $48.00. The rate is $1.00 per credit hour in the summer with a maximum per semester of $16.00.

Course Specific Fees

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

Transcript Fees

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

Transcripts, official or unofficial, cannot be processed or released until all the student's financial

obligations to the College have been satisfied. (See the Academic Regulations section for more information.)

Student ID Card Fees

Student ID cards are covered in the student activity fee for curriculum students; a replacement card is $5.00.

See the Student Rights, Responsibilities, and Appeals section for more information.)

Textbooks & Supplies

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

Tuition Refund Policy

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

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

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

Federal regulations, if different from above, will overrule this policy. To be eligible for a tuition refund, the student must:

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

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

Bookstore Refund Policy

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

Title IV Federal Refund Policy

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

Withdrawal from Course(s)

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

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

Past Due Accounts/Outstanding Debts

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

Payment Plans/Options

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

Financial Aid and Scholarships

Refer to the Financial Aid section of this catalog or contact the Financial Aid Office for information.

Third Party/Sponsorship Agreements

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

Student Payment Plan

For $25 per semester, students may set up an interest-free monthly payment plan to cover the cost of their tuition and fees. This plan is sponsored by Nelnet Business Solutions (Nelnet Payment Plan). Books may not be included in this payment plan and must be purchased by other means. Payment drafts that are not allowed due to insufficient funds or account numbers that do not exist will be charged a nonrefundable fee of $30 for each occurrence by Nelnet. Additional information is provided about Nelnet Payment Plan at www.MyCollegePaymentPlan.com/roanoke or by contacting the Business Office Cashier at 252-862-1214. Availability of Nelnet Payment Plan is determined by Roanoke-Chowan Community College. Please be aware that the College may elect not to have e-Cashier available during specific times and dates during registration. It is the student's responsibility to confirm with the Business Office that his/her account has been set up properly and will cover all tuition and fees for the semester to ensure that his/her schedule does not get purged from the system. It is also the student's responsibility to notify the Business Office of any changes made to his/her schedule or financial aid that has been awarded after the payment plan was set up to ensure that their payment plan is adjusted accordingly. Students will be responsible to pay any discount fees that are associated with their Nelnet Business Solutions (e-Cashier) account.

**NOTE: Financial aid is not considered earned until the Financial Aid office verifies attendance and requests for awards to be applied to student accounts. Students with financial aid should understand that aid will not be applied to their account until the disbursement date published on the college calendar; therefore, any payments they have contracted with Nelnet Business Solution to draft from their account will continue and be posted on schedule.

Once financial aid is applied to their account, then the balance that Nelnet reflects will be adjusted. Financial aid recipients should not assume their balance will automatically be adjusted if they add or drop a class or if they receive financial aid. They should review their agreement balance online through their Nelnet Payment Plan Account or call the Roanoke-Chowan Community College Business Office at 252-862-1214 to confirm the change. Once e-Cashier has been turned off for a semester, a student cannot make changes; however, in some cases the Business Office can adjust the account if given permission in writing by the student.

Financial Aid

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

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

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

Students wishing to receive financial aid must reapply each year; renewal is not automatic. They should complete the application as soon as possible after January 1 of each year. To be considered for financial aid, applicants must be enrolled in an eligible curriculum leading to a degree, diploma, or certain certificates; students must have a high school diploma or GED in which the transcript has been received by R-CCC's Admissions Office, students must be meeting and maintaining satisfactory academic progress,

and a student must not owe a repayment on a grant or be in default on an educational loan, in addition to any other criteria set by the US Department of Education.

Priority Dates

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

Fall Semester – July 15

Spring Semester – November 1

Students submitting their financial aid application after the established priority dates must be prepared to pay for their tuition, fees, and books. It takes approximately eight to twelve weeks to process the application.

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

Financial Aid Programs

Listed below are brief descriptions of federal, state, and institutional financial aid programs available to R- CCC students. Individuals who would like more specific information regarding any of these programs should contact the Financial Aid Office.

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

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

Federal Work-Study Program (FWS) provides part-time employment opportunities to eligible students to earn money to help pay college expenses. Students participating in this program are employed in the library, administrative and faculty offices, and various other departments. To apply, students must complete the Free Application for Federal Student Aid (FAFSA) and a work-study application available in the Financial Aid Office. Students must be enrolled in at least six (6) credit hours per semester in a curriculum program and must meet the satisfactory academic progress requirements of the institution.

North Carolina Community College Grant (NCCCG) is available to North Carolina residents who demonstrate financial need and are enrolled at North Carolina community colleges. Students must complete the FAFSA by the published deadline and list a NC community college as one of the top three choices of institutions. Students must be enrolled in at least six (6) credit hours per semester in a curriculum program and must meet the satisfactory academic progress requirements of the institution. The North Carolina State Education Assistance Authority in conjunction with College Foundation of North Carolina administers this program.

North Carolina Education Lottery Scholarship (NCELS) was created by the 2005 General Assembly to provide financial assistance to needy North Carolina students attending eligible colleges and universities located within the state of North Carolina. Students must be a North Carolina resident for tuition purposes, must be enrolled in at least six (6) credit hours per semester in a curriculum program, and must meet satisfactory academic progress requirements of the institution. It is offered by the North Carolina State Education Assistance Authority through College Foundation of North Carolina.

Child Care Assistance Program Grant (NCCHD) is available to parents who have children up to age 5 to help aid in paying their day care cost while they are in school. Students must be a North Carolina resident for tuition purposes, must be enrolled in at least six (6) credit hours per semester in a curriculum program, and must meet satisfactory academic progress requirements of the institution. Funding is limited, so students are encouraged to apply early.

Forgivable Education Loans for Service (FELS) was 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. Students must be a legal North Carolina resident for tuition purposes and must have a cumulative GPA of 2.80 at the time of application. Students must also register with the Selective Service System, if required; must not be in default, or does not owe a refund, under any federal or State loan or grant program; maintain satisfactory academic progress requirements of the institution; and be willing to work in NC in a designated critical employment shortage profession.

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

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

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

Roanoke-Chowan Community College Foundation Scholarships are made available through the R-CCC Foundation, various individuals, businesses, and civic and service organizations. Awards are determined annually and are subject to the availability of funds. The scholarship application deadline may vary each year. The Financial Aid Office and the college's website provide scholarship information, application forms, and deadlines.

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

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

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

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

Eligibility Requirements

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

1. Be enrolled or accepted for enrollment in an eligible program at Roanoke-Chowan Community College;

2. Be a citizen or an eligible non-citizen of the United States with a valid Social Security Number;

3. Be an undergraduate student who has not previously received a bachelor's degree;

4. Demonstrate financial need;

5. Have a high school diploma or GED certificate;

6. Be making satisfactory academic progress requirements of the institution;

7. Not be in default, or does not owe a refund, under any federal or State loan or grant program;

8. Meet any applicable program or degree-specific criteria;

9. Must have resolved any drug conviction issue; and

10. Any male required to register with Selective Service at any time must have done so to receive aid.

Debts

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

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

Satisfactory Academic Progress for Financial Aid

The Higher Education Act of 1965, as amended by Congress in 1980, mandates that higher education institutions establish minimum standards of satisfactory academic progress for students receiving financial aid. R-CCC makes these standards applicable to all Title IV aid. These standards are evaluated at the beginning of each academic year or period of re-enrollment, after each semester for diploma programs, and at the end of each semester in which a student was on academic warning. To receive Title IV financial aid funds, students must meet the following criteria:

1. Successful completion of a minimum percentage of attempted coursework. Students must pass 67% of the courses for which they register including developmental courses.

2. Maximum time frame in which a student must complete his/her program of study is 150% of the published length of the program (as required by federal regulations). All courses attempted are included in this calculation. This includes transfer hours, courses taken in a different program of study, and courses taken in which no financial aid was received.

3. Grade-Point Average (GPA) must be at least 2.0 (cumulative) to be eligible for or to continue to receive financial aid.

4. Students may attempt up to 30 credit hours of developmental coursework. Students needing to enroll in developmental courses beyond 30 credit hours will not receive any financial assistance.

Financial Aid Warning and Probation

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

Return of Title IV Funds Policy

The U.S. Department of Education requires each Financial Aid Office to calculate a Return of Title IV Funds for any student who withdraws completely or who does not otherwise complete the term of enrollment in which the student received federal financial aid. If a student receiving financial aid withdrawals from the College after beginning attendance, the amount of federal financial aid assistance earned by the student must be determined. The student's last day of attendance at the College is used to determine the percentage of Title IV earned. If the amount disbursed to the student is greater than the amount earned, the unearned funds must be returned. Generally, when a student owes a Return of Title IV, the school and the student both have a responsibility to return funds. The student will receive a letter from the Financial Aid Office stating the amounts he/she owes to both the US Department of Education and the amount he/she would then owe the College. Payments can be accepted for the US Department of Education for 45 days at the College. After that time, it would be referred through the National Student Loan Data System as an overpayment. If the amount due to the College has not been paid within 90 days, it will be reported to the North Carolina's Department of Revenue for collections.

Financial Aid Reinstatement

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

Appeal of Financial Aid Termination

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

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

Financial Aid Standards

1. Roanoke-Chowan Community College's Forgiveness Policy does not apply for financial aid purposes.

2. Financial aid (Title IV) will be limited to 30 credit hours of developmental courses.

3. No Title IV aid will be awarded for AU (audit) grades or CE (credit by proficiency exam) or NE (never attended). AU grades will not be calculated in measuring satisfactory academic progress.

4. Payments are based on the number of credit hours for

which the student is enrolled as of the census date of the term and for which attendance can be verified at the time of payment.

5. Students must register for every course they plan to take during early registration and/or the regular registration period at the beginning of each semester regardless of when the course begins.

6. Students, who charge books and/or supplies and do not attend classes, must repay those charges.

7. Students may only use courses that count towards their degree to determine enrollment status.

8. Cosmetology and Barbering Programs must be calculated using clock hour conversions. This is a formula provided by the US Department of Education, and it could result in a change to your award amount.

9. Generally, financial assistance is awarded for an academic year (fall, spring, and summer). Students should plan their finances accordingly.

10. For federal financial aid purposes, full-time students are defined as those students who are enrolled in courses required for their major for 12 or more credit hours each semester; three-quarter time students are those enrolled for 9 to 11 credit hours each semester; half-time students are those enrolled for 6 to 8 credit hours each semester; and less than half-time students are those enrolled for 1 to 5 credit hours.

11. It is the student's responsibility to ensure that the Admissions Office has the correct mailing address. This is the address the financial aid refund check would be mailed to.

Service Members Opportunity Colleges

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

Veterans Assistance

The Veterans Administration (VA) sponsors the following educational assistance programs for qualifying veterans and other eligible persons: Chapter 30, 31, 32, 33, 35, and 1606. College programs are approved by the NC State Approval Agency for educating and training veterans,

dependents of deceased or disabled veterans, and members of the Selected Reserve under Title 38 of the US Code.

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

If placed on academic warning, students will have the next semester to raise their GPA up to the requirement. If a student does not meet the minimum cumulative GPA at the end of the warning semester, the certification to the VA will be terminated and benefits will stop. Students who fail to maintain the required GPA will be placed on academic probation. Students on probation are not eligible for VA benefits. The minimum cumulative GPA as outlined under the guidelines for academic satisfactory progress must be maintained. However, once the GPA returns to good standing, benefits can restart.

Please notify the VA Certifying Official to restart benefits. Specific details regarding other VA requirements can be obtained from the college's VA Certifying Official. Visit the Student Services office.

Academic and Support Services

Academic Advising

To assist students in their academic programs, the College has established an advising plan where every student is assigned a faculty advisor by the Office of Student Services. Each semester, the advisor helps plan the student's course schedule, keeps a record of progress, and is available for additional counseling.

Advisors, as well as counselors, make every effort to provide guidance to students. However, the final responsibility for meeting all academic requirements rests with the student.

The faculty advisor system is designed to contribute to the students' educational progress. Students who have declared curricula are assigned a faculty advisor. Students may know their advisors not as instructors, but also as one

from whom they may receive assistance in program planning, scheduling, and registration. The objective of the faculty advisors are as follows:

1. To have a conference with each new advisee as soon as possible to get acquainted.

2. To be alert to student problems to assist the student in both academic and personal matters.

   (Problems which the advisor feels unqualified to handle should be referred to the counselor's office.)

3. To assist the individual student in planning an academic schedule to meet course prerequisites and curriculum requirements. To assist the student in completing the program tracking sheet.

4. To maintain an academic progress file on each advisee. (This file should include grade reports, a graduation information sheet, and a program tracking sheet.)

5. To post office hours, showing when available for consultation with students.

6. To serve, upon request of the student, as the student's representative in conferences where decisions affecting status are made.

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

Career Services
Located in Room 135 of the Jernigan, the Career Services/Job Placement Center provides guidance, support, and resources to R-CCC students and alumni with their life-long career development. The Center offers interest inventories, resource materials, workshops, and counseling to help students clarify and develop career goals. Services such as resume writing, interviewing techniques, job-seeking skills, etc. are available through a partnership with the Employment Security Commission/NC Works, located in the DuPont Davis Building. Assistance is also provided by the college's Career Coach, located in Room 111-M of the Student Services Building.

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

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

Students with a special need should contact Student Services. Students who self-identify their disability and request accommodations must provide documentation from a qualified professional that supports the request for accommodations. Also, students requesting accommodations from the College must have a disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). While self-identification and providing documentation can be initiated at any time; the student must allow reasonable time for accommodations to be implemented by the College. Designated parking spaces for the disabled are located conveniently near each building. For further information, contact us at (252) 862-1200.

Distance Learning
To make higher education more accessible to all, the College offers distance learning courses that provide students with the opportunity to earn college credit in nontraditional methods. These courses are taught by college faculty and may include Internet-based courses, hybrid, and courses offered via videoconferencing. These courses are listed in the curriculum course schedule published each term and include College Transfer general education courses such as art, English, history, literature, math, music, psychology, and sociology as well as studies in business, information technology, criminal justice, education, medical and office systems, and other fields.

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

- Cooperative Education (CP): Instruction consisting of the integration of traditional classroom learning with supervised work experience and where there is no Internet requirement.

- Digital media (DM): College credit or continuing education course where 100% of the instruction is delivered by non-telecourse digital video or media resources.

- Hybrid (HY): College credit or continuing education course where the primary delivery is online with a requirement that students also meet in traditional face-to-face sessions as determined appropriate by the College.

- Independent Study (IS): Self-paced course in which students progress through the instructional materials at their own pace, regardless of method of delivery.

- Information Highway/Two-way Video (IH): College credit or continuing education course where 100% of the instruction is delivered by two- or more way video.

- Online (OL): College credit or continuing education course where 100% of the instruction is delivered through the Internet.

- Traditional (TR): College credit or continuing education course where the instructor and students meet face-to-face, according to designated dates/times/location and where there is no Internet or other method of delivery requirement.

- Web-supported or Web-assisted (WB): College credit or continuing education course where the primary delivery is via traditional face-to-face method with a requirement that students have Internet access as a supplemental part of the course.

Distance learning students register and pay tuition and fees in the same manner as traditional students, but they do not have to come to campus as often. Students who are new to R-CCC's Moodle online learning environment must complete an online orientation before beginning coursework. It is strongly recommended that all students taking online classes complete the online orientation to stay up-to-date on new Moodle features.

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

The college's online learning management system (LMS) is Moodle. The Moodle online environment can be accessed through the college's web site or directly through its URL at https://roanokechowan.mrooms.net/. All courses at R•CCC, including traditional, online, and hybrid classes, use the Moodle environment. Online classes use Moodle as their primary instructional environment. Class discussions, tests, and other activities are completed online. Hybrid classes use both Moodle and on-campus sessions for instruction. In traditional classes, Moodle is used to share resources to enhance on-campus instruction.

The college's communication system is Google Mail (Gmail). All students and faculty have Gmail accounts as well as access to other Google resources.

Once new students have registered for classes, they are expected to complete the Student Orientation to Moodle course. They are permitted to self-enroll in the Moodle orientation course once they have completed the application and registration process, or they may login as a guest if their username and password have not yet been created. On-campus orientation sessions are also available each semester if they prefer a face-to-face session. Students should check the front page of Moodle at https://roanokechowan.mrooms.net/for dates and times of on-campus orientations.

Students interested in previewing R-CCC's Moodle environment to determine if online learning is right for them may also login as a guest to preview the Moodle Orientation course and several Moodle course assignments.

Associate of Arts Degree Online
Roanoke-Chowan Community College's 2-year Associate of Arts College Transfer Degree, consisting of the first 2 years of a 4-year college degree, is available online.

Those who complete the AA degree at the community college are eligible to transfer to one of the 16 University of North Carolina colleges as well as many private colleges, such as Chowan University and Barton College. Those who meet the requirements are guaranteed entry into one of the 16 UNC colleges. Entry into a specific college is not guaranteed.

See the North Carolina Comprehensive Articulation Agreement at their web site for the specific requirements and options.

Student Readiness for the Online Program
The AA online program is designed for students who are

prepared for college-level work. Those who require remedial classes in math, English, or reading may need to take on-campus developmental classes before entering the online program.

Student should contact their academic advisor or the college's Distance Learning Director for more information.

Institutional Services & Live Projects

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

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

Learning Resources Center

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

During the spring and fall, LRC hours are 8:00 a.m. - 7:30 p.m. Monday through Thursday and 8:00 a.m. - 5

p.m. on Friday. LRC hours vary during the summer semesters.

Library Services

All library users must have a library card to check out materials from the LRC. Community residents may request an initial patron card free of charge at the Circulation Desk. A validated student ID card serves as a library card for R-CCC students. Distance learning students may request a library card by going to the http://libguides.roanokechowan.edu/DistanceLearning and filling out the Distance Learning Library Card Request form.

R-CCC was the first in the NC Community College System to use an automated library catalog. The union catalog makes it possible for users to see and request materials via interlibrary loan from other NC community college libraries. Interlibrary loan services are also available by user request through WorldCat. Online access to the NC Community College catalog may be gained through the

library's webpage at https://www.roanokechowan.edu/library-homepage.

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

The library maintains a comprehensive reference collection and general collection. The LRC houses more than 25,000 items, maintains a print periodical collection, and subscribes to several online databases for student use.

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

Audiovisuals

Audiovisual equipment and materials are available for in-house and community group use. Some items are restricted for in-library use or instructor use only.

Computer-Assisted Instruction Lab

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

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

More Questions?

Students seeking more information about the LRC and the services it provides should contact the LRC by phone at (252) 862-1209, by email at lrc@roanokechowan.edu, or by chat at www.libguides.roanokechowan.edu

NC Works Career Center

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

New Student Orientation

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

In addition, the College offers two one-credit hour courses, ACA 111 College Student Success for non- transfer students and ACA 122 College Transfer Success course for students looking to transfer. All new curricular students should take the appropriate ACA course the first semester they register. The course is designed to help students function effectively within the college's environment to meet their educational objectives (see "Course Descriptions" for more details).

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

Patron Services

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

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

Shops and Facilities

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

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

Student Activities

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

Student Government Association

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

Roanoke-Chowan Community College encourages students to participate in the institution's decision- making process. They are encouraged to participate in the SGA through which the SGA president serves as a non-voting member of the Board of Trustees. In addition, there are several institutional committees where student input is needed, and volunteers are sought. Students interested in serving should contact the advisor to the SGA, who is the Student Activities Coordinator. The student body elects SGA officers annually.

Officers serve from election until the end of the next spring semester. For more information, contact the Student Activities Coordinator at (252) 862-1248.

Student Clubs and Organizations

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

Student Support Services

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

Services include the following:

- **Tutorial**: offers individual and group tutoring for students requesting assistance with assignments in:

  a) Math
  b) English
  c) Computers
  d) Biology
  e) Psychology
  f) Business

- **Personal, academic, financial, and career counseling and referrals**

- **Assistance with educational planning**

- **Computer assistance in supervised labs:**

  a) Nine (9) Computers that are available and designed for individual student use and offer a wide variety of services, including hands-on technical assistance.

  b) In addition to providing computer access, SSS offers small-group tutoring sessions, completing online coursework, study sessions, seminars, and workshops.

- **Study skills and personal development/enrichment workshops and seminars**

- **Financial literacy education and training:**

  a) Provide participants assistance with budgeting, financial planning for personal and educational goals, and assistance with locating education-related resources.

- **College transfer assistance**

- **Cultural enrichment activities**

  a) SSS sponsors cultural enrichment activities and workshops for all participants each semester. Cultural enrichment activities may include attending plays, concerts, and visiting museums. Also offered are a variety of workshops to help strengthen students' academic, professional, and personal competencies.

To participate in the program, students must meet certain eligibility requirements and complete an application form. Forms may be obtained from the Student Support Services Office. For more information call (252) 862-1303. Hours of Operation are Monday through Friday from 8:00am –5:00pm.

Work-Based Learning

Work-Based Learning is an educational program that combines classroom instruction with practical work experience that is directly related to a program of study. The program helps students develop employability competencies – competencies that the College has identified as critical to success in the workplace. The program grants semester credit hours that apply toward the graduation requirements of specific curricular programs. These programs are state-approved and include but are not limited to: Information Technology; Medical Office Administration; Office Administration; Criminal Justice Technology; Air Conditioning, Heating, and Refrigeration Technology; and Welding Technology.

Computer Network Acceptable Use Policy

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

The users of R-CCC's network (all R-CCC's computer resources and computer network) must rely on the honesty, integrity, and respect for the rights of others and on a conscious effort to be of service to others and the community. The following information assists the users in making such assessments. The Information Technology Department has the responsibility to filter and limit Internet and/or network resources.

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

- Obtaining and spreading knowledge

- Gathering research material and data

- Analyzing data

- Providing data and research in support of public service

- Preparing course materials

- Enhancing educational approaches and teaching methods

- Enhancing course work
- Developing surveys and administering targeted demographic surveys

Users are responsible for taking all reasonable precautions, including safeguarding and changing passwords, to protect all user accounts and prevent use by unauthorized individuals. Users are responsible for their actions and activities on R-CCC's network, including responsibility for becoming informed of and complying with license and copyright provisions of the software they use. Unacceptable use of the network will result in suspension or revocation of those privileges.

Examples of Unacceptable Use Prohibited by Roanoke-Chowan Community College include the following:

- Using college resources to access the Internet for any illegal activities

- Attempting to gain or gaining unauthorized access (including casual browsing of college resources to discover security vulnerabilities) to college computing resources, user access, and/or college information from the Internet or use the Internet as a tool to go beyond their authorized access

- Accessing Internet sites and services that will disrupt or diminish the level of Internet service to the College, including Web radio, all gaming (including Web sites), Web-based video, and large file downloads

- Accessing the Internet using college resources for purposes other than educational and professional activities

- Using college Internet resources for personal, commercial, or business transactions meant to foster personal gain

- Installing and/or using suspicious software and/or media (including USB, CD, DVD, external HDD/SSD, etc.) in any form that can introduce computer viruses, worms, Trojans, etc. to the network

- Vandalizing the data of another user

- Posting anonymous messages

- Creating or displaying threatening, obscene, racist, sexist, or harassing (persistently annoying of another user) material, including broadcasting unsolicited messages or sending unwanted mail;

- Using the network in support of groups outside the College when such use is not in keeping with the mission of the College

- Using personal web pages not primarily focused on the mission of the College.

Network Procedures

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

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

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

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

Prohibited Actions—Students, faculty, and staff shall not tamper/alter computer equipment without permission form R-CCC's IT Department. Student and community members are prohibited from accessing classrooms with computer equipment without an R-CCC employee or lab monitor present. This protects the student and/or community member from any liability claims for damaged equipment and/or misused resources.

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

Enforcement

Violation of the Computer Use Policy may result in suspension and/or termination of an individual's network privileges, disciplinary action by appropriate College personnel, referral to law enforcement authorities for criminal prosecution, and/or other legal action, including action to recover civil damages and penalties.

Intellectual Property Policy

The College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the College or to enhance

the teaching/learning environment. Faculty, staff, and students, utilizing college time, property, and/or materials, may create work that is subject to the college's intellectual property protection and which the College will have exclusive rights to and ownership of and which faculty, staff, and students will make available for use to the College without the expectation of further compensation.

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

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

A. Ownership resides with the employee or student if all criteria are met:

1) The work is the result of individual initiative, not requested or required by the College.

2) The work is not the product of a specific contract or assignment made because of employment or enrollment with the College.

3) The work is not prepared within the scope of the employee's employment or the student's course/program requirements.

4) The work is not prepared using college equipment, supplies, or other resources.

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

B. Ownership resides with the College if any of the criteria are not met and/or if the following criteria apply:

1) The work is prepared within the scope of the employee's job duties or student's course/program requirements.

2) The work is the product of a specific contract or assignment made during the employee's employment or student's enrollment with the College.

3) The development of the work involved facilities, time, and/or other resources of the College including, but not limited to, release time, grant funds, college personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance.

a. Intellectual property created in whole or in part with college resources is subject to ownership by the College, and the College retains the right to financial reward and claim for distribution governed by terms and conditions of an Ownership Agreement between the creator(s) and the College.

b. Intellectual property created without the use of college resources but for fulfilling college functions or its mission may be subject to joint ownership by the College and the creator. The creator(s) may retain the rights to use the intellectual property, to financial reward and claim for distribution if the parties so provide in an Ownership Agreement between the creator(s) and the College.

c. The use of college resources for personal gain or political promotion constitutes inappropriate use of college resources and subject to reprimand.

Student Right, Responsibilities, and Appeals

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

Student Code of Conduct Policy
This Code of Student Conduct is applicable to every student enrolled at the College, and may at times, apply to persons off campus when using college facilities or participating in R-CCC programs or activities, including off-campus trips and clinical sites. The term "student" includes all persons registered for or enrolled in one or more courses at R-CCC, either for credit or non-credit. Students may be accountable to both civil authorities and to the

College for acts that constitute violations of law and this Code. Disciplinary action at the College will be independent and proceed during the process of criminal proceedings and will not be subject to challenge because criminal charges involving the same incident have been dismissed or reduced. R-CCC has the discretion to proceed with disciplinary action under this Code in addition to any criminal or civil judicial proceedings.

Statement of Expectation

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

Faculty Rights and Authority

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

Student Rights and Protections

All students are guaranteed the following rights:

- freedom to pursue their educational goals

- freedom to inquire, assemble, and express their opinions

- due process as provided in the fourteenth amendment of the US Constitution

- un-prejudicial evaluation of academic performance (all students are entitled to an explanation of the basis for grades)

- the expectation of personal safety and protection of property while on campus continuity of the educational process.

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

- To be informed of the specific charges against them

- To be allowed to request an informal resolution of the case

- To be allowed reasonable time to prepare a defense

- To hear and respond to all evidence upon which a charge is based

- To call and question relevant witnesses

- To be assured of confidentiality in accordance with the terms of the Family Education Rights and Privacy Act of 1974

- To be allowed to request that any person conducting a disciplinary conference or serving as a discipline committee member or chair be disqualified on the grounds of personal bias

- To be provided with a copy of these rights prior to any conference or disciplinary hearing

- To be considered innocent of the charges until proven guilty by a preponderance of the evidence

Conduct Required

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

Prohibited Student Conduct

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

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

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

C. Possession, or distribution, of alcoholic beverages or being in a state of intoxication on the college campus or at college-sponsored or college-supervised events off campus or in college-owned vehicles. Possession, use, or distribution of any illegal drugs except as

expressly permitted by law on the college campus or at college-sponsored or college-supervised events off campus or in college- owned vehicles. Any influence that may be attributed to the use of alcohol or other illegal substances shall not in any way limit the responsibility of the individual for the consequences of his/her actions

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

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

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

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

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

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

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

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

L. Gambling

M. Smoking

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

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

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

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

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

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

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

U. Furnishing false or incomplete information to the College

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

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

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

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

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

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

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

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

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

Continuing Education & Student Services or may request a hearing before the Student Conduct and Appeals Committee.

Temporary Disciplinary Action

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

Disciplinary Penalties

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

- Warning: A verbal or written notice to the student that a violation of a published college policy has occurred and that the continuation of such conduct or action could result in further disciplinary action. This becomes a matter of record in the Dean's office.

- Restricted privileges: Denial or restriction of one or more privileges granted to students. These may be, but are not limited to, the use of an automobile, access to specific areas of the campus, dining privileges, visitation privileges, or participation in athletics, intramurals, or other extracurricular activities. Restricted privileges result in the loss of good standing

and becomes a matter of record. This restricted condition will be in effect for no less than two semesters. Any violation during this condition may result in immediate suspension.

- Disciplinary Probation: An indication that the student is not in good standing and that his/her continued enrollment is conditioned upon adherence to published college policies.

- Loss of Academic Credit or Grade: Imposed because of academic dishonesty.

- Withholding an official transcript, or degree, or right to register: Imposed when financial obligations are not met.

- Restitution: Paying for damaging, misusing, destroying, or losing property belonging the College, college personnel, or students.

- Prohibition against readmission.

- Suspension: Separation from the College for a definite term, during which the student shall not be permitted to attend courses or participate in any college activity.

- Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion. Expulsion is not a permanent separation, but neither is a definite time set when return is expected.

- Group Probation: This is given to a college club or other organized group for a specified period.

- Group Restriction: Removing college recognition during the semester in which the offense occurred or for a longer period (usually not more than one other semester).

- Group Charter Revocation: Removal of college recognition for a group, club, society or other organization for a minimum of two years.

Academic Impact

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

Student Appeal Policy/Rights of Due Process

Students who question the fairness of disciplinary action taken against them are entitled to due process by submitting a written notice of appeal. Any disciplinary determination resulting in suspension or expulsion from the College may be appealed to the President or designee.

The notice of appeal must be sent to the Office of the

President within 10 working days after receipt of disciplinary action. The appeal must be in writing, sent to the Office of the President by certified mail, return receipt requested.

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

A. Suspension from the College for a specified time, not to exceed two semesters, or until a condition is met.

B. Dismissal from the college for an unspecified period.

C. Permanent expulsion from the college.

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

Student Grievance Procedure/Due Process

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

A. Alleged discrimination based on age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.

B. Sexual harassment complaints should be directed to the Dean, Continuing Education & Student Services. Copies of the procedure may be obtained from this office.

C. Academic matters, excluding individual grades except where the conditions in item "A" above apply.

Procedure
Step 1. The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within 10 working days of the incident that generated the complaint. The student and instructor are encouraged to seek resolution informally before filing an academic grievance.

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

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

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

The President will review the committee's findings/recommendations, make a final decision, and notify the student in writing within 10 working days. The President's decision is typically final. If the complaint is not resolved with the President, the student has the right to escalate the complaint to the State level at https://www.nccommunitycolleges.edu/complaint-procedures-and-forms

Safety Regulations
Roanoke-Chowan Community College encourages all students and employees to report emergencies and/or criminal actions to the college's Campus Security Office located in Office 108A in the Student Services Center. Should an emergency incident or crime occur on campus, victims and witnesses are strongly encouraged to immediately contact the College Campus Security Office

at (252) 862-1219 (telephone), or (252) 862-1200 (campus operator).

Fire & Tornado Drills

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

1. Close classroom windows and doors

2. Evacuate buildings in a quiet, orderly fashion (single file-no pushing or running) using the nearest fire exit from any room

3. Move at least 200 feet from buildings and remain with class or group

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

1. Open as many windows in exterior walls as practical

2. Move to interior classrooms, hallways, offices, or vaults

3. Sit on floor with backs to corridor walls or glass areas. If available, use coats and jackets to cover head, arms, and legs to reduce the possibility of injury from flying glass and other debris.

4. Remain in the interior space until college administration advises the warning has ended

First Aid and AED's

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

1. Jernigan Building -- Jernigan 124 (Biology Labs)

2. Student Services Center -- Student Services

3. Young Building -- Welding Classroom

4. Freeland Building -- Cosmetology & Nursing Departments

5. Freeman Building -- Barbering Classroom, Early College

AED's are in the following locations:

1. Jernigan Building -- near Jernigan 113

2. Student Services Center -- 1st Floor, near Student Services

3. Davis Center -- Hallway

4. Industrial Systems Building -- Hallway

Food/Drink in Classrooms

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

Lost and Found

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

Student ID Cards

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

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

College/Workplace Anti-Violence Policy

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

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

- any act or threat of violence made by an employee, student, or customer against another

- any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion

- any act or threat of violence which endangers the safety of employees, customers, vendors, contractors, or the public

- any act or threat of violence made directly or indirectly by words, gestures, or symbols

- use or possession of weapons on the college campus

Sexual Harassment

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

Sexual harassment is a form of discrimination that may violate state and federal laws. Roanoke-Chowan Community College is committed to providing an environment for all students that is free from offensive or degrading conduct or remarks. In 1980, the Equal Employment Opportunity Commission adapted guidelines to help define sexual harassment in the academic setting. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

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

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

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

Sexual Assault Response System

Roanoke-Chowan Community College provides a comprehensive Sexual Assault Response System that defines and coordinates the efforts of the College to provide a caring and effective institutional response to sexual assaults that maintains the dignity of all members of the campus community. Roanoke-Chowan Community College will not tolerate any form of sexual assault, rape, or nonconsensual sexual activity.

Members of the campus community found to be in violation of this policy will be subject to disciplinary action including, but not limited to, suspension and expulsion

from the College. This policy will be enforced using internal disciplinary procedures, public safety programs, and the encouragement of external prosecution of alleged offenders. While allowing flexibility, this policy is intended to ensure continuity and consistency for both victims/survivors and accused perpetrators to receive needed support services.

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

Electronic Sexual Assault Guidelines

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

Substance Abuse and Communicable Disease Policy

Roanoke-Chowan Community College recognizes its responsibility to provide a wholesome environment of health education awareness for students, faculty, and staff; a climate which discourages alcohol and substance abuse and the spread of communicable diseases, and the implementation of measures that foster good

school/community relations in the pursuit of maximized learning experiences for all its students.

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

Substance abuse assistance will focus on actions, such as

- providing existing human resources for early intervention for individuals with a chemical problem,

- offering educational drug abuse prevention programs,

- referring persons needing assistance to existing community agencies while preserving the dignity of the individual and the confidentiality of their student record, and

- referring students exhibiting erratic and/or disruptive behavior to the Dean, Continuing Education & Student Services where students will be subject to disciplinary action.

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

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

 Students convicted of violating any federal, state, or local

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

Policies regarding communicable diseases are as follows:

- Persons infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically based judgments in individual cases establish that exclusion or restriction is necessary to the health and safety of the individual or to the health and safety of other members of the college community.

- Any student, college employee (either full time or part time), and any employee of contractors or contracted services who knows or has reasonable basis for believing that he or she is infected with a communicable disease has the responsibility of reporting this fact on a confidential basis to the appropriate supervisor.

Student Health Services

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

Student Housing

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

Student Lounge and Cafeteria

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

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

Telephone Services/Emergency Messages

The college's telephone system is for business purposes. Students needing to make calls are to use the pay phones located in various buildings. [Do we have pay phones in the buildings anymore?] Students are encouraged to advise family and friends not to call them at the College unless there is an emergency.

Emergency calls will be directed to Student Services. The name of the caller, the nature of the emergency, and a return number will be taken, and every effort will be made to contact the student.

If a person on campus requests the location of a student concerning an emergency, the person will normally be referred to the Dean, Continuing Education & Student Services to determine the nature of the emergency. If it is apparent that an emergency exists, a short message will be delivered to the student stating the name of the person and where the person will be waiting.

Traffic and Parking

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

Vehicle Registration

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

Display of Permit

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

Parking Areas

Parking is on a first-come, first-served basis unless otherwise posted. Signs indicate areas for students, employees, visitors, and special reserved areas. The following are designated as No Parking Areas:

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

Handicapped Parking

A limited number of spaces have been reserved for handicapped individuals, and others will be reserved as needed. Authorization for parking in these areas may be given for having an official state-issued handicapped license plate or hanging tag or having a statement signed by a physician stating type and duration of handicap. All persons qualifying for a reserved handicapped parking space must be registered as such in Student Services, and the vehicle in which they are being transported must display a state-issued handicapped license plate or hanging tag Institutional

Vehicle Parking

Parking spaces will be reserved and marked by signs for R-CCC vehicles. Other vehicles are not to park in these

spaces at any time.

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

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

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

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

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

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

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

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

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

 Children and any other persons not registered for a class are not allowed in laboratories or classrooms at any site unless authorized by the appropriate dean. Minor children must not be left unattended in any area of the College. For the safety and welfare of minor children, the College encourages students to refrain from bringing minor children to campus unless conducting business. At community school sites (i.e., clinical, co-op, internship), only persons attending college or school activities are permitted on the premises. Students who violate these regulations at any of Roanoke-Chowan Community College's class locations will be subject to having their enrollment terminated.

Continuing Education & Workforce Development

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

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

High School Equivalency
Students successfully completing a high school equivalency exam are awarded a High School Diploma

Equivalency Certificate.

When Classes Begin

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

Registration and Fees

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

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

Number of Hours	Registration Fee
1-24	$70
25-50	$125
51+	$180

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

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

The registration fee may be waived for students enrolling in specific classes for fire service, rescue, and law enforcement personnel.

A registration fee is not charged for Adult Basic Education program, the Adult Secondary Education or for English as a Second Language program. There is a fee for taking an official high school equivalency exam.

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

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

Refunds

A 100 percent refund of registration fees will be made to students who officially withdraw from class before the first-class meeting and who submit a written refund request. However, a 75 percent refund of the registration fee for occupational courses will be made to students who officially withdraw from classes on the first day of classes or before the class reaches the 10 percent point. No refunds are made for self-supporting classes once they have begun. If classes are canceled or filled, a full refund will be made.

Other Costs

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

Enrollment and Attendance

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

Workforce Development Occupational Extension

Occupational Extension (OE) courses help prepare students for jobs or upgrade their current job skills. Classes may also be customized to meet the workforce development needs of local employers, supervisors, and staff. OE offerings include courses such as workplace Spanish, Effective Teacher Training, Notary Public, Activity Coordinator Training, Financial Literacy (also available online), Residential Weatherization, Professional Development for Early Childhood Educators (also available online), Electrical Contractors License Renewal Preparation, Waste Water Plant Operator, and Auto Safety Inspection. Examples of other courses are Basic Conversational Spanish; Employability Skills; and introduction, intermediate, and advanced computer classes.

Ed2Go Online Courses

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

Emergency Services Training

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

Emergency Medical Technician certification at any level

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

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

Business and Industry

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

Human Resources Development (HRD)

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

Small Business Center

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

agencies and resource options.

The Small Business Center can help! Experienced counselors and trainers can help take the confusion out of what can seem like an endless list of rules, regulations, and red tape by assisting would be owners in starting their business, serving as a sounding board for their ideas, and assisting them as their business grows. The SBC offers a multi-faceted approach to facilitating business development by providing prospective and current small business owners with a central point of contact for information, education, and assistance.

Allied Health

A variety of health occupation courses are offered through Continuing Education division. The courses are Nurse Aide I, Nurse Aide II, Phlebotomy, Medication Aide, Home Care Aide, EKG Technician, Pharmacy Technician, Foodservice Dietary Management, and Medical Billing and Coding. Upon successful completion of many of these courses, the individual will be eligible to take either a national certification or state-level certification test.

To enroll, individuals must have a high school diploma or a high school equivalency diploma and have scored satisfactorily on the TABE Reading Test. An up to date immunization record is required for courses with a clinical component. For more information regarding Health Occupations, call 252-862-1261.

Self-Supporting

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

Career Readiness Certificate (CRC)

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

WorkKeys®

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

professional-and at any level of education. WorkKeys is a registered trademark of ACT.

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

CareerReady 101

CareerReady 101 is an on-line assessment tool used to evaluate a student's foundational skills in reading, applied mathematics, locating information, applied technology, writing, listening, observation, and teamwork.

CareerReady 101 also assists students in exploring different career paths based on their interests and current skill level. CareerReady 101 has been shown to be beneficial for students preparing to take a high school equivalency exam and other college placement tests. CareerReady 101 helps prepare students to take the WorkKeys Assessments to earn their Career Readiness Certificate.

Transcripts

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

College and Career Readiness Program

Many educational and self-improvement opportunities are provided for adults through the various College and Career Readiness programs. These programs include Adult Basic Education (ABE), Adult Secondary Education (ASE), English as a Second Language (ESL), College and Career Readiness Refresher class, College and Career Readiness Plus Program, and Math Sense.

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

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

Adult Basic Education (ABE)

ABE is designed primarily for adults whose College and Career Readiness is below the ninth-grade level, ABE classes focus on helping adults function more effectively in today's technological world by improving their reading,

writing, and math skills. Students work with instructors to improve in areas that they, the instructor, and the placement tests deem to be areas of limited proficiency.

Students without a high school diploma are encouraged to continue studies in the Adult Secondary Education (ASE) program.

Adult Secondary Education (ASE)

ASE is offered as a means for adults with educational skills at the high school level to earn the equivalent of a high school diploma by passing a high school equivalency exam. The exam consists of four/five subject tests: social studies, science, language arts/reading/writing, and math. Students achieving a minimum total score as determined by the test publisher will receive a High School Equivalency Diploma. In preparation for the exam, students are guided through an individualized study process by instructors and given practice tests. Students should demonstrate proficiency on the practice tests before taking the exam. The high school equivalency exams are administered on campus several times each month during the day, afternoon, and evening. A testing fee is required.

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

English as a Second Language (ESL)

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

College and Career Readiness Refresher Class (Hybrid)

This is a class for students who need to increase their skill levels in the math, reading, and writing areas to prepare for the WorkKeys tests and/or to enroll in an Occupational Extension course. Students may work in class with an instructor and/or enroll into the CareerReady 101 online program. The CareerReady 101 program provides students, at their convenience, the ability to obtain skills upgrade by utilizing the Internet.

College and Career Readiness Plus

College and Career Readiness Plus-General Occupational Technology, Welding Technology (Plate) Certificate, HVAC, & Electrical Certificate

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

Math Sense

This course prepares curriculum students for entry into the developmental math modules (DMA). This course serves as a prerequisite for students who take the diagnostic placement test and place below the DMA 010 level.

College and Career Readiness Plus-Nurse Aide I Train

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

When/How to Register

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

New Student Orientation

New students who wish to enroll in Basic Skills courses should do the following:

1. Schedule an appointment by contacting the College and Career Readiness Department or the College and Career Readiness Assessment/Retention Specialist at (252) 862-1309 or (252) 862-1258.

2. Sign up for the College and Career Readiness Orientation, which is offered once a month at 9:30 a.m., 1:30 p.m., or 5:30 p.m.

3. Attend the four sessions that introduce the College and Career Readiness Program, which covers the completion of registration forms; guidelines and policies review; completion of placement tests; and preparation for tests and class by setting goals and assessing personal learning style and level of motivation.

4. Select a class site to attend.

5. REQUIRED for On-Campus Classes: Report to the College and Career Readiness class site according to the scheduled appointment date and time to begin the first day of attendance.

Registration Steps

To register for Basic Skills courses, individuals should do the following:

1. Go to class site according to their scheduled appointment.
2. Complete class registration, which includes reviewing placement scores, setting goals, and signing registration forms.
3. Complete a class schedule for dates and hours of attendance (if applicable).
4. Attend class according to their semester schedule or whenever the class meets.
5. Once their instructor submits their registration forms to the Basic Skills Office, the instructor will notify them to proceed to Student Services for a student ID card to be issued.

*** NOTE: If students are re-entering the program after an absence, they need to contact the College and Career Readiness Assessment/Retention Specialist at (252) 862-1258 to determine if reassessment testing is needed prior to registering for class.

Student Activity Fee

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

Articulation Agreements/Partnerships

Roanoke Chowan Community College has entered into partnership two plus two agreements with Chowan University and Elizabeth City State University. These 2 + 2 agreements will allow a student to complete the first two years at Roanoke-Chowan Community College earning an associate degree. Students can then transfer to either Elizabeth City State University, Shaw University or Chowan University into programs listed below based upon eligibility:

Chowan University

1. Business Administration
2. Comprehensive Science
3. Criminal Justice
4. Elementary Education
5. English Education
6. Health & Physical Education
7. Mathematics Education
8. Music Education
9. Social Science Education
10. Studio Art Pre-Art Therapy, with a concentration in painting, printmaking or ceramics

East Carolina University – Pirate Promise *NEW

http://www.ecu.edu/admissions/promise.cfm

Roanoke-Chowan Community College and East Carolina have signed a co-admissions partnership agreement called Pirate Promise. Students who complete an Associate of Arts or Associate in Science degree with a 2.5 or higher gpa from R-CCC will receive guaranteed admissions to ECU. Exceptions may apply to those programs with separate admissions requirements, i.e. Nursing. There are other perks that come with this partnership while enrolled at the community college. There are well over 30 programs that the students can enroll.

Elizbeth City State University

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

Shaw University

1. Associate in Arts
2. Associate in Science
3. Business Administration
4. Sociology with Criminal Justice
5. Public Administration
6. Psychology with concentration in Human Services
7. Psychology with concentration in Human Services- Mental Health

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Curriculum Programs of Study for 2018-19

Curriculum Programs

COLLEGE TRANSFER PROGRAMS

Associate in Arts - (A10100)

Curriculum Description

The Associate in Arts degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.
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 to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

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

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT
(All Universal General Education Transfer Component courses will transfer for equivalency credit.)

General Education Courses English Composition (6 SHC)
The following two English composition courses are required.

		Class	Lab	Clinic	Credit
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
	Subtotal				6

Select three courses from the following from at least two different disciplines (9 SHC)

Communications
COM 231	Public Speaking	3	0	0	3

Humanities/Fine Arts
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3

Literature
ENG 231	American Literature I	3	0	0	3
ENG 232	American Literature II	3	0	0	3
ENG 241	British Literature I	3	0	0	3
ENG 242	British Literature II	3	0	0	3

Music
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
	Subtotal				9

Social/Behavioral Sciences (9 SHC)
Select three courses from the following from at least two different disciplines:

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

History
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3

Psychology
PSY 150	General Psychology	3	0	0	3

Sociology
SOC 210	Introduction to Sociology	3	0	0	3

Mathematics (3-4 SHC)
Select one course from the following:
MAT 143	Quantitative Literacy	2	2	0	3
MAT 152	Statistical Methods I	3	2	0	4
MAT 171	Precalculus Algebra	3	2	0	4

Natural Sciences (4 SHC)
Select 4 SHC from the following course(s):
BIO 111	General Biology I	3	3	0	4
CHM 151	General Chemistry I	3	3	0	4
{PHY 110	Conceptual Physics and	3	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	1}

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.
Total General Education Hours Required: 45

OTHER REQUIRED HOURS (15 SHC)

Required Courses
All AA students are required to take the following course. Course should preferably be taken the first semester, but no later than the second semester.

ACA 122	College Transfer Success	0	2	0	1
	Subtotal				(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.

*One semester hour of credit may be included in a 61 SHC associate in arts program of study. The transfer of this hour is not guaranteed.

Total Semester Hours Credit (SHC) in Program: 60-61*

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

Total Semester Credit Hours in Program...................60-61

Associate in Fine Arts in Visual Arts (A10600)

Curriculum Description:

The Associate in Fine Arts in Visual Arts degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours 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.

			Class	Lab	Clinic	Credit
English Composition Take 6 credits						
ENG	111	Writing and Inquiry	3	0	0	3
ENG-112		Writing/Research in the Disc	3	0	0	3
Communications & Humanities/Fine Arts Take 6 credits						
ART	111	Art Appreciation	3	0	0	3
COM	231	Public Speaking	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	112	Introduction to Jazz	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3
Social/ Behavioral Science Take 6 credits						
ECO	251	Principle of Microeconomics	3	0	0	3
ECO	252	Principle of Macroeconomics	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
Psychology						
PSY	150	General Psychology	3	0	0	3
Sociology						
SOC	210	Introduction to Sociology	3	0	0	3
Mathematics						
Take 3 credits						
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods I	3	2	0	4
MAT	171	Precalculus Algebra	3	2	0	4
Natural Sciences Take 4 credits						
BIO	111	General Biology I	3	3	0	4
CHM	151	General Chemistry I	3	3	0	4
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1

Required Courses
All AS students are required to take the following course. Course should preferably be taken the first semester, but no later than the second semester.

			Class	Lab	Clinic	Credit
ACA	122	College Transfer Success	0	2	0	1
		Subtotal				1
Additional UGETC: ART Take 6 credits						
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
		Subtotal				6
Other Required: ART Take 9 credits						
ART	121	Two-Dimensional Design	0	6	0	3
ART	122	Three-Dimensional Design	0	6	0	3
ART	131	Drawing I	0	6	0	3
		Subtotal				9
Additional Hours Take 19 credits						
ACC	120	Prin of Financial Accounting	3	2	0	4
ACC	121	Prin of Managerial Accounting	3	2	0	4
ART	113	Art Methods and Materials	0	6	0	3
ART	171	Computer Art I	0	6	0	3
ART	240	Painting I	0	6	0	3
ART	244	Watercolor	0	6	0	3
ART	247	Jewelry I	0	6	0	3
ART	260	Photography Appreciation	3	0	0	3
ART	264	Digital Photography I	0	6	0	3
ART	266	Videography I	0	6	0	3
ART	275	Intro to Graphic Design	0	6	0	3
ART	281	Sculpture I	0	6	0	3
ART	283	Ceramics I	0	6	0	3
BIO	112	General Biology II	3	3	0	4
BIO	163	Basic Anatomy & Physiology	4	2	0	5
BIO	168	Anatomy and Physiology I	3	3	0	4
BIO	169	Anatomy and Physiology II	3	3	0	4
BIO	275	Microbiology	3	3	0	4
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
CHM	152	General Chemistry II	3	3	0	4
CIS	110	Introduction to Computers	2	2	0	3
CJC	111	Intro to Criminal Justice	3	0	0	3
CJC	121	Law Enforcement Operations	3	0	0	3
CJC	141	Corrections	3	0	0	3
ENG	232	American Literature II	3	0	0	3
HEA	110	Personal Health/Wellness	3	0	0	3
HIS	221	African American History	3	0	0	3
MAT	172	Precalculus Trigonometry	3	2	0	4
MAT	263	Brief Calculus	3	2	0	4
PED	110	Fit and Well for Life	1	2	0	2
PED	111	Physical Fitness I	0	3	0	1
PED	138	Archery	0	2	0	1
		Subtotal				19

Total Semester Credit Hours in Program 60-61

Associate in General Education - (A10300)

Curriculum Description

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to

broaden their education, with emphasis on personal interest, growth and development.

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

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

General Education Courses
The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

The associate in general education curriculum program shall include a minimum of 15 semester hours of credit from general education curriculum courses selected from the Combined Course Library, 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. Courses must be at the 110 -199 or 210-299 level

English
Select 6 SHC from the following:

		Class	Lab	Clinic	Credit
ENG 111	Writing and Inquiry	3	0	0	3

Select one of the following:

ENG 112	Writing/Research in the Disc	3	0	0	3
ENG 114	Prof Research & Reporting	3	0	0	3

Communications/Humanities/Fine Arts
Select 6 SHC from the following:
Select courses from the following discipline areas: communications, music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion.

Communications/Humanities:

COM 231	Public Speaking	3	0	0	3
ENG 232	American Literature II	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
REL 211	Intro to Old Testament	3	0	0	3
REL 212	Intro to New Testament	3	0	0	3

Fine Arts:

ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
ART 117	Non-Western Art History	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3

Social/Behavioral Sciences
Select 3 SHC from the following:
Select courses from the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology.

ECO	251	Prin of Microeconomics	3	0	0	3
ECO	252	Prin of Macroeconomics	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
HIS	221	African-American History	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSY	241	Developmental Psych	3	0	0	3
PSY	265	Behavioral Modification*	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3

Natural Sciences/Mathematics
Select 3 SHC from the following:
Select courses from the following discipline areas: astronomy, biology, chemistry, earth sciences, physics, general science, college algebra, trigonometry, calculus, computer science, and/or statistics.

Natural Sciences

BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
BIO	163	Basic Anat & Physiology	4	2	0	5
BIO	168	Anatomy and Physiology I	3	3	0	4
BIO	169	Anatomy and Physiology II	3	3	0	4
BIO	275	Microbiology	3	3	0	4
CHM	131	Intro to Chemistry	3	0	0	3
CHM	131A	Intro to Chemistry Lab	0	3	0	1
CHM	132	Organic & Biochemistry	3	3	0	4
CHM	151	General Chemistry I	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4
PHY	110	Conceptual Physics	3	0	0	3

Mathematics

MAT	110	Math Measurement*	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistics Methods I	3	2	0	4
MAT	171	Precalculus Algebra	3	2	0	4
MAT	172	Precalculus Trigonometry	3	2	0	4
CIS	110	Intro to Computers	2	2	0	3
CIS	111	Basic PC Literacy*	1	2	0	2
CIS	115	Intro to Prog & Logic	2	2	0	3

Required Courses
All AGE students are required to take the following course. Course should preferably be taken the first semester, but no later than the second semester.

ACA	122	College Transfer Success	0	2	0	1
		Subtotal				1

Other Required Courses (49-50 SHC)

Other required hours include additional general education and professional courses.

A maximum of 7 SHC in health, physical education, college orientation, and/or study skills may be included. Selected topics or seminar courses may be included in a program of study up to a maximum of three semester hours credit.

Total Semester Credit Hours in Program 64-65

Associate in General Education: Pre-Nursing - (A1030N)

Curriculum Description

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.

			Class	Lab	Clinic	Credit
ENG	111	Writing and Inquiry	3	0	0	3
		Subtotal				3

Select one course
ENG	112	Writing/Research in the Disc	3	0	0	3
ENG	114	Prof. Research & Reporting	3	0	0	3
		Subtotal				6

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

Fine Arts:
ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
ART	117	Non-Western Art History	3	0	0	3
COM	231	Public Speaking	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	112	Introduction to Jazz	3	0	0	3

Humanities:
HUM	115	Critical Thinking	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
REL	110	World Religions	3	0	0	3
REL	211	Intro to Old Testament	3	0	0	3
REL	212	Intro to New Testament	3	0	0	3

Literature:
ENG	232	Major American Writers	3	0	0	3
		Subtotal				12

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

History:
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3

Psychology:
PSY	150	General Psychology	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3

Sociology:
SOC	210	Introduction to Sociology	3	0	0	3
		Subtotal				12

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

CHM	131	Intro to Chemistry	3	0	0	3
CHM	131A	Intro to Chemistry Lab	0	3	0	1
CHM	132	Organic and Biochemistry	3	3	0	4
CHM	151	General Chemistry I	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4
		Subtotal				8

Mathematics (7 SHC)
The following courses are required.

MAT	143	Quantitative Literacy	2	2	0	3
MAT	152	Statistical Methods I	3	2	0	4
		Subtotal				7

Other Required Courses
BIO	168	Anatomy and Physiology I	3	3	0	4
BIO	169	Anatomy and Physiology II	3	3	0	4
BIO	275	Microbiology	3	3	0	4
CIS	110	Intro to Computers	2	2	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
ACA	122	College Transfer Success	0	2	0	1

Total Semester Credit Hours in Program 66

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

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

Associate in Science - (A10400)

Curriculum Description

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.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

English Composition (6 semester hours required)

			Class	Lab	Clinic	Credit
ENG	111	Writing and Inquiry	3	0	0	3
ENG	112	Writing/Res in the Disc	3	0	0	3
		Subtotal				(6)

Humanities/Fine Arts (6 semester hours required)
(Two courses from two different discipline areas must be selected.)

			Class	Lab	Clinic	Credit
ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3

Communications

COM	231	Public Speaking	3	0	0	3

Literature

ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3

Music

MUS	110	Music Appreciation	3	0	0	3
MUS	112	Introduction to Jazz	3	0	0	3

Philosophy

PHI	240	Introduction to Ethics	3	0	0	3
		Subtotal	6			

Social/Behavioral Science (6 semester hours required. Two courses from two different areas must be selected.)

Economics

ECO	251	Princ of Microeconomics	3	0	0	3
ECO	252	Princ of Macroeconomics	3	0	0	3

History

HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3

Psychology

PSY	150	General Psychology	3	0	0	3

Sociology

SOC	210	Introduction to Sociology	3	0	0	3
		Subtotal				6

Natural Sciences (One course sequence of 8 SHC required from the following.)

BIO	111	General Biology I	3	3	0	4
and						
BIO	112	General Biology II	3	3	0	4
CHM	151	General Chemistry I	3	3	0	4
and						
CHM	152	General Chemistry II	3	3	0	4
		Subtotal				8

Mathematics (Select two courses from the following.)

MAT	171	Precalculus Algebra	3	2	0	4
MAT	172	Precalculus Algebra II	3	2	0	4
		Subtotal				8

Required Courses

All AS students are required to take the following course. Course should preferably be taken the first semester, but no later than the second semester.

ACA	122	College Transfer Success	0	2	0	1
	Subtotal	(1)				

Additional General Education Hours (11 SHC)

Students must take an additional 11 SHC from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

CHM	131	Introduction to Chemistry	3	0	0	3
CHM	132	Organic and Biochemistry	3	3	0	4
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Intro to Prog & Logic	2	3	0	3
ENG	114	Prof Research & Reporting	3	0	0	3
ENG	232	American Literature II	3	0	0	3
HIS	121	Western Civilization I	3	0	0	3
HIS	122	Western Civilization II	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
HUM	120	Cultural Studies	3	0	0	3
MAT	263	Brief Calculus	3	0	0	3
PSY	241	Developmental Psych	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
REL	212	Intro to New Testament	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA-	112	Elementary Spanish II	3	0	0	3

Electives

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.

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

Total Semester Credit Hours in Program 60-61

COMPREHENSIVE ARTICULATION AGREEMENT

Transfer Course List

UGETC - Indicates a Universal General Education Transfer Component Course

Community College Course	Transfer Designation
ACA 122 College Transfer Success	AA/AS Required Course
ACC 120 Prin of Financial Accounting	Pre-Major/Elective
ACC 121 Prin of Managerial Accounting	Pre-Major/Elective
ART 111 Art Appreciation	UGETC: Humanities/Fine Arts – AA/AS
ART 113 Art Methods and Materials	Pre-Major/Elective
ART 114 Art History Survey I	UGETC: Humanities/Fine Arts – AA/AS
ART 115 Art History Survey II	UGETC: Humanities/Fine Arts – AA/AS
ART 116 Survey of American Art	GEN ED: Humanities/Fine Arts
ART 117 Non-Western Art History	GEN ED: Humanities/Fine Arts
ART 118 Art by Women	Pre-Major/Elective
ART 121 Two-Dimensional Design	Pre-Major/Elective
ART 122 Three-Dimensional Design	Pre-Major/Elective
ART 130 Basic Drawing	Pre-Major/Elective
ART 131 Drawing I	Pre-Major/Elective
ART 132 Drawing II	Pre-Major/Elective
ART 135 Figure Drawing I	Pre-Major/Elective
ART 222 Wood Design I	Pre-Major/Elective
ART 231 Printmaking I	Pre-Major/Elective
ART 232 Printmaking II	Pre-Major/Elective
ART 235 Figure Drawing II	Pre-Major/Elective
ART 240 Painting I	Pre-Major/Elective
ART 241 Painting II	Pre-Major/Elective
ART 242 Landscape Painting	Pre-Major/Elective
ART 244 Watercolor	Pre-Major/Elective
ART 245 Metals I	Pre-Major/Elective
ART 246 Metals II	Pre-Major/Elective
ART 247 Jewelry I	Pre-Major/Elective
ART 248 Jewelry II	Pre-Major/Elective
ART 281 Sculpture I	Pre-Major/Elective
ART 282 Sculpture II	Pre-Major/Elective
ART 283 Ceramics I	Pre-Major/Elective
ART 284 Ceramics II	Pre-Major/Elective
BIO 111 General Biology I	UGETC: Natural Sciences – AA/AS
BIO 112 General Biology II	UGETC: Natural Sciences – AS
BIO 155 Nutrition	Pre-Major/Elective
BIO 163 Basic Anat & Physiology	Pre-Major/Elective
BIO 168 Anatomy and Physiology I	Pre-Major/Elective
BIO 169 Anatomy and Physiology II	Pre-Major/Elective
BIO 275 Microbiology	Pre-Major/Elective
BUS 110 Introduction to Business	Pre-Major/Elective
BUS 115 Business Law I	Pre-Major/Elective
BUS 137 Principles of Management	Pre-Major/Elective
CHM 131 Introduction to Chemistry	GEN ED: Natural Science
CHM 131A Introduction to Chemistry Lab	GEN ED: Natural Science
CHM 132 Organic and Biochemistry	GEN ED: Natural Science
CHM 151 General Chemistry I	UGETC: Natural Sciences – AA/AS
CHM 152 General Chemistry II	UGETC: Natural Sciences – AS
CIS 110 Intro to Computers	GEN ED: Mathematics
CIS 115 Intro to Prog & Logic	GEN ED: Mathematics
CJC 111 Intro to Criminal Justice	Pre-Major/Elective
CJC 121 Law Enforcement Operations	Pre-Major/Elective

CJC 141	Corrections	Pre-Major/Elective
COM 231	**Public Speaking**	UGETC: Communications – AA/AS
ECO 251	**Prin of Microeconomics**	UGETC: Social/Behavioral Sci – AA/AS
ECO 252	**Prin of Macroeconomics**	UGETC: Social/Behavioral Sci – AA/AS
EDU 144	Child Development I	Pre-Major/Elective
EDU 145	Child Development II	Pre-Major/Elective
EDU 216	Foundations of Education	Pre-Major/Elective
EDU 221	Children with Exceptionalities	Pre-Major/Elective
ENG 111	Writing & Inquiry	UGETC: English Comp - AA & AS
ENG 112	**Writing/Research in the Disciplines**	UGETC: English Comp - AA & AS
ENG 114	Prof Research and Reporting	GEN ED: English Composition
ENG 232	**American Literature II**	UGETC: Humanities/Fine Arts – AA/AS
HEA 110	Personal Health/Wellness	Pre-Major/Elective
HIS 111	**World Civilizations I**	UGETC: Social/Behavioral Sci.– AA/AS
HIS 112	**World Civilizations II**	UGETC: Social/Behavioral Sci.– AA/AS
HIS 131	**American History I**	UGETC: Social/Behavioral Sci.– AA/AS
HIS 132	**American History II**	UGETC: Social/Behavioral Sci.– AA/AS
HIS 221	African-American History	Pre-Major/Elective
HUM 115	Critical Thinking	GEN ED: Humanities/Fine Arts
HUM 120	Cultural Studies	GEN ED: Humanities/Fine Arts
MAT 143	**Quantitative Literacy**	UGETC: Math – AA
MAT 152	**Statistical Methods I**	UGETC: Math – AA
MAT 171	**Precalculus Algebra**	UGETC: Math – AA/AS
MAT 172	**Precalculus Trigonometry**	UGETC: Math– AS
MAT 252	**Statistics II**	Pre-Major/Elective
MAT 263	**Brief Calculus**	UGETC: Math– AS
MUS 110	**Music Appreciation**	UGETC: Humanities/Fine Arts – AA/AS
MUS 112	**Introduction to Jazz**	UGETC: Humanities/Fine Arts – AA/AS
PED	All one-hour PED activity courses	Pre-Major/Elective
PED 110	Fit and Well for Life	Pre-Major/Elective
PHI 210	History of Philosophy	GEN ED: Humanities/Fine Arts
PHI 240	**Introduction to Ethics**	UGETC: Humanities/Fine Arts – AA/AS
PHY 110	**Conceptual Physics**	UGETC: Natural Sciences – AA/AS
PHY 110A	**Conceptual Physics Lab**	UGETC: Natural Sciences – AA/AS
PSY 150	**General Psychology**	UGETC: Social/Behavioral Sci.– AA/AS
PSY 241	Developmental Psych	GEN ED: Social/Behavioral Science
PSY 281	Abnormal Psychology	GEN ED: Social/Behavioral Science
REL 110	World Religions	GEN ED: Humanities/Fine Arts
REL 211	Intro to Old Testament	GEN ED: Humanities/Fine Arts
REL 212	Intro to New Testament	GEN ED: Humanities/Fine Arts
SOC 210	**Introduction to Sociology**	UGETC: Social/Behavioral Sci.– AA/AS
SOC 213	Sociology of the Family	GEN ED: Social/Behavioral Science
SOC 220	Social Problems	GEN ED: Social/Behavioral Science

Course descriptions and requirements are available at http://www.nccommunitycolleges.edu/academic-programs/combined-course-library *SBCC Approved 02/21/14; Revised 04/25/14; Editorial revision 04/29/15; TAC Revised 12/02/15; Revised 05/26/16 (CRC Course Action); TAC Revised 02/09/2018; Editorial Revision 03/08/18.*

Revised – February 2018

ASSOCIATE IN APPLIED SCIENCE

Accounting (C25100)

The Accounting program is offered through a collaborative agreement with Halifax Community College in Weldon. Courses leading to an accounting certificate may be completed at R-CCC, while courses leading to an associate degree may be completed at Halifax.

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

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

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

			Class	Lab	Clinic	Credit
Fall Semester						
ACC	120	Prin of Financial Acct	3	2	0	4
ACC	150	Acct Software Appl	1	2	0	2
CIS	110	Intro to Computers	2	2	0	3
		Semester Total				9
Spring Semester						
ACC	121	Prin of Managerial Acct	3	2	0	4
ACC	129	Individual Income Taxes	2	2	0	3
ACC	140	Payroll Accounting	1	2	0	2
		Semester Total				9

Total Semester Credit Hours in Program........................18

Air Conditioning, Heating, & Refrigeration Technology - (A35100)

Associate in Applied Science Degree

Curriculum Description

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start-up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

			Class	Lab	Clinic	Credit
Fall Semester I						
{ACA	111	College Student Success	1	0	0	1
		or				
ACA	122	College Transfer Success	0	2	0	1}
AHR	110	Intro to Refrigeration	2	6	0	5
{AHR	111	HVACR Electricity	2	2	0	3
		or				
ELC	111	Intro to Electricity}	2	2	0	3
AHR	112	Heating Technology	2	4	0	4
AHR	151	HVAC Duct Systems I	1	3	0	2
{ISC	112	Industrial Safety	2	0	0	2
		or				
ISC	115	Construction Safety}	2	0	0	2
WLD	113	Soldering and Brazing	1	2	0	2
		Semester Total				19
Spring Semester I						
AHR	113	Comfort Cooling	2	4	0	4
AHR	114	Heat Pump Technology	2	4	0	4
AHR	130	Controls	2	2	0	3
AHR	160	Refrigerant Certification	1	0	0	1
AHR	180	HVAC Customer Relations	1	0	0	1
{CIS	110	Introduction to Computers	2	2	0	3
		or				
CIS	111	Basic PC Literacy	1	2	0	2}
ENG	111	Writing and Inquiry	3	0	0	3
		Semester Total				18
Fall Semester II						
AHR	115	Refrigeration Systems	1	3	0	2
AHR	211	Residential System Design	2	2	0	3
AHR	212	Advanced Comfort Systems	2	6	0	4
{AHR	120	HVACR Maintenance	1	3	0	2
		or				
WBL	111	Work-Based Learning	0	0	10	1}
COM	231	Public Speaking	3	0	0	3
Elective		Social Behavior Science*	3	0	0	3
		Semester Total				16
Spring Semester II						
AHR	170	Heating Lab	0	3	0	1
AHR	213	HVAC/R Building Code	1	2	0	2
AHR	171	Cooling Lab	0	3	0	1
BPR	130	Print Reading – Construction	3	0	0	3
Elective		Humanities Fine Arts*	3	0	0	3
{MAT	110	Math Measurement & Literacy	2	2	0	3
		or				
PHY	110	Conceptual Physics	3	0	0	3}
		Physical Education Elective*	1	2	0	2
		Semester Total				15

Total Semester Credit Hours in Program 68

Air Conditioning, Heating, & Refrigeration Technology Diploma - (D35100)

			Class	Lab	Clinic	Credit
Fall Semester I						
{ACA	111	College Student Success	1	O	O	1
		or				
ACA	122	College Transfer Success	O	2	O	1}
AHR	110	Intro to Refrigeration	2	6	O	5
{AHR	111	HVACR Electricity	2	2	O	3
		or				
ELC	111	Intro to Electricity}	2	2	O	3
AHR	112	Heating Technology	2	4	O	4
{AHR	120	HVACR Maintenance	1	3	O	2
		or				
WBL	111	Work-Based Learning	O	O	10	1}
AHR	151	HVAC Duct Systems I	1	3	O	2
WLD	113	Soldering and Brazing	1	2	O	2
		Semester Total				18
Spring Semester I						
AHR	113	Comfort Cooling	2	4	O	4
AHR	114	Heat Pump Technology	2	4	O	4
AHR	130	Controls	2	2	O	3
AHR	160	Refrigerant Certification	1	O	O	1
AHR	180	HVAC Customer Relations	1	O	O	1
ENG	111	Writing and Inquiry	3	O	O	3
{MAT	110	Math Measurement & Literacy	2	2	O	3
		or				
PHY	110	Conceptual Physics	3	O	O	3}
Elective		Physical Education Elective*	1	2	O	2
		Semester Total				21

Total Semester Credit Hours in Program.........................39

Heat Pump Certificate (C35100A)

			Class	Lab	Clinic	Credit
{AHR	111	HVACR Electricity	2	2	O	3
		or				
ELC	111	Introduction to Electricity	2	2	O	3}
AHR	113	Comfort Cooling	2	4	O	4
AHR	114	Heat Pump Technology	2	4	O	4
AHR	130	HVAC Controls	2	2	O	3
AHR	160	Refrigerant Certification	1	O	O	1

Total Semester Credit Hours in Program.........................15

Heating and Cooling (C35100B) *name changed from HVAR

			Class	Lab	Clinic	Credit
Fall Semester						
AHR 110		Intro to Refrigeration	2	6	O	5
{AHR 111		HVACR Electricity	2	2	O	3
		or				
ELC 111		Introduction to Electricity	2	2	O	3}
AHR 112		Heating Technology	2	4	O	4
		Semester Total				12
Spring Semester						
AHR 160		Refrigerant Certification	1	O	O	1
		Semester Total				1

Total Semester Credit Hours in Program.........................13

Mechanical Installation Certificate (C35100C)

			Class	Lab	Clinic	Credit
AHR	151	HVAC Duct Systems I	1	3	0	2
AHR	211	Residential System Design	2	2	0	3
AHR	213	HVAC/R Building Code	1	2	0	2
BPR	130	Print Reading – Construction	3	O	O	3
WLD	113	Soldering and Brazing	1	2	0	2

Total Semester Credit Hours in Program 12

Associate Degree Nursing (A45110)
Associate in Applied Science Degree

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

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

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

Approved by the NC Board of Nursing, the ADN program admits first time nursing students in the fall semester only. A maximum of 60 students may be enrolled in the program, which includes first and second level. To be considered for admission to the program, applicants must meet the admission requirements established by the College. Applicants must also meet those admission requirements established by the ADN program. ADN admission/selection is a competitive process which is outlined in this document.

Individuals who are interested in the Nursing Program or currently enrolled in pre-nursing courses are strongly encouraged to attend one of two orientation sessions detailing the admissions process, held annually in October. (Your attendance at one of these sessions equals four (4) points on your admissions ranking worksheet). The nursing faculty will advise each potential applicant about the course requirements for nursing and related courses for earning an Associate Degree in Nursing and the role of the Registrar in determining what credits are awarded on transfer course work. The admission/selection process for the ADN program is composed of three steps. Each step must be completed in sequence. Applications are accepted from interested individuals beginning in November of the year prior to which the person wishes to enter the Nursing Program. Associate degree nursing program applications are available online at

Roanoke-Chowan Community College's website, or in person from the Office of Admissions or by mail request to Admissions Office, Roanoke-Chowan Community College 109 Community College Road, Ahoskie, NC 27910. Applications do not carry over from year to year. A new application must be completed, and the admission process followed beginning in November of the year prior to which that individual desires admission into the Nursing Program. Certain courses/classes are pre-requisites for admission into the Nursing Program, for example certified nursing assistant and CPR classes.

Admission Requirements
STEP I: COMPLETION OF MINIMUM REQUIREMENTS

__ a. **Complete an Application for Admission to Roanoke-Chowan Community College (R-CCC)** either online by visiting the R-CCC website at Roanoke-Chowan Community College or in person from the office of Admissions or by mail request to Admissions Office, Roanoke-Chowan Community College, 109 Community College Road, Ahoskie, NC 27910.

__ b. **Request and submit official transcripts** from high school or Adult High School Diploma/GED certificate and all colleges/universities attended to Student Development Services, Roanoke-Chowan Community College, 109 Community College Road, Ahoskie, NC 27910. R-CCC cannot request transcripts for you. Official transcripts are signed and sealed in an envelope which only R-CCC staff can open. A supplementary transcript of the final semesters' work should be submitted by the school after high school graduation. Applicants with a high school diploma equivalency certificate (GED) must submit a copy of the test scores in lieu of a transcript. **Applicants with a bachelor's degree are not required to submit high school transcripts.** Please allow a few weeks after R-CCC receives your college transcripts to receive a transcript evaluation report. This report will indicate what courses have transferred to R-CCC. Grades less than "C" on related curriculum sequence coursework or less than "B" on nursing course work will not be transferred.

__ c. **Take the NC DAP (North Carolina Diagnostic Assessment and Placement)** test for proper course placement. Applicants who have taken the Scholastic Aptitude Test (SAT) or American College Testing (ACT) may be exempt from testing. Call the Testing Center at 252-862-1238 to schedule an appointment for testing

If an applicant is eligible for any exemption from testing, the applicant must secure a waiver form from Director of Admissions before testing, which must be presented to the test administrator on the day of testing.

Applicants not scoring at or above the cut-off scores on the NC DAP testing will be placed in the appropriate education courses. Students must then progress through these course studies until the following proficiency levels are completed:

English   -   DRE 098
Algebra   -   DMA 050

Students must complete DRE and DMA courses with a grade of a "P".
                            - Or-
Retesting on the NC DAP will be permitted once, providing the applicant has not enrolled in any developmental courses. The testing waiver form will indicate the area(s) of the test to be retaken. If after retesting, the applicant has not met the cut off scores on the placement test, the applicant must then enroll in and progress through the appropriate developmental courses.

Test scores will be valid for a period of five years. Applicants who have taken the NC DAP at other institutions may have an official copy of the scores sent to the College's Testing Center.

SAT or ACT scores will be considered in accordance with R-CCC admissions policy.

Additional requirements for International Students: To demonstrate proficiency in the English language, the applicant must take the Test of English as a Foreign Language (TOEFL) and score at least 500 (written test) or 173 (computerized test)

__ d. **GPA (Grade point average requirement):** Applicant must have a minimum cumulative (overall) grade point average (GPA) of 2.8 or higher on the most recent three academic semesters (minimum of 12 college credit hours) of coursework. The GPA calculations will omit grades from developmental courses, ACA courses and PE courses.

__ e. **Applicant must complete the Associate Degree Nursing (ADN) Program Application** and submit a copy by postal mail postmarked on or before **February 1, no exceptions** granted. Mail to ATTN: Nursing Department Admissions, Roanoke-Chowan Community College, 109 Community College Road, Ahoskie, NC 27910.

__ **f.** Applicant must be listed as a Certified Nurse Aide with the NC Division of Health Service Regulation Registry. Beginning fall 2015, **all applicants must submit proof of listing at the time the application to the Nursing Program is submitted (on or before February 1st). CNA registry must remain current throughout the ADN program.**

__ g. Applicant must submit evidence of cardiopulmonary resuscitation certification (CPR) at the Health Care Provider Level. Beginning fall 2015, proof of CPR certification **(American Heart Association) must be submitted at the time the application to the Nursing Program is submitted (on or before February 1st).**

__ h. **Completed Health Form:** Submit a completed North Carolina Community College System (NCCCS) Health Examination Form, available online at Roanoke-Chowan Community Collegehttp://www.roanokechowan.edu/ verifying physical and emotional health as evidence of the applicant's ability to provide safe nursing care to the public (21 NCAC 36.0320). This examination includes a current TB skin test (chest x-ray if positive TB skin test), Chicken Pox titer (or vaccine), Hepatitis B series (or declination*), Influenza (flu) and complete immunization records. The health exam may be completed by a physician, nurse practitioner, or physician assistant. The health exam must be current within 9 months of enrollment in a "NUR" course and be **submitted at the time the application is made to the program; no extensions will be granted.** *Applicant may sign a declaration form for waiver of Hepatitis B immunization after consultation with the Program Director.*

If the Health Examination Form and all other required documents are not submitted, the applicant will forfeit his/her admission into the Nursing Program.

__ i. **Conditional Letter, Permission to take Kaplan Entrance Exam:** After the qualifying 2.8 GPA has been confirmed by the Registrar's Office, the Kaplan Entrance Examination for the ADN Program must be taken.
  a. Applicant will be notified by a letter from the Nursing Department Admissions when to schedule an appointment to take the Kaplan Entrance Test. Kaplan Entrance Test scores will be valid for a period of one year. The scores achieved on this test will be used in the admission selection process for the Associate Degree Nursing Program.
  b. Applicants will be allowed to retest one time during the admissions process for admission into fall semester.

__ j. **Applicants seeking admission must complete ALL of the above minimum admission requirements. Completion of the minimum admission requirements does not guarantee acceptance into the nursing program.**

STEP II: Competitive Criteria for ADN Admission/Selection

After the applicant has completed the admission requirements outlined in Step I, each applicant will be evaluated utilizing the following criteria.

	Maximum
Assessment Criteria	Points
CRITERION 1: Completed Course Work and GPA	36 pts.
CRITERION 2: Kaplan Entrance Test Score	100 pts.
CRITERION 3: Related Experience and Residency	5 pts.

The points an applicant receives from each of these criteria will be added together. The applicants who receive the highest number of points will be considered for admission to the program. After the criteria have been applied, the date of original application to the ADN program will be utilized to determine priority for admission in circumstances where applicants have achieved the same score.

Criterion 1: Completed Course Work (28 points) and GPA (4 points) and Attendance at Knowledge Sharing Session (4 points) = TOTAL 36 points

Classes (Credits)	Grade	Points
BIO 168 (4)		
BIO 169 (4)		
ENG 111 (3)		
ENG 112 (3) or		
ENG 114 (3)		
PSY 159 (3)		
PSY 241 (3)		
HUM 115 (3)		

Point System A = 4, B = 3, C = 2

  a. Completed Coursework (28 points)
  b. Grade-Point Average (4 points)

  *GPA **≥** 3.5 (4 points)
  *Applicant must have a minimum cumulative (overall) grade point average (GPA) of 2.8 or higher on the most recent three academic semesters (minimum of 12 college credit hours) of coursework. The GPA calculations will omit grades from developmental courses, ACA courses, and PE courses.

  c. Attendance at Knowledge Sharing Session (4 points)

Criterion 2: Kaplan's Entrance Test (100 points)
  · Overall score of 65 or >   100
  · Overall score   55-64   50
  · Overall score <55   0

Criterion 3: Related Experience/Residency (5 points)
Current CNA II (1 point)
*Other allied health certificate/degree/licensure (2 points)
Resident of Hertford, Bertie, Northampton and Gates (2 points)

*Students will be awarded two (2) points total for an allied health degree/certification/licensure from the following list: LPN, X-ray tech, surgical tech, medication aide, dental hygienist, dental assisting, dialysis tech, phlebotomy, respiratory therapy, medical office, medical assisting, EMT,

paramedic, physical therapy assistant, occupational therapy, recreational therapy, speech therapy, pharmacy tech. Other degrees/certificates/licensure will not be considered for ranking purposes.

*A minimum Competitive Criteria score of 50 points is required to be considered for admission. However, this does not guarantee acceptance into the program.

STEP III: **Determination of Enrollment Status**

a.   **Letter of Acceptance:** Applicants who are selected to enter the Nursing Program will receive a letter of acceptance into the nursing program. The applicant will be assigned one of the following enrollment categories:

Accepted for enrollment
Alternate (Qualified but placed on a waiting list)
Not accepted (Those who do not qualify)

A letter will be sent to each applicant by the postal mail, informing the applicant of the final admission recommendation.

B.   Mandatory Attendance at Orientation Session: Each student who receives a letter of acceptance will be required to attend the orientation session for the ADN program held annually on campus in August.

C.   Letter of Acknowledgment: Each student who receives a letter of acceptance will also receive an Acknowledgement Form. The Acknowledgement Form must be signed and returned to the Nursing Department to confirm the applicant's intent to enroll in any NUR course in the fall semester.

NOTES:
1.   Any applicant not admitted into the program in a particular year would need to reapply for entry into the ADN Program the next year. Students must then adhere to the admission policies that are current for that year.

2.   **It is mandatory for applicants to inform Student Services of any changes in their personal information occurring since the date of application in order for corrections to be made on the selection data sheet (phone number, address, etc.) The College will not be responsible for any letters not delivered because of incorrect mailing addresses.**

3.   If the applicant's overall college GPA falls below 2.8, the applicant will forfeit admission to the nursing program.

4.   The nursing faculty recommends that all students enrolled in nursing carry private health insurance coverage.

5.   The admission procedure for the ADN Program is revised annually. Applicants are advised to go to the college website at Roanoke-Chowan Community College to read the current admission procedures.

6.   Any applicant whose behavior is inconsistent with the North Carolina Nurse Practice Act (NC NPA) during the admissions process may forfeit their right to be admitted into the ADN Program. You may find the NC NPA at North Carolina Board of Nursing's website.

7.   Applicants are strongly encouraged to complete related curriculum sequence courses required in the nursing curriculum prior to entering the ADN Program. The related courses for Associate Degree Nursing (A45110) sequence are:

*BIO 168 Anatomy & Physiology I
*ENG 111 Writing and Inquiry
PSY 150 Introductory Psychology
PSY 241 Lifespan Development
*BIO 169 Anatomy & Physiology II
*ENG 112 Writing/Research in Disc
      or
*ENG 114 Professional Research & Reporting
* HUM 115 Critical Thinking
CIS 110 Intro to Computers
ACA 122 College Transfer

*Highly recommended for completion prior to entering the ADN Program

8.   Criminal Background Check
The ADN Program requires a clinical component and a criminal background check is required by most clinical agencies. A student's criminal record will impact the student's opportunity to successfully complete the clinical portion of the course and therefore will limit the student's ability to progress in the program. If a student is unable to attend any clinical site, due to the criminal background check, the student will be dismissed from the program.

Transfer Students
Applicants desiring to transfer into Roanoke-Chowan Community College Associate Degree Nursing program must meet the same admission criteria required of all nursing students. The applicant must follow the same procedure required by R-CCC for all transfer students as outlined in the R-CCC catalog. A transfer student is defined as a student who has completed all requirements for progression to the next semester at the college from which they are transferring. Admission for the transfer student is on a "space-available" basis, not to exceed 10% of total program enrollment. Twenty-five percent of credit hours are required to be completed at this College for the degree to be conferred.

In addition to the catalog requirements, the student may be requested to provide course outlines for all nursing courses for which the applicant is seeking credit, scores from any standardized test(s) like the Kaplan Entrance Test, taken at former schools, and a letter of recommendation from clinical

instructor who most recently supervised applicant. The ADN Program Director along with the Registrar will evaluate the outlines and determine the amount of credit to be awarded. Applicant must complete or receive transfer credit for coursework required in curriculum sequence prior to point of entrance into 'NUR' course with a grade of "C" or above in related coursework and an "80" (B) or better in 'NUR' courses.

Due to the rapidly changing technology in nursing studies, any student seeking transfer to the ADN program after more than one-year lapse in nursing education will be asked to demonstrate proficiency in core nursing competencies by means of theory (written exam) and clinical (skills) performance evaluations with a score of "80" (B) or better. The proficiency exam will be administered by the nursing faculty at a scheduled time, to be announced during the application process.

All applicants seeking advanced placement as a transfer student must complete **ALL** of the above admission requirements on or before **March 1**. Completion of the minimum admission requirements for transfer does not guarantee acceptance into the program. Following completion of the minimum admission requirements for a transfer student, the competitive selection process will be implemented for admission to the ADN program.

Advanced Placement (LPN)
Enrollment is contingent upon meeting the criteria met by the generic nursing students, space availability as well as the following criteria:

1. High school graduation or equivalent.
2. Transcript from the Practical Nursing Program showing courses taken and grades earned.
3. Current unrestricted license to practice in North Carolina.
4. Completion of or transfer credit for coursework required in curriculum sequence prior to point of entrance into NUR courses. Additional courses may sometimes be required. A minimum grade of "80" (B) is required on each nursing course and a minimum of "C" or better on all related coursework.
5. Satisfactory completion with a grade of an "80" (B) or above on theory (written exam) and clinical performance (skill competency) evaluation, which are administered by the nursing faculty at a scheduled time, to be announced during the application process.

All applicants seeking advanced placement as an LPN transition student must complete **ALL** of the above admission requirements on or before **March 1**. Completion of the minimum admission requirements for transfer does not guarantee acceptance into the program. Following completion of the minimum admission requirements for a transfer student, the competitive selection process will be implemented for admission to the ADN program.

Readmission
Students who have interrupted their studies in the ADN program and who wish to continue their academic pursuits are eligible for readmission on a "space available" basis, not to exceed 10% of total program enrollment. ALL current minimum admission requirements must be met.

READMISSION TO ASSOCIATE DEGREE NURSING
Effective May 1, 2016
1. Any student who withdraws or is dismissed from the Associate Degree Nursing program may be readmitted only once based on program faculty recommendations and available space.

2. A student who wishes to re-enter Associate Degree Nursing must submit a written request to the Director. This request for reentry must be received by the end of the next semester following the interruption of studies. The letter must state what interventions have been implemented for success in the program. There is no guarantee of readmission to the Associate Degree Nursing program.

3. Students who return after an absence of one semester or more (except summer) (a) must meet current admissions requirements (section 9.2 Admission Requirements), and (b) submit an updated health evaluation.

4. Students submitting for readmissions must complete and score an 80% or higher on a comprehensive theory evaluation which will include content covered in the previous NUR courses where the student met proficiency. This evaluation will be administered by nursing faculty/staff at a scheduled time, to be announced during the readmission process. Achievement of 80% on the comprehensive theory evaluation does not guarantee acceptance.

5. To assure retention of knowledge and skills, students are urged to return to the program at the earliest feasible time. The amount of time which has lapsed between withdrawal from the program and the readmission request must be considered by the program faculty. Nursing faculty may make educational (classroom and clinical) recommendations for any student seeking readmission. Auditing of the previously completed program courses may be recommended by faculty. Additionally, an interview with Admissions Committee may be requested.

Any student who after readmission does not receive a grade of "B" (80%) or better on all curriculum courses will not be eligible to re-enroll in the Associate Degree Nursing program.

The applicant who has exited the program one time for any reason, since implementation of the Concept- Based Curriculum in fall 2010, will be eligible for only one readmission. Any applicant not enrolled in the nursing program within two years from the time of their

withdrawal/dismissal will have to repeat all nursing courses.

Students called to active duty military service while enrolled in the Nursing program will be readmitted with the same academic status that he or she had when last attended.

STEP I: Determination of Enrollment Status

a. Readmission Response Form: Applicants who are selected to enter the Nursing Program will receive a readmission response form into the nursing program.

The ADN Program requires a clinical component and a criminal background check is required by most clinical agencies. A student's criminal record will impact the student's opportunity to successfully complete the clinical portion of the course and therefore will limit the student's ability to progress in the program. If a student is unable to attend any clinical site, due to the criminal background check, the student will be dismissed from the program.

General Abilities & Requirements
The practice of nursing involves cognitive, sensory, affective, and psychomotor performance requirements. Nursing students should process and be able to demonstrate the following abilities: critical thinking, interpersonal skills, mobility, communication skills, motor skills, hearing ability, visual acuity, tactile sensation, cognitive abilities, and weight bearing ability. Nursing students/applicants requiring special accommodations or modifications for learning (e.g. interpreter, reader, large print materials, or testing considerations) should contact Student Services.

Academic Progression

10.1 Evaluation and Guidance
Student evaluation begins prior to admission when the application to enter College, the admission test scores, and the high school and college transcripts of the applicant are reviewed by the admissions committee.

A planned program for regular evaluation of each student's progress is instituted at the beginning of the academic year. Students are required to participate actively in the process of evaluation. Specific evaluation processes are outlined in each course syllabus.

Provision for student guidance is made in academic advising. A faculty advisor is designated for each student upon entrance to the program. Office hours of the nursing faculty will be posted each semester on their office doors. Appointments may be scheduled within these office hours. Students are encouraged to meet with their advisors soon after admission and then on a regular basis for academic advising. Counseling is available through Student Support Services.

Academic Progression
Academic progression in nursing includes successful completion of the course or didactic requirements and demonstrated competence on all assigned nursing laboratory and clinical requirements. A nursing course is comprised of three components of study, the classroom, clinical and laboratory experiences as indicated in the course syllabus.

To demonstrate attainment of course objectives for any NUR course the student must:

A. Achieve an overall course grade of 80% (B) and successfully pass all clinical/lab requirements.
B. Have Unit Test Average of 80% (B) or higher without the addition of any collaborative points or rounding of grades to take the final exam. [Grades from assignments, pop quizzes, etc. will be added only after the student's calculated test average totals 80% (B) or higher without the addition of any collaborative points or rounding of grades]
C. Pass the Final Exam with a grade of 80% (B) or higher without rounding the grade for successful "Pass" of the course.
    - Unit Test Average of 80% (B) or higher without the addition of any collaborative points or rounding of grades is required to take the final exam. In the event the student does not achieve an 80% on unit test average, the student will be required to drop and receive the current course total grade (79.9% (C) or less depending on course average).

D. Satisfactorily complete and meet course, laboratory, clinical practice and/or program objectives and requirements. (This includes clinical performance evaluations, competence verifications, skills check-offs, clinical papers, care plans, concept maps, logs, NCLEX preparation, assignments and other course work as assigned).

Students progressing in The Department of Nursing must:

1. Class: Receive a grade of "80" (B) or above in each nursing course and "C" or better in pre-requisite, and co-requisite course regardless of the semester enrolled as stipulated by the corresponding grading scale. Should a student make a grade below "80" (B) in nursing or below "C" in nursing-related sequence course(s), he/she will be dismissed from the nursing program. (See ADN Performance Evaluation Procedure) Fractions of a point at a level of 0.5 or greater will not be rounded up to the next whole number. (Ex. 79.5 does not round to 80 it remains at 79).

    Course prerequisites for NUR prefix courses as well as other course requirements are defined in the curricular section of the College catalog and the ADN Policy Manual. Students must successfully complete these prerequisites prior to enrolling in subsequent course

offerings. Enrolled students must take NUR prefix courses in sequence.

- Satisfactorily complete and meet course, laboratory, clinical practice and/or program objectives and requirements. (This includes clinical performance evaluations, competence verifications, skills check-offs, clinical papers, care plans, concept maps, NCLEX preparation, Prep U, Kaplan assignments and other course work as assigned). Students will be allowed two attempts to successfully return various skills in the lab.

- Prep U and Kaplan, students will be required, as part of the course requirements to utilize these resources each semester. Inability to master this content will result in a student being placed on a Performance Improvement Plan (PIP).

- Prepare for class and using the "Flipped Class and/or Jump Start" methodology the student's preparation will be measured or tested during each class session. The primary purpose of Flipping the Classroom "Jump Starts" is to promote active learning, engagement and content retention.

- Through active learning, the student is expected to read, complete assignments, view lectures, listen to podcasts, and review prepared interactive media etc. prior to class.

- The student may also be directed to participate in online peer to peer or peer to faculty discussion forums. The student or student groups may be randomly assigned and/or selected to actively flip, and jump start a class session. If assigned, the student or student group is expected to lead the class in a discussion, presentation, EBP literature review etc. about the topic.

- Any student scoring less than 80% on unit tests in NUR courses will be required to complete remediation of the content taught in that unit within one week of the test date. Remediation is MANDATORY not optional.

2. Clinical and Lab: Satisfactorily meet and complete ALL clinical and laboratory requirements and competencies to successfully complete the course. (See Clinical/Laboratory Evaluation Requirement Section.)

3. Overall Attainment of Course and Program Objectives: The student must demonstrate attainment and/or mastery of ALL course and/or program objectives and student learning outcomes to successfully complete the course.

Each student will be required to demonstrate Math Proficiency by scoring a minimum of "90%" on math

proficiency tests for NUR 111 and NUR 213. Three attempts are allowed in each course. Inability to master this content with a score of "90%" will result in a grade of "C" for the NUR course in which the student is enrolled. The student will be required to exit the program at that point.

Any student who is placed on a Performance Improvement Plan (PIP) more than twice will be required to exit the program immediately.

The curriculum is designed so that each semester's requirements must be met before proceeding into the next semester. A student receiving an incomplete in a prerequisite course will be allowed only until the end of the add period of the following semester to remove the incomplete. If this is not done, the student will automatically be dropped from the course(s) including NUR courses in which he/she is currently enrolled.

In the event that physical or mental impairments exist or arise which may interfere with the performance of classroom, laboratory, and/or clinical activities, the student will be referred to a physician. A letter of treatment or medical clearance will be required before the student may progress further in the program. The student, program faculty, and R-CCC Disabilities Services staff will jointly decide upon an individual plan of progression, including any applicable reasonable accommodations. Physical and/or mental impairments that do not respond to treatment within a reasonable period or reasonable accommodations may result in dismissal from the program. At any time, a faculty member may remove a student from clinical practice if the student demonstrates any behavior which conflicts with safe patient care. Please refer to the Essential Functions (Section 13. 1) to determine the skills and abilities necessary to function as a nursing student.

Students entering the Nursing program must hold a current CPR Healthcare Provider Certification by the AHA and Nurse Aide I registry; both must remain current throughout enrollment in the program. The student is responsible for maintaining certification.

Certification/Licensure Opportunities
(Prior to completion of associate degree)
NA II Listing-Students satisfactorily completing the first year-second semester of the ADN A45110 program are eligible to apply for NA II listing through the NC Board of Nursing. A current NA I listing is required prior to admission to the ADN program and to obtain a NA II listing.

Graduation Requirements
Upon recommendation of the faculty and the approval of the College's Board of Trustees, the appropriate degree, diploma, or certificate will be awarded to students successfully completing the course requirements of the program. All students must:

- Complete all required course requirements within established curriculum as prescribed in the catalog of record.
- Earn a minimum of a 2.0 GPA.
- Clear all financial obligations to the College.
- Complete at least 25 percent of credit hours required for the degree, diploma, or certificate at the College.
- Nursing students must have an overall GPA of 2.0 with no grade less than "80" (B) in nursing courses or less than "C" in nursing –related curriculum sequence courses.

Licensure Eligibility

In accordance with the provisions of Chapter 150B of the General Statutes, the NC Board of Nursing (GS 90-171.37) may deny licensure, revoke or suspend a license or invoke disciplinary measures in which the Board determines that the nurse or applicant:

- has given false information or has withheld material information from the Board in procuring or attempting to procure a license to practice nursing;
- has been convicted or pleaded guilty or nolo contendere to any crime which indicates that the nurse is unfit or incompetent to practice nursing or that the nurse has deceived or defrauded the public. Conviction shall not automatically bar licensure. The Board of Nursing shall consider factors regarding the conviction (90-171.48).
- has a mental or physical disability or uses any drugs to a degree that interferes with his or her fitness to practice nursing;
- engages in conduct that endangers the public health;
- is unfit or incompetent to practice nursing because of deliberate or negligent acts or omissions regardless of whether actual injury to the patient is established;
- engages in conduct that deceives, defrauds, or harms the public during professional activities or services;
- has violated any provision of the Nurse Practice Act, G.S. Chapter 90, Section 1, Article 9A;
- has willfully violated any rules enacted by the Board

Program Dismissal

Any student who demonstrates behavior that conflicts with safety essential to nursing practice will be dismissed from the program per the Associate Degree Nursing Program Director. Safe practice is defined as practicing within the NC Nursing Practice Act (G.S. Chapter 90, Section 1, Article 9A), practicing within guidelines and objectives of the program, practicing within rules and regulations of affiliating health care agencies, and practicing within the ANA Code of Ethics and NLNAC Core Competencies.

The ADN Department also reserves the right to dismiss any student from the program who presents physical and/or emotional health problems that do not respond to appropriate treatment and/or counseling within a reasonable time frame. These behaviors and/or problems would be of the nature that they impair the student's ability to provide safe nursing care to the public. Also, any student who fails to meet the progression

and continuation guidelines will be dismissed from the program.

Specific polices related to the ADN program are addressed in detail in the ADN Program Policy and Procedure Manual.

			Class	Lab	Clinic	Credit
Fall Semester I						
ACA	122	College Transfer Success	0	2	0	1
BIO	168	Anatomy and Physiology I	3	3	0	4
ENG	111	Writing & Inquiry	3	0	0	3
PSY	150	General Psychology	3	0	0	3
NUR	111	Intro to Health Concepts	4	6	6	8
		Semester Total				19
Spring Semester I						
BIO	169	Anatomy and Physiology II	3	3	0	4
NUR	112	Health Illness Concepts	3	0	6	5
NUR	113	Family Health Concepts	3	0	6	5
NUR	117	Pharmacology	1	3	0	2
PSY	241	Developmental Psychology	3	0	0	3
		Semester Total				19
Fall Semester II						
CIS	110	Introduction to Computers	2	2	0	3
NUR	114	Holistic Health Concepts	3	0	6	5
NUR	211	Health Care Concepts	3	0	6	5
NUR	212	Health System Concepts	3	0	6	5
		Semester Total				18
Spring Semester II						
{ ENG	112	Writing/Research in the Disc or	3	0	0	3
ENG	114	Prof. Research & Reporting	3	0	0	3 **}**
HUM	115	Critical Thinking	3	0	0	3
NUR	213	Complex Health Care Concepts	4	3	15	10
		Semester Total				16

Total Semester Credit Hours in Program 72

Barbering - (D55110)

Curriculum Description

The Barbering Curriculum is designed to provide competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the barber industry. The curriculum also provides a simulated environment that enables students to develop manipulative skills.

Course work includes instruction in all phases of professional barbering, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge and other selected topics.

Graduates should qualify to sit for the State Board of Examiners. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in barbershops and related businesses.

Students must fill out Barber School application before enrolling in Core Barber classes. Forms are available in Student Services. Additionally, to sit for the NC State License

exam, students must complete 1528 hours of training in a NC Board of Barber Examiners-approved school. RCCC provides these mandatory training hours.

Note: All students not completing DMA 010-030 and DRE 096-097 by the end of Year One must drop the program until these requirements are met.

			Class	Lab	Clinic	Credit
Fall Semester I						
BAR	111	Barbering Concepts I	4	0	0	4
BAR	112	Barbering Clinic I	0	24	0	8
		Semester Total				12
Spring Semester II						
BAR	113	Barbering Concepts II	4	0	0	4
BAR	114	Barbering Clinic II	0	24	0	8
		Semester Total				12
Fall Semester II						
ACA	111	College Student Success	1	0	0	1
BAR	115	Barbering Concepts III	4	0	0	4
BAR	116	Barbering Clinic III	0	12	0	4
PSY	101	Applied Psychology	3	0	0	3
		Semester Total				12
Spring Semester II						
BAR	117	Barbering Concepts IV	2	0	0	2
BAR	118	Barbering Clinic IV	0	21	0	7
ENG	102	Applied Communications II	3	0	0	3
		Semester Total				12

Total Semester Credit Hours in Program........................48

Business Administration - (A25120)

Associate in Applied Science Degree

Curriculum Description

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.

			Class	Lab	Clinic	Credit
Fall Semester I						
{ACA	111	College Student Success	1	0	0	1
or						
ACA	122	College Transfer Success	0	2	0	1}
ACC	120	Principles of Financial Acct.	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
{MAT	143	Quantitative Literacy	2	2	0	3
or						
MAT	152	Statistical Methods I	3	2	0	4}
		Semester Total				17
Spring Semester I						
ACC	121	Principles of Managerial Acct	3	2	0	4
BUS	115	Business Law I	3	0	0	3
BUS	135	Principles of Supervision	3	0	0	3
BUS	139	Entrepreneurship	3	0	0	3
ENG	112	Writing/Research in the Disc	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
		Semester Total				19
Fall Semester II						
BUS	240	Business Ethics	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
MKT	223	Customer Service	3	0	0	3
{PSY	150	General Psychology	3	0	0	3
or						
SOC	210	Introduction to Sociology	3	0	0	3}
WBL	111	Work-Based Learning	0	0	10	1
		Semester Total				16
Spring Semester II						
BUS	151	People Skills	3	0	0	3
BUS	225	Business Finance	2	2	0	3
BUS	260	Business Communication	3	0	0	3
		Major Course Elective*	3	0	0	3
		Humanities-Fine Arts Elective	3	0	0	3
		Physical Education Elective	1	2	0	2
		Semester Total				17

Total Semester Credit Hours in Program 69

Business Administration Diploma – (D25120)

			Class	Lab	Clinic	Credit
Fall Semester I						
{ACA	111	College Student Success	1	0	0	1
or						
ACA	122	College Transfer Success	0	2	0	1}
ACC	120	Principles of Financial Acct.	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
BUS	240	Business Ethics	3	0	0	3
{ECO	251	Principles of Microeconomics	3	0	0	3
or						
ECO	252	Principles of Macroeconomics	3	0	0	3}
		Semester Total				17
Spring Semester I						
BUS	115	Business Law I	3	0	0	3
BUS	135	Principles of Supervision	3	0	0	3
BUS	151	People Skills	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing & Inquiry	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
		Social/Behavioral Science*	3	0	0	3
		Semester Total				21

Total Semester Credit Hours in Program 38

Foundations Certificate (C25120F)

			Class	Lab	Clinic	Credit
Fall Semester I						
BUS	110	Introduction to Business	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
{ECO	251	Principles of Microeconomics	3	0	0	3
or						
ECO	252	Principles of Macroeconomics	3	0	0	3}
		Semester Total				9
Spring Semester I						
BUS	115	Business Law I	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
		Semester Total				6

Total Semester Credit Hours in Program........................15

Management Certificate (C25120M)

			Class	Lab	Clinic	Credit
Fall Semester I						
ACC	120	Principles of Financial Acct	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
		Semester Total				10
Spring Semester I						
BUS	230	Small Business Management	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
		Semester Total				6

Total Semester Credit Hours in Program........................16

Cosmetology (D55140)
Diploma

Curriculum Description

The Cosmetology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals necessary to the cosmetology industry.

The curriculum provides a simulated salon experience which enable students to develop manipulative skills. Students learn all aspects of barbering: hair design, chemical processes, skin and nail care, multi-cultural practices, business/computer principles and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts. Upon successfully passing the State Board exam, graduate will be issued a license. Employment is available in beauty salons and related businesses.

To stand for the NC State License, students must complete 1500 hours of training in a NC Board of Cosmetic Arts-approved school. RCCC provides those mandatory training hours.

Note: All students not completing DMA 010-030 and DRE 096-097 by the end of Year One must drop the program until these requirements are met.

			Class	Lab	Clinic	Credit
Fall Semester I						
COS	111	Cosmetology Concepts I	4	0	0	4
COS	112	Salon I	0	24	0	8
		Semester Total				12
Spring Semester I						
COS	113	Cosmetology Concepts II	4	0	0	4
COS	114	Salon II	0	24	0	8
		Semester Total				12
Fall Semester II						
ACA	111	College Student Success	1	0	0	1
COS	115	Cosmetology Concepts III	4	0	0	4
COS	116	Salon III	0	12	0	4
PSY	101	Applied Psychology	3	0	0	3
		Semester Total				12
Spring Semester II						
COS	117	Cosmetology Concepts IV	2	0	0	2
COS	118	Salon IV	0	21	0	7
ENG	102	Applied Communications II	3	0	0	3
		Semester Total				12

Total Semester Credit Hours in Program 48

Criminal Justice Technology - (A55180)
Associate in Applied Science

Curriculum Description

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.

			Class	Lab	Clinic	Credit
Fall Semester I						
{ACA	111	College Student Success	1	0	0	1
or						
ACA	122	College Transfer Success	0	2	0	1}
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
CJC	111	Intro to Criminal Justice	3	0	0	3
CJC	221	Investigative Principles	3	2	0	4
CJC	231	Constitutional Law	3	0	0	3
		Semester Total				17

Spring Semester I

			Class	Lab	Clinic	Credit
CJC	113	Juvenile Justice	3	0	0	3
CJC	121	Law Enforcement Operations	3	0	0	3
CJC	132	Court Procedure & Evidence	3	0	0	3
CJC	141	Corrections	3	0	0	3
ENG	114	Prof Research & Reporting	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
		Semester Total				18

Fall Semester II

			Class	Lab	Clinic	Credit
CJC	112	Criminology	3	0	0	3
CJC	122	Community Policing	3	0	0	3
CJC	212	Ethics & Community Relations	3	0	0	3
CJC	213	Substance Abuse	3	0	0	3
CJC	232	Civil Liability	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Semester Total				18

Spring Semester II

			Class	Lab	Clinic	Credit
CJC	131	Criminal Law	3	0	0	3
CJC	225	Crisis Intervention	3	0	0	3
CJC	241	Community-Based Corrections	3	0	0	3
		Humanities/Fine Arts Elective	3	0	0	3
		Physical Education Elective	1	2	0	2
SOC	210	Introduction to Sociology	3	0	0	3
WBL	110	World of Work	1	0	0	1
		Semester Total				18

Total Semester Credit Hours in Program........................65

Diploma (D55180)

Fall Semester I

			Class	Lab	Clinic	Credit
CIS	110	Introduction to Computers	2	2	0	3
CJC	111	Intro to Criminal Justice	3	0	0	3
CJC	221	Investigative Principles	3	2	0	4
ENG	111	Writing and Inquiry	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Semester Total				16

Spring Semester I

			Class	Lab	Clinic	Credit
CJC	121	Law Enforcement Operations	3	0	0	3
CJC	131	Criminal Law	3	0	0	3
CJC	141	Corrections	3	0	0	3
CJC	213	Substance Abuse	3	0	0	3
ENG	114	Prof Research & Reporting	3	0	0	3
		Semester Total				15

Fall Semester II

			Class	Lab	Clinic	Credit
CJC	112	Criminology	3	0	0	3
CJC	212	Ethics & Community Relations	3	0	0	3
CJC	225	Crisis Intervention	3	0	0	3
CJC	241	Community-Based Corrections	3	0	0	3
		Semester Total				12

Total Semester Credit Hours in Program........................43

Correction Specialist I Certificate (C55180)

Fall Semester I

			Class	Lab	Clinic	Credit
CJC	111	Intro to Criminal Justice	3	0	0	3
CJC	221	Investigative Principles	3	2	0	4
		Semester Total				7

Spring Semester I

			Class	Lab	Clinic	Credit
CJC	121	Law Enforcement Operations	3	0	0	3
CJC	141	Corrections	3	0	0	3
		Semester Total				6

Total Semester Credit Hours in Program 13

Correction Specialist II Certificate (C55180B)

Fall Semester

			Class	Lab	Clinic	Credit
CJC	111	Intro to Criminal Justice	3	0	0	3
CJC	225	Crisis Intervention	3	0	0	3
		Semester Total				6

Spring Semester

			Class	Lab	Clinic	Credit
CJC	213	Substance Abuse	3	0	0	3
CJC	141	Corrections	3	0	0	3
		Semester Total				6

Total Semester Credit Hours in Program 12

Public Safety Certificate (C55180A)

Fall Semester I

			Class	Lab	Clinic	Credit
CJC	111	Intro to Criminal Justice	3	0	0	3
CJC	225	Crisis Intervention	3	0	0	3
		Semester Total				6

Spring Semester II

			Class	Lab	Clinic	Credit
CJC	213	Substance Abuse	3	0	0	3
CJC	141	Corrections	3	0	0	3
		Semester Total				6

Total Semester Credit Hours in Program 12

Note: Roanoke-Chowan Community College will award experiential credit for core Law Enforcement courses toward the AAS in Criminal Justice Technology with the proper documentation. All coursework and certifications need to be completed through an accredited institution.

- Official transcript of any prior college credit on fife with admissions office.
- Must be currently certified as an active Law Enforcement/Correction Officer in North Carolina and maintain concurrent certification for **three** years or more.
- Submit proof of Employment for the past three years. Copies of the following:
  1. Individual transcripts
  2. Course description

Upon approval of the program administrator, credit will be awarded for the following courses:

Law Enforcement
CJC 111 Introduction to Criminal Justice
CJC 132 – Court Procedure and Evidence
CJC 131 – Criminal Law

Corrections
CJC 232 – Civil Liability
CJC 141 – Corrections
CJC 225 = Crisis Intervention

Early Childhood Education (A55220)

Curriculum Description:

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.

Early Childhood Education B-K Licensure Transfer Track (A55220BK)

Fall Semester I

		Class	Lab	Clinic	Credit
{ACA 111	College Student Success	1	0	0	1
or					
ACA 122	College Transfer Success	0	2	0	1}
CIS 110	Introduction to Computers	2	2	0	3
EDU 119	Intro to Early Childhood Edu	4	0	0	4
EDU 131	Child, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
	Semester Total				17

Spring Semester I

EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, and Nutrition	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	3
	Semester Total				18

Summer I

Elective	Natural Science Elective*	3	0	0	4
Elective	Social/Beh Science Elective**	3	0	0	3
	Semester Total				7

*Natural Science Elective: Select one: BIO 111, CHM 151, PHY 110/110A
**Social/Behavioral Science Elective Select one: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, SOC 210

Fall Semester II

EDU 221	Children w/Exceptionalities	3	0	0	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
EDU 251	Exploration Activities	3	0	0	3

EDU 280	Language/Literacy Exp	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	Semester Total				15

Spring Semester II

COM 231	Public Speaking	3	0	0	3
EDU 216	Foundations of Education	3	0	0	3
EDU 250	Teacher Licensure Prep	3	0	0	3
EDU 284	Early Childhood Capstone	1	9	0	4
Elective	Hum. /Fine Arts Elective****	3	0	0	3
	Semester Total				16

****Humanities/Fine Arts Elective, Select one: ART 111, ART 114, ART 115, MUS 110, MUS 112, PHI 240

Total Semester Credit Hours in Program 73

Early Childhood Education Career Entry Track (A55220CE)

Fall Semester I

		Class	Lab	Clinic	Credit
{ACA 111	College Student Success	1	0	0	1
or					
ACA 122	College Transfer Success	0	2	0	1}
CIS 110	Introduction to Computers	2	2	0	3
EDU 119	Intro to Early Childhood Edu	4	0	0	4
EDU 131	Child, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
	Semester Total				17

Spring Semester I

EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, and Nutrition	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	3
	Semester Total				18

Summer I

Elective	Natural Science Elective*	3	0	0	4
Elective	Social/Beh Science Elective**	3	0	0	3
	Semester Total				7

*Natural Science Elective: Select one: BIO 111, CHM 151, PHY 110/110A
**Social/Behavioral Science Elective Select one: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, SOC 210

Fall Semester II

EDU 221	Children w/Exceptionalities	3	0	0	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
EDU 251	Exploration Activities	3	0	0	3
EDU 280	Language/Literacy Exp	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	Semester Total				15

Spring Semester II

COM 231	Public Speaking	3	0	0	3
EDU 261	Early Childhood Adm I	3	0	0	3
EDU 262	Early Childhood Adm I I	3	0	0	3
EDU 284	Early Childhood Capstone	1	9	0	4
	Semester Total				13

Total Semester Credit Hours in Program 69

Early Childhood Education Non-Licensure Transfer Option (A55220NL)

Fall Semester I

		Class	Lab	Clinic	Credit
{ACA 111	College Student Success	1	0	0	1
or					
ACA 122	College Transfer Success	0	2	0	1}
CIS 110	Introduction to Computers	2	2	0	3
EDU 119	Intro to Early Childhood Edu	4	0	0	4
EDU 131	Child, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
	Semester Total				17

Spring Semester I

		Class	Lab	Clinic	Credit
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, and Nutrition	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	3
	Semester Total				18

Summer I

		Class	Lab	Clinic	Credit
Elective	Natural Science Elective*	3	0	0	4
Elective	Social/Beh Science Elective**	3	0	0	3
	Semester Total				7

*Natural Science Elective: Select one: BIO 111, CHM 151, PHY 110/110A
**Social/Behavioral Science Elective Select one: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, SOC 210

Fall Semester II

		Class	Lab	Clinic	Credit
EDU 221	Children w/Exceptionalities	3	0	0	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
EDU 251	Exploration Activities	3	0	0	3
EDU 280	Language/Literacy Exp	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	Semester Total				15

Spring Semester II

		Class	Lab	Clinic	Credit
COM 231	Public Speaking	3	0	0	3
EDU 261	Early Childhood Adm I	3	0	0	3
EDU 262	Early Childhood Adm I I	3	0	0	3
EDU 284	Early Childhood Capstone	1	9	0	4
Elective	Hum. /Fine Arts Elective****	3	0	0	3
	Semester Total				16

****Humanities/Fine Arts Elective, Select one: ART 111, ART 114, ART 115, MUS 110, MUS 112, PHI 240

Total Semester Credit Hours in Program........................73

Administration Certificate (C55220A)

Fall Semester I

		Class	Lab	Clinic	Credit
EDU 119	Intro to Early Childhood Edu	4	0	0	4
EDU 153	Health, Safety, and Nutrition	3	0	0	3
EDU 261	Early Childhood Admin I	3	0	0	3
	Semester Total				10

Spring Semester I

		Class	Lab	Clinic	Credit
EDU 131	Child, Family, & Community	3	0	0	3
EDU 262	Early Childhood Admin II	3	0	0	3
	Semester Total				6

Total Semester Credit Hours in Program........................16

Preschool Certificate (C55220P)

Fall Semester I

		Class	Lab	Clinic	Credit
EDU 119	Intro to Early Childhood Edu	4	0	0	4
EDU 153	Health, Safety, & Nutrition	3	0	0	3
	Semester Total				7

Spring Semester I

		Class	Lab	Clinic	Credit
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 131	Child, Family, & Community	3	0	0	3
	Semester Total				9

Total Semester Credit Hours in Program 16

Emergency Medical Science (A45340)

Associate in Applied Science Degree

Curriculum Description

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 may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

Fall Semester I

		Class	Lab	Clinic	Credit
ACA 111	College Student Success	2	0	0	1
EMS 110	EMT	6	6	0	8
BIO 168	Anatomy and Physiology I	3	3	0	4
MED 120	Survey of Medical Term	2	0	0	2
	Semester Total				15

Spring Semester I

		Class	Lab	Clinic	Credit
ENG 111	Writing and Inquiry	3	0	0	3
BIO 169	Anatomy and Physiology II	3	3	0	4
EMS 122	EMS Clinical Practicum I	0	0	3	1
EMS 130	Pharmacology	3	3	0	4
EMS 131	Advanced Airway Mgmt.	1	2	0	2
EMS 160	Cardiology I	1	3	0	2
	Semester Total				16

Summer Semester I

		Class	Lab	Clinic	Credit
CIS-110	Introduction to Computers	2	2	0	3
{PSY 150	General Psychology	3	0	0	3
or					
SOC 210	Introduction to Sociology	3	0	0	3}
EMS 221	EMS Clinical Practicum II	0	0	6	2

			Class	Lab	Clinic	Credit
		Semester Total				8
Fall Semester II						
{HUM	115	Critical Thinking	3	0	0	3
or						
HUM	120	Cultural Studies	3	0	0	3}
EMS	220	Cardiology II	2	3	0	3
EMS	231	EMS Clinical Practicum III	0	0	9	3
EMS	240	Patients w/Spec Challenges	1	2	0	2
EMS	250	Medical Emergencies	3	3	0	4
EMS	260	Trauma Emergencies	1	3	0	2
EMS	140	Rescue Scene Management	1	3	0	2
EMS	235	EMS Management	2	0	0	2
		Semester Total				21
Spring Semester II						
EMS	241	EMS Clinical Practicum IV	0	0	12	4
EMS	270	Life Span Emergencies	2	3	0	3
EMS	285	EMS Capstone	1	3	0	2
{ENG	112	Writing/Research in the Disc	3	0	0	3
or						
ENG	114	Professional Research	3	0	0	3}
{MAT	110	Math Measurement & Literacy	2	2	0	3
or						
MAT	143	Quantitative Literacy	3	0	0	3}
		Semester Total				15

Total Semester Credit Hours in Program........................75

Emergency Medical Science Bridging Option (A45340B)

			Class	Lab	Clinic	Credit
Fall Semester I						
ACA	111	College Student Success	2	0	0	1
ENG	111	Writing and Inquiry	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
BIO	163	Basic Anatomy & Physiology	3	3	0	4
EMS	140	Rescue Scene Management	1	3	0	2
EMS	280	EMS Bridging Course	2	2	0	3
*		Transfer Credit Hours	44			
		Semester Total				60
Spring Semester I						
{ENG	112	Writing/Research in the Disc	3	0	0	3
Or						
ENG	114	Prof Research & Reporting	3	0	0	3}
{HUM	115	Critical Thinking	3	0	0	3
or						
HUM	120	Cultural Studies	3	0	0	3}
{MAT	110	Math Measurement & Li	2	2	0	3
or						
MAT	143	Quantitative Literacy	2	2	0	3}
{PSY	150	General Psychology	3	0	0	3
or						
SOC	210	Introduction to Sociology	3	0	0	3}
EMS	235	EMS Management	2	0	0	2
		Semester Total				15

Total Semester Credit Hours in Program........................75

EMS	110	EMT	6	6	0	8
EMS	122	EMS Clinical Practicum I	0	0	3	1
EMS	130	Pharmacology	3	3	0	4

EMS	131	Advanced Airway Mgmt.	1	2	0	2
EMS	160	Cardiology I	1	3	0	2
EMS	220	Cardiology II	2	3	0	3
EMS	221	EMS Clinical Practicum II	0	0	6	2
EMS	231	EMS Clinical Practicum III	0	0	9	3
EMS	240	Patients w/Spec Challenges	1	2	0	2
EMS	241	EMS Clinical Practicum IV	0	0	12	4
EMS	250	Medical Emergencies	3	3	0	4
EMS	260	Trauma Emergencies	1	3	0	2
EMS	270	Life Span Emergencies	2	3	0	3
EMS	285	EMS Capstone	1	3	0	2
MED	120	Survey of Medical Term	2	0	0	2

Roanoke-Chowan Community College will award experiential credit for core Paramedic courses toward the AAS in EMS with the proper documentation. All coursework and certifications need to be completed through an accredited institution.

- Official transcript of any prior college credit on file with admissions office.

- Must be currently certified as an active Paramedic in North Carolina and maintain certification throughout the EMS Bridge program.

- Submit proof of EMS continuing education in the last two years. Copies of the following documents/credentials must be submitted with the program application:

1. Basic Cardiac Life Support
2. Advanced Cardiac Life Support
3. Basic Trauma Life Support
4. Pediatric Advanced Life Support

The above certifications and experience will provide 40 hours of proficiency credit toward the A.A.S. degree. Credit will be awarded for EMS 110 (8 hours), EMS 122 (1 hour), EMS 130 (4 hours), EMS 160 (2hours), EMS 220 (3 hours), EMS 221 (2 hours), EMS 231 (3 hours), EMS 240 (2 hours), EMS 241 (4 hours), EMS 250 (4 hours), EMS 260 (2 hours), EMS 270 (3 hours), EMS 285 (2 hours).; MED 120 (2 hours)

Graduates of this program are not eligible to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic credentialing examination. Any student who graduated from a state approved paramedic program prior to January 1, 2013 is eligible to take the NREMT Paramedic credentialing examination.

Emergency Medical Science Certificate (C45340)

			Class	Lab	Clinic	Credit
EMS	110	EMT	6	6	0	8
MED	120	Survey of Medical Term	2	0	0	2
CIS	110	Introduction to Computers	2	2	0	3

Total Semester Credit Hours in Program 13

Human Services Technology (A45340)

Associate in Applied Science Degree

Curriculum Description

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

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

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

			Class	Lab	Clinic	Credit
Fall Semester I						
{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	0	2	0	1}
BUS	135	Principles of Supervision	3	0	0	3
{CIS	110	Introduction to Computers	2	2	0	3
	or					
CIS	111	Basic PC Literacy	1	2	0	2}
ENG	111	Writing and Inquiry	3	0	0	3
HSE	110	Intro to Human Services	2	2	0	3
PSY	150	General Psychology	3	0	0	3
		Semester Total				15
Spring Semester I						
ENG	112	Writing/Research in the Disc	3	0	0	3
HSE	112	Group Process I	1	2	0	2
HSE	123	Interviewing Techniques	2	2	0	3
HSE	125	Counseling	2	2	0	3
SAB	135	Addictive Process	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Semester Total				17
Fall Semester II						
BIO	163	Basic Anatomy & Physiology I	4	2	0	5
HSE	160	HSE Clinical Supervision I	1	0	0	1
HSE	162	HSE Clinical Experience I	0	0	6	2
HSE	210	Human Service Issues	2	0	0	2
HSE	225	Crisis Intervention	3	0	0	3
HSE	227	Children & Adolescents in Crisis	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
		Semester Total				19
Spring Semester II						
BUS	230	Small Business Management	3	0	0	3
HSE	226	Intellectual Disabilities	3	0	0	3
		Humanities Elective	3	0	0	3

		Physical Education Elective	0	2	0	1
PSY	265	Behavior Modification	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
		Semester Total				16

Total Semester Credit Hours in Program .... 68 - 69

Human Services Technology Certificate (C45380)

			Class	Lab	Clinic	Credit
Fall Semester I						
HSE	210	Human Service Issues	2	0	0	2
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Semester Total				8
Spring Semester I			Class	Lab	Clinic	Credit
HSE	112	Group Process I	2	0	0	2
HSE	123	Interviewing Techniques	2	2	0	3
HSE	125	Counseling	2	2	0	3
		Semester Total				8

Total Semester Credit Hours in Program 16

Human Services Technology w/Mental Health (A4358C)

Associate in Applied Science Degree

Curriculum Description

The Human Services Technology/Mental Health concentration prepares students for job opportunities in the mental health field. The curriculum enables students to understand culturally and emotionally handicapped, developmentally disabled, or addicted clients through a variety of models and diagnoses.

Course work includes a history of the mental health movement, current developments and future trends, and theoretical models affecting individual development and behavior in a diverse client population.
Fieldwork experiences provide opportunities for application of knowledge in agency and institutional settings.

Graduates should qualify for employment in mental health treatment centers serving a diverse multicultural client population in public and private settings. Graduates will work with individuals, families, groups, organizations, and communities in providing a therapeutic arena of care.

Program Entrance Requirements
Admission is strongly encouraged during fall semesters only. To be considered for admission to either program, applicants must meet the entrance requirements established by both the College and the HST Department.

- Complete (or have completed) one year of biology and one year of chemistry in high school or one course in general biology and/or chemistry at R-CCC or another college with a minimum grade of C.

- Meet minimum cutoff scores on placement tests and/ or complete all recommended developmental courses (ENG, RED, MAT) with a minimum grade of C.

Progression Requirements

Students must earn a minimum grade of C in all major courses to complete the program successfully. Any major courses with a grade lower than Care to be retaken before beginning clinical. Students will not be admitted to clinical unless they have successfully met HSE 160 and HSE 162 pre-requisites.

Graduation Requirement

Students must have a cumulative GPA of 2.0 with a 2.0/C or higher in clinical to graduate from the HST program.

Additional Program Expenses

As required per student-expenses could exceed $150 for the full program.

- Liability insurance/clinical--$20 per year is due the semester the student enters HSE 160 and HSE 162. Insurance must be purchased before placement into clinical agency.
- Medical exam, shots, TB Tine/PPD test, Hepatitis B vaccine recommended
- Transportation to clinical and meals, and any clothing needed to meet agency requirements
- Any registration for workshops, applications for credentials, organizational memberships, literature

Program Dismissal

The HST Department reserves the right to dismiss students from the program who present physical, emotional, or addiction problems, providing such problems do not respond and maintain to appropriate treatment/counseling within a reasonable period, to be determined by HST Program Coordinator. Students who exhibit behavior conflicting with the practice essential to the program, to be determined by HST Program Coordinator, may be dismissed. Students showing need for personal recovery and/or educational assistance will be asked to seek appropriate services.

Fall Semester I

			Class	Lab	Clinic	Credit
{ACA	111	College Student Success	1	0	0	1
		or				
ACA	122	College Transfer Success	0	2	0	1}
{CIS	110	Introduction to Computers	2	2	0	3
		or				
CIS	111	Basic PC Literacy	1	2	0	2}
ENG	111	Writing and Inquiry	3	0	0	3
HSE	110	Intro to Human Services	2	2	0	3
HSE	225	Crisis Intervention	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Semester Total				15-16

Spring Semester I

ENG	112	Writing/Research in the Disc	3	0	0	3
HSE	112	Group Process I	1	2	0	2
HSE	123	Interviewing Techniques	2	2	0	3
HSE	125	Counseling	2	2	0	3

MHA	150	Mental Health Systems	3	0	0	3
		Physical Education Elective	0	2	0	1
SAB	135	Addictive Process	3	0	0	3
		Semester Total				18

Fall Semester II

BIO	163	Basic Anatomy & Physiology	4	2	0	5
HSE	160	HSE Clinical Supervision I	1	0	0	1
HSE	162	HSE Clinical Experience I	0	0	6	2
HSE	210	Human Service Issues	2	0	0	2
MHA	155	Psychological Assessment	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Semester Total				19

Spring Semester II

BUS	230	Small Business Management	3	0	0	3
HSE	226	Intellectual Disabilities	3	0	0	3
		Humanities Elective	3	0	0	3
MHA	240	Advocacy	2	0	0	2
PSY	265	Behavioral Modification	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
		Semester Total				17

Total Semester Credit Hours in Program 69-70

Human Services Technology Mental Health Diploma (D4538C)

Fall Semester I

			Class	Lab	Clinic	Credit
{ACA	111	College Student Success	1	0	0	1
		or				
ACA	122	College Transfer Success	0	2	0	1}
ENG	111	Writing & Inquiry	3	0	0	3
HSE	110	Introduction to Human Services	2	2	0	3
		Physical Education Elective	0	2	0	1
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Semester Total				14

Spring Semester I

HSE	112	Group Process I	1	2	0	2
HSE	123	Interviewing Techniques	2	2	0	3
HSE	226	Intellectual Disabilities	3	0	0	3
MHA	150	Mental Health Systems	3	0	0	3
MHA	240	Advocacy	2	0	0	2
PSY	265	Behavioral Modification	3	0	0	3
		Semester Total				16

Fall Semester II

HSE	160	HSE Clinical Supervision I	1	0	0	1
HSE	162	HSE Clinical Experience I	0	0	6	2
HSE	225	Crisis Intervention	3	0	0	3
MHA	155	Psychological Assessment	3	0	0	3
		Semester Total				9

Total Semester Credit Hours in Program 39

Human Services Technology Mental Health Certificate (C4538C)

Fall Semester I

			Class	Lab	Clinic	Credit
HSE	110	Introduction to Human Services	2	2	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Semester Total				9

Spring Semester I

			Class	Lab	Clinic	Credit
HSE	123	Interviewing Techniques	2	2	0	3
HSE	226	Intellectual Disabilities	3	0	0	3
MHA	150	Mental Health Systems	3	0	0	3
		Semester Total				9

Total Semester Credit Hours in Program........................18

Industrial Systems Technology - (A50240)

Associate in Applied Science Degree

Curriculum Description

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

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

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

Fall Semester I

			Class	Lab	Clinic	Credit
{ACA	111	College Student Success	1	0	0	1
		or				
ACA	122	College Transfer Success	0	2	0	1}
BPR	111	Blueprint Reading	1	2	0	2
{CIS	110	Introduction to Computers	2	2	0	3
		or				
CIS	111	Basic PC Literacy	1	2	0	2}
ELC	112	DC/AC Electricity	3	6	0	5
{MAT	121	Algebra/Trigonometry I	2	2	0	3
		or				
PHY	110	Conceptual Physics	3	0	0	3}
MNT	110	Intro to Maint Procedures	1	3	0	2
WLD	112	Basic Welding Processes	1	3	0	2
		Semester Total				17

Spring Semester I

			Class	Lab	Clinic	Credit
ENG	111	Writing and Inquiry	3	0	0	3
HYD	110	Hydraulics/Pneumatics I	2	3	0	3
ISC	112	Industrial Safety	2	0	0	2
MNT	130	Control Systems	2	4	0	4
		Technical Elective*				3
		Technical Elective*				3
		Semester Total				18

Fall Semester II

			Class	Lab	Clinic	Credit
ATR	211	Robot Programming	2	3	0	3
COM	231	Public Speaking	3	0	0	3
ELC	118	National Electrical Code	1	2	0	2
ELC	128	Intro to PLC	2	3	0	3
HUM	115	Critical Thinking	3	0	0	3
		Semester Total				14

Spring Semester II

			Class	Lab	Clinic	Credit
ELC	228	PLC Applications	2	6	0	4
MEC	111	Machine Processes I	1	4	0	3
MNT	160	Industrial Fabrication	1	3	0	2
MNT	240	Industrial Equipment and Troubleshooting	1	3	0	2
{PSY	150	General Psychology	3	0	0	3
		or				
SOC	210	Introduction to Sociology	3	0	0	3}
		Technical Elective				3
		Semester Total				17

Total Semester Credit Hours in Program 66

Technical Electives:

			Class	Lab	Clinic	Credit
AHR	110	Introduction to Refrigeration	2	6	0	5
AHR	112	Heating Technology	2	4	0	4
AHR	113	Comfort Cooling	2	4	0	4
AHR	120	HVACR Maintenance	1	3	0	2
AHR	130	HVAC Controls	2	2	0	3
AHR	160	Refrigeration Certification	1	0	0	1
ELC	111	Introduction to Electricity	2	2	0	3
ELC	113	Basic Wiring I	2	6	0	4
ELC	120	Intro to Wiring	2	2	0	3
ELC	125	Diagrams and Schematics	1	2	0	2
MEC	151	Mechanical Mfg Systems	1	3	0	2
MNT	220	Rigging and Moving	1	3	0	2
WLD	110	Cutting Processes	1	3	0	2
WLD	115	SMAW (Stick) Plate	2	9	0	5
WLD	116	SMAW (Stick) Plate/Pipe	1	9	0	4
WBL	111	Work-Based Learning	0	0	10	1

Industrial System Technology Diploma - (D50240)

Fall Semester I

			Class	Lab	Clinic	Credit
{ACA	111	College Student Success	1	0	0	1
		or				
ACA	122	College Transfer Success	0	2	0	1}
ATR	211	Robot Programming	2	3	0	3
BPR	111	Blueprint Reading	1	2	0	2
ELC	112	DC/AC Electricity	3	6	0	5
ELC	118	National Electrical Code	1	2	0	2
ELC	128	Intro to PLC	2	3	0	3
HYD	110	Hydraulics/Pneumatics I	2	3	0	3
MNT	110	Intro to Maint Procedures	1	3	0	2
WLD	112	Basic Welding Processes	1	3	0	2
		Semester Total				23

Spring Semester I

			Class	Lab	Clinic	Credit
{CIS	110	Introduction to Computers	2	2	0	3
		or				
CIS	111	Basic PC Literacy	1	2	0	2}
COM	231	Public Speaking	3	0	0	3
ISC	112	Industrial Safety	2	0	0	2
{MAT	121	Algebra/Trigonometry I	2	2	0	3
		or				
PHY	110	Conceptual Physics	3	0	0	3}
MNT	130	Control Systems	2	4	0	4
MNT	160	Industrial Fabrication	1	3	0	2
		Physical Education	0	2	0	1
		Semester Total				17-18

Total Semester Credit Hours in Program 40-41

Electrical Certificate - (C50240A)

			Class	Lab	Clinic	Credit
ELC	111	Intro to Electricity	2	2	0	3
ELC	113	Basic Wiring I	2	6	0	4
ELC	118	National Electrical Code	1	2	0	2
ISC	112	Industrial Safety	2	0	0	2
MNT	130	Control Systems	2	4	0	4

Total Semester Credit Hours in Program.......................15

Mechanical Certificate - (C50240B)

			Class	Lab	Clinic	Credit
HYD	110	Hydraulics/Pneumatics I	2	3	0	3
ISC	112	Industrial Safety	2	0	0	2
MED	111	Machine Processes I	1	4	0	3
MNT	160	Industrial Fabrication	1	3	0	2
WLD	112	Basic Welding Processes	1	3	0	2

Total Semester Credit Hours in Program.......................12

PLC Automation Certificate - (C50240D)

			Class	Lab	Clinic	Credit
ATR	211	Robot Programming	2	3	0	3
ELC	112	DC/AC Electricity	3	6	0	5
ELC	128	Intro to PLC	2	3	0	3
ELC	228	PLC Applications	2	6	0	4

Total Semester Credit Hours in Program.......................15

Electrician Certificate - (C50240E)

			Class	Lab	Clinic	Credit
ELC	112	DC/AC Electricity	3	6	0	5
ELC	118	National Electrical Code	1	2	0	2
ELC	120	Intro to Wiring	2	2	0	3
MNT	130	Control Systems	2	4	0	4

Total Semester Credit Hours in Program.......................14

Information Technology: Support and Services (A25590T)

Associate in Applied Science Degree

Curriculum Description

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, 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, 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.

Fall Semester I

			Class	Lab	Clinic	Credit
ACA	122	College Transfer Success	2	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
CTI	110	Web, Pgm, & DB Foundation	2	2	0	3
CTI	120	Network & Sec Foundation	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
PED__		Physical Education Elective	1	0	0	1
		Semester Total				17

Spring Semester I

			Class	Lab	Clinic	Credit
CTI	141	Cloud and Storage Concepts	1	4	0	3
CTS	120	Hardware/Software Support	2	3	0	3
CTS	130	Spreadsheet	2	2	0	3
NOS	110	Operating Systems Concepts	2	3	0	3
NOS	130	Windows Single User	2	2	0	3
PSY	150	General Psychology	3	0	0	3
		or				
SOC	210	Introduction to Sociology	3	0	0	3
		Semester Total				18

Fall Semester II

			Class	Lab	Clinic	Credit
CTI	175	Intro to Wireless Technology	2	2	0	3
CTS	115	Info Systems Business Conc	3	0	0	3
CTS	155	Tech Support Functions	2	2	0	3
DBA	110	Database Concepts	2	3	0	3
HUM	115	Critical Thinking	3	0	0	3
SEC	110	Security Concepts	2	2	0	3
		Semester Total				18

Spring Semester II

			Class	Lab	Clinic	Credit
CIS	115	Intro to Prog & Logic	2	3	0	3
COM	231	Public Speaking	3	0	0	3
CTS	220	Adv Hardware/Software Supp	2	3	0	3
CTS	250	User Support & Software Eval	2	2	0	3
CTS	289	Systems Support Project	1	4	0	3
WBL	111	Work-Based Learning I	0	0	10	1
		Semester Total				16

Total Semester Credit Hours in Program 69

Information Technology: Web Administration - (A25590W)

Associate in Applied Science Degree

Curriculum Description

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, 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, 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.

			Class	Lab	Clinic	Credit
Fall Semester I						
ACA 122	College Transfer Success		2	0	0	1
CIS 110	Introduction to Computers		2	2	0	3
CIS 124	DTP Graphics and Software		2	2	0	3
CTI 110	Web, Pgm, & DB Foundation		2	2	0	3
ENG 111	Writing and Inquiry		3	0	0	3
PED___	Physical Education Elective		1	0	0	1
WEB 110	Internet/Web Fundamentals		2	2	0	3
	Semester Total					17
Spring Semester I						
CIS 115	Intro to Prog & Logic		2	3	0	3
HUM 115	Critical Thinking		3	0	0	3
MAT 143	Quantitative Literacy		2	2	0	3
WEB 115	Web Markup & Scripting		2	2	0	3
WEB 120	Intro to Internet Multimedia		2	2	0	3
WEB 140	Web Development Tools		2	2	0	3
	Semester Total					18
Fall Semester II						
COM 231	Public Speaking		3	0	0	3
CTI 120	Networking & Sec Foundations		2	2	0	3
DBA 110	Database Concepts		2	3	0	3
DME 110	Intro to Digital Media		2	2	0	3
PSY 150	General Psychology		3	0	0	3
Or						
SOC 210	Introduction to Sociology		3	0	0	3
WEB 250	Database Driven Websites		2	2	0	3
	Semester Total					18
Spring Semester II						
CTS 115	Info Sys Business Concepts		3	0	0	3
DME 130	Digital Animation		2	2	0	3
CIS 160	MM Resources Integration		2	2	0	3
WEB 210	Web Design		2	2	0	3
WEB 285	Emerging Web Technologies		2	2	0	3
WEB 289	Internet Tech Project		1	4	0	3
WBL 111	Work-Based Learning I		0	0	10	1
	Semester Total					19

Total Semester Credit Hours in Program............................ 72

Information Technology: Digital Media Certificate (C25590A)

			Class	Lab	Clinic	Credit
Fall Semester I						
DME 110	Intro to Digital Media		2	2	0	3
CIS 124	DTP Graphics and Software		2	2	0	3
	Semester Total					6

Spring Semester I						
DME 130	Digital Animation		2	2	0	3
WEB 120	Intro to Internet Multimedia		2	2	0	3
	Semester Total					6

Total Semester Credit Hours in Program 12

Information Technology: Web Design Certificate (C25590B)

			Class	Lab	Clinic	Credit
Fall Semester I						
CTI 110	Web, Pgm, & DB Foundation		2	2	0	3
	Semester Total					3
Spring Semester I						
WEB 115	Web Markup & Scripting		2	2	0	3
WEB 120	Intro to Internet Multimedia		2	2	0	3
WEB 140	Web Development Tools		2	2	0	3
	Semester Total					9
Fall Semester II						
WEB 210	Web Design		2	2	0	3
	Semester Total					3

Total Semester Credit Hours in Program 15

Desktop Support Technician Certificate (C25590C)

			Class	Lab	Clinic	Credit
Fall Semester I						
CIS 110	Introduction to Computers		2	2	0	3
CTI 110	Web, Pgm, & DB Foundation		2	2	0	3
CTI 120	Network & Sec Foundation		2	2	0	3
	Semester Total					9
Spring Semester I						
CTS 120	Hardware/Software Support		2	3	0	3
NOS 130	Windows Single User		2	2	0	3
	Semester Total					6
Fall Semester II						
CTS 220	Adv Hardware/Software Supp		2	3	0	3
	Semester Total					3

Total Semester Credit Hours in Program 18

Information Technology Certificate (C25590D)

			Class	Lab	Clinic	Credit
Fall Semester I						
CIS 110	Introduction to Computers		2	2	0	3
CTI 110	Web, Pgm, & DB Foundation		2	2	0	3
CTI 120	Network & Sec Foundation		2	2	0	3
	Semester Total					9
Spring Semester I						
CIS 115	Intro to Prog & Logic		2	3	0	3
CTS 120	Hardware/Software Support		2	3	0	3
CTI 141	Cloud and Storage Concepts		1	4	0	3
	Semester Total					9

Total Semester Credit Hours in Program 18

Mechatronics Engineering Technology (A40350)

Associate in Applied Science Degree

Curriculum Description

These curriculums are 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.

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.

Mechatronics Engineering Technology:
A course of study that prepares the students to use basic engineering principles and technical skills in developing and testing automated, servo mechanical, and other electromechanical systems. 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.

			Class	Lab	Clinic	Credit
Fall Semester I						
{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	0	2	0	1}
CIS	110	Introduction to Computers	2	2	0	3
ELC	112	DC/AC Electricity	3	6	0	5
ENG	111	Writing and Inquiry	3	0	0	3
MAT	121	Algebra/Trigonometry I	2	2	0	3
		Semester Total				15
Spring Semester I						
HYD	110	Hydraulics/Pneumatics I	2	3	0	3
ELC	117	Motors and Controls	2	6	0	4
ISC	112	Industrial Safety	2	0	0	2
HUM	115	Critical Thinking	3	0	0	3
ATR	112	Intro to Automation	2	3	0	3
		Semester Total				15
Summer Semester I						
DFT	119	Basic CAD	1	2	0	2
MEC	111	Machine Processes I	1	4	0	3
PHY	131	Physics-Mechanics	3	2	0	4
		Semester Total				9
Fall Semester II						
ELC	213	Instrumentation	3	2	0	4
ELC	128	Intro to PLC	2	3	0	3
ATR	211	Robot Programming	2	3	0	3
COM	213	Public Speaking	3	0	0	3
		Semester Total				13
Spring Semester II						
ELC	228	PLC Applications	2	6	0	4
MEC	130	Mechanisms	2	2	0	4
MNT	110	Intro to Maint Procedures	1	3	0	2
PSY	150	General Psychology	3	0	0	3
	or					
SOC	210	Introduction to Sociology	3	0	0	3
WLD	112	Basic Welding Processes	1	3	0	2
		Semester Total				18

Total Semester Credit Hours in Program 68

Medical Office Administration - (A25310)

Associate in Applied Science Degree

Curriculum Description

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

			Class	Lab	Clinic	Credit
Fall Semester I						
{ACA	111	College Student Success	1	0	0	1
	or					
ACA	122	College Transfer Success	0	2	0	1}
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
OST	131	Keyboarding	1	2	0	2
		Humanities/Fine Arts Elective	3	0	0	3
		Physical Education Elective	1	0	0	1
		Semester Total				19
Spring Semester I						
		Social Science Elective	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
ENG	112	Writing/Research in the Disc	3	0	0	3
OST	134	Text Entry & Formatting	2	2	0	3
OST	136	Word Processing	2	2	0	3
		Semester Total				15
Fall Semester II						
ACC	120	Principles of Accounting	3	2	0	4
MED	121	Medical Terminology I	3	0	0	3

			Class	Lab	Clinic	Credit
OST	148	Medical Insurance and Billing	3	0	0	3
OST	149	Medical Legal Issue	3	0	0	3
OST	164	Office Editing	3	0	0	3
OST	184	Records Management	2	2	0	3
WBL	111	Work-Based Learning	0	0	10	1
		Semester Total				20

Spring Semester II

BUS	260	Business Communication	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	166	Speech Recognition	1	2	0	2
OST	243	Medical Office Simulation	2	2	0	3
		Program Major Elective	3	0	0	3
OST	289	Office Admin. Capstone	2	2	0	3
		Semester Total				17

Total Semester Credit Hours in Program........................71

Major Program Electives

ACC	140	Payroll Accounting	1	2	0	2
BUS	115	Business Law I	3	0	0	3
BUS	121	Business Math	2	2	0	3
BUS	135	Principles of Supervision	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
DBA	110	Database Concepts	2	3	0	3
OST	122	Office Computations	2	2	0	3
OST	135	Adv Text Entry & Formatting	2	2	0	3
OST	236	Adv. Word Processing	2	2	0	3

Medical Office Administration Diploma (D25310)

			Class	Lab	Clinic	Credit

Fall Semester I

BUS	110	Introduction to Business	3	0	0	3
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	131	Keyboarding	1	2	0	2
OST	148	Medical Insurance and Billing	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3
OST	164	Office Editing	3	0	0	3
		Semester Total				20

Spring Semester I

CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
OST	134	Text Entry & Formatting	2	2	0	3
OST	243	Med Office Simulation	2	2	0	3
OST	289	Administrative Office Mgt	2	2	0	3
		Semester Total				18

Total Semester Credit Hours in Program........................38

Receptionist Certificate (C25310)

			Class	Lab	Clinic	Credit

Fall Semester I

CIS	110	Introduction to Computers	2	2	0	3
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	149	Medical Legal Issues	3	0	0	3

Total Semester Credit Hours in Program........................12

Office Administration - (A25370)

Associate in Applied Science Degree

Curriculum Description

The Office Administration curriculum prepares individuals for positions in administrative support careers.
It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics.
Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry.
Job classifications range from entry-level to supervisor to middle management.

			Class	Lab	Clinic	Credit

Fall Semester I

{ACA	111	College Student Success	1	0	0	1
		or				
ACA	122	College Transfer Success	0	2	0	1}
BUS	110	Introduction to Business	1	2	0	2
ENG	111	Writing and Inquiry	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
OST	122	Office Computations	2	2	0	3
OST	131	Keyboarding	1	2	0	2
		Physical Education Elective	1	0	0	1
		Semester Total				15

Spring Semester I

BUS	260	Business Communication	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
CTS	130	Spreadsheet	2	2	0	3
ENG	112	Writing/Research in the Disc	3	0	0	3
OST	136	Word Processing	2	2	0	3
OST	134	Text Entry & Formatting	2	2	0	3
		Semester Total				18

Fall Semester II

ACC	120	Principles of Financial Acct	3	2	0	4
OST	164	Office Editing	3	0	0	3
OST	184	Records Management	2	2	0	3
		Humanities/Fine Arts Elective	3	0	0	3
		Major Program Elective	3	0	0	3
		Social Science Elective	3	0	0	3
		Semester Total				19

Spring Semester II

ACC	129	Individual Income Taxes	2	2	0	3
ACC	140	Payroll Accounting	1	2	0	2
DBA	110	Database Concepts	2	3	0	3
OST	166	Speech Recognition	1	2	0	2
OST	284	Emerging Technologies	1	2	0	2
OST	289	Office Admin Capstone	2	2	0	3
WBL	111	Work-Based Learning`	0	10	0	1
		Semester Total				16

Total Semester Credit Hours in Program 67

Major Electives

			Class	Lab	Clinic	Credit
BUS	115	Business Law I	3	0	0	3
BUS	121	Business Math	2	2	0	3
BUS	135	Principles of Supervision	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
OST	135	Adv Text Entry & Formatting	2	2	0	3
OST	236	Adv. Word/Info Processing	2	2	0	3

Office Administration Diploma - (D25370)

			Class	Lab	Clinic	Credit
Fall Semester I						
ACC	120	Principles of Financial Acct	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3
OST	131	Keyboarding	1	2	0	2
OST	164	Office Editing	3	0	0	3
		Semester Total				18
Spring Semester I						
BUS	260	Business Communication	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
OST	134	Text Entry & Formatting	2	2	0	3
OST	184	Records Management	2	2	0	3
OST	284	Emerging Technologies	1	2	0	2
OST	289	Administrative Office Mgt	3	0	0	3
		Semester Total				20

Total Semester Credit Hours in Program........................38

Office Administration Certificate (C25370)

			Class	Lab	Clinic	Credit
CIS	110	Introduction to Computers	2	2	0	3
OST	131	Keyboarding	1	2	0	2
		Semester Total				5
Spring Semester I						
DBA	110	Database Concepts	2	3	0	3
OST	134	Text Entry & Formatting	2	2	0	3
OST	284	Emerging Technologies	1	2	0	2
		Semester Total				8

Total Semester Credit Hours in Program........................13

Welding Technology Diploma - (D50420)

Curriculum Description

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

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.

			Class	Lab	Clinic	Credit
Fall Semester I						
ACA	111	College Student Success	1	0	0	1
		or				
ACA	122	College Transfer Success	0	2	0	1
ENG	102	Applied Communications II	3	0	0	3
ISC	112	Industrial Safety	2	0	0	2
WLD	110	Cutting Processes	1	3	0	2
WLD	115	SMAW (Stick) Plate	2	9	0	5
WLD	121	GMAW/FCAW Plate	2	6	0	4
WLD	141	Symbols and Specifications	2	2	0	3
		Semester Total				20
Spring Semester I						
MAT	110	Mathematical Measurement and Literacy	2	2	0	3
		or				
PHY	110	Conceptual Physics	3	0	0	3
		Physical Education Elective	0	2	0	1
WLD	112	Basic Welding	1	3	0	2
WLD	116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD	131	GTAW (TIG) Plate	2	6	0	4
WLD	151	Fabrication I	2	6	0	4
		Semester Total				19

Total Semester Credit Hours in Program 39

Welding Pipe Certificate (C50420B)

			Class	Lab	Clinic	Credit
Fall Semester I						
WLD	115	SMAW (Stick) Plate	2	9	0	5
WLD	151	Fabrication I	2	6	0	4
		Semester Total				9
Spring Semester I						
WLD	116	SMAW (Stick) Plate/Pipe	1	9	0	4
		Semester Total				4

Total Semester Credit Hours in Program 13

Welding Plate Certificate (C50420C)

			Class	Lab	Clinic	Credit
WLD	110	Cutting Processes	1	3	0	2
WLD	115	SMAW (Stick) Plate	2	9	0	5
WLD	121	GMAW/FCAW Plate	2	6	0	4
WLD	141	Symbols and Specifications	2	2	0	3

Total Semester Credit Hours in Program 14

Career and College Promise

For High School Students

College Transfer Pathways

Associates in Arts – P1012C

This CCP College Transfer pathway provides up to 32-33 credit hours leading to the Associate in Arts and 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.

English Composition (6 SHC)

		Class	Lab	Clinic	Credit
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
	Subtotal				6

Select three courses from the following from at least two different disciplines (9 SHC)

Communications
COM 231	Public Speaking	3	0	0	3

Humanities/Fine Arts
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3

Literature
ENG 232	American Literature II	3	0	0	3

Music
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3

Philosophy
PHI 240	Introduction to Ethics	3	0	0	3
	Subtotal				9

Social/Behavioral Sciences (9 SHC)
Select three courses from the following from at least two different disciplines:

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

History
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3

Psychology
PSY 150	General Psychology	3	0	0	3

Sociology
SOC 210	Introduction to Sociology	3	0	0	3

Mathematics (3-4 SHC)
Select one course from the following:
MAT 143	Quantitative Literacy	2	2	0	3
MAT 152	Statistical Methods I	3	2	0	4
MAT 171	Precalculus Algebra	3	2	0	4

Natural Sciences (4 SHC)
Select 4 SHC from the following course(s):
BIO 111	General Biology I	3	3	0	4
CHM 151	General Chemistry I	3	3	0	4
{PHY 110 and	Conceptual Physics	3	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	1}
	Subtotal				4

ACA 122	College Transfer Success	0	2	0	1
	Subtotal				(1)

*OPTIONAL General Education Hours (0-6 SHC)
A student may take up to 6 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Total Semester Credit Hours in Program 32-33

Associate in Science – P1042C

This CCP College Transfer pathway provides up to 35 credit hours leading to the Associate in Science and 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.

English Composition (6 SHC)

		Class	Lab	Clinic	Credit
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
	Subtotal				6

Select two courses from the following from at least two different disciplines (6 SHC)

Communications
COM 231	Public Speaking	3	0	0	3

Humanities/Fine Arts
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3

Literature
ENG 232	American Literature II	3	0	0	3

Music
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3

Philosophy
PHI 240	Introduction to Ethics	3	0	0	3
	Subtotal				9

Social/Behavioral Sciences (6 SHC)
Select three courses from the following from at least two different disciplines:

Economics

			Class	Lab	Clinic	Credit
ECO	251	Prin of Microeconomics	3	0	0	3
ECO	252	Prin of Macroeconomics	3	0	0	3

History

HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3

Psychology

PSY	150	General Psychology	3	0	0	3

Sociology

SOC	210	Introduction to Sociology	3	0	0	3

Mathematics (8 SHC)

MAT	171	Precalculus Algebra	3	2	0	4
MAT	172	Precalculus Trigonometry	3	2	0	4

Natural Sciences (8 SHC)
Select 4 SHC from the following course(s):

{BIO	111	General Biology I and	3	3	0	4
BIO	112	General Biology II	3	3	0	4}
OR						
{CHM	151	General Chemistry I and	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4}
		Subtotal				8
ACA	122	College Transfer Success	0	2	0	1
		Subtotal				(1)

Total Semester Credit Hours in Program.......................35

Associate in General Education – Nursing – P1032C

The Career and College Promise (CCP) ADN Pathway is designed for high school juniors and seniors who wish to begin their educational studies toward the Associate in Nursing degree and a Baccalaureate degree in Nursing.

English Composition (6 SHC)

			Class	Lab	Clinic	Credit
ENG	111	Writing & Inquiry	3	0	0	3
ENG	112	Writing/Research in the Disc	3	0	0	3
		Subtotal				6

Humanities/Fine Arts (3 SHC)

ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
MUS	112	Introduction to Jazz	3	0	0	3
PHI	240	Introduction to Ethics	3	0	0	3
		Subtotal				3

Social/Behavioral Sciences (6 SHC)

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

	Subtotal	6

Natural Sciences (8 SHC)
Select 4 SHC from the following course(s):

BIO	168	Anatomy & Physiology I	3	3	0	4
BIO	169	Anatomy & Physiology II	3	3	0	4
ACA	122	College Transfer Success	0	2	0	1
		Subtotal				(1)

Total Semester Credit Hours in Program 24

Career and Technical Education Pathways

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

			Class	Lab	Clinic	Credit
AHR	110	Intro to Refrigeration	2	6	0	5
AHR	111	HVACR Electricity	2	2	0	3
AHR	113	Comfort Cooling	2	4	0	4
AHR	114	Heat Pump Technology	2	4	0	4

Total Semester Credit Hours in Program 16

CERTIFICATES

A/C, Heating, & Refrig Tech HVAR Certificate (C35100HA)

			Class	Lab	Clinic	Credit
Fall Semester I						
AHR	110	Intro to Refrigeration	2	6	0	5
AHR	111	HVACR Electricity	2	2	0	3
AHR	113	Comfort Colling	2	4	0	4
AHR	114	Heat Pump Technology	2	4	0	4

Total Semester Credit Hours in Program 16

A/C, Heating, & Refrig Tech Heat & Cooling Certificate (C35100HB)

			Class	Lab	Clinic	Credit
Fall Semester I						
AHR	110	Intro to Refrigeration	2	6	0	5
		Semester Total				5
Spring Semester I						
AHR	111	HVACR Electricity	2	2	0	3
AHR	112	Heating Technology	2	4	0	4
AHR	160	Refrigerant Certification	1	0	0	1
AHR	213	HVAC/R Building Code	1	2	0	2
		Semester Total				10

Total Semester Credit Hours in Program 15

Business Administration – Basic (C25120HA)

Class Lab Clinic Credit

Fall Semester I
			Class	Lab	Clinic	Credit
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
BUS	137	Principles of Management	3	0	0	3
		Semester Total				9

Spring Semester I
			Class	Lab	Clinic	Credit
BUS	115	Business Law I	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
		Semester Total				6

Total Semester Credit Hours in Program........................15

Business Administration Foundations Certificate (C25120HF)

Class Lab Clinic Credit

Fall I
			Class	Lab	Clinic	Credit
BUS	110	Introduction to Business	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
		Semester Total				9

Spring I
			Class	Lab	Clinic	Credit
BUS	115	Business Law I	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
		Semester Total				6

Total Semester Credit Hours in Program........................15

Business Administration Management Certificate (C25120HM)

Class Lab Clinic Credit

Fall Semester I
			Class	Lab	Clinic	Credit
BUS	110	Introduction to Business	3	0	0	3
ACC	120	Prin of Financial Accounting	3	2	0	4
BUS	137	Principles of Management	3	0	0	3
		Semester Total				10

Spring Semester I
			Class	Lab	Clinic	Credit
CIS	110	Introduction to Computers	2	2	0	3
BUS	230	Small Business Management	3	0	0	3
		Semester Total				6

Total Semester Credit Hours in Program........................16

Criminal Justice Technology Corrections Specialist I (C55180H)

Class Lab Clinic Credit

Fall Semester I
			Class	Lab	Clinic	Credit
CJC	111	Intro to Criminal Justice	3	0	0	3
CJC	221	Investigative Principles	3	2	0	4
		Semester Total				7

Spring Semester I
			Class	Lab	Clinic	Credit
CJC	121	Law Enforcement Operations	3	0	0	3
CJC	141	Corrections	3	0	0	3
		Semester Total				6

Total Semester Credit Hours in Program........................13

Criminal Justice Technology Corrections Specialist II (C55180HA)

Class Lab Clinic Credit

Fall Semester I
			Class	Lab	Clinic	Credit
CJC	111	Intro to Criminal Justice	3	0	0	3
CJC	225	Crisis Intervention	3	0	0	3
		Semester Total				6

Spring Semester I
			Class	Lab	Clinic	Credit
CJC	213	Substance Abuse	3	0	0	3
CJC	141	Corrections	3	0	0	3
		Semester Total				6

Total Semester Credit Hours in Program 12

Early Childhood Education Administration Certificate (C55220HA)

Class Lab Clinic Credit

Fall Semester I
			Class	Lab	Clinic	Credit
EDU	119	Intro to Early Childhood Edu	4	0	0	4
EDU	153	Health, Safety, and Nutrition	3	0	0	3
EDU	261	Early Childhood Admin I	3	0	0	3
		Semester Total				10

Spring Semester I
			Class	Lab	Clinic	Credit
EDU	131	Child, Family, & Community	3	0	0	3
EDU	262	Early Childhood Admin II	3	0	0	3
		Semester Total				6

Total Semester Credit Hours in Program 16

Early Childhood Education Preschool Certificate (C55220HP)

Class Lab Clinic Credit

Fall Semester I
			Class	Lab	Clinic	Credit
EDU	119	Intro to Early Childhood Edu	4	0	0	4
EDU	153	Health, Safety, & Nutrition	3	0	0	3
		Semester Total				7

Spring Semester I
			Class	Lab	Clinic	Credit
EDU	145	Child Development II	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
EDU	131	Child, Family, & Community	3	0	0	3
		Semester Total				9

Total Semester Credit Hours in Program 16

Human Services Technology (C45380H)

Class Lab Clinic Credit

Fall Semester I
			Class	Lab	Clinic	Credit
HSE	210	Human Services Issues	2	0	0	2
PSY	150	General Psychology	3	0	0	3
SOC	210	Intro to Sociology	3	0	0	3
		Semester Total				8

Spring Semester I
			Class	Lab	Clinic	Credit
HSE	112	Group Process I	1	2	0	2
HSE	123	Interviewing Techniques	3	0	0	3
HSE	125	Counseling	3	0	0	3
		Semester Total				8

Total Semester Credit Hours in Program 16

Human Services Technology w/Mental Health Certificate (C4538H)

			Class	Lab	Clinic	Credit
Fall Semester I						
HSE	110	Intro to Human Services	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Intro to Sociology	3	0	0	3
		Semester Total				9
Spring Semester I						
HSE	123	Interviewing Techniques	3	0	0	3
HSE	226	Mental Retardation	3	0	0	3
MHA	150	Mental Health Systems	3	0	0	3
		Semester Total				9

Total Semester Credit Hours in Program   18

Industrial Systems Technology Certificate - (C50240H)

			Class	Lab	Clinic	Credit
Fall Semester I						
ELC	111	Intro to Electricity	2	2	0	3
ELC	113	Basic Wiring I	2	6	0	4
ELC	118	National Electrical Code	1	2	0	2
		Semester Total				9
Spring Semester I						
ISC	112	Industrial Safety	2	0	0	2
MNT	130	Control Systems	2	4	0	4
		Semester Total				6

Total Semester Credit Hours in Program......................15

Industrial Systems Technology: Electrical Certificate (C50240HA)

			Class	Lab	Clinic	Credit
ELC	118	National Electrical Code	1	2	0	2
ISC	112	industrial Safety	2	0	0	2
ELC	111	Intro to Electricity	2	2	0	3
ELC	113	Residential Wiring	2	6	0	4
ELC	117	Motors and Controls	2	6	0	4

Total Semester Credit Hours in Program......................15

Industrial Systems Technology: Electrician Certificate - (C50240HE)

			Class	Lab	Clinic	Credit
ELC	112	DC/AC Electricity	3	6	0	5
ELC	117	Motors and Controls	2	6	0	4
ELC	118	National Electrical Code	1	2	0	2
ELC	120	Intro to Wiring	3	2	0	3

Total Semester Credit Hours in Program......................14

Information Technology: Digital Media Certificate (C25590AP)

			Class	Lab	Clinic	Credit
Fall Semester I						
DME	110	Intro to Digital Media	2	2	0	3
CIS	124	DTP Graphics and Software	2	2	0	3
		Semester Total				6

			Class	Lab	Clinic	Credit
Spring Semester I						
DME	130	Digital Animation	2	2	0	3
WEB	120	Intro to Internet Multimedia	2	2	0	3
		Semester Total				6

Total Semester Credit Hours in Program 12

Information Technology: Web Design Certificate (C25590BP)

			Class	Lab	Clinic	Credit
Fall Semester I						
CTI	110	Web, Pgm, & DB Foundation	2	2	0	3
		Semester Total				3
Spring Semester I						
WEB	115	Web Markup & Scripting	2	2	0	3
WEB	120	Intro to Internet Multimedia	2	2	0	3
WEB	140	Web Development Tools	2	2	0	3
		Semester Total				9
Fall Semester II						
WEB	210	Web Design	2	2	0	3
		Semester Total				3

Total Semester Credit Hours in Program 15

Desktop Support Technician Certificate (C25590CP)

			Class	Lab	Clinic	Credit
Fall Semester I						
CIS	110	Introduction to Computers	2	2	0	3
CTI	110	Web, Pgm, & DB Foundation	2	2	0	3
CTI	120	Network & Sec Foundation	2	2	0	3
		Semester Total				9
Spring Semester I						
CTS	120	Hardware/Software Support	2	3	0	3
NOS	130	Windows Single User	2	2	0	3
		Semester Total				6
Fall Semester II						
CTS	220	Adv Hardware/Software Supp	2	3	0	3
		Semester Total				3

Total Semester Credit Hours in Program 18

Information Technology Certificate (C25590DP)

			Class	Lab	Clinic	Credit
Fall Semester I						
CIS	110	Introduction to Computers	2	2	0	3
CTI	110	Web, Pgm, & DB Foundation	2	2	0	3
CTI	120	Network & Sec Foundation	2	2	0	3
		Semester Total				9
Spring Semester I						
CIS	115	Intro to Prog & Logic	2	3	0	3
CTS	120	Hardware/Software Support	2	3	0	3
CTI	141	Cloud and Storage Concepts	1	4	0	3
		Semester Total				9

Total Semester Credit Hours in Program 18

Medical Office Administration Receptionist Certificate (C25310H)

			Class	Lab	Clinic	Credit
Fall Semester I						
CIS	110	Introduction to Computers	2	2	0	3
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
OST	131	Keyboarding	2	0	0	2
OST	149	Medical Legal Issues	3	0	0	3
		Semester Total				14
Spring Semester I						
OST	136	Word Processing	3	0	0	3
		Semester Total				3

Total Semester Credit Hours in Program......................17

Nurse Aide Certificate (C45840H)

NAS	101	Nursing Assistant I				3
NAS	102	Nursing Assistant II				3
NAS	103	Home Health Care				2

Total Semester Credit Hours in Program........................8

Office Administration Certificate (C25370H)

			Class	Lab	Clinic	Credit
Fall Semester I						
CIS	110	Introduction to Computers	2	2	0	3
OST	131	Keyboarding	2	0	0	2
		Semester Total				5
Spring Semester I						
OST	284	Emerging Technology				2
CTS	130	Spreadsheet	3	0	0	3
DBA	110	Database Concepts	3	0	0	3
		Semester Total				8

Total Semester Credit Hours in Program......................13

Welding Plate Certificate (C50420H)

			Class	Lab	Clinic	Credit
WLD	110	Cutting Processes	1	3	0	2
WLD	115	SMAW (Stick) Plate	2	9	0	5
WLD	121	GMAW/FCAW Plate	2	6	0	4
WLD	141	Symbols and Specifications	2	2	0	3

Total Semester Credit Hours in Program......................14

DIPLOMA PROGRAMS

Cosmetology Diploma - D55140H

			Class	Lab	Clinic	Credit
Fall Semester I						
COS	111	Cosmetology Concepts I	4	0	0	4
COS	112	Salon I	0	24	0	8
		Semester Total				12
Spring Semester I						
COS	113	Cosmetology Concepts II	4	0	0	4
COS	114	Salon II	0	24	0	8
		Semester Total				12

			Class	Lab	Clinic	Credit
Fall Semester II						
ACA	111	College Student Success	1	0	0	1
COS	115	Cosmetology Concepts III	4	0	0	4
COS	116	Salon III	0	12	0	4
PSY	101	Applied Psychology	3	0	0	3
		Semester Total				12
Spring Semester II						
COS	117	Cosmetology Concepts IV	2	0	0	2
COS	118	Salon IV	0	21	0	7
ENG	102	Applied Comm II	3	0	0	3
		Semester Total				12

Total Semester Credit Hours in Program 48

Early Childhood Education Diploma (D55220H)

			Class	Lab	Clinic	Credit
Fall Semester I						
COM	231	Public Speaking	3	0	0	3
EDU	119	Intro to Early Child Education	4	0	0	4
EDU	151	Creative Activities	3	0	0	3
EDU	153	Health, Safety & Nutrition	3	0	0	3
EDU	221	Children with Exceptional	3	0	0	3
HEA	110	Personal Health/Wellness	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
		Semester Total				22
Spring Semester I						
EDU	131	Child, Family, & Community	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
EDU	144	Child Development I	3	0	0	3
EDU	145	Child Development II	3	0	0	3
ENG	111	Writing & Inquiry	3	0	0	3
SPA	112	Elementary Spanish II	3	0	0	3
		Semester Total				18

Total Semester Credit Hours in Program 40

Industrial Systems Technology Diploma (D50240H)

			Class	Lab	Clinic	Credit
Fall Semester I						
ACA	122	College Transfer Success	0	2	0	1
ATR	211	Robot Programming	2	3	0	3
BPR	111	Blueprint Reading	1	2	0	2
ELC	112	DC/AC Electricity	3	6	0	5
ELC	118	National Electrical Code	1	2	0	2
ELC	128	Intro to PLC	2	3	0	3
HYD	110	Hydraulics/Pneumatics I	2	3	0	3
MNT	110	Intro to Maint Procedures	1	3	0	2
WLD	112	Basic Welding Processes	1	3	0	2
		Semester Total				23
Spring Semester I						
CIS	110	Intro to Computers	2	2	0	3
COM	231	Public Speaking	3	0	0	3
ISC	112	Industrial Safety	2	0	0	2
MAT	121	Algebra/Trigonometry	2	2	0	3
MNT	130	Control Systems	2	4	0	4
MNT	160	Industrial Fabrication	1	3	0	2
Physical Education Requirement*1						
		Semester Total				17

Total Semester Credit Hours in Program 40

Welding Technology Diploma - D50420H

		Class	Lab	Clinic	Credit
Fall Semester I					
ACA 122	College Transfer Success	0	2	0	1
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 141	Symbols and Specifications	2	2	0	3
	Semester Total				15
Spring Semester I					
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 117	Industrial SMAW	1	4	0	3
WLD 131	GTAW (TIG) Plate	2	6	0	4
ENG 102	Applied Communications II	3	0	0	3
	Semester Total				14
Fall Semester II					
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	3
MAT 110	Mathematical Measurements	2	2	0	3
Physical Education Requirement*1					
	Semester Total				7

Total Semester Credit Hours in Program........................36

Curricular Course Description

ACA 111   College Student Success   1   0   0   1
Prerequisite: None
Corequisite: None

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

ACA 122   College Transfer Success   0   2   0   1
Prerequisite: None
Corequisite: 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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Accounting

ACC 120   Principles of Financial Accounting   3   2   0   4
Prerequisites   None
Corequisite: None

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision- making and address ethical considerations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ACC 121   Principles of Managerial Accounting   3   2   0   4
Prerequisite: ACC 120
Corequisite: None

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved to satisfy the Comprehensive Articulation Agreement premajor and/or elective course requirement.

ACC 129   Individual Income Taxes   2   2   0   3
Prerequisite: None
Corequisite: None

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC 140   Payroll Accounting   1   3   0   2
Prerequisite: ACC 115 or ACC 120
Corequisite: None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions.
Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

ACC 150   Accounting Software Applications   1   2   0   2
Prerequisite: ACC 115 or ACC 120
Corequisite: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

Air Conditioning, Heating, and Refrigeration

AHR 110   Introduction to Refrigeration   2   6   0   5
Prerequisite: None
Corequisite: None

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111   HVACR Electricity   2   2   0   3
Prerequisite: None
Corequisite: None

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

AHR 112   Heating Technology   2   4   0   4
Prerequisite: None
Corequisite: None

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

systems and describe the major components of a heating system.

AHR 113   Comfort Cooling   2   4   0   4
Prerequisite: None
Corequisite: None

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

AHR 114   Heat Pump Technology   2   4   0   4
Prerequisite: AHR 110 or AHR 113
Corequisite: None

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation; defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 115   Refrigeration Systems   1   3   0   2
Prerequisite: None
Corequisite: None

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

AHR 120   HVACR Maintenance   1   3   0   2
Prerequisite: None
Corequisite: None

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

AHR 125   HVAC Electronics   1   3   0   2
Prerequisite: None
Corequisite: AHR 111 or ELC 111

This course introduces the common electronic control components in HVAC systems. Emphasis is placed on identifying electronic components and their functions in HVAC systems and motor-driven control circuits. Upon completion, students should be able to identify components, describe control circuitry and functions, and use test instruments to measure electronic circuit values and identify malfunctions.

AHR 130   HVAC Controls   2   2   0   3

Prerequisite: AHR 111, ELC 111, or ELC 112
Corequisite: None

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

AHR 151   HVAC Duct Systems I   1   3   0   2
Prerequisite: None
Corequisite: None

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

AHR 152   HVAC Duct Systems II   1   3   0   2
Prerequisite: None
Corequisite: None

This course introduces the techniques used to lay out and fabricate more advanced types of duct work found in HVAC systems. Emphasis is placed on the skills required to work with complex rectangular and round fittings and transitions. Upon completion, students should be able to lay out and fabricate complex rectangular and round fittings.

AHR 160   Refrigerant Certification   1   0   0   1
Prerequisite: None
Corequisite: None

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

AHR 180   HVACR Customer Relations   1   0   0   1
Prerequisite: None
Corequisite: None

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

AHR 211   Residential System Design   2   2   0   3
Prerequisite: None
Corequisite: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

AHR 212   Advanced Comfort Systems   2   6   0   4

Prerequisite: AHR 114
Corequisite: None

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

AHR 213   HVACR Building Code   1   2   0   2
Prerequisite: None
Corequisite: 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.

AHR 250   HVAC System Diagnostics   0   4   2
Prerequisite: AHR-212
Corequisite: AHR-120, AHR-212

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.

Art

ART 111   Art Appreciation   3   0   0   3
Prerequisite: None
Corequisite: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms, including but not limited to, sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This is a Universal General Education Transfer Component (UGETC) course.*

ART 114   Art History Survey I   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement*

in humanities/fine arts. This is a Universal General Education Transfer Component (UGETC) course.

ART 115   Art History Survey II   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This is a Universal General Education Transfer Component (UGETC) course.*

ART 121   Two-Dimensional Design   0   6   0   3
Prerequisite: None
Corequisite: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 122   Three-Dimensional Design   0   6   0   3
Prerequisite: None
Corequisite: None

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 131   Drawing I   0   6   0   3
Prerequisite: None
Corequisite: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 132   Drawing II   0   6   0   3
Prerequisite: Drawing I
Corequisite: None

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. This course has been

approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 135   Figure Drawing I   0   6   0   3
Prerequisite: ART 131
Corequisite: None

This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure.

ART 222   Wood Design I   0   6   0   3
Prerequisite: None
Corequisite: None

This course introduces the historical and contemporary design concepts and their application to the construction of functional and sculptural wood forms. Emphasis is placed on the mastery of hand and power tools. Upon completion, students should be able to demonstrate appropriate use of tools to create unique designs. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 231   Printmaking   0   6   0   3
Prerequisite: None
Corequisite: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes.

ART 240   Painting I   0   6   0   3
Prerequisite: None
Corequisite: None

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 244   Watercolor   0   6   0   3
Prerequisite: None
Corequisite: None

This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 245   Metals I   0   6   0   3

Prerequisite: None
Corequisite: None

This course introduces basic metal design in traditional and contemporary art forms using brass, copper, and silver. Emphasis is placed on designing and fabricating jewelry, small sculptures, and utilitarian objects.
Upon completion, students should be able to design and produce small art objects.

ART 247   Jewelry I   0   6   0   3
Prerequisite: None
Corequisite: None

This course introduces a basic understanding of the design and production of jewelry. Emphasis is placed on concepts and techniques using metals and other materials. Upon completion, students should be able to demonstrate an ability to use appropriate methods to create unique jewelry.
This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 264   Digital Photography I   1   4   0   3
Prerequisite: None
Corequisite: None

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 281   Sculpture I   0   6   0   3
Prerequisite: None Corequisite: None
This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 282   Sculpture II   0   6   0   3
Prerequisite: ART-281
Corequisite: None

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ART 283   Ceramics I   0   6   0   3
Prerequisite: None
Corequisite: None

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 284   Ceramics II   0   6   0   3
Prerequisite: ART-283
Corequisite: None

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three- dimensional awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ATR Automation & Robotics
ATR   112 Into to Automation   2   3   0   3
Prerequisite: None
Corequisite:: 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.

ATR 211   Robot Programming   2   3   0   3
Prerequisite: None
Corequisite: None

This course provides the operational characteristics of robots and programming in their respective languages. Topics include robot programming, teach pendants, PLC integration, operator interfaces, the interaction of external sensors, machine vision, network systems, and other related devices. Upon completion, students should be able to program and demonstrate the operation of various robots.

Barbering
BAR 111   Barbering Concepts I   4   0   0   4
Prerequisite: MAT 060 or DMA 010, DMA 020, and DMA 030
Prerequisite Note: Students may take their first semester sequence of courses (i.e. BAR 111 & BAR 112) before meeting the math prerequisite, but before they can start their second semester of BAR classes the math prerequisite must be met.
Corequisite: BAR 112

This course introduces basic barbering concepts and includes careers in barber styling and various hair treatments. Emphasis is placed on sanitizing equipment, professional ethics, skin, scalp and hair disorders and treatment and safe work practices. Upon completion, students should be able to

safely and competently apply barbering concepts in the shop setting.

BAR 112   Barbering Clinic I   0   24   0   8
Prerequisite: MAT 060, DMA 010, DMA 020, and DMA 030
Prerequisite Note: Students may take their first semester sequence of courses (i.e. BAR 111 & BAR 112) before meeting the math prerequisite, but before they can start their second semester of BAR classes the math prerequisite must be met.
Corequisite: BAR 111

This course introduces basic clinic services. Topics include a study of sanitizing procedures for implements and equipment, determination of hair texture, hair cutting, and hair processing. Upon completion, students should be able to safely and competently demonstrate shop services.

BAR 113   Barbering Concepts II   4   0   0   4
Prerequisite: MAT 060 or DMA 010, DMA 020, and DMA 030
Prerequisite Note: Students may take their first semester sequence of courses (i.e. BAR 111 & BAR 112) before meeting the math prerequisite, but before they can start their second semester of BAR classes the math prerequisite must be met.
Corequisite: BAR 114

This course covers more comprehensive barbering concepts. Topics include safety and sanitation, product knowledge as well as both wet and thermal hairstyling. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

BAR 114   Barbering Clinic II   0   24   0   8
Prerequisite: MAT 060 or DMA 010, DMA 020, and DMA 030
Prerequisite Note: Students may take their first semester sequence of courses (i.e. BAR 111 & BAR 112) before meeting the math prerequisite, but before they can start their second semester of BAR classes the math prerequisite must be met.
Corequisite: BAR 113

This course provides experience in a simulated shop setting. Topics include draping, shampooing, hair cutting, and hair drying as well as chemical processing. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

BAR 115   Barbering Concepts III   4   0   0   4
Prerequisite: MAT 060 or DMA 010, DMA 020, and DMA 030Prerequisite Note: Students may take their first semester sequence of courses (i.e. BAR 111 & BAR 112) before meeting the math prerequisite, but before they can start their second semester of BAR classes the math prerequisite must be met.
Corequisite: BAR 116

This course covers more comprehensive barbering concepts. Topics include hair processing as well as finger waving, wet and thermal hairstyling, skin care, including electricity/light therapy, and manicuring. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

BAR 116   Barbering Clinic III   0   12   0   4
Prerequisite: MAT 060 or DMA 010, DMA 020, and DMA 030

Prerequisite Note: Students may take their first semester sequence of courses (i.e. BAR 111 & BAR 112) before meeting the math prerequisite, but before they can start their second

semester of BAR classes the math prerequisite must be met.
Corequisite: BAR 115

This course covers more comprehensive barbering concepts. Emphasis is placed on intermediate-level of skin care manicuring, scalp treatments, hair design, chemical restructuring and other related topics. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

Prerequisite Note: Students may take their first semester sequence of courses (i.e. BAR 111 & BAR 112) before meeting the math prerequisite, but before they can start their second semester of BAR classes the math prerequisite must be met.
Corequisite: BAR 118

This course covers advanced barbering concepts. Topics include hair color, advanced hair cutting techniques, hair styling, shaving, skin care, retailing, and preparing for a job interview. Upon completion, students should be able to demonstrate an understanding of these barbering concepts and meet program completion requirements.

BAR 118   Barbering Clinic IV   0   21   7
Prerequisite: MAT 060 or DMA 010, DMA 020, and DMA 030
Prerequisite Note: Students may take their first semester sequence of courses (i.e. BAR 111 & BAR 112) before meeting the math prerequisite, but before they can start their second semester of BAR classes the math prerequisite must be met.
Corequisite: BAR 117

This course provides advanced experience in a simulated shop setting. Emphasis is placed on efficient and competent delivery of all shop services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in the areas covered on the Barbering Licensing Examination and meet entry-level employment requirements.

Biology
BIO 111   General Biology I   3   3   0   4
Prerequisites   DRE-098
Corequisite: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This is a Universal General Education Transfer Component (UGETC) course for Associate in Arts and Associate in Science.*

BIO 112   General Biology II   3   3   0   4
Prerequisite: BIO 111
Corequisite: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved to satisfy the Comprehensive Articulation

Agreement general education core requirement in natural sciences/mathematics. *This is a Universal General Education Transfer Component (UGETC) course for Associate in Science.*

BIO 155   Nutrition   3   0   0   3
Prerequisite: ENG 111
Corequisite: None

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 163   Basic Anatomy & Physiology   4   2   0   5
Prerequisite: None
Corequisite: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 168   Anatomy and Physiology I   3   3   0   4
Prerequisite: None
Corequisite: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 169   Anatomy and Physiology II   3   3   0   4
Prerequisite: BIO 168
Corequisite: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 275   Microbiology   3   3   0   4
Prerequisite: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168
Corequisite: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Blueprint Reading
BPR 111   Blueprint Reading   1   2   0   2
Prerequisite: None
Corequisite: None

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

BPR 130   Print Reading- Construction   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents. Business

Business Administration
BUS 110   Introduction to Business   3   0   0   3
Prerequisite: None
Corequisite: None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BUS 115   Business Law I   3   0   0   3
Prerequisite: None
Corequisite: None

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision- making situations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course

requirement.

BUS 116   Business Law II   3   0   0   3
Prerequisite: BUS 115
Corequisite: None

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk- bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 135   Principles of Supervision   3   0   0   3
Prerequisite: None
Corequisite: None

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

BUS 137   Principles of Management   3   0   0   3
Prerequisite: None
Corequisite: None

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

BUS 225   Business Finance   2   2   0   3
Prerequisite: ACC 120
Corequisite: None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 230   Small Business Management   3   0   0   3
Prerequisite: None
Corequisite: None

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 260   Business Communication   3   0   0   3
Prerequisite: ENG 111
Corequisite: None

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon

completion, students should be able to communicate effectively in the work place.

Chemistry

CHM 131   Introduction to Chemistry   3   0   0   3
Prerequisite: DRE-098; DMA 040 and DMA 050
Corequisite: None

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences.

CHM 131A Introduction to Chemistry Lab 0   3   0   1
Prerequisite: None
Corequisite: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences.

CHM 132   Organic and Biochemistry   3   3   0   4
Prerequisite: CHM 131 and CHM 131A or CHM 151
Corequisite: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences.

CHM 151   General Chemistry I   3   3   0   4
Prerequisite: DRE-098 and DMA 040 and DMA 050
Corequisite: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences. *This is a Universal General Education Transfer Component (UGETC) course for Associate in Arts and Associate in Science.*

CHM 152   General Chemistry II   3   3   0   4
Prerequisite: CHM 151

Corequisite: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences. This is a Universal General Education Transfer Component (UGETC) course for Associate in Science.*

Criminal Justice

CJC 111   Intro to Criminal Justice   3   0   0   3
Prerequisite: None
Corequisite: None

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

CJC 112   Criminology   3   0   0   3
Prerequisite: None
Corequisite: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113   Juvenile Justice   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 121   Law Enforcement Operations 3   0   0   3
Prerequisite: None
Corequisite: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CJC 122   Community Policing   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131   Criminal Law   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132   Court Procedure & Evidence 3   0   0   3
Prerequisite: None
Corequisite: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141   Corrections   3   0   0   3
Prerequisite: None
Corequisite: None

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

CJC 212   Ethics & Community Relations   3   0   0   3
Prerequisite: DRE-098
Corequisite: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 213   Substance Abuse   3   0   0   3
Prerequisite: None
Corequisite: None

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 221   Investigative Principles   3   0   2   4
Prerequisite: DRE-098
Corequisite: None

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

CJC 225   Crisis Intervention   3   0   0   3
Prerequisite: None
Corequisite: None

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job- related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

CJC 241   Community Based Corrections 3   0   0   3
Prerequisite: None
Corequisite: None

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics.
Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community

CJC 231   Constitutional Law   3   0   0   3
Prerequisite: DRE-098
Corequisite: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 232   Civil Liability   3   0   0   3
Prerequisite: DRE-098
Corequisite: 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.

Communications
COM 231   Public Speaking   3   0   0   3
Prerequisite: None
Corequisite: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute). This is a Universal General Education Transfer Component (UGETC) course for Associate in Arts and Associate in Science.*

Cosmetology
COS 111   Cosmetology Concepts I   4   0   0   4
Prerequisite: None
Corequisite: COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112   Salon I   0   24   0   8
Prerequisite: None
Corequisite: COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113   Cosmetology Concepts II   4   0   0   4
Prerequisite: COS 111 and COS 112
Corequisite: COS 114

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114   Salon II   0   24   0   8
Prerequisite: COS 111 and COS 112
Corequisite: COS 113

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115   Cosmetology Concepts III   4   0   0   4
Prerequisite: COS 111 and COS 112; and DMA 010, DMA 020, and DMA 030
Corequisite: COS 116

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116   Salon III   0   12   0   4
Prerequisite: COS 111 and COS 112 and DMA 010, DMA 020, and DMA 030
Corequisite: COS 115

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117   Cosmetology Concepts IV   2   0   0   2
Prerequisite: COS 111 and COS 112 and DMA 010, DMA 020, and DMA 030
Corequisite: COS 118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118   Salon IV   0   21   0   7
Prerequisite: COS 111 and COS 112 and DMA 010, DMA 020, and DMA 030
Corequisite: 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.

Information Technology

CIS 110   Introduction to Computers   2   2   0   3
Prerequisite: None
Corequisite: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in mathematics (Quantitative Option).

CIS 111   Basic PC Literacy   1   2   0   2
Prerequisite: None
Corequisite: None

This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

CIS 115   Intro to Programming & Logic   2   3   0   3
Prerequisite: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; or MAT 121 or MAT 171 and CIS 110
Corequisite: None

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in mathematics (Quantitative Option).

CIS 124   DTP Graphics Software   2   2   0   3
Prerequisite: None
Corequisite: None

This course introduces graphic design software using a variety of software packages. Emphasis is placed on efficient utilization of software capabilities. Upon completion, students should be able to incorporate appropriate graphic designs into desktop publishing publications.

CIS 160   MM Resources Integration   2   2   0   3
Prerequisite: CIS 110 or CIS 111
Corequisite: None

This course introduces the peripherals and attendant software needed to create stand-alone or networked interactive multimedia applications. Emphasis is placed on using audio, video, graphic, and network resources; using peripheral-specific software; and understanding file formats. Upon completion, students should be able to utilize multimedia peripherals to create various sound and visual files to create a multimedia application.

CTI-110   Web, Pgm, & Db Foundation   2   2   0   3
Prerequisite: None
Co-requisites: 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.

CTI-120   Network & Sec Foundation   2   2   0   3
Prerequisite: None
Co-requisites: 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.

CTI-141   Cloud & Storage Concepts   1   4   0   3
Prerequisite: None
Co-requisites: None

This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems.

CTI-175   Intro to Wireless Technology   2   2   0   3
Prerequisite: None
Co-requisites: None

This course introduces the student to the technologies and standards of wireless telecommunications. Topics include the design, implementation, configuration, security, standards and protocols of wireless local area networks (WLAN). Upon completion, students should be able to design, implement, and administer wireless local area networks.

CTS-115   Info Sys Business Concepts   3   0   0   3
Prerequisite: None
Co-requisites: 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.
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 118   IS Professional Communication   2   0   0   2
Prerequisite: None

Co-requisites: None
This course prepares the information systems professional to communicate with corporate personnel from management to end-users. Topics include information systems cost justification tools, awareness of personal hierarchy of needs, addressing these needs, and discussing technical issues with non-technical personnel. Upon completion, students should be able to communicate information systems issues to technical and non-technical personnel.

CTS 120   Hardware/Software Support 2   3   0   3
Prerequisite: None
Co-requisites: None

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

CTS 130   Spreadsheet   2   2   0   3
Prerequisite: CIS 110 or CIS 111 or OST 137
Corequisite: None

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

CTS-155   Tech Support Functions   2   2   0   3
Prerequisite: None
Co-requisites: 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.

CTS 210   Computer Ethics   3   0   0   3
Prerequisite: CIS 110 or CIS 111 or NET 110 or NET 111
Corequisite: None

This course introduces the student to current legal and ethical issues in the computer/engineering field. Topics include moral reasoning, ethical standards, intellectual property, social issues, encryption, software piracy, constitutional issues, and public policy in related matters. Upon completion, students should be able to demonstrate an understanding of the moral and social responsibilities and public policy issues facing an industry.

CTS-220   Adv Hard/Software Support 2   3   0   3
Prerequisite: CTS-120
Co-requisites: 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.

CTS 250   User Support & Software Eva 2   2   0   3
Prerequisite: CTS 120 and NOS 130 Corequisite: None
This course provides an opportunity to evaluate software and hardware and make recommendations to meet end-user needs. Emphasis is placed on software and hardware evaluation, installation, training, and support. Upon completion, students should be able to present proposals and make hardware and software recommendations based on their evaluations.

CTS 285   Systems Analysis & Design   3   0   0   3
Prerequisite: CIS 115
Corequisite: None

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS 289   System Support Project   1   4   0   3
Prerequisite: CTS 285
Corequisite: None

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Database Management Technology
DBA 110   Database Concepts   2   3   0   3
Prerequisite: None
Co-requisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

Digital Media Technology
DME 110   Intro to Digital Media   2   2   0   3
Prerequisite: None
Co-requisites: None

This course introduces students to key concepts, technologies, and issues related to digital media. Topics include emerging standards, key technologies and related

design issues, terminology, media formats, career paths, and ethical issues. Upon completion, students should be able to demonstrate the various media formats that are used in digital media technology.

DME 130   Digital Animation I   2   2   0   3
Prerequisite: DME 110
Corequisite: None

This course introduces concepts for planning and developing animation sequences. Emphasis will be placed on review of digital animation concepts and exploration of various animation software packages. Upon completion, students should be able to produce simple animations.

Developmental Mathematics

DMA-010   Operations with Integers   .75   .50   0   1
Prerequisite: None
Co-requisites: None

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

DMA-020   Fractions and Decimals   .75   .50   0   1
Prerequisite: Take DMA-010
Corequisite: None

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

DMA-030   Proportion/Ratio/Rate/Percent   .75 .50   0   1
Prerequisite: Take All: DMA-010 and DMA-020
Corequisite: None

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

DMA-040 Express/Linear Equality/Inequality .75 .50   0   1
Prerequisite: Take One Set:
Set 1: DMA-010, DMA-020 and DMA- 030 Set 2: MAT-060
Corequisite: None

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

DMA-050   Graphs/Equations of Lines   .75   .50   0   1
Prerequisite: Take One Set:
Set 1: DMA-010, DMA-020, DMA-030 and DMA- 040 Set 2: DMA-040 and MAT-060
Corequisite: None

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

DMA-060 Polynomial/Quadratic Appl   .75   .50   0   1
Prerequisite: Take One Set:
Set 1: DMA-010, DMA-020, DMA-030, DMA-040 and DMA-050
Set 2: DMA-040, DMA-050, and MAT-060
Set 3: MAT-060 and MAT-070
Corequisite: None

This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

DMA-070   Rational Express/Equation   .75   .50   0   1
Prerequisite: Take One Set:
Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050 and DMA-060
Set 2: DMA-040, DMA-050, DMA-060, and MAT-060 Set 3: DMA-060, MAT-060, and MAT-070
Set 4: DMA-010, DMA-020, DMA-030, DMA-060, AND MAT-070
Corequisite: None

This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

DMA-080   Radical Express/Equations   .75   .50   0   1
Prerequisite: Take One Set:
Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060 and DMA-070
Set 2: DMA-060, DMA-070, MAT-060, and MAT-070
Set 3: DMA-040, DMA-050, DMA-060, DMA-070, and MAT-060 Set 4: DMA-010, DMA-020, DMA-030, DMA-060, DMA-070, and MAT-070
Corequisite: None

This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

Drafting

DFT   119   Basic CAD   1   2   0   2
Prerequisite: None
Corequisite: 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.

Developmental English/Reading

DRE-096   Integrated Reading and Writing   2.5   1   0   3
Prerequisite: None
Corequisite: None

This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile® range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs.

DRE-097   Integrated Reading and Writing II   2.5   1   0   3
Prerequisite: DRE-096
Corequisite: None

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile® range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence.

DRE-098   Integrated Reading and Writing III   2.5   1   0   3
Prerequisite: DRE-097
Corequisite: None

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay.

Economics

ECO 151   Survey of Economics   3   0   0   3
Prerequisite: None
Corequisite: None

This course, for those who have not received credit for ECO 251 or 252, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ECO 251   Principles of Microeconomics 3   0   0   3
Prerequisite: DRE-098 and DMA-040 and DMA-050
Corequisite: None

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course for Associate in Arts and Associate in Science.*

ECO 252   Principles of Macroeconomics 3   0   0   3
Prerequisite: DRE-098 and DMA-040 and DMA-050
Corequisite: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course for Associate in Arts and Associate in Science.*

Early Childhood Education

EDU 119   Intro to Early Childhood Education   4   0   0   4
Prerequisite: None
Corequisite: 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.

EDU 131   Child, Family, & Community   3   0   0   3
Prerequisite: None
Corequisite: DRE-097

This course covers the development of partnerships between culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.

EDU 144   Child Development I   3   0   0   3
Prerequisite: None
Corequisite: DRE-097

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.

EDU 145   Child Development II   3   0   0   3
Prerequisite: None
Corequisite: DRE-097

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.

EDU 146   Child Guidance   3   0   0   3
Prerequisite: None
Corequisite: DRE-097

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.

EDU 151   Creative Activities   3   0   0   3
Prerequisite: None
Corequisite: DRE-097

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.

EDU 153   Health, Safety, & Nutrition   3   0   0   3
Prerequisite: None
Corequisite: DRE-097

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.

EDU 184   Early Child Intro Pract,   1   3   0   2
Prerequisite: EDU-119
Corequisite: DRE-097

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 216   Foundations of Education   3   0   0   3
Prerequisite: None
Corequisite: DRE-098

This course introduces the American educational system and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in K-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.

EDU 221   Children with Exceptionalities
Prerequisite: EDU 144 and EDU 145
Corequisite: DRE-098

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.

EDU 234   Infants, Toddlers, & Twos   3   0   0   3
Prerequisite: Take EDU 119
Corequisite: DRE-098

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, positive early learning experiences, supporting and engaging diverse families, providing safe, warm and nurturing interactions, and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.

EDU 235   School-Age Development & Prog   3   0   0   3
Prerequisite: None
Corequisite: DRE-098

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques and program development. Upon completion, students should be able to discuss developmental principles for culturally, linguistically, and ability diverse children ages five to twelve and plan and implement developmentally appropriate programs and activities.

EDU 250   Praxis I Preparation   3   0   0   3
Prerequisite: None
Corequisite: DRE-098

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.

EDU 251   Exploration Activities   3   0   0   3
Prerequisite: None
Corequisite: DRE-098

This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children.

EDU 261   Early Childhood Administration I   3   0   0   3
Prerequisite: None
Corequisite: EDU-119 and DRE-098

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.

EDU 262   Early Childhood Administration II   3   0   0   3
Prerequisite: EDU 119 and EDU 261
Corequisite: DRE-098

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

EDU 280   Language & Literacy Experiences   3   0   0   3
Prerequisite: None
Corequisite: DRE-098

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.

EDU 284   Early Child Capstone Prac   1   9   0   4
Prerequisite: Take EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151
Corequisite: DRE-098

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.

Electricity

ELC 111   Introduction to Electricity   2   2   0   3
Prerequisite: None
Co-requisites: None

This course introduces the fundamental concepts of electricity and test equipment to non- electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 112   DC/AC Electricity   3   6   0   5
Prerequisite: None
Co-requisites: None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, troubleshoot, and repair DC/AC circuits.

ELC 113   Basic Wiring I   2   6   0   4
Prerequisite: None
Co-requisites: None

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 117   Motors and Controls   2   6   0   4
Prerequisite: None
Co-requisites: 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.

ELC 118   National Electrical Code   1   2   0   2
Prerequisite: None
Co-requisites: None

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC 120   Intro to Wiring   2   2   0   3
Prerequisite: None
Co-requisites: None

This course is an introduction to wiring concepts for non-electricians. Topics include safety, tools, materials, techniques and terminology associated with electrical wiring. Upon completion, students should be able to use and/or identify wiring tools, materials and procedures at an introductory level.

ELC 125   Diagrams and Schematics   1   2   0   2
Prerequisite: None
Corequisite: None

This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.

ELC 128   Introduction to PLC   2   3   0   3
Prerequisite: None Corequisite: None

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC   213 Instrumentation   3   2   0   4
Prerequisite: None
Corequisite: 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.

ELC 228   PLC Applications   2   6   0   4
Prerequisite: None
Corequisite: 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.

Emergency Management Services

EMS 110   EMT   6   6   0   8
Prerequisite: None
Corequisite: 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.

EMS 122   EMS Clinical Practicum I   0   0   3   1
Prerequisite: EMS 110
Corequisite: EMS 130

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.

EMS 130   Pharmacology   3   3   0   4
Prerequisites   EMS 110
Corequisites   EMS 122

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.

EMS 131   Advanced Airway Management   1   2   0   2
Prerequisite: EMS 110
Corequisite: None

This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics include respiratory anatomy and physiology, airway/ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS 140 Rescue Scene Management   1   3   0   2
Prerequisite: None
Corequisite: None

This course introduces rescue scene management. Topics include response to hazardous material conditions, incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

EMS 160   Cardiology I   1   3   0   2
Prerequisite: EMS 110
Corequisite: None
This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology,

electrophysiology, and basic rhythm interpretation in the monitoring leads. Upon completion, students should be able to recognize and interpret basic rhythms.

EMS 220   Cardiology II   2   3   0   3
State Prerequisites Take All: EMS 122, EMS 130, and EMS 160
State 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, application and interpretation of advanced electrocardiography utilizing the twelve lead ECG, cardiac pharmacology, and patient care.
Upon completion, students should be able to assess and treat patients utilizing American Heart Association guidelines.

EMS 221   EMS Clinical Practicum II   0   0   6   2
Prerequisite: EMS 122 and EMS 130
Corequisite: 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

EMS 231   EMS Clinical Practicum III   0   0   9   3
Prerequisite: EMS 130 and EMS 221
Corequisite: 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.

EMS 235   EMS Management   2   0   0   2
Prerequisite: EMS 110
Corequisite: 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.

EMS 240   Patients w/Special Challenges   1   2   0   2
Prerequisite: EMS 122 and EMS 130
Corequisite: 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.

EMS 241   EMS Clinical Practicum IV   0   0   12   4
Prerequisite: EMS 130 and EMS 231
Corequisite: 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

EMS 250   Medical Emergencies   3   3   0   4
Prerequisite: EMS 122 and EMS 130
Corequisite: 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.

EMS 260   Trauma Emergencies   1   3   0   2
Prerequisite: EMS 122 and EMS 130
Corequisite: 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.

EMS 270   Life Span Emergencies   2   3   0   3
Prerequisite: EMS 122 and EMS 130
Corequisite: 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.

EMS 285   EMS Capstone   1   3   0   2
Prerequisite: EMS 220, EMS 250, and EMS 260
Corequisite: 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 psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

English

ENG 102   Applied Communications II   3   0   0   3
Prerequisite: DRE-096
Corequisite: None

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. This is a diploma-level course.

ENG 111   Writing and Inquiry   3   0   0   3
Prerequisite: DRE-098
Corequisite: None

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well developed essays using standard written English. *This is a Universal General Education Transfer Component (UGETC) course for Associate in Arts and Associate in Science.*

ENG 112   Writing/Research in the Discipline 3   0   0   3
Prerequisite: ENG 111
Corequisite: 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This is a Universal General Education Transfer Component (UGETC) course for Associate in Arts and Associate in Science.*

ENG 114   Professional Research & Reporting 3   0   0   3
Prerequisite: ENG 111
Corequisite: None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 232   American Literature II   3   0   0   3
Prerequisite: ENG-112, or ENG 114
Corequisite: 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. *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 for Associate in Arts and Associate in Science.*

Health
HEA 110   Personal Health/Wellness   3   0   0   3
Prerequisite: None
Co-requisites: None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

History
HIS 111   World Civilizations I   3   0   0   3
Prerequisite: DRE-098
Corequisite: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course for Associate in Arts and Associate in Science.*

HIS 112   World Civilizations II   3   0   0   3
Prerequisite: DRE-098
Corequisite: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course for Associate in Arts and Associate in Science.*

HIS 131   American History I   3   0   0   3
Prerequisite: DRE-098
Corequisite: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course for Associate in Arts and Associate in Science.*

HIS 132   American History II   3   0   0   3
Prerequisite: DRE-098
Corequisite: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course for Associate in Arts and Associate in Science.*

HIS 221   African-American History   3   0   0   3
Prerequisite: DRE-098
Corequisite: None

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Human Services
HSE 110   Introduction to Human Services   2   2   0   3
Prerequisite: None
Corequisite: None

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

HSE 112   Group Process I   1   2   0   2
Prerequisite: None
Corequisite: None

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 123   Interviewing Techniques   2   2   0   3
Prerequisite: None
 Corequisite: None

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125   Counseling   2   2   0   3
Prerequisite: PSY 150
Corequisite: None

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

HSE 160   HSE Clinical Supervision I   1   0   0   1
Prerequisite: Successful completion of 12 SHC in the HSE Program, including HSE 110 and HSE 123
Corequisite: HSE 161 or HSE 162 or HSE 163 or HSE 164

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

HSE 162   HSE Clinical Experience I   0   0   6   2
Prerequisite: Successful completion of 12 SHC in the HSE Program, including HSE 110 and HSE 123
Corequisite: HSE 160

This course provides supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work.
Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

HSE 210   Human Services Issues   2   0   0   2
Prerequisite: None
Corequisite: None

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

HSE 225   Crisis Intervention   3   0   0   3
Prerequisite: None
Corequisite: None

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

HSE 226   Intellectual Disabilities   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers intellectual disabilities and related issues. Emphasis is placed on the theoretical perspectives, causes, prevention, and treatment of intellectual disabilities. Upon completion, students should be able to demonstrate a general knowledge of individuals with intellectual disabilities.

HSE 227   Children & Adolescents in Crisis   3   0   0   3
Prerequisite: None
Corequisite: None

This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence.

HSE 250   Financial Services   2   0   0   2
Prerequisite: None
Corequisite: None

This course introduces those agencies that provide income maintenance casework services. Emphasis is placed on qualifying applicants for a variety of economic assistant programs offered by human services agencies. Upon completion, students should be able to make a factual and objective assessment of a client's economic situation to qualify them for economic assistance.

Humanities

HUM 115   Critical Thinking   3   0   0   3
Prerequisite: ENG 111
Corequisite: None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities requirement for AAS degree programs.

HUM 120   Cultural Studies   3   0   0   3
Prerequisite: None
Corequisite: None

This course introduces the distinctive features of a particular

culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Hydraulics & Pneumatics

HYD 110   Hydraulics/Pneumatics I   2   3   0   3
Prerequisite: None
Corequisite: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

HYD 210   Advanced Hydraulics   1   3   0   2
Prerequisite: HYD 110 or HYD 111 or HYD 112
Corequisite: None

This course covers advanced hydraulic systems. Emphasis is placed on advanced hydraulic systems and components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, application, operation, and maintenance of hydraulic components and systems

Industrial Systems

ISC 112   Industrial Safety   2   0   0   2
Prerequisite: None
Corequisite: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

ISC 115   Construction Safety   2   0   0   2
Prerequisite: None
Corequisite: None

This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lockout/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

Mathematics

MAT 110   Math Measurement & Lit   2   2   0   3
Prerequisite: (DMA-010, DMA-020, DMA-030
Corequisite: 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.

MAT 121 Algebra/Trigonometry I   2   2   0   3
Prerequisite: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-060
Corequisite: None

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

MAT 143   Quantitative Literacy   2   2   0   3
Prerequisite: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098
Corequisite: 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, ad civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. *This course has been approved for transfer under the CAA 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 for Associate in Arts.*

MAT 152   Statistical Methods I   3   2   0   4
Prerequisite: DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050 and DRE-098
Corequisite: 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. *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 for Associate in Arts. **This course replaces MAT-151 and MAT-155*

MAT 171   Precalculus Algebra   3   2   0   4
Prerequisite: Take MAT 121 or (DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA 070, and DMA-080)
Corequisite: 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. *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 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 for Associate in Arts and Associate in Science.*

MAT 172   Precalculus Trigonometry   3   2   0   4
Prerequisite: MAT 171
Corequisite: 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. *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 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 for Associate in Science.*

MAT 263   Brief Calculus   3   2   0   4
Prerequisite: MAT 171
Corequisite: None

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved for transfer under the CAA as a general education course in Mathematics (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 for Associate in Science.*

Mechanical

MEC 111   Machine Processes I   1   4   0   3
Prerequisite: None Corequisite: None

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

MEC   130 Mechanism   2   2   0   4
Prerequisite: None
Corequisite: 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.

MEC 151   Mechanical Management Systems   1   3   0   2
Prerequisite: None
Corequisite: None

This course covers mechanical systems and sub-systems including timing cams, cam followers, timing belts, servo-motors, mechanical drive units, bearings, and mechanical linkage. Emphasis will be placed on the understanding of these components and their integration into operating systems. Upon completion, students should be able to diagnose mechanical problems using a structured approach to troubleshooting mechanical systems and sub-systems.

Medical Assisting

MED 120   Survey of Medical Terminology   2   0   0   2
Prerequisite: None
Corequisite: 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.

MED 121   Medical Terminology I   3   0   0   3
Prerequisite: None
Corequisite: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122   Medical Terminology II   3   0   0   3
Prerequisite: MED 121
Corequisite: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological

conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

Mental Health

MHA 150   Mental Health Systems   3   0   0   3
Prerequisite: HSE 110
Corequisite: None

This course introduces the treatment and services available at both public and private mental health facilities. Topics include intake procedures, admission criteria, history, and structure of mental health facilities. Upon completion, students should be able to demonstrate competence in articulating both the theory and practice of mental health services delivery. This course is a unique concentration requirement of the Mental Health concentration in the Human Services Technology program.

MHA 155   Psychological Assessment   3   0   0   3
Prerequisite: PSY 150
 Corequisite: None

This course covers psychological assessment. Emphasis is placed on different types of psychological tests. Upon completion, students should be able to recognize and understand the purpose of various psychological tests. This course is a unique concentration requirement of the Mental Health concentration in the Human Services Technology program.

MHA 240   Advocacy   2   0   0   2
Prerequisite: HSE 110
Corequisite: None

This course covers the roles and duties of the client advocate. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from contact initiation to termination. This course is a unique concentration requirement of the Mental Health concentration in the Human Services Technology program.

Marketing and Retailing

MKT 120   Principles of Marketing   3   0   0   3
Prerequisite: None
Corequisite: 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 123   Fundamentals of Selling   3   0   0   3
Prerequisite: None
Corequisite: None

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 220   Advertising & Sales Promotion 3   0   0   3
Prerequisite: None
Coreqisite: None

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 223   Customer Service   3   0   0   3
Prerequisite: None
Corequisite: None

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

MKT 225   Marketing Research   3   0   0   3
Prerequisite: MKT-120
Corequisite: None

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results.

MKT 227   Marketing Application   3   0   0   3
Prerequisite: None
Corequisite: None

This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation of a marketing strategy.

MKT 232   Social Media Marketing   3   2   0   4
Prerequisite: None
Corequisite: None

This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses.

Maintenance

MNT 110   Introduction to Maintenance Proc   1   3   0   2
Prerequisite: None
Corequisite: None

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled

maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

MNT 130   Control Systems   2   4   0   4
Prerequisite: None
Corequisite: None

This course introduces industrial control systems which include devices such as motor controls, programmable logic controllers (PLCs), and other control components. Topics include schematics and ladder logic structures, related to PLCs, I/O identification, equipment interface, motor controls, and other electrical control devices. Upon completion, students should be able to safely install, maintain, troubleshoot and repair electrical control systems.

MNT 160   Industrial Fabrication   1   3   0   2
Prerequisite: None
Corequisite: None

This course covers the necessary techniques to fabricate and assemble basic items common in industrial environments. Emphasis is placed on students being able to create basic items such as frames, guards, supports, and other components commonly used in industry. Upon completion, students should be able to safely fabricate and assemble selected items within specifications.

MNT 220   Rigging & Moving   1   3   0   2
Prerequisite: None
Corequisite: None

This course covers the principles of safe rigging practices for handling, placing, installing, and moving heavy machinery and equipment. Topics include safety, weight and dimensional estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics. Upon completion, students should be able to safely relocate and set up equipment using accepted rigging practices.

MNT 240   Industrial Equip Troubleshooting   1   3   0   2
Prerequisite: None
Corequisite: None

This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

MNT 250   PLC Interfacing   2   4   0   4
Prerequisite: ELC 128
Corequisite: None

This course introduces touch screens, PLC interface devices, and PID loops for applications such as motion control, encoders, and stepping motors. Topics include LVDT control, touch screens, PID controls, and motion controls. Upon completion, students should be able to safely install, program, and maintain touch screens and other interface devices.

Music

MUS 110   Music Appreciation   3   0   0   3
Prerequisite: None
Corequisite: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved 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 for Associate in Art and Associate in Science.*

MUS 112   Introduction to Jazz   3   0   0   3
Prerequisite: None
Corequisite: 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.

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 for Associate in Art and Associate in Science.

Nurse Aide

NAS-101   Nurse Aide I   3   4   3   6
Prerequisite: None
Corequisite: 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.

NAS-102   Nurse Aide II   3   2   6   6
Prerequisite: None
Corequisite: 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.

Networking Technology

NET 110   Networking Concepts   2   2   0   3
Prerequisite: None
Corequisite: None

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

Networking Operating Systems

NOS 110   Operating System Concepts   2   3   0   3
Prerequisite: None
Corequisite: None

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 130   Windows Single User   2   2   0   3
Prerequisite: NOS 110 or CET 211 Corequisite: None

This course introduces operating system concepts for single-user systems. Topics include hardware

management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single- user environment.

NOS 230   Windows Administration I   2   2   0   3
Prerequisite: NOS 130
Corequisite: None

This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

Nursing

NUR 111   Intro to Health Concepts   4   6   6   8
Prerequisite: Admission to the Associate Degree Nursing Program
Corequisite: BIO 165/168, PSY 150, ENG 111, ACA 111

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112   Health-Illness Concepts   3   0   6   5
Prerequisite: NUR 111
Corequisite: BIO 166/169, PSY 241, NUR 113

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113   Family Health Concepts   3   0   6   5
Prerequisite: NUR 111
Corequisite: BIO 166/169, PSY 241, NUR 112

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114   Holistic Health Concepts   3   0   6   5
Prerequisite: NUR 111, NUR 112, NUR 113
Corequisite: SOC 210, NUR, 211, NUR 212

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 211   Health Care Concepts   3   0   6   5
Prerequisite: NUR 111, NUR 112, NUR 113
Corequisite: SOC 210, NUR 114, NUR 212

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212   Health System Concepts   3   0   6   5
Prerequisite: NUR 111, NUR 112, NUR 113
Corequisite: SOC 210, NUR 114, NUR 211

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213   Complex Health Concepts   4   3   15   10
Prerequisite: NUR 111
Corequisite: HUM 115, CIS 110, ENG-112/113/114, NUR 112,
NUR 113, NUR 114, NUR 211,
and NUR 212

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

Office Systems Technology

OST 122   Office Computations   1   2   0   2
Prerequisite: None
Corequisite: None

This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.

OST 131   Keyboarding   1   2   0   2
Prerequisite: None
Corequisite: None

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 134   Text Entry & Formatting   2   2   0   3
Prerequisite: OST 131
Corequisite: None

This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

OST 135   Advanced Text Entry & Format   3   2   0   4
Prerequisite: OST 134
Corequisite: None

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

OST 136   Word Processing   2   2   0   3
Prerequisite: None
Corequisite: None

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 148   Medical Coding Billing & Insurance   3   0   0   3
Prerequisite: None
Corequisite: None

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

OST 149   Medical Legal Issues   3   0   0   3
Prerequisite: None
 Corequisite: None

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST 164   Text Editing Applications   3   0   0   3
Prerequisite: None
Corequisite: None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 166   Speech Recognition   1   2   0   2
Prerequisite: CIS-110, CIS-111, or OST-137
Corequisite: None
This course is designed to provide the skills needed to compose and edit documents using speech recognition technology. Emphasis is placed on specialized speech recognition features, intensive editing, and proofreading skills. Upon completion, students should be able to produce mailable business documents using speech recognition software.

OST 184   Records Management   2   2   0   3
Prerequisite: None
Corequisite: None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 223   Admin Office Transcript I   2   2   0   3
Prerequisite: OST 164; and OST 134 or OST 136
Corequisite: None

This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.

OST 236   Adv Word/Information Proc   2   2   0   3
Prerequisite: OST 136
Corequisite: None

This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

OST 241   Medical Ofc Transcription I   1   2   0   2
Prerequisite: MED 121 or OST 141
Corequisite: None

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

OST 242   Medical Ofc Transcription II   1   2   0   2
Prerequisite: MED 121 or OST 141
Corequisite: None

This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing, efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents.

OST 243   Med Office Simulation   2   2   0   3
Prerequisite: OST 148
Corequisite: None

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

OST 284   Emerging Technologies   1   2   0   2
Prerequisite: OST 131 and CIS 110
Corequisite: None

This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

OST 289 Administrative Office Management 2   2   0   3
Prerequisite: OST 164 and either OST 134 or OST 136
Corequisite: None

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

Physical Education
PED 110   Fit and Well for Life   1   2   0   2
Prerequisite: None
Corequisite: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 117   Weight Training I   0   3   0   1
Prerequisite: None
 Corequisite: None

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 120   Walking for Fitness   0   3   0   1
Prerequisite: None
Corequisite: None

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 138   Archery   0   2   0   1
Prerequisite: None
Corequisite: None

This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Philosophy
PHI 240   Introduction to Ethics   3   0   0   3
Prerequisite: ENG 111
Corequisite: 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. *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.*

Physics

PHY-110   Conceptual Physics   3   0   0   3
Prerequisite: None
Corequisite: 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.

PHY   131 Physics-Mechanics   3   2   0   4
Prerequisite: MAT-121 or MAT-171
Corequisite: 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.

Psychology

PSY 101   Applied Psychology   3   0   0   3
Prerequisite: DRE-097
Corequisite: None

This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living. This course is intended for diploma programs.

PSY 150   General Psychology   3   0   0   3
Prerequisite: None
Corequisite: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course for Associate in Art and Associate in Science.*

PSY 237   Social Psychology   3   0   0   3
Prerequisite: PSY 150 or SOC 210
Corequisite: None

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 241   Developmental Psychology   3   0   0   3
Prerequisite: PSY 150
Corequisite: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 265   Behavioral Modification   3   0   0   3
Prerequisite: PSY 150
Corequisite: None
This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

PSY 281   Abnormal Psychology   3   0   0   3
Prerequisite: PSY 150
Corequisite: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Religion

REL 110   World Religions   3   0   0   3
Prerequisite: None
Corequisite: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved for

transfer under the CAA as a general education course in Humanities/Fine Arts.

REL 211   Introduction to Old Testament   3   0   0   3
Prerequisite: DRE-098
Corequisite: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 212   Introduction to New Testament   3   0   0   3
Prerequisite: DRE-098
Corequisite: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Substance Abuse

SAB 135   Addictive Process   3   0   0   3
Prerequisite: None
Corequisite: None

This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.

Information Systems Security

SEC 110   Security Concepts   3   0   0   3
Prerequisite: None
Corequisite: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

Sociology

SOC 210   Introduction to Sociology   3   0   0   3
Prerequisite: DRE-098
Corequisite: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course for Associate in Art and Associate in Science.*

SOC 213   Sociology of the Family   3   0   0   3
Prerequisite: DRE-098
Corequisite: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SOC 220   Social Problems   3   0   0   3
Prerequisite: DRE-098
Corequisite: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Work-Based Learning (formerly Cooperative Education)

WBL 110   World of Work   1   0   0   1
Prerequisite: None
Corequisite: None

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

WBL 111   Work-Based Learning I   0   0   10   1
Prerequisite: None
Corequisite: None

This course provides 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.

WBL 112   Work-Based Learning I   0   0   20   2
Prerequisite: None
Corequisite: None

This course provides 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.

Web Administration

WEB 110   Internet/Web Fundamentals 2   2   0   3
Prerequisite: None
Corequisite: None

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.

WEB 115   Web Markup and Scripting   2   2   0   3
Prerequisite: None
Corequisite: None

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

WEB 120   Introduction to Internet Multimedia 2   2   0   3
Prerequisite: None
Corequisite: None

This course introduces the creation of rich media for the Internet. Topics include the design, production and delivery of interactive content, rich media, digital video, and digital audio. Upon completion, students should be able to create multimedia projects incorporating graphics, text, video, and audio using industry standard authoring software or web standards.

WEB 140   Web Development Tools   2   2   0   3
Prerequisite: None
Corequisite: None

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

WEB 210   Web Design   2   2   0   3
Prerequisite: None
Corequisite: None

This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites.

WEB 230   Implementing Web Server   2   2   0   3
Prerequisite: NET 110 or NET 125
Corequisite: None

This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards.

WEB 250   Database Driven Websites   2   2   0   3
Prerequisite: DBA 110 or WEB 140
Corequisite: None

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

WEB 285   Emerging Web Technologies 2   2   0   3
Prerequisite: None
Corequisite: None

This course will explore, discuss, and research emerging technologies in the web arena. Emphasis is placed on exposure to up-and-coming technologies relating to the web, providing hands-on experience, and discussion of practical implications of these emerging fields. Upon completion, students should be able to articulate issues relating to these technologies.

WEB 289   Internet Technologies Project 1   4   0   3
Prerequisite: WEB 230 and WEB 250
Corequisite: None

This course provides an opportunity to complete a significant Web technologies project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete an Internet project from the definition phase through implementation.

Welding

WLD 110   Cutting Processes   1   3   0   2
Prerequisite: None
Corequisite: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 112   Basic Welding Processes   1   3   0   2
Prerequisite: None
Corequisite: None

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and

oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 113   Soldering and Brazing   1   2   0   2
Prerequisite: None
Corequisite: None

This course covers procedures for cutting, soldering and brazing of pipe and tubing. Topics include safety, proper equipment setup, and operation of soldering and brazing equipment. Upon completion, students should be able to solder and braze pipe, tubing, and fittings in various positions.

WLD 115   SMAW (Stick) Plate   2   9   0   5
Prerequisite: None
Corequisite: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116   SMAW (Stick) Plate/Pipe   1   9   4
Prerequisite: WLD 115
Corequisite: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 117   Industrial SMAW   1   4   0   3
Prerequisite: None
Corequisite: None

This course introduces the SMAW (stick) process for joining carbon steel components for industrial applications. Topics include padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, student should be able to safely perform SMAW fillet and groove welds on carbon steel plate with prescribed electrodes.

WLD 121   GMAW (MIG) FCAW/Plate   2   6   0   4
Prerequisite: None
Corequisite: None

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

WLD 131   GTAW (TIG) Plate   2   6   0   4
Prerequisite: None
Corequisite: None

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

WLD 132   GTAW (TIG) Plate/Pipe   1   6   0   3
Prerequisite: WLD 131 Corequisite: None

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

WLD 141   Symbols & Specifications   2   2   0   3
Prerequisite: None
Corequisite: None

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

Full-time Personnel

FACULTY

Teikeshia M. Archer (1999)...Division Chair, Business & Vocational/Industrial Technologies
B.S. in Computer Science (1994), Winston-Salem State University;
M.S. in Instructional Technology (2003), East Carolina University

Karen R. Bell (2014)...Faculty, Criminal Justice Technology
A.A.S. in Administration of Justice (2002), Tidewater Community College;
B.S. in Organizational Leadership/Management (2006), Regent University;
M.S. in Administration of Justice and Security (2011), University of Phoenix

Jamie N. Burns (2002)... Program Coordinator, Allied Health
A.A.S. in Nursing (1982), Wilson County Technical Institute; Registered Nurse Certification in North Carolina (1982)

Meredyth L. Corey (2012)... Faculty, Associate Degree Nursing
B.S. in History (1998), Chowan University;
A.D.N. in Nursing (2000), Roanoke-Chowan Community College;
M.S.N. in Nursing Education (2009), Walden University

Stacey Futrell (2017) ....Faculty, Associate Degree Nursing
B.S.N. in Nursing (1999), University of Pittsburgh School of Nursing

Jessica Goninan (2018) ....Faculty, Biology
B.S in Marine Science (2014), North Carolina State University
M.S. in Biology (2018), Elizabeth City State University

Kimberly Harrell (1991).. Associate Dean, Academic Affairs/Division Chair, Health Sciences &
Human Services
A.A.S. in Administrative Office Technology, Roanoke-Chowan Community College;
B.S.W. in Social Work (2002), East Carolina University;
M.S. in Counseling Services (2009), Capella University

Shannon Bell Harrell (2017) ....Faculty, Cosmetology
Roanoke Chowan Community College;
Cosmetologist Teacher License;
Cosmetologist License, NC State Board of Cosmetic Art Examiners
Associate in General Education (2018)

Barbara Hewett (2014)..Faculty, Cosmetology
Roanoke Chowan Community College;
Cosmetologist Teacher License;
Cosmetologist License, NC State Board of Cosmetic Art Examiners
Associate in General Education (2018)

Franklin K. Horne (2005).. Faculty, Industrial Systems Technology
A.A.S. in Electronic Technology (1976), Roanoke-Chowan Community College

Dr. Jeanne E. Karison (2007) ....Faculty, English
B.S. in Elementary Ed w/ Certification in Secondary English (1971), Old Dominion University;
M.Ed. in Elementary Education (1972), University of Virginia
Courses in Supervision and Administration (1973-1980), University of Virginia; Ph.D. in Philosophy Teaching and
Learning/Curriculum (1993), Auburn University

Michael A. Lassiter (2008).. Faculty, Air Conditioning, Heating, & Refrigeration
AHR Diploma (1996), Roanoke-Chowan Community College ARI/ICE Certified (Residential Commercial)
NC State Certified as Universal Technician

James E. Messer (2006) ....Faculty, Fine Arts
A.A.S. in College Transfer (1987), Mitchell Community College; Bachelor of Fine Art (1989), Virginia Commonwealth
University; Master of Fine Arts (1991), Florida State University

Audrey A. Moore (2003) ....Lead Faculty, Human & Public Services
A.A.S. in Early Childhood (1976), Roanoke-Chowan Community College; B.S.Ed. in Early Childhood Education (1979),
Elizabeth City State University;
M.A.Ed. (2006); Cambridge College

John L. Mulder, Jr. (2006).. Lead Faculty, Vocational/Industrial Technologies
Certificate in AHR (2002), Roanoke-Chowan Community College;
Diploma in AHR (2003); (2002) NC State Board Certificate as Universal Technician; (2003)
Certificate in Residential A/C & Heating;
(2007) NATE Certification ARI/ICE Certified (Residential and Commercial) 401A Certified (Refrigerant Handling)
A.A.S in Air Conditioning, Heating, & Refrigeration (2011), Pitt Community College

Jeannette Pellegrin (2018)..Faculty, History
B.A.in History (1982), University of Maryland;
M.A. in Liberal Studies (History) (2015), Fort Hays State University

Dr. Peter Pellegrin (2014) .... Division Chair, College Transfer, General Education & Public Services
B.A. in English (1985), Nicholls State University;
M.A. in English (1988), University of Louisiana, Lafayette;
Pd.D. in Philosophy in English (1999), University of Louisiana, Lafayette

Fannie Pugh (2013)..Faculty, Mathematics
B.S. in Mathematics (1980), Fayetteville State University;
M.A. in Mathematics (2010), Jackson State University

Joseph Rampersad (2009) ....Faculty, Health & Physical Education
B.S. in Graphic Communications (2006), Chowan University
M.Ed. in Leadership of Educational Organizations (2009), AIU
18 Graduate Hours in Health & P.E. (2011), Walden University

Thomas Schwartz...Faculty, Behavioral Science
B.M.E in Music Education (Instrumental) (1979), University of Kentucky;
M.Div. in Divinity (1984), Asbury Theological Seminary;
MBA in Business Administration (2003), University of Phoenix;
M.S. in Psychology (2012), Walden University

Beverly Sessoms (2017)...Faculty, Medical Office Administration/Office Administration
A.A.S. in Social Services (1998), College of the Air Force
BS in Workforce, Education, and Development (1999), Southern Illinois University
MBA in Health Care Management (2000), University of Phoenix

LaToya F. Stephenson (2011)... Lead Faculty, Business Technologies
B.S. in Interior Architecture (2008); UNC – Greensboro;
M.S. in Management (2010), Cambridge College

Zachary Vinson (2017).. Faculty, Welding
Certificate in Welding Technology (2008), Roanoke-Chowan Community College
Diploma in Welding Technology (2008), Roanoke-Chowan Community College
B.S. in Biology (2007), Chowan University

Dr. Michelle Warren (2011) .... Lead Faculty, Health Sciences/Director ADN
B.S.N. in Nursing (1990), East Carolina University;
MAEd. in Adult Education (2003), East Carolina University;

M.S. in Nursing Education (2011), East Carolina University
DNP in Nursing Practice (2015), Gardner Webb University

Clark Wren (2015) ....Faculty, English
B.A., English, 1985 – Pennsylvania State University, University Park, PA;
M.A., English, 2001 – Gannon University, Erie PA

STAFF

Ernestine Britt (2017)..Administrative Assistant to Dean of Academic Affairs
A.A.S. in Business Administration (2015), Roanoke Chowan Community College

Shardá Britt (2012)...Student Records & Registration Technician
A.A.S. in Medical Office Administration (2011), Roanoke-Chowan Community College
B.S. in Professional Studies (2017), Fayetteville State University

Bonnie Burkett (2015)...Director, Library Services
B.S. in Elementary Childhood Education (1991), East Carolina University
M.L.S. in Library Science (1996), East Carolina University

Poteca S. Chamblee (1996) ....Financial Aid Technician
Office Systems Technology Diploma (1992), ECPI;
A.A.S. in Business Computer Programming (1994), Roanoke-Chowan Community College

Teresa A Drew (2011)..Student Assistance/Records Aide, Student Support Services
A.A.S. in Business Administration (2010), Roanoke-Chowan Community College
B. S. in Business Administration, Shaw University

Cara B. Edwards (1993)..Accounting Technician, Cashier/AR
A.A.S. in General Office Technology (1992), Roanoke-Chowan Community College

Masu Fahnbulleh (2017)..Network Administrator
B.S. in Electronics Technology (2015), NC A & T State University

Shirley W. Gay (1993)..Continuing Education Registrar/F.T.E. Auditor
B.S. in Business Administration (1985), Elizabeth City State University

Jaime P. Heckstall (2015)...Director, Institutional Planning and Research
B.A. in Political Science (1998), Elizabeth City State University;
Masters degree in Business Administration (2007), University of Phoenix

Lewis C. Hoggard, III (2007)...Coordinator, HRD & Minority Male Mentoring Program
B.S. in Sociology (1980), Elizabeth City State University

Stacey Hoggard (2012) ....Payroll Benefits Specialist
B.S. in Accounting (2004), East Carolina University

George W. Holley (2016) .... Success Coach
A.A.S. in Business Administration (1988), Roanoke-Chowan Community College
B.A. in Behavioral Science (1992), Shaw University;
M.A. in Instruction (2008), Central Michigan University;
Ed.S. in Administration (2012), Cambridge College

Walter Joyner (2013)...Director, Small Business Center
B.A. in History (1975), Wake Forest University

Timothy Lassiter, Sr. (2015).. Physical Facilities Manager
High School Diploma (1983), Ahoskie High School;
AAS in Air Conditioning, Heating & Refrigeration Technology (2017), Roanoke-Chowan Community College

Kit O. Liverman (1998)..Custodian Technician
Air Conditioning, Heating & Refrigeration Diploma (1997),

Carpentry Diploma (1997), Welding Diploma (2007), Welding Certificate (2007) Roanoke-Chowan Community College

Susan Melton (2015)..Purchasing Agent/Equipment Coordinator
A.A.S. in Business (2002), Roanoke-Chowan Community College;
B.S. in Business Administration (2009), Elizabeth City State University

Sherrick Mizelle (2016) .... PC Technician
A.A.S. in Computer Information Technology (2006), Roanoke-Chowan Community College

Raymond E. Mosley (2012)... Custodian Technician
A.A.S in Air Conditioning, Heating, & Refrigeration (2011), Roanoke-Chowan Community College

Dr. Tanya Oliver (2016) .... Director, Student Support Services
B.A. in Speech Communication (1999), James Madison University
M.S. in Education (2006), Old Dominion University;
Ed. D in Higher Education Leadership (2016), Nova Southeastern University

Isalean Overton (2002).. Student Support Services Tutor Coordinator/Computer Lab Technician
A.A.S. in Computer Information Systems (2000), Roanoke-Chowan Community College

Kimberly Philpott (2016)... Student Support Services Counselor
A.A.S. (1989), Southside Virginia Community College
B.S. in Psychology (1992), Virginia Tech
M.A. in Education, Student Personnel Services (1998), Virginia Tech

Lillian Reaves (2014)... WIA Workforce Specialist, Bertie County
B.S. in Administrative Services (1977), North Carolina A & T State University;
M.A. in Human Services (2013), Liberty University

Ruchelle Ricks (2017) .... Director, Financial Aid
B.S. in Accounting (2001), Norfolk State University

Rushelle Saxby (2017)...Director, Enrollment Management & Student Life
B.S. in Criminal Justice (2002), Chowan University

Belinda C. Smith (2005) ....Controller
A.A.S. in Microcomputer Systems Technology (1995), Roanoke-Chowan Community College;
B.S. in Business Administration (2002), Shaw University

Betty Speller (2018) ....Administrative Assistant to the Public Safety Department
Certificate in Management (2007), Shaw;
Certificate in Addiction Counseling (2011), Capella University;
B.S. in Business Administration Management (2007), Shaw University;
M.S. in Human Services (2011), Capella University

Melanie Temple (2015) ....Director, Distance Learning
B.A., History, 1992 – University of North Carolina at Chapel Hill;
M.S. in Instructional Technology, 2011 – East Carolina University;
Distance Learning and Administration Certificate – East Carolina University

Wendy Vann (1997)...Assoc Dean, Continuing Education & Workforce Development
B.S. in Business Administration (1994), Elizabeth City State University;
MBA in Business Administration (2006), Hampton University

Tishadda Walton (2011) .... Interim Director, College & Career Readiness Program
A.A.S. in Business Administration (2003), American InterContinental University

Michael Ward (2018) ....Mail Courier Services/Print Shop Specialist
Certificate Purchasing Fundamentals (2007), Guilford Technical Community College;
Certificate in Distribution and Logistics Management (2007), Guilford Technical Community College;
B.S. in Business Administration (1993), Elizabeth City State University
MBA (2011), Strayer University

Kellen Whitehurst (2017) ....Library Technical/Public Services Specialist
BA in Psychology (2010), University of North Carolina -Chapel Hill

Amy F. Wiggins (2004).. Registrar
A.S. (1994) in Business Administration, B.S. in Business Administration with MIS Concentration (1996), Chowan University;
A.A. College Transfer (2001), Roanoke-Chowan Community College

Kelly Wiggins (2012)... Interim Director, Comprehensive Public Service Programs
A.A.S. in Office System Technology; Certificate in Accounting, Level III Advanced EMT Instructor Certification (2012),
Roanoke-Chowan Community College;
B.S. in Accounting (2016), University of Phoenix

Deborah Williams (2017) ....Accounting Technician AP/ Sponsorships
B.S. in Business Administration (2001), Shaw University;
MA in Business Management (2006), Regent University

Michael Wilson (2017) ....System Administrator
B.A. in Religion and Philosophy (2005), Shaw University;
AAS in Microcomputer Systems (1996), Roanoke-Chowan Community College

William T Wright, III (2018)..Recruiter/Mentoring Specialist
A.S. in Science (2013), Piedmont Technical College;
B.S. in University Studies with minor in Psychology (2017), East Carolina University

Academic Terms

AA - The Associate of Arts Degree is awarded to students majoring in the fine or liberal arts who may plan to transfer to a four-year college or university after completing their community college program.

AAS - The Associate of Applied Science Degree is awarded to students majoring in one of the occupational/technical curricula who may plan to obtain employment immediately upon graduation from college.

Academic Advisor - An academic advisor is a faculty or staff member who helps you plan a course of study in a specific academic area after you have been accepted into a curriculum/plan.

Academic Standing - This is a status based on your grade point average. You are in good academic standing if you maintain a 2.0 semester grade point average on all work.

Add - This is a process for adding courses to your registration. This process must be completed during the timeframe indicated in the college calendar.

Adjunct Faculty - Visiting or part-time instructors.

AFA – The Associate in Fine Arts Degree is a transfer degree providing freshman and sophomore course work for students planning to continue their education beyond the associate degree.

AS -The Associate of Science Degree is awarded to students majoring in specialized pre-professional programs who may plan to transfer to a four-year college or university after completing their community college program.

Audit - Auditing a course is attending course meetings without taking examinations or receiving course credit. Students who desire to earn credit for a previously audited course must re-enroll in the course for credit and pay tuition to earn a grade other than "AU." Advanced standing credit will not be awarded for a previously audited course.

Catalog - The college catalog provides all types of information that parents and students need to know about Roanoke-Chowan Community College. It lists, for example, the institution's history and philosophy, policies and procedures, accreditation status, courses of study, degrees and certificates offered, physical facilities, admission and enrollment procedures, financial aid, student life activities, etc. It may be found online at www.roanokechowan.edu.

Certificate - A Certificate is awarded to students who complete one of the approved non-degree curricula which consist of a minimum of 12 semester credit hours in an occupational area.

Co-requisite - A co-requisite is a course that must be taken at the same time as another course.

Credit- A credit is a unit awarded for taking a course.

Curriculum/Plan - A curriculum/plan is the same as a major. It is a series of courses in a program of study leading to a certificate, diploma, or degree.

Developmental Studies - These courses provide a foundation or refresher when you need to improve specific skills required to succeed in a college level program.

Drop - This is a process of dropping a course from your registration. The process must be completed within the time period indicated in the college calendar.

Elective - An elective is a course which is not specifically required but offers credit toward a program or degree. Electives must be at the appropriate level.

Enrollment – Enrollment is a process for registering to take classes. Students enroll in courses by using the Internet. Students may also enroll in person at any campus or off-campus registration site.

Enrollment Services - Enrollment Services is an office that provides support and assistance with admission, domicile, registration, and student records.

FAFSA (Free Application for Federal Student Aid) - A form that may be used by students applying for federal and other types of financial aid. Forms are available online at http://www.fafsa.ed.gov and must be completed once each academic year.

FERPA is the acronym for Family Educational Rights and Privacy Act. This is a federal law that protects the privacy of student records.

Final Examination - This is a test given in a course at the end of a term.

Final Grade - This is the grade earned for a course which is posted to your permanent record.

Freshman - A freshman is a student who has completed fewer than 30 credits of course work in a program.

Full-time - A full-time course load consists of 12 or more credit hours taken during a semester or term. Special permission is required to enroll in 15 or more credits.

GPA - the acronym for grade point average. Each grade earns points (A=4, B=3, C=2, D=1, F=0). At the end of each semester, grades are averaged to calculate GPA. A minimum GPA of 2.0 in a curriculum is needed to graduate.

General Education Requirements - Courses required for all degrees; examples include classes such as English, mathematics, sciences, social science, etc.

Hold - A hold is placed on a student's account when money is owed to the college, either for an unpaid semester balance or for incidental charges such as parking tickets. Failure to satisfy outstanding obligations will result in the holding of transcripts and may prevent registering for classes for the next semester.

Honors - Graduation with honors in recognition of academic achievement is based on one's cumulative GPA.
- Honor Graduate - To be considered an Honor graduate, the student must have an overall GPA of 3.75 to 3.99 upon completion of any degree or diploma program.
- High Honor Graduate - To be considered a High Honor graduate, the student must have an overall GPA of 4.00 upon completion of any 42 degree or diploma program.

Hybrid Course - A hybrid course makes significant use of the internet to facilitate access to class materials and support communication and access to resources. These courses also require face-to-face meetings during times designated in the course schedule. Participation in both the online portion and face-to-face portion is required.

Instructor - An instructor is a faculty member assigned to teach a course and may also be referred to as a teacher or professor.

Last Day to Drop without Penalty- This date is designated in the college calendar and is usually prior to the 60% point of a semester/term.

Major -This is the same as a curriculum or plan the program of study you are pursuing.

Noncredit course - A noncredit course is a continuing education course which does not earn college credit.

Part-time status represents a course load of fewer than 12 credit hours during a term.

Prerequisite - A prerequisite is a course that you must complete successfully before enrolling in another. Prerequisites are listed each semester in WebAdvisor or are developmental courses identified through the college's student assessment program.

Probation - Students are placed on probation when they have completed two consecutive semesters and have a cumulative grade point average less than 2.0.

Registration is a process for enrolling in classes. Students enroll in courses by using the Internet. Students may also enroll in person on campus.

Semester - A semester normally represents 16 weeks of study during the fall or spring.

Session - A session is any term other than fall or spring.

Sophomore - A sophomore is a student who has completed 30 or more credits of course work in a curriculum/plan.

Student Support Services - These are services provided to help you succeed in reaching your personal, academic and career goals. Services include co-curricular and personal growth activities which enhance your college experience.

Student Payment Plan - A monthly payment plan is available that allows the cost of education to be spread over a period of up to four payments per semester. There is a $25 fee to cover administrative expenses but no interest or finance charges.

Syllabus - A syllabus is provided for each course and includes a course outline and requirements.

Term - A term represents the fall and spring semesters and all other sessions.

Transcript - A transcript is a copy of your permanent academic record. It contains all courses and grades received at Roanoke-Chowan Community College.

Warning is an academic standing status. Students are placed on academic warning when they fail any course or when their cumulative GPA is less than 2.0.

WebAdvisor – an online portal that provides a number of useful services to all students including online registration, access to grades and academic transcripts,

Withdrawal - is the formal act of dropping a course after the deadline to receive a refund and before the last day to process a withdrawal.

2018 – 2019 Academic Calendar

Fall 2018

Professional Development (Faculty and Staff) ....August 7, 2018 (T)

Professional Development – (Faculty only)...August 8, 2018 (W)

Fall 2018 Registration .... August 9-10, 2018 (TH/F)

First Day to Charge in Bookstore .... August 9, 2018 (TH)

Faculty Workday.. August 14, 2018 (T)

Fall 2018 Tuition Due by 4:30 p.m. ....August 10, 2018 (F)
(Schedules with unpaid balances will be purged)

Last Day to Apply for a 100 % Refund for 16-week
& First 8-weeks Sessions... August 14, 2018 (T)

First Day of Class/Semester
& First 8-week Session ....August 15, 2018 (W)

Last Day to Add.. August 17, 2018 (F)

10% Point of the First 8-week Session ....August 20, 2018 (M)

Last Day to Apply for a 75% Refund for the First 8-week Session ....August 20, 2018 (M)

Last Day to Charge in Bookstore ....August 24, 2018 (F)

Last Day to Apply for a 75% Refund for the 16-week Session...August 24, 2018 (F)

10% Point of the 16-week Session ....August 24, 2018 (F)

Labor Day Holiday (College Closed)..September 3, 2018 (M)

Last Day to Withdraw from First 8-week Session
to Ensure a Grade of "W" (60%)...September 18, 2018 (T)

Financial Aid Refund Checks Mailed .... September 21, 2018 (F)

May 2019 Prospective
Graduate Applications Due ....October 5, 2018 (F)

Last Day of First 8-week Session ....October 10, 2018 (W)

Registration for Second 8-week Session ....October 10, 2018 (W)

Last Day to Apply for a 100% Refund for
Second 8-week Session..October 10, 2018 (W)

Student Fall Break...October 11-12, 2018 (TH/F)

First Day of Second 8-week Session..October 15, 2018 (M)

Charge in Bookstore for Second 8-week Session ....October 10-18, 2018 (W-TH)

10% Point of the Second 8-week Session..October 18, 2018 (TH)

Last Day to Apply for a 75% Refund for
Second 8-week Session..October 18, 2018 (TH)

Advising and Registration Opens for Spring 2019 ....October 18, 2018 (TH)

Last Day to Withdraw from 16-week Session
to Ensure a Grade of "W" (60%)...October 24, 2018 (W)

Last Day to Withdraw from Second 8-week Session
to Ensure a Grade of "W" (60%)..November 15, 2018 (TH)

Early Registration for Spring 2019..November 15, 2018 (TH)

Thanksgiving Holiday (College Closed)..November 22-23, 2018 (TH/F)

Spring 2019 Tuition Due - by 4:30 p.m..December 14, 2018 (F)
(Schedules with unpaid balances will be purged)

Last Day to Remove Spring 2018 & Summer 2018 "I" Grades .... December 11, 2018 (T)

Last Day of Classes/Semester
& Second 8-week Session.. December 11, 2018 (T)

Fall 2018 Grades Due (12:00 noon) ....December 12, 2018 (W)

Christmas Break (College Closed)..December 24 - 26, 2018 (M-W)

Spring 2019

New Year's Day (College Closed) .... January 1, 2019 (T)

College Reopens (Faculty/Staff Professional Development)...January 2, 2019 (W)

Web Registration Ends...January 2, 2019 (W)

Spring 2019 Registration...January 3, 2019 (TH)

First Day to Charge in Bookstore ....January 3, 2019 (TH)

Spring 2019 Tuition Due by 4:30 p.m. ....January 4, 2019 (F)
(Schedules with unpaid balances will be purged)

Last Day to Apply for a 100% Refund for 16-week
& First 8-weeks Sessions..January 4, 2019 (F)

Faculty Workday...January 4, 2019 (F)

First Day of Class/Semester
& First 8-week Session..January 7, 2019 (M)

Last Day to Add a Class...January 9, 2019 (W)

Last Day to Apply for a 75% Refund for the First 8-week Session ....January 10, 2019 (TH)

10% Point of the First 8-week Session..January 10, 2019 (TH)

Last Day to Charge in Bookstore ....January 16, 2019 (W)

Last Day to Apply for a 75% Refund for the 16-week Session...January 16, 2019 (W)

10% Point of the 16-week Session ....January 16, 2019 (W)

Martin Luther King, Jr. Holiday (College Closed) ....January 21, 2019 (M)

Last Day to Withdraw from First 8-week Session
to Ensure a Grade of "W" (60%)...February 8, 2019 (F)

Financial Aid Refund Checks Mailed ....February 15, 2019 (F)

Last Day of First 8-week Session .... March 4, 2019 (M)

Registration for Second 8-week Session ....March 4, 2019 (M)

Last Day to Apply for a 100% Refund for
Second 8-week Session .... March 4, 2019 (M)

Charge in Bookstore for Second 8-week Session ....March 4-8, 2019 (M-F)

First Day of Second 8-week Session ....March 5, 2019 (T)

Last Day to Add a Class ....March 7, 2019 (TH)

10% Point of the Second 8-week Session ....March 8, 2019 (F)

Last Day to Apply for a 75% Refund for
Second 8-week Session ....March 8, 2019 (F)

Spring Break (No Classes) ....March 11-15, 2019 (M-F)

Last Day to Withdraw from 16-week Session
to Ensure a Grade of "W" (60%) ....March 21, 2019 (TH)

Advising & Registration Opens for Summer & Fall Semesters 2019 .... March 25, 2019 (M)

Honors Convocation ....April 4, 2019 (TH)

Last Day to Withdraw from Second 8-week Session
to Ensure a Grade of "W" (60%) ....April 12, 2019 (F)

Easter Holiday (College Closed) ....April 22, 2019 (M)

Summer Early Registration Tuition Due ....April 26, 2019 (F)

May 2019 Graduate Grades Due (12:00 noon) ....May 6, 2019 (M)

Last Day to Remove Fall 2018 "I" Grades ....May 7, 2019 (T)

Last Day of Classes/Semester
& Second 8-week Session ....May 7, 2019 (T)

Spring 2019 Grades Due (12:00 noon) ....May 9, 2019 (TH)

Graduation Rehearsal (10:00 a.m.) ....May 10, 2019 (F)

Graduation Ceremony (6:30 p.m.) ....May 10, 2019 (F)

Summer 2019

Four Day Work Week Begins ....May 13, 2019 (M)

Summer 2019 Registration ....May 13 – 15, 2019 (M-W)

First Day to Charge in Bookstore ....May 13, 2019 (M)

Summer 2019 Tuition Due – by 4:30 p.m. ....May 14, 2019 (T)

(Schedules with unpaid balances will be purged.)

Last Day to Apply for a 100% Refund ....May 15, 2019 (W)

First Day of Class/Summer Term ....May 16, 2019 (TH)

Last Day to Add ....May 21, 2019 (T)

Charge in Bookstore ....May 13-22, 2019 (M-W)

10% Point of the Summer Term ....May 22, 2019 (W)

Last Day to Apply for a 75% Refund ....May 22, 2019 (W)

Memorial Day Holiday (College Closed) .... May 27, 2019 (M)

Financial Aid Refund Checks Mailed .... June 20, 2019 (TH)

Last Day to Withdraw from Summer Term

To Ensure a Grade of "W" (60%) .... June 27, 2019 (TH)

July 4 Break (College Closed) .... July 4, 2019 (TH)

Registration – Fall 2019 .... July 9-10, 2019 (T/W)

(Tuition due August 2, 2019)

Summer Term Ends .... July 29, 2019 (M)

Summer 2019 Grades Due (2:00 p.m.) .... July 31, 2019 (W)

Four Day Work Week Ends .... August 1, 2019 (TH)

Resources: Where to Go for What?

Absences .... Instructor

Academic Advising and Registration .... Faculty Advisor

Academic Policies .... Catalog or Web site

Address Change .... Registrar Office

Admissions Information .... Admissions Office or Web site

Change of Major .... Registrar Office

Clubs and Organizations .... Student Life Director

Disability Assistance .... Disability Services

Drop a Course .... Registrar Office

Emergencies/First Aid .... Campus Security

Financial Assistance .... Financial Aid

Grade Appeal .... Instructor
Graduation .... Faculty Advisor

ID Cards and Car Decals .... Student Services

Moodle and Gmail Issues .... Distance Learning Director

Parking .... Campus Security

Personal Counseling .... Director of Counseling

Placement Testing .... Testing Specialist

Scholarship Applications .... Financial Aid Office

Student Activities .... Student Life Director

Student Grievances .... Catalog, Student Handbook and website

Textbooks .... Bookstore

Tuition Payment .... Business Office

Transcripts .... Business Office, Registrar Office or Website

Transfer Counseling .... Student Support Services

Tutoring .... Student Support Services

Web Advisor User ID/Password Issues .... Information Services

Veterans Affairs .... Financial Aid Office
Associate Dean, Workforce Development

Educational Plan

Anticipated Graduation (mo/yr): _____

Major: _____

Associate Degree: _____   Diploma: _____   Certificate: _____

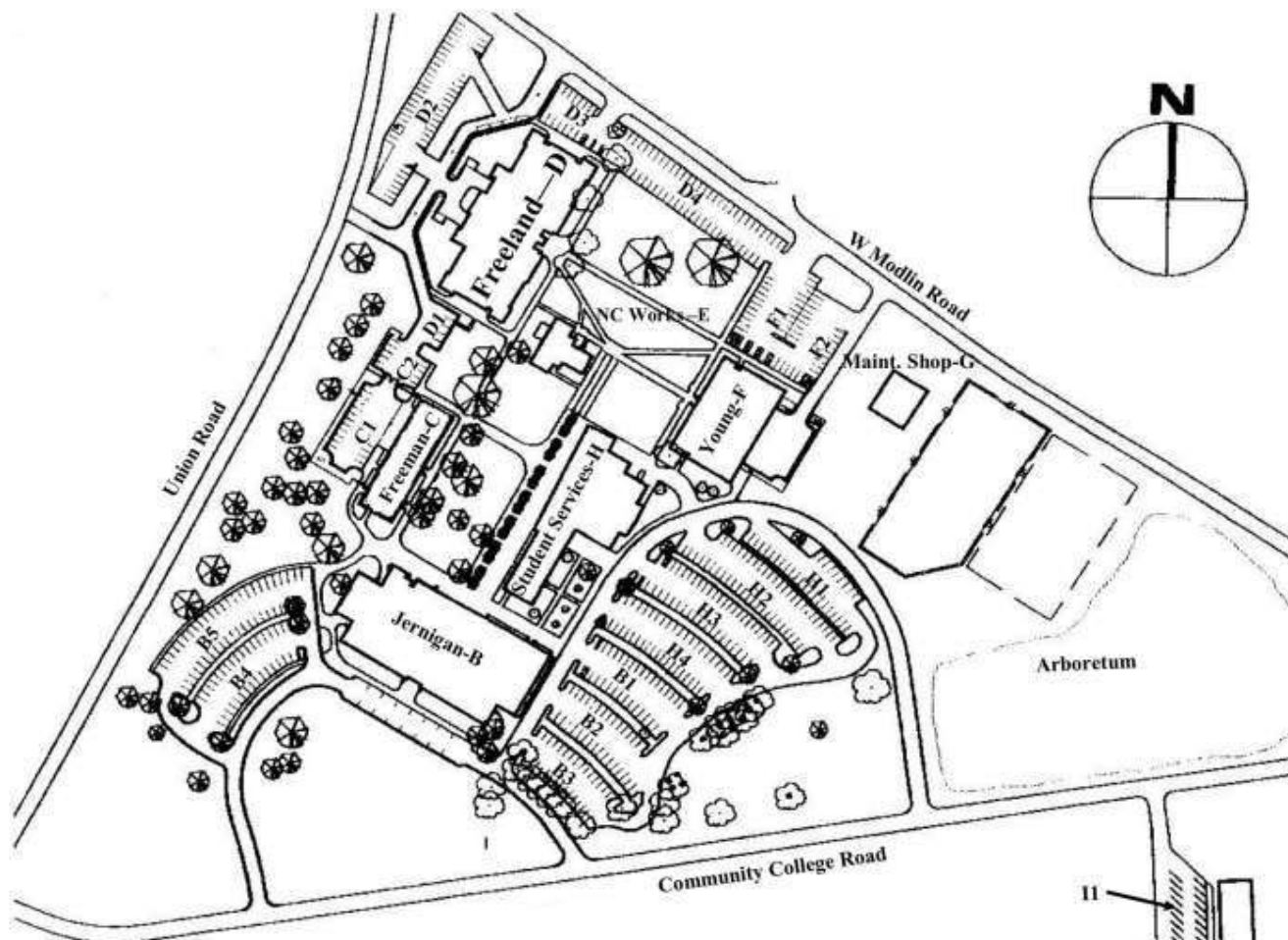Total Credits needed to graduate: _____

Academic Advisor: _____   ext.: _____

year one

Fall Classes Completed	Credit Hours	Spring Classes Completed	Credit Hours	Summer Classes Completed	Credit Hours
Total Credits		Total Credits		Total Credits	

year two

Fall Classes Completed	Credit Hours	Spring Classes Completed	Credit Hours	Summer Classes Completed	Credit Hours
Total Credits		Total Credits		Total Credits	

Roanoke Chowan Community College
109 Community College Road
Ahoskie, NC 27910
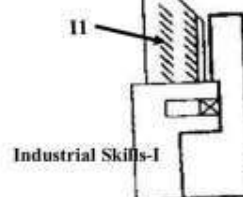
DuPont Davis Center
(formerly Old Small Building)

☒	CADA Youth @ Work	103
☒	Job Link Manager/HRD	
☒	NC Work	107
☒	NCOA	111
☒	Telamon	106
☒	Vocational Rehab/DSS	109
☒	WIA Mid-East	104

Freeman Building

☒	Early College High School
☒	Barbering

Freeland Building

☒	Basic Skills Office	126
☒	Community Room	140
☒	Fitness Room	130
☒	Small Business Center	120

Classrooms:
(Art, Associate Degree Nursing, Business Administration, Computer Information

Technology, Cosmetology, Criminal Justice, Human Services, Medical Office Admin, Nurse Aide – Continuing Education, Office Admin, Physical Education, Web Tech)

Industrial System Building

☒	Industrial System Classrooms

Jernigan Building

☒	Bookstore	111
☒	Business Office	102
☒	Continuing Education Office	104
☒	Curriculum Dean	105
☒	Distance Learning	100
☒	EMS	113
☒	Fire/Rescue/Law	109
☒	Human Resources	101
☒	Information Services	110
☒	Institutional Effectiveness	103
☒	Learning Resources Center	100
☒	Mailroom/Print Shop	Annex
☒	President's Office	106

Classrooms:
(Accounting, Biology, Chemistry,

Economics, English, Math, Psychology, Sociology)

New Student Services Center

☒	Admissions	111G
☒	Back-to-Work	111M
☒	Career Services	214
☒	Dean	111F
☒	Financial Aid	111C-E
☒	Food Services	
☒	Registrar	111J
☒	Security	108
☒	Student Activities	111H
☒	Student Support Services	113
☒	Testing Center	221C

Young Building

☒	Basic Skills Lab	125
☒	Maintenance Supervisor	122

Classrooms:
(Air Conditioning, Heating and Refrigeration, Criminal Justice, Early Childhood, Welding)

109 Community College Road

Ahoskie, North Carolina 27910
www.roanokechowan.edu| *252.862.1200*
"An Affirmative Action/Equal Opportunity Institution"