

# The Curriculum

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

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

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

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

### **DEGREES, DIPLOMAS, AND CERTIFICATES**

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

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

### **COURSES OF STUDY**

#### **COLLEGE TRANSFER PROGRAMS**

These programs are offered through the Associate in Arts (AA) and Associate in Science (AS) degrees. The Associate in Arts and the Associate in Science programs are part of the Comprehensive Articulation Agreement (CAA). This agreement addresses the transfer of students between institutions in the North Carolina Community College System and the constituent institutions of the University of North Carolina.

Associate in Arts (A10100)  
Associate in Science (A10400)

#### **GENERAL EDUCATION PROGRAMS**

These programs are designed for individuals wishing to broaden their education, with emphasis on personal interest, growth and development. The two-year General Education program provides students opportunities to study English, literature, fine arts, philosophy, social science, science and mathematics at the college level. All courses in the program are college-level courses. Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer. Successful completion of 64-65 semester hour credits leads to an associate in general education degree (AGE).

Associate in General Education (A10300)

#### **ASSOCIATE IN APPLIED SCIENCE PROGRAMS**

These programs range from 64 to 76 semester hour credits. A full-time student can typically complete one of these programs within two years. In addition to major course work, associate in applied science degree programs require a minimum of 15 semester hour credits of general education. General education requirements include course work in communications, humanities/fine arts, social/behavioral sciences and natural sciences/mathematics. Certain courses in associate degree programs may be accepted by a four-year college or university for transfer credit in an associated field.

Accounting (A25100)

Associate Degree Nursing (A45100)  
 Biotechnology (A20100) (collaborative program\*)  
 Business Administration (A25120)  
 Computer Engineering Technology (A40160)  
 Computer Information Technology (A25260)  
 Criminal Justice Technology (A55180)  
 Early Childhood Education (A55220)  
 Early Childhood Education/Teacher Associate (A5522B)  
 Electronics Engineering Technology (A40200)  
 General Occupational Technology (A55280)  
 Global Logistics Technology (A25170) (collaborative program\*)  
 Healthcare Management Technology (A25200)  
 Human Services Technology (A45380)  
 Industrial Systems Technology (A50240)  
 Mechanical Engineering Technology (A40320)  
 Medical Assisting (A45400)  
 Networking Technology (A25340)  
 Office Systems Technology (A25360)  
 Web Technologies (A25290)

*\* These programs are offered in collaboration with another community college.*

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

### DIPLOMA PROGRAMS

These programs range from 36 to 48 semester hour credits and can usually be completed by a full-time student within two semesters and one summer term. Associate degree level courses within a diploma program may also be applied toward an Associate in Applied Science degree.

Computer Information Technology (D25260)  
 Criminal Justice Technology (D55180)  
 Electrical/Electronics Technology (D35220)  
 Industrial Systems Technology (D50240)  
 Machining Technology (D50300)  
 Mechanical Engineering Technology (D40320)  
 Networking Technology (D25340)  
 Practical Nursing (D45660)  
 Web Technologies (D25290)

### CERTIFICATE PROGRAMS

These programs range from 12 to 18 semester hour credits and can usually be completed within one semester by a full-time student. Associate degree level courses within a certificate program may also be applied toward a diploma or an associate in applied science degree.

Business Administration (C25120)  
Computer Information Technology (C25260)  
Early Childhood Education (C55220)  
Electrical/Electronics Technology (C35220)  
Industrial Systems Technology (C50240)  
Infant/Toddler Care (C55290)  
Lateral Entry (C55430)  
Machining Technology (C50300)  
Mechanical Engineering Technology / Computer Aided Drafting (C40320)  
Medical Assisting Certificate (C45400)  
Networking Technology / CISCO Certificate (C25340)  
Nursing Assistant (C45480)  
Office Systems Technology / Microsoft Application Technician (C25360)  
Web Technologies / Web Design (C25290)

### DISTANCE LEARNING OPTIONS

Richmond Community College actively participates in the North Carolina Community College System (NCCCS) Virtual Learning Community and continues to expand its Distance Learning effort via the Internet. Each semester, the distance learning opportunities are listed in the published course schedule with the general course offerings and are usually designated with a “W#” section designation (sections might be assigned second numbers: W1, W2, etc.).

When a course is part of a degree requirement assigned to a particular semester of study, the distance learning sections may be offered in addition to traditional classroom sections so that students unfamiliar with Internet delivery have the traditional classroom option.

The RCC Homepage on the Internet ([www.richmondcc.edu](http://www.richmondcc.edu)) provides a quick link to internet courses and to the distance learning home page. In these distance learning courses, the Internet provides the primary communication link between the student and the faculty member assigned to the distance learning section.

Students with strong understanding of the workings of the Internet may find this mode of course delivery an invaluable aid in completing degree requirements; however, please note this general guideline: Students who enroll in Internet courses should be extremely self-motivated and self-disciplined. Students work independently and communicate with the faculty member and classmates via email, list servers, online classrooms, group pages, and chat rooms. They also have access to library materials via the Internet through RCC’s Learning Resources Center (LRC) link on the RCC Homepage. Please note that students must visit the LRC for an access password to some areas of research.

In addition, newcomers to distance learning courses must complete an online orientation session at the beginning of the semester to familiarize themselves with the delivery system.

RCC also offers a number of courses in a “hybrid” distance learning format. In a hybrid class, students meet in a traditional classroom setting for usually 50% of the assigned contact hours for the course, then complete the other assigned contact hours

online in an Internet delivery format parallel to that found in the standard distance learning classes. Each semester, the hybrid learning opportunities are listed in the published course schedule with the general course offerings and are usually designated with an “H#” section designation (sections might be assigned section numbers: H1, H2, etc.).

RCC also offers a number of courses in a “flexible” distance learning format. In a flexible class, students may choose a traditional classroom setting or a totally online format, or a hybrid format. Students may change the method of study at any time as long as they maintain regular communication with the instructor. Each semester, the flexible learning opportunities are listed in the published course schedule with the general course offerings and are usually designated with an “F#” section designation (sections might be assigned section numbers: F1, F2, etc.).

Students enrolling in distance, hybrid, and flexible courses must follow the regular admissions and registration processes, pay regular tuition and fees, and meet all course prerequisites.

# Developmental Education

## DEVELOPMENTAL EDUCATION

Students scoring below the official cutoff scores on the Computerized Placement Tests will be assigned to the appropriate developmental course(s). These courses are designed to provide the student with the reading, writing, mathematics, and keyboarding skills needed to enter a one or two-year program.

Because most curriculum courses have developmental prerequisites, the following restrictions apply: (1) Students will not be allowed to register for those curriculum courses until the prerequisite courses are passed. (2) Students required to take RED 070 and RED 080 should postpone taking any curriculum courses until they progress to RED 090. (3) Students required to take more than one developmental course should limit their enrollment in curriculum courses to those requiring the least reading, writing and computational competencies. (4) Students taking RED 070 may take ENG 080 at the same time, but students placed in RED 070 may not take ENG 090 without permission of the Division Chair for Arts and Sciences or the Chair of Developmental Education.

## DEVELOPMENTAL COURSES

(DAY / EVENING)

		Work Exp/			
		Class	Lab	Clinical	Credit
ENG 080	Writing Foundations	3	2	0	4
ENG 090	Composition Strategies	3	0	0	3
ENG 090A	Composition Strategies Lab	0	2	0	1
MAT 050	Basic Math Skills	3	2	0	4
MAT 060	Essential Mathematics	3	2	0	4
MAT 070	Introductory Algebra	3	2	0	4
MAT 080	Intermediate Algebra	3	2	0	4
OST 080	Keyboarding Literacy	1	2	0	2
RED 070	Essential Reading Skills	3	2	0	4
RED 080	Introduction to College Reading	3	2	0	4
RED 090	Improved College Reading	3	2	0	4
SCI 090	Skills for the Sciences	2	2	0	3

### Exit Requirements

All students must earn a final grade of “C” (78) or better to exit Developmental mathematics, reading and English courses. Due to prerequisites, a student whose final grade is below “C” may not progress to the next level of that course and therefore must subsequently reenroll in the course. Students in ENG 090, MAT 070, MAT 080, and RED 090 must pass the exit exams.

# Associate Degree Curricula

## ASSOCIATE IN ARTS (A10100)

### (College Transfer Curricula)

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

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

### ACADEMIC PRE-MAJORS

Counselors and advisors can help students design a program of study. See [http://www.northcarolina.edu/content.php/assessment/reports/student\\_info/caa.htm](http://www.northcarolina.edu/content.php/assessment/reports/student_info/caa.htm) for additional information.

### ASSOCIATE IN ARTS GENERAL EDUCATION CORE

#### (44 Semester Hours Credit)

#### English Composition (6 SHC)

		Work Exp/			
		Class	Lab	Clinical	Credit
ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
or					
ENG 113	Literature-Based Research	3	0	0	3
or					
ENG 114	Professional Research & Reporting	3	0	0	3

#### Humanities/Fine Arts (12 SHC)

**Four (4) courses** from at least **three (3) discipline areas** are required. **At least one (1) course must be a literature course.**

		Work Exp/			
		Class	Lab	Clinical	Credit
ART 111	Art Appreciation	3	0	0	3
COM 110	*Introduction to Communication	3	0	0	3
COM 120	*Interpersonal Communication	3	0	0	3
COM 231	*Public Speaking	3	0	0	3
DRA 111	Theatre Appreciation	3	0	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 231	American Literature I	3	0	0	3
ENG 232	American Literature II	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 241	British Literature I	3	0	0	3

			Work Exp/			
			Class	Lab	Clinical	Credit
ENG 242	British Literature II		3	0	0	3
ENG 243	Major British Writers		3	0	0	3
ENG 261	World Literature I		3	0	0	3
ENG 262	World Literature II		3	0	0	3
FRE 111	Elementary French I		3	0	0	3
FRE 112	Elementary French II		3	0	0	3
GER 111	Elementary German I		3	0	0	3
GER 112	Elementary German II		3	0	0	3
HUM 110	Technology and Society		3	0	0	3
HUM 115	Critical Thinking		3	0	0	3
HUM 120	Cultural Studies		3	0	0	3
HUM 122	Southern Culture		3	0	0	3
HUM 130	Myth in Human Culture		3	0	0	3
HUM 150	American Women's Studies		3	0	0	3
HUM 160	Introduction to Film		2	2	0	3
HUM 211	Humanities I		3	0	0	3
HUM 212	Humanities II		3	0	0	3
MUS 110	Music Appreciation		3	0	0	3
PHI 210	History of Philosophy		3	0	0	3
REL 110	World Religions		3	0	0	3
REL 111	Eastern Religions		3	0	0	3
REL 112	Western Religions		3	0	0	3
REL 211	Introduction to Old Testament		3	0	0	3
REL 212	Introduction to New Testament		3	0	0	3
REL 221	Religion in America		3	0	0	3
SPA 111	Elementary Spanish I		3	0	0	3
SPA 112	Elementary Spanish II		3	0	0	3

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

**Social Sciences (12 SHC)**

**Four (4)** courses from at least **three (3)** discipline areas are required. **At least one (1) course must be a history course.**

			Work Exp/			
			Class	Lab	Clinical	Credit
ANT 220	Cultural Anthropology		3	0	0	3
ECO 151	*Survey of Economics		3	0	0	3
ECO 251	Principles of Microeconomics		3	0	0	3
ECO 252	Principles of Macroeconomics		3	0	0	3
GEO 111	World Regional Geography		3	0	0	3
GEO 112	Cultural Geography		3	0	0	3
HIS 111	World Civilizations I		3	0	0	3
HIS 112	World Civilizations II		3	0	0	3
HIS 121	Western Civilization I		3	0	0	3

			Work Exp/			
			Class	Lab	Clinical	Credit
HIS	122	Western Civilization II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
POL	110	Introduction to Political Science	3	0	0	3
POL	120	American Government	3	0	0	3
POL	220	International Relations	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSY	237	Social Psychology	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOC	220	Social Problems	3	0	0	3
SOC	225	Social Diversity	3	0	0	3
SOC	240	Social Psychology	3	0	0	3

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

### Natural Sciences/Mathematics (14 SHC)

#### Natural Sciences (8 SHC)

Select at least one (1) course from the biological sciences and at least one (1) course from the physical sciences, including accompanying labs.

			Work Exp/			
			Class	Lab	Clinical	Credit
<b>Biological Sciences</b>						
BIO	110	Principles of Biology	3	3	0	4
BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
BIO	120	Introductory Botany	3	3	0	4
BIO	130	Introductory Zoology	3	3	0	4
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	1
<b>Physical Sciences</b>						
AST	111	Descriptive Astronomy	3	0	0	3
AST	111A	Descriptive Astronomy Lab	0	2	0	1
CHM	131	Introduction to Chemistry	3	0	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	0	1
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
PHY	110A	Conceptual Physics Lab	0	2	0	1
PHY	151	College Physics I	3	2	0	4
PHY	152	College Physics II	3	2	0	4
PHY	251	General Physics I	3	3	0	4
PHY	252	General Physics II	3	3	0	4

#### Mathematics (6 SHC)

At least one (1) course in introductory mathematics is required; the other course may be selected from among other quantitative subjects, such as computer science or statistics.

		Work Exp/			
		Class	Lab	Clinical	Credit
<b>Mathematics</b>					
MAT 140	Survey of Mathematics	3	0	0	3
MAT 165	Finite Mathematics	3	0	0	3
MAT 171	Precalculus Algebra	3	0	0	3
MAT 172	Precalculus Trigonometry	3	0	0	3
MAT 271	Calculus I	3	2	0	4
MAT 272	Calculus II	3	2	0	4
MAT 273	Calculus III	3	2	0	4
<b>Quantitative Subjects</b>					
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Introduction to Programming & Logic	2	3	0	3
MAT 155	Statistical Analysis	3	0	0	3

**OTHER REQUIRED HOURS  
(20-21 SEMESTER HOURS CREDIT)**

**College Orientation (1 SHC)**

		Work Exp/			
		Class	Lab	Clinical	Credit
ACA 111	College Student Success	1	0	0	1
ACA 118	College Study Skills	1	2	0	2
ACA 122	College Transfer Success	1	0	0	1

**Electives and other required courses (20 SHC)**

Select a minimum of twenty (20) semester hours. Students may take additional courses in the preceding Social//Behavioral Sciences, Humanities/Fine Arts, and Natural Sciences/Mathematics or any of the courses listed below. The following courses may transfer to some senior institutions. Students should check with their advisors and senior institutions before taking these courses.

		Work Exp/			
		Class	Lab	Clinical	Credit
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	4
ART 131	Drawing I	0	6	0	3
BIO 163	Basic Anatomy and Physiology	4	2	0	5
BIO 165	Anatomy and Physiology I	3	3	0	4
BIO 166	Anatomy and Physiology II	3	3	0	4
BIO 175	General Microbiology	2	2	0	3
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 228	Business Statistics	2	2	0	3
CHM 251	Organic Chemistry I	3	3	0	4
CHM 252	Organic Chemistry II	3	3	0	4
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 141	Corrections	3	0	0	3
CSC 134	C++ Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
EDU 216	Foundations of Education	3	2	0	4

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			Work Exp/		
Class	Lab	Clinical	Credit		
ENG 272	Southern Literature	3	0	0	3
ENG 273	African-American Literature	3	0	0	3
HEA 110	Personal Health/Wellness	3	0	0	3
HEA 112	First Aid & CPR	1	2	0	2
HEA 120	Community Health	3	0	0	3
HIS 221	African-American History	3	0	0	3
HIS 226	The Civil War	3	0	0	3
HIS 227	Native American History	3	0	0	3
HIS 236	North Carolina History	3	0	0	3
MAT 145	Analytical Mathematics	3	0	0	3
MAT 167	Discrete Mathematics	3	0	0	3
MAT 280	Linear Algebra	3	0	0	3
MAT 285	Differential Equations	3	0	0	3
PED 110	Fit and Well for Life	1	2	0	2
PED 120	Walking for Fitness	0	3	0	1
PED 142	Lifetime Sports	0	2	0	1
PED 210	Team Sports	0	3	0	1

## ASSOCIATE IN GENERAL EDUCATION

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

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

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

### COURSE REQUIREMENTS FOR ASSOCIATE IN GENERAL EDUCATION (A10300)

#### (DAY/EVENING)

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

#### GENERAL EDUCATION CORE

(15 SHC)

##### **English Composition**

**6 semester credit hours**

##### **Humanities/Fine Arts**

**3 semester credit hours**

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

##### **Social/Behavioral Sciences**

**3 semester credit hours**

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

##### **Natural Sciences/Mathematics**

**3 semester credit hours**

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

or

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

#### OTHER REQUIRED HOURS

(49–50 SHC)

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

**Minimum total credit hours required**

**64-65**

## ASSOCIATE IN SCIENCE (A10400)

### (College Transfer Curricula)

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

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

### ACADEMIC PRE-MAJORS

Counselors and advisors can help students design a program of study. See [http://www.northcarolina.edu/content.php/assessment/reports/student\\_info/caa.htm](http://www.northcarolina.edu/content.php/assessment/reports/student_info/caa.htm) for additional information.

### ASSOCIATE IN SCIENCE

#### GENERAL EDUCATION CORE

(44 Semester Hours Credit)

#### English Composition (6 SHC)

		Work Exp/			
		Class	Lab	Clinical	Credit
ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
	or				
ENG 113	Literature-Based Research	3	0	0	3
	or				
ENG 114	Professional Research & Reporting	3	0	0	3

#### Humanities/Fine Arts (9 SHC)

**Three (3) courses from three (3) discipline areas are required. One (1) course must be a literature course.**

		Work Exp/			
		Class	Lab	Clinical	Credit
ART 111	Art Appreciation	3	0	0	3
COM 110	*Introduction to Communication	3	0	0	3
COM 120	*Interpersonal Communication	3	0	0	3
COM 231	*Public Speaking	3	0	0	3
DRA 111	Theatre Appreciation	3	0	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 231	American Literature I	3	0	0	3
ENG 232	American Literature II	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
ENG 241	British Literature I	3	0	0	3
ENG 242	British Literature II	3	0	0	3
ENG 243	Major British Writers	3	0	0	3

		Work Exp/			Credit
Class	Lab	Clinical			
ENG 261	World Literature I	3	0	0	3
ENG 262	World Literature II	3	0	0	3
FRE 111	Elementary French I	3	0	0	3
FRE 112	Elementary French II	3	0	0	3
GER 111	Elementary German I	3	0	0	3
GER 112	Elementary German II	3	0	0	3
HUM 110	Technology and Society	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Introduction to Film	2	2	0	3
HUM 211	Humanities I	3	0	0	3
HUM 212	Humanities II	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 111	Eastern Religions	3	0	0	3
REL 112	Western Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3

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

**Social Sciences (9 SHC)**

**Three (3) courses from three (3) discipline areas are required. One (1) course must be a history course.**

		Work Exp/			Credit
Class	Lab	Clinical			
ANT 220	Cultural Anthropology	3	0	0	3
ECO 151	*Survey of Economics	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
GEO 112	Cultural Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 121	Western Civilization I	3	0	0	3
HIS 122	Western Civilization II	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 110	Introduction to Political Science	3	0	0	3
POL 120	American Government	3	0	0	3
POL 220	International Relations	3	0	0	3
PSY 150	General Psychology	3	0	0	3

			Work Exp/			
			Class	Lab	Clinical	Credit
PSY	237	Social Psychology	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOC	220	Social Problems	3	0	0	3
SOC	225	Social Diversity	3	0	0	3
SOC	240	Social Psychology	3	0	0	3

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

### Natural Sciences/Mathematics (20 SHC)

#### Natural Science (8 SHC)

Select a two-course sequence in general biology, general chemistry, college physics, or general physics, including accompanying labs.

			Work Exp/			
			Class	Lab	Clinical	Credit
BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
CHM	151	General Chemistry I	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4
PHY	151	College Physics I	3	2	0	4
PHY	152	College Physics II	3	2	0	4
PHY	251	General Physics I	3	3	0	4
PHY	252	General Physics II	3	3	0	4

#### Mathematics (6 SHC)

One course in mathematics at the precalculus algebra (MAT 171) level or above is required; the other course(s) may be higher level mathematics or may be selected from among other quantitative subjects, such as computer science or statistics.

			Work Exp/			
			Class	Lab	Clinical	Credit
<b>Mathematics</b>						
MAT	171	Precalculus Algebra	3	0	0	3
MAT	172	Precalculus Trigonometry	3	0	0	3
MAT	271	Calculus I	3	2	0	4
MAT	272	Calculus II	3	2	0	4
MAT	273	Calculus III	3	2	0	4

			Work Exp/			
			Class	Lab	Clinical	Credit
<b>Quantitative Subjects</b>						
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Programming & Logic	2	3	0	3
MAT	155	Statistical Analysis	3	0	0	3

## 18 / ASSOCIATE DEGREES

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**ASSOCIATE IN SCIENCE:** Six (6) additional semester hour credits must be selected from courses designated as Natural Sciences/Mathematics general education transfer courses.

			Work Exp/			
			Class	Lab	Clinical	Credit
AST	111	Descriptive Astronomy	3	0	0	3
AST	111A	Descriptive Astronomy Lab	0	2	0	1
BIO	110	Principles of Biology	3	3	0	4
BIO	120	Introductory Botany	3	3	0	4
BIO	130	Introductory Zoology	3	3	0	4
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	1
CHM	131	Introduction to Chemistry	3	0	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	0	1
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1

### OTHER REQUIRED HOURS (20-21 SEMESTER HOURS CREDIT)

#### College Orientation (1 SHC)

			Work Exp/			
			Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
ACA	118	College Study Skills	1	2	0	2
ACA	122	College Transfer Success	1	0	0	1

#### Electives and other required courses (20 SHC)

**ASSOCIATE IN SCIENCE:** Select a minimum of fourteen (14) semester hours in Computer Science, Mathematics, or Natural Sciences. The remaining courses may be selected from the preceding Social/Behavioral Sciences, Humanities/Fine Arts, and Natural Sciences/Mathematics sections or any of the courses listed below.

#### Natural Sciences/Mathematics/Computer Science Electives

			Work Exp/			
			Class	Lab	Clinical	Credit
BIO	163	Basic Anatomy and Physiology	4	2	0	5
BIO	165	Anatomy and Physiology I	3	3	0	4
BIO	166	Anatomy and Physiology II	3	3	0	4
BIO	175	General Microbiology	2	2	0	3
CHM	251	Organic Chemistry I	3	3	0	4

			Work Exp/			
			Class	Lab	Clinical	Credit
CHM	252	Organic Chemistry II	3	3	0	4
CSC	134	C++ Programming	2	3	0	3
CSC	151	JAVA Programming	2	3	0	3
MAT	280	Linear Algebra	3	0	0	3
MAT	285	Differential Equations	3	0	0	3

**General Electives**

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

			Work Exp/			
			Class	Lab	Clinical	Credit
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
ART	131	Drawing I	0	6	0	3
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
CJC	111	Introduction to Criminal Justice	3	0	0	3
CJC	141	Corrections	3	0	0	3
EDU	216	Foundations of Education	3	2	0	4
ENG	272	Southern Literature	3	0	0	3
ENG	273	African-American Literature	3	0	0	3
HEA	110	Personal Health/Wellness	3	0	0	3
HEA	112	First Aid & CPR	1	2	0	2
HEA	120	Community Health	3	0	0	3
HIS	221	African-American History	3	0	0	3
HIS	226	The Civil War	3	0	0	3
HIS	227	Native American History	3	0	0	3
HIS	236	North Carolina History	3	0	0	3
PED	110	Fit and Well for Life	1	2	0	2
PED	120	Walking for Fitness	0	3	0	1
PED	142	Lifetime Sports	0	2	0	1
PED	210	Team Sports	0	3	0	1

# **Associate in Applied Science Degrees, Diplomas and Certificates**

## ACCOUNTING

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

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

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

### COURSE REQUIREMENTS FOR ACCOUNTING (A25100)

		Class	Lab	Clinical	Work Exp/ Credit
<b>A. General Education Courses</b>					
1. Required Courses					
COM 231	Public Speaking	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
	Humanities/Fine Arts Elective*	3	0	0	3
<b>B. Major Courses</b>					
1. Core Courses					
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of “C” or better in all core courses for the program of study.</i>					
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
ACC 220	Intermediate Accounting I	3	2	0	4
BUS 115	Business Law I	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
2. Other Major Courses					
ACC 130	Business Income Taxes	2	2	0	3
ACC 149	Intro to Accounting Spreadsheets	1	2	0	2
ACC 150	Accounting Software Applications	1	2	0	2
ACC 221	Intermediate Accounting II	3	2	0	4
ACC 225	Cost Accounting	3	0	0	3
ACC 240	Governmental & Not-for-Profit Acct	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
	Business Elective**	2/3	3/0	0	3
ACC 151	Accounting Spreadsheet Applications	1	2	0	2
	or				
COE 112	Co-op Work Experience I	0	0	20	2

			Work Exp/			
			Class	Lab	Clinical	Credit
<b>C. Other Required Courses</b>						
ACA	111	College Student Success	1	0	0	1
<b>Total Credit Hours</b>						<b>68</b>

\* Approved Electives are listed on the page before the Course Descriptions.

\*\* Business elective may be selected from the following courses:

			Work Exp/			
			Class	Lab	Clinical	Credit
ACC	111	Financial Accounting	3	0	0	3
BUS	116	Business Law II	3	0	0	3
BUS	125	Personal Finance	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
BUS	230	Small Business Management	3	0	0	3
BUS	260	Business Communication	3	0	0	3
DBA	110	Database Concepts	2	3	0	3
INT	110	International Business	3	0	0	3
MKT	221	Consumer Behavior	3	0	0	3
MKT	223	Customer Service	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	120	Spanish for the Workplace	3	0	0	3

Note: Only 3 SHC of SPA are allowed towards the Accounting degree.

### SEMESTER SCHEDULE FOR ACCOUNTING (DAY)

#### First Year — Fall Semester

			Work Exp/			
			Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
ACC	120	Principles of Financial Accounting	3	2	0	4
CIS	110	Introduction to Computers	2	2	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
			<u>15</u>	<u>4</u>	<u>0</u>	<u>17</u>

**First Year — Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
ACC 121	Principles of Managerial Accounting	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
ACC 150	Accounting Software Applications	1	2	0	2
COM 231	Public Speaking	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
		<u>15</u>	<u>6</u>	<u>0</u>	<u>18</u>

**Second Year — Fall Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
ACC 130	Business Income Taxes	2	2	0	3
ACC 149	Intro to Accounting Spreadsheets	1	2	0	2
ACC 220	Intermediate Accounting I	3	2	0	4
ACC 225	Cost Accounting	3	0	0	3
BUS 115	Business Law I	3	0	0	3
		<u>12</u>	<u>6</u>	<u>0</u>	<u>15</u>

**Second Year — Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
ACC 151	Accounting Spreadsheet Applications***	1	2	0	2
ACC 221	Intermediate Accounting II	3	2	0	4
ACC 240	Governmental & Not-for-Profit Acct	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
	Business Elective**	3	0	0	3
	Humanities/Fine Arts Elective*	3	0	0	3
		<u>15/16</u>	<u>4</u>	<u>0</u>	<u>18</u>

**Total Credit Hours****68**

\* Approved Electives are listed on the page before the Course Descriptions.

\*\*\* COE 112, Co-op Work Experience I, may be substituted for ACC 151, Accounting Spreadsheet Applications. See the course requirements for Accounting (A25100) for details.

## SEMESTER SCHEDULE FOR ACCOUNTING (EVENING)

**First Year— Fall Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
ACC 120	Principles of Financial Accounting	3	2	0	4
CIS 110	Introduction to Computers	2	2	0	3
MAT 140	Survey of Mathematics	3	0	0	3
		<u>8</u>	<u>4</u>	<u>0</u>	<u>10</u>

**First Year— Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
ACA 111	College Student Success	1	0	0	1
ACC 121	Principles of Managerial Accounting	3	2	0	4
ACC 150	Accounting Software Applications	1	2	0	2
ENG 111	Expository Writing	3	0	0	3
		<u>8</u>	<u>4</u>	<u>0</u>	<u>10</u>

**Second and Third Years (Alternating Sequences) Even Years — Fall Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
ACC 129	Individual Income Taxes	2	2	0	3
ACC 225	Cost Accounting	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
		<u>11</u>	<u>2</u>	<u>0</u>	<u>12</u>

**Odd Years — Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
ACC 130	Business Income Taxes	2	2	0	3
ACC 240	Governmental & Not-for-Profit Acct	3	0	0	3
	Business Elective**	2/3	2/0	0	3
	Humanities/Fine Arts Elective*	3	0	0	3
		<u>10/11</u>	<u>4/2</u>	<u>0</u>	<u>12</u>

**Odd Years — Fall Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
ACC 220	Intermediate Accounting I	3	2	0	4
ACC 149	Intro to Accounting Spreadsheets	1	2	0	2
COM 231	Public Speaking	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
		<u>10</u>	<u>4</u>	<u>0</u>	<u>12</u>

**Even Years — Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
ACC 151	Accounting Spreadsheet Applications ***	1	2	0	2
ACC 221	Intermediate Accounting II	3	2	0	4
ECO 251	Principles of Microeconomics	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
		<u>10</u>	<u>4</u>	<u>0</u>	<u>12</u>

**Total Credit Hours****68**

\* Approved Electives are listed on the page before the Course Descriptions.

\*\*\* Co-op Work Experience I may be substituted for ACC 151, Accounting Spreadsheet Applications. See the course requirements for Accounting (A25100) for details.

## **ASSOCIATE DEGREE NURSING**

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

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

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

The Department of Nursing is an integral part of the college and offers educational opportunities to qualified individuals who seek a career in nursing. Students pursue a planned course of study, which will help him/her develop intellectually, emotionally, and socially in preparation for nursing practice as a Registered Nurse (RN). This program offers a transition track for LPN's desiring advanced placement in the ADN Program.

The program consists of courses in Fundamentals, Medical-Surgical, Maternal-Newborn and Psychiatric nursing. In addition to classroom hours, the student will participate in clinical, skills, and computer laboratory experiences. A grade of 78 or higher in each nursing course and a cumulative academic GPA of 2.0 must be maintained in order to progress in the Nursing curriculum.

Prospective students need to be aware that clinicals, skills and computer laboratory experiences may be taught during day, evening or night hours and at different locations based on the availability of appropriate learning experiences for each nursing course. Certain hours for clinical, skills, or computer laboratory experiences cannot be guaranteed. Transportation to clinical sites is the responsibility of the student.

Because of the academically demanding program of study in the nursing curriculum, it is highly recommended that a student who anticipates enrolling in the nursing program complete several required general education courses prior to admission.

Upon graduation, the student receives an Associate in Applied Science in Nursing Degree and is eligible to apply to take the examination for licensure as a Registered Nurse (RN). Permission to take the licensing examination is granted by the state examining board. Graduates who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

LPN's desiring advanced placement may enter the transition track in the Spring Semester provided space is available and stated pre-requisites are met.

### **Program Outcomes**

The nursing graduate will

1. Demonstrate knowledge of nursing practice necessary for performance as a registered nurse in the provision of client-centered, culturally competent care.
2. Demonstrate the ability to function in the various roles of the registered nurse and as a member of the interdisciplinary healthcare team.
3. Demonstrate critical thinking skills and evidence-based practice in the utilization of the nursing process to meet the individualized needs of culturally diverse clients.
4. Demonstrate the ability to practice in a variety of health care settings while coordinating and managing client care within the Scope of Practice for the registered nurse.
5. Participate in activities which support the value of life-long learning, including

the use of current technology and research in the provision of quality client care.

6. Demonstrate proficiency in writing and oral communications.
7. Use informatics to communicate, manage knowledge, mitigate error, and support decision making.
8. Demonstrate knowledge of the value of quality improvement processes to measure client outcomes, identify hazards and errors, and develop changes in processes of client care.

### **NURSING ADMISSIONS POLICY AND PROCEDURES**

To enter the nursing program, a student must first be admitted to the college. Admission to the college, however, does not guarantee admission into the nursing program. A separate letter from the Registrar's office will be sent to the student upon acceptance into the program.

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

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

- A. Be a high school graduate or equivalent
- B. Score at the indicated levels or above on the RCC placement test:

Computerized Placement Tests

- |                    |                   |
|--------------------|-------------------|
| 1. Reading         | Standard score 80 |
| 2. Sentence Skills | Standard score 86 |
| 3. Arithmetic      | Standard score 55 |
| 4. Algebra         | Standard score 55 |

Applicants who fail to meet minimum scores on the placement test may retest a maximum of 2 times in a 12 month period. (The 2 retests refer to either part or complete testing. If indicated levels are not achieved, the required developmental courses will need to be taken and completed with a "C" or better.)

- C. Have physical and emotional status compatible with the ability to provide safe nursing care.

The following activities are examples of criteria which a student in the nursing program would be required to perform in order to successfully complete the program. If an accepted applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, and who believe they qualify under the Americans with Disabilities Act must see the VP for Student Development. Reasonable accommodations may be made for some disabilities. However, each candidate is expected to perform in a safe and reasonably independent manner.

1. Critical Thinking: Nursing students shall possess critical thinking ability sufficient for clinical judgment. Example: students must be able to identify cause-effect relationships in clinical situations; and develop or participate in development of nursing care plans.
2. Ethical behavior: Nursing students will provide services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems. Example: Students will care for clients assigned regardless of race, religion, or diagnosis.
3. Interpersonal skills: Nursing students shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social and cultural backgrounds. Example: students shall establish rapport with clients and health care team members.

4. Communication skills: Nursing students shall possess communication abilities sufficient for verbal and nonverbal interaction with others. Example: students shall be able to explain treatment procedures and provide patient teaching to clients/family, document client responses, and report to others responses to nursing care.
  5. Mobility: Nursing students shall possess physical abilities sufficient to move from room to room and maneuver in small spaces, stand and walk for extensive periods of time. Example: students will be able to move around in client's room, move from room to room, move in small work areas, and administer CPR.
  6. Motor skills: Nursing students shall possess gross and fine motor skills sufficient to provide safe and effective nursing care. Example: students shall be able to calibrate equipment, position clients, administer intravenous, intramuscular, subcutaneous, and oral medications, insert catheters, and apply pressure to stop bleeding.
  7. Hearing skills: Nursing students shall possess auditory ability sufficient to monitor health needs and collect data. Example: students shall be able to hear alarms, listen to heart and breath sounds, and hear a cry for help.
  8. Visual skills: Nursing students shall possess visual ability sufficient for observation and data collection. Example: students shall be able to observe color of skin and read scale on a syringe.
  9. Tactile skills: Nursing students shall possess tactile ability sufficient for data collection. Example: students shall be able to detect pulsation and feel skin temperature.
  10. Weight-bearing: Nursing students shall possess the ability to lift and manipulate/move 40-50 pounds. Example: students shall be able to move equipment, and position patients.
- D. Attend orientation session with the Nursing and Admission staff.
  - E. Complete the Pre-nursing program. (LPN's entering the transition track would be exempt from this requirement.) Attendance at a minimum of 90% of the class meetings of each required module is mandatory for successful completion of the Pre-nursing requirement.
  - F. Applicants for enrollment in the Associate Degree Nursing Program must hold a current, non-restrictive listing as a Nurse Aide I. This requirement would be waived for students holding a current non-restrictive license as a Practical Nurse or for a student who has successfully completed NUR I. Lab demonstration of basic nursing skills may be required to validate knowledge.
  - G. The following courses must not be more than five (5) years old at the time of admission to the program to receive credit for graduation: all courses with NUR and BIO prefixes and PSY 241. (LPN Transition students should refer to LPN Transition Admission Requirements). If BIO 165 or 166 is greater than five (5) years old at the time of admission, the applicant must complete BIO 163.
- II. Procedure for Admission
- A. Submit a completed RCC application.
  - B. Submit official copies of transcripts from all secondary and postsecondary institutions or a copy of GED transcript if applicable.
  - C. Submit proof of Nurse Aide I listing.
  - D. Take the RCC placement test and achieve required level or take the required classes.
  - E. After ALL transcripts are received by RCC and the placement test scores achieved, or required classes taken a personal interview with the Nursing

Admissions Committee may be scheduled.

- F. Submit a physical examination on the form provided by RCC by a licensed physician, nurse practitioner, or physicians' assistant. The applicant must show physical and psychological ability to perform normal nursing duties. Physical examination and lab data should be no more than three months old at the time of initial enrollment. Annual TB test results and proof of current CPR status must be submitted.
- G. Students must purchase or show evidence of having professional liability insurance prior to enrollment in courses with NUR prefixes.
- H. Students are responsible for obtaining their own health insurance policy. Neither RCC nor the affiliating institutions are responsible for medical expenses incurred as a result of illness or injury sustained during class, lab, or clinical experiences. (i.e. strained back, needle stick).

### III. Admission Criteria

Decisions regarding admission into the nursing program are based upon high school or GED performance, and achievement in related courses. Each admission criterion is assigned a point value. The points are used to rank applicants for the purpose of selection into the nursing program. In the event that applicants have identical total admission points, the person with the earliest file completion date will be ranked higher. If the points are still identical, the person with the highest grade in BIO 165 will be ranked higher. Should candidates still be tied, the applicant with the highest grade in BIO 166 will be ranked higher. If the candidates are still tied, then the candidates GPA for courses required in the nursing curriculum will be used to break the tie.

### IV. Applicant Deadlines and Admissions Decisions

The deadline for applications including receipt of all transcripts and record of adequate test scores is January 31 assuming that the desired admission date is the fall semester following the application deadline. Applicants meeting admission criteria may be scheduled for an interview beginning in late February through April. Applicants will be notified of admission status by May 31. Applications for the transition track must be complete and on file by September 15.

### V. Alternate List for Nursing Programs

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

### VI. Credit by Transfer

Transfer credit for non-nursing courses in the Nursing curriculum from accredited post-secondary educational programs will be determined on an individual basis in accordance with the school's transfer policy as stated in the general catalog. Transfer of credit for nursing courses in the Nursing education programs from an accredited Nursing educational program must be on an individual basis and in accordance with the schools transfer policy. In addition, there must be approval by the Nursing Department Chair. The following courses must not be more than five (5) years old at the time of admission to the program to receive credit for graduation: all courses with BIO and NUR prefixes and PSY 241. (LPN Transition students should refer to LPN Transition Admission Requirements). If BIO 165 or 166 is greater than five (5) years old at the time of admission, the applicant must complete BIO 163. An

interview with the Nursing Admission Committee may be scheduled. Students may be required to pass a written competency exam and perform appropriate nursing skills for a course previously taken to ensure competency.

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

Students enrolled in a Nursing curriculum must obtain a minimum grade of “C” in all courses with NUR, BIO, and PSY prefixes in order to progress and graduate in the Nursing curriculum. A grade point average of 2.0 is required for a student to remain in the Nursing program and for graduation. Calculations of GPA’s are limited to required courses in the Nursing curriculum. Courses taken outside the curriculum are not considered part of the program GPA. Readmission to the Nursing sequence will be in accordance with readmission policies on a space available basis. NUR 130 includes a Psychiatric and Maternal-Child component. The student must maintain a 78 or higher average to progress from Section I to Section II.

### **Criminal Background Checks**

Criminal background checks and/or drug testing may be required by clinical agencies prior to a student’s participation in the clinical component of a NUR course. Failure to meet clinical agency requirements will result in the student not having the opportunity to meet clinical objectives, therefore, the student will not be allowed to progress in the Nursing curriculum

It is important to note that the clinical site, not the College, determines whether the result of the criminal background check/drug screening disqualifies the student from clinical activities. The hospital or other clinical agency, in its sole discretion, may request the removal of any student who, based on the results of the criminal background check/drug screening, the agency deems as inappropriate to provide care, treatment, or services.

### **NURSING READMISSION POLICY**

- I. Students enrolled in but not completing or not achieving a grade of 78 or better in NUR 110 seeking readmission will be considered in the applicant pool for the year they seek to return. The student will be expected to meet current admission criteria. No special consideration will be given. The following procedure will be followed:
- A. A student must meet with a nursing counselor.
  - B. Students who are currently enrolled in related coursework at RCC need not retake the placement test.
  - C. Students selected for admission will be scheduled for an orientation session with other applicants and follow routine admission procedure.
  - D. An interview with the Nursing Admission Committee may be scheduled.
  - E. Students may be required to pass a written competency exam and perform appropriate nursing skills for a course previously taken to ensure competency. (NUR 117)
  - F. Readmission will be limited to one (1) time.
  - G. Any student seeking readmission who was dismissed under the Nursing Dismissal Policy must follow the guidelines listed in the Academic Policies section of the catalog: Special Policies.
- II. Readmission after completing NUR 110 with a 78 or better is contingent upon

the following process:

- A. Each request for readmission will be evaluated on an individual basis.
- B. All requests for readmission must be submitted in writing to the Nursing Department Chair and forwarded to the Nursing Counselor.
- C. All requirements of the current admissions policy must be met.
- D. If readmitted for advanced standing all requirements of the progression policy must be met.
- E. Readmission is on a space available basis as determined by the Nursing Admissions Committee. The Nursing Admissions Committee consists of the Nursing Department Chair, the Health Sciences Division Chair, the Registrar, a guidance counselor, and two nursing faculty. The VP for Student Development serves as an ex-officio member of this committee.
- F. Readmission will be limited to one (1) time. A student who is accepted for readmission and does not enroll for the semester accepted shall go through the entire admission procedure the next time an application is made.
- G. Students accepted for readmission shall submit (1) an updated physical and emotional health report, (2) transcripts of course work taken at other colleges since last time enrolled at RCC, and (3) current TB and CPR status.
- H. An interview with the Nursing Admissions Committee may be scheduled.
- I. Students may be required to pass a written competency exam and perform appropriate nursing skills for a course previously taken to ensure competency.
- J. No competency exams are administered for a course not taken.
- K. Any student seeking readmission who was dismissed under the Nursing Dismissal Policy must follow the guidelines listed in the Academic Policies section of the catalog: Special Policies.

**COURSE REQUIREMENTS FOR ASSOCIATE DEGREE  
NURSING (A45100)**

The Associate Degree Nursing program is approved by the North Carolina Board of Nursing.

	<b>Class</b>	<b>Lab</b>	<b>Work Exp/ Clinical</b>	<b>Credit</b>	
<b>A. General Education Courses</b>					
1. Required Courses					
BIO 165	Anatomy and Physiology I	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
	Humanities/Fine Arts Elective*	3	0	0	3
<b>B. Major Courses</b>					
1. Core Courses					
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>					
NUR 110	Nursing I	5	3	6	8
NUR 120	Nursing II	5	3	6	8
NUR 130	Nursing III	4	3	6	7
NUR 210	Nursing IV	5	3	12	10
NUR 220	Nursing V	4	3	15	10

			Work Exp/	
Class	Lab	Clinical	Credit	
2. Other Major Courses				
BIO 166 Anatomy and Physiology II	3	3	0	4
BIO 175 General Microbiology	2	2	0	3
CIS 111 Basic PC Literacy	1	2	0	2
NUR 117 Pharmacology I	3	0	0	2
PSY 150 General Psychology	3	0	0	3
PSY 241 Developmental Psychology	3	0	0	3
<b>Total Credit Hours</b>				<b>76</b>

\* Approved Electives are listed on the page before the Course Descriptions.

### SEMESTER SCHEDULE FOR ASSOCIATE DEGREE NURSING

#### First Year— Fall Semester

			Work Exp/	
Class	Lab	Clinical	Credit	
BIO 165 Anatomy and Physiology I	3	3	0	4
NUR 110 Nursing I	5	3	6	8
NUR 117 Pharmacology	1	3	0	2
PSY 150 General Psychology	3	0	0	3
	12	9	6	17

#### First Year — Spring Semester

			Work Exp/	
Class	Lab	Clinical	Credit	
BIO 166 Anatomy and Physiology II	3	3	0	4
ENG 111 Expository Writing	3	0	0	3
NUR 120 Nursing II	5	3	6	8
PSY 241 Developmental Psychology	3	0	0	3
	14	6	6	18

#### First Year — Summer Semester

			Work Exp/	
Class	Lab	Clinical	Credit	
CIS 111 Basic PC Literacy	1	2	0	2
NUR 130 Nursing III	4	3	6	7
	6	3	6	9

#### Second Year — Fall Semester

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

**Second Year — Spring Semester**

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

**Total Credit Hours****76**

\* Approved Electives are listed on the page before the Course Descriptions. The Humanities elective is required for graduation. It may be taken any semester that the schedule permits.

**ASSOCIATE DEGREE NURSING TRANSITION TRACK  
FOR THE LICENSED PRACTICAL NURSE**

The LPN desiring advanced placement may enter the transition track in the Spring Semester provided space is available and stated pre-requisites are met. Upon successful completion of NUR 187 and NUR 189, students will receive credit for NUR 110 (Nursing I), NUR 117 (Pharmacology), and NUR 120 (Nursing II).

The transition course and clinical component are designed to assist the Licensed Practical Nurse in transition to the role of the Associate Degree Nurse. Topics include the role of the registered nurse, nursing process, homeostasis, and validation of selected nursing skills and physical assessment. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon successful completion, students should be able to articulate into the ADN Program at the third semester level (NUR 130).

The LPN admitted to this program will:

- hold a current, unrestricted license as a LPN.
- have met the admission requirements of the Associate Degree Nursing Program (the LPN student is exempt from the Pre-Nursing Program).
- have had six months of full-time work experience within the last 12 months in the role of a LPN. Verification of employment, role and responsibilities are required by the employer (if employed part-time, 12 months part-time employment is required).
- have successfully completed (78% competency level) BIO 165, ENG 111, and PSY 150. If BIO 165 or 166 is greater than five (5) years old at the time of admission, the LPN must complete BIO 163.
- enroll in NUR 187 and NUR 189
- upon successful completion of NUR 187 and NUR 189, receive credit for NUR 110, NUR 117, and NUR 120.

## BIOTECHNOLOGY

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist, laboratory technician/instrumentation technician, and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

### COURSE REQUIREMENTS FOR BIOTECHNOLOGY (A20100)

Courses in *bold-italics* will be offered through Fayetteville Technical Community College.

		Work Exp/			
		Class	Lab	Clinical	Credit
<b>A. General Education Courses</b>					
1. Required Courses					
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
MAT 155	Statistical Analysis	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	Humanities/Fine Arts Elective*	3	0	0	3
<b>B. Major Courses</b>					
1. Core Courses					
BIO 111	General Biology I	3	3	0	4
BIO 112	General Biology II	3	3	0	4
BTC 181	Basic Lab Techniques	3	3	0	4
<b>CHM 132</b>	<b>Organic and Biochemistry</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
CHM 151	General Chemistry I	3	3	0	4
2. Other Major Courses					
BIO 175	General Microbiology	2	2	0	3
<b>BIO 250</b>	<b>Genetics</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
<b>BTC 281</b>	<b>Bioprocess Techniques</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
<b>BTC 285</b>	<b>Cell Culture</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
<b>BTC 286</b>	<b>Immunological Techniques</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
<b>BTC 288</b>	<b>Biotech Lab Experience</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>2</b>
CIS 110	Introduction to Computers	2	2	0	3
<b>MAT 171</b>	<b>Precalculus Algebra</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>MAT 171A</b>	<b>Precalculus Algebra Lab</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>
PHY 151	College Physics I	3	2	0	4
	Science Elective	2/3	2/3	0	3/4
<b>C. Other Required Courses</b>					
ACA 111	College Student Success	1	0	0	1

**Total Credit Hours**

**64/65**

\* Approved Electives are listed on the page before the Course Descriptions.

Science Elective (choose from the following)

		Work Exp/				
		Class	Lab	Clinical	Credit	
CHM	152	General Chemistry II	3	3	0	4
CIS	115	Introduction to Programming & Logic	2	3	0	3
<i>MAT</i>	<i>172</i>	<i>Precalculus Trigonometry</i>	<i>3</i>	<i>0</i>	<i>0</i>	<i>3</i>
<i>MAT</i>	<i>172A</i>	<i>Precalculus Trigonometry Lab</i>	<i>0</i>	<i>2</i>	<i>0</i>	<i>1</i>
PHY	152	College Physics II	3	2	0	4

## BUSINESS ADMINISTRATION

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

### COURSE REQUIREMENTS FOR BUSINESS ADMINISTRATION (A25120)

		Class	Lab	Clinical	Work Exp/ Credit
<b>A. General Education Courses</b>					
1. Required Courses					
ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
2. Required Subject Area					
MATH (Select 3 hours from the following two courses)					
MAT 140	Survey of Mathematics	3	0	0	3
MAT 171	Precalculus Algebra	3	0	0	3
	Humanities/Fine Arts Elective*	3	0	0	3
	Social/Behavioral Sciences Elective*	3	0	0	3
<b>B. Major Courses</b>					
1. Core Courses					
<i>To receive a degree, diploma, or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
2. Other Major Courses					
ACC 121	Principles of Managerial Accounting	3	2	0	4
BUS 230	Small Business Management	3	0	0	3
BUS 110	Introduction to Business	3	0	0	3
BUS 121	Business Mathematics	2	2	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 239	Business Applications Seminar	1	2	0	2
CTS 130	Spreadsheet	2	2	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
INT 110	International Business	3	0	0	3

		Work Exp/				
		Class	Lab	Clinical	Credit	
3. Required Subject Area						
Business Elective (Select 6 hours from the following courses)						
BUS	116	Business Law II	3	0	0	3
BUS	125	Personal Finance	3	0	0	3
BUS	228	Business Statistics	2	2	0	3
BUS	260	Business Communication	3	0	0	3
BUS	261	Diversity in Management	3	0	0	3
MKT	221	Consumer Behavior	3	0	0	3
MKT	223	Customer Service	3	0	0	3
MKT	224	International Marketing	3	0	0	3
MKT	228	Service Marketing	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	120	Spanish for the Workplace	3	0	0	3

Note: In lieu of listed electives, students may use additional computer or accounting courses other than those required as one or both of their electives. Only 3 SHC of SPA are allowed towards the Business Administration degree.

**C. Other Required Courses**

ACA	111	College Student Success	1	0	0	1
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<b>Total Credit Hours</b>	<b>68</b>
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\* Approved Electives are listed on the page before the Course Descriptions.

## SEMESTER SCHEDULE FOR BUSINESS ADMINISTRATION (DAY)

### First Year— Fall Semester

		Work Exp/				
		Class	Lab	Clinical	Credit	
ACA	111	College Student Success	1	0	0	1
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		<u>15</u>	<u>2</u>	<u>0</u>	<u>16</u>	

### First Year — Spring Semester

		Work Exp/				
		Class	Lab	Clinical	Credit	
BUS	137	Principles of Management	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
ENG	112	Argument-Based Research	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
		<u>14</u>	<u>2</u>	<u>0</u>	<u>15</u>	

## First Year — Summer Semester

		Work Exp/			
		Class	Lab	Clinical	Credit
Business Elective II		3	0	0	3
Humanities/Fine Arts Elective*		3	0	0	3
		<u>6</u>	<u>0</u>	<u>0</u>	<u>6</u>

## Second Year — Fall Semester

		Work Exp/				
		Class	Lab	Clinical	Credit	
ACC	120	Principles of Financial Accounting	3	2	0	4
BUS	153	Human Resource Management	3	0	0	3
BUS	121	Business Mathematics	2	2	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
INT	110	International Business	3	0	0	3
		<u>14</u>	<u>4</u>	<u>0</u>	<u>16</u>	

## Second Year — Spring Semester

		Work Exp/				
		Class	Lab	Clinical	Credit	
ACC	121	Principles of Managerial Accounting	3	2	0	4
BUS	230	Small Business Management	3	0	0	3
BUS	239	Business Applications Seminar	1	2	0	2
ECO	251	Principles of Microeconomics	3	0	0	3
		Social/Behavioral Sciences*	3	0	0	3
		<u>13</u>	<u>4</u>	<u>0</u>	<u>15</u>	

## Total Credit Hours

68

Business Elective (choose from the following)

		Work Exp/				
		Class	Lab	Clinical	Credit	
BUS	116	Business Law II	3	0	0	3
BUS	125	Personal Finance	3	0	0	3
BUS	228	Business Statistics	3	0	0	3
BUS	260	Business Communication	3	0	0	3
BUS	261	Diversity in Management	3	0	0	3
MKT	221	Consumer Behavior	3	0	0	3
MKT	223	Customer Service	3	0	0	3
MKT	224	International Marketing	3	0	0	3
MKT	228	Service Marketing	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	120	Spanish for the Workplace	3	0	0	3

Note: In lieu of listed electives, students may use additional computer or accounting courses other than those required as one or both of their electives. Only 3 SHC of SPA are allowed towards the Business Administration degree.

**SEMESTER SCHEDULE FOR  
BUSINESS ADMINISTRATION (EVENING)**

**First Year — Fall Semester**

		Work Exp/				
		Class	Lab	Clinical	Credit	
ACA	111	College Student Success	1	0	0	1
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
			<u>12</u>	<u>2</u>	<u>0</u>	<u>13</u>

**First Year — Spring Semester**

		Work Exp/				
		Class	Lab	Clinical	Credit	
BUS	137	Principles of Management	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
ENG	112	Argument-Based Research	3	0	0	3
			<u>8</u>	<u>2</u>	<u>0</u>	<u>9</u>

**First Year — Summer Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
Humanities/Fine Arts Elective*		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		3	0	0	3

**Second and Third Years (Alternating Sequences) Even Years — Fall Semester**

		Work Exp/				
		Class	Lab	Clinical	Credit	
ACC	120	Principles of Financial Accounting	3	2	0	4
ECO	252	Principles of Macroeconomics	3	0	0	3
INT	110	International Business	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
			<u>12</u>	<u>2</u>	<u>0</u>	<u>13</u>

**Odd Years — Spring Semester**

		Work Exp/				
		Class	Lab	Clinical	Credit	
ACC	121	Principles of Managerial Accounting	3	2	0	4
ECO	251	Principles of Microeconomics	3	0	0	3
		Business Elective I	3	0	0	3
		or (if final year)				
BUS	239	Business Applications Seminar	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			9/7	2/4	0	10/9

**Odd Years — Fall Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
BUS 115	Business Law I	3	0	0	3
BUS 121	Business Mathematics	2	2	0	3
BUS 153	Human Resource Management	3	0	0	3
	Business Elective II	3	0	0	3
		11	2	0	12

**Even Years — Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
	Social/Behavioral Sciences				
BUS 230	Small Business Management	3	0	0	3
	Social/Behavioral Sciences*	3	0	0	3
	Business Elective I	3	0	0	3
	or (if final year)				
BUS 239	Business Applications Seminar	1	2	0	2
		9/7	0/2	0	9/8
<b>Total Credit Hours</b>					<b>68</b>

\* Approved Electives are listed on the page before the Course Descriptions.

**COURSE REQUIREMENTS FOR BUSINESS ADMINISTRATION CERTIFICATE (C25120)**

		Work Exp/			
		Class	Lab	Clinical	Credit
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
CIS 110	Introduction to Computers	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
MKT 120	Principles of Marketing	3	0	0	3
<b>Total Credit Hours</b>		<b>16</b>	<b>4</b>	<b>0</b>	<b>18</b>

## **COMPUTER ENGINEERING TECHNOLOGY**

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

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

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

### **COURSE REQUIREMENTS FOR COMPUTER ENGINEERING TECHNOLOGY (A40160)**

			Work Exp/			
			Class	Lab	Clinical	Credit
<b>A. General Education Courses</b>						
1. Required Courses						
ENG	111	Expository Writing	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	3
MAT	171	Precalculus Algebra	3	0	0	3
2. Required Subject Area						
		Humanities/Fine Arts Elective*	3	0	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
<b>B. Major Courses</b>						
1. Core Courses						
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>						
CET	111	Computer Upgrade/Repair I	2	3	0	3
CSC	139	Visual BASIC Programming	2	3	0	3
ELC	131	DC/AC Circuit Analysis	4	3	0	5
ELN	133	Digital Electronics	3	3	0	4
ELN	137	Electronic Devices and Circuits	4	3	0	5
<b>C. Other Major Courses</b>						
ATR	218	Computer Integrated Manufacturing	2	3	0	3
CET	222	Computer Architecture	2	0	0	2
CIS	115	Introduction to Programming & Logic	2	3	0	3
DFT	151	CAD I	2	3	0	3
EGR	285	Design Project	0	4	0	2
ELC	128	Introduction to PLC	2	3	0	3
ELN	232	Introduction to Microprocessors	3	3	0	4
ELN	237	Local Area Networks	2	3	0	3
MAT	172	Precalculus Trigonometry	3	0	0	3
NOS	110	Operating System Concepts	2	3	0	3
NOS	120	Linux/Unix Single user	2	2	0	3
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1

		Work Exp/					
		Class	Lab	Clinical	Credit		
<b>D. Other Required Courses</b>							
ACA	111	College Student Success		1	0	0	1
<b>Total Credit Hours</b>					<b>72</b>		

\* Approved Electives are listed on the page before the Course Descriptions.

**SEMESTER SCHEDULE FOR  
COMPUTER ENGINEERING TECHNOLOGY (DAY)**

**First Year— Fall Semester**

		Work Exp/					
		Class	Lab	Clinical	Credit		
ACA	111	College Student Success		1	0	0	1
CIS	115	Introduction to Programming & Logic		2	3	0	3
ELC	131	DC/AC Circuit Analysis		4	3	0	5
ENG	111	Expository Writing		3	0	0	3
MAT	171	Precalculus Algebra		3	0	0	3
NOS	110	Operating System Concepts		2	3	0	3
				<u>15</u>	<u>9</u>	<u>0</u>	<u>18</u>

**First Year – Spring Semester**

		Work Exp/					
		Class	Lab	Clinical	Credit		
CET	111	Computer Upgrade/Repair I		2	3	0	3
ENG	112	Argument-Based Research		3	0	0	3
ELN	137	Electronic Devices and Circuits		4	3	0	5
MAT	172	Precalculus Trigonometry		3	0	0	3
PHY	110	Conceptual Physics		3	0	0	3
PHY	110A	Conceptual Physics Lab		0	2	0	1
				<u>15</u>	<u>8</u>	<u>0</u>	<u>18</u>

**First Year – Summer Semester**

		Work Exp/					
		Class	Lab	Clinical	Credit		
ELC	128	Introduction to PLC		2	3	0	3
ELN	133	Digital Electronics		3	3	0	4
		Social/Behavioral Sciences Electives*		<u>5</u>	<u>6</u>	<u>0</u>	<u>7</u>

**Second Year – Fall Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
CET	222	Computer Architecture	2	0	0	2
DFT	151	CAD I	2	3	0	3
ELN	232	Introduction to Microprocessors	3	3	0	4
NOS	120	Linux/Unix Single user	2	2	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
			<u>12</u>	<u>8</u>	<u>0</u>	<u>15</u>

**Second Year – Spring Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
ATR	218	Computer Integrated Manufacturing	2	3	0	3
CSC	139	Visual BASIC Programming	2	3	0	3
EGR	285	Design Project	0	4	0	2
ELN	237	Local Area Networks	2	3	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
			<u>9</u>	<u>13</u>	<u>0</u>	<u>14</u>
<b>Total Credit Hours</b>						<b>72</b>

## COMPUTER INFORMATION TECHNOLOGY

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

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

### COURSE REQUIREMENTS FOR COMPUTER INFORMATION TECHNOLOGY (A25260)

		Work Exp/				
		Class	Lab	Clinical	Credit	
<b>A. General Education Courses</b>						
1. Required Courses						
ENG	111	Expository Writing	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	3
MAT	145	Analytical Mathematics	3	0	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
<b>B. Major Courses</b>						
1. Core Courses						
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>						
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Programming & Logic	2	3	0	3
CTS	120	Hardware/Software Support	2	3	0	3
CTS	285	Systems Analysis & Design	3	0	0	3
CTS	289	System Support Project	1	4	0	3
DBA	110	Database Concepts	2	3	0	3
NET	125	Networking Basics	1	4	0	3
NOS	110	Operating System Concepts	2	3	0	3
NOS	130	Windows Single User	2	2	0	3
NOS	230	Windows Administration I	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
2. Other Major Courses						
CSC	139	Visual BASIC Programming	2	3	0	3
NOS	120	Linux/UNIX Single User	2	2	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
WEB	140	Web Development Tools	2	2	0	3
WEB	230	Implementing Web Serv	2	2	0	3
WEB	250	Database Driven Websites	2	2	0	3
<b>C. Other Required Courses</b>						
ACA	111	College Student Success	1	0	0	1

**Total Credit Hours**

**70**

\* Approved Electives are listed on the page before the Course Descriptions.

**SEMESTER SCHEDULE FOR COMPUTER INFORMATION TECHNOLOGY (DAY)**

(+ denotes schedule and course requirements for a diploma program)

**First Year — Fall Semester**

		Work Exp/			
Class	Lab	Clinical	Credit		
ACA 111	+College Student Success	1	0	0	1
CIS 110	+Introduction to Computers	2	2	0	3
CIS 115	+Introduction to Programming & Logic	2	3	0	3
ENG 111	+Expository Writing	3	0	0	3
NET 125	+Networking Basics	1	4	0	3
NOS 110	+Operating System Concepts	2	3	0	3
		<u>11</u>	<u>12</u>	<u>0</u>	<u>16</u>

**First Year — Spring Semester**

		Work Exp/			
Class	Lab	Clinical	Credit		
CSC 139	+Visual BASIC Programming	2	3	0	3
DBA 110	+Database Concepts	2	3	0	3
ENG 112	+Argument-Based Research	3	0	0	3
NOS 130	+Windows Single User	2	2	0	3
WEB 110	+Internet/Web Fundamentals	2	2	0	3
		<u>11</u>	<u>10</u>	<u>0</u>	<u>15</u>

**First Year — Summer Semester**

		Work Exp/			
Class	Lab	Clinical	Credit		
MAT 145	Analytical Mathematics	3	0	0	3
	Humanities/Fine Arts Elective*	3	0	0	3
		<u>6</u>	<u>0</u>	<u>0</u>	<u>6</u>

**Second Year — Fall Semester**

		Work Exp/			
Class	Lab	Clinical	Credit		
BUS 110	Introduction to Business	3	0	0	3
CTS 285	Systems Analysis & Design	3	0	0	3
NOS 120	+Linux/UNIX Single User	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
SEC 110	+Security Concepts	3	0	0	3
WEB 140	+Web Development Tools	2	2	0	3
		<u>15</u>	<u>6</u>	<u>0</u>	<u>18</u>

**Second Year — Spring Semester**

			Work Exp/			
	Class		Lab	Clinical	Credit	
CTS 120		+Hardware/Software Support	2	3	0	3
CTS 289		System Support Project	1	4	0	3
WEB 230		Implementing Web Serv	2	2	0	3
WEB 250		Database Driven Websites	2	2	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
			<u>10</u>	<u>11</u>	<u>0</u>	<u>15</u>
<b>Total Credit Hours</b>						<b>70</b>

\* Approved Electives are listed on the page before the Course Descriptions.  
 + Denotes schedule and course requirements for a diploma program.

**COURSE REQUIREMENTS FOR COMPUTER  
 INFORMATION TECHNOLOGY CERTIFICATE (C25260)**

**First Year — Fall Semester**

			Work Exp/			
	Class		Lab	Clinical	Credit	
CIS 110		Introduction to Computers	2	2	0	3
NET 125		Networking Basics	1	4	0	3
NOS 110		Operating System Concepts	2	3	0	3
			<u>5</u>	<u>9</u>	<u>0</u>	<u>9</u>

**First Year — Spring Semester**

			Work Exp/			
	Class		Lab	Clinical	Credit	
CTS 120		Hardware/Software Support	2	3	0	3
DBA 110		Database Concepts	2	3	0	3
NOS 130		Windows Single User	2	2	0	3
			<u>6</u>	<u>8</u>	<u>0</u>	<u>9</u>
<b>Total Credit Hours</b>						<b>18</b>

## **CRIMINAL JUSTICE TECHNOLOGY**

The Criminal Justice curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics and community relations. Additional study may include issues and concepts of government, counseling, communications, computers and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

### **COURSE REQUIREMENTS FOR CRIMINAL JUSTICE TECHNOLOGY (A55180)**

The Criminal Justice A.A.S. Degree Program at Richmond Community College is certified as meeting the educational and program requirements of the North Carolina Criminal Justice Education and Training Standards Commission.

			<b>Work Exp/</b>			
			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>A. General Education Courses</b>						
1. Required Courses						
ENG	111	Expository Writing	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
<b>B. Major Courses</b>						
1. Core Courses						
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>						
CJC	111	Introduction to Criminal Justice	3	0	0	3
CJC	112	Criminology	3	0	0	3
CJC	113	Juvenile Justice	3	0	0	3
CJC	131	Criminal Law	3	0	0	3
CJC	212	Ethics & Community Relations	3	0	0	3
CJC	221	Investigative Principles	3	2	0	4
CJC	231	Constitutional Law	3	0	0	3
2. Other Major Courses						
CIS	110	Introduction to Computers	2	2	0	3
CJC	132	Court Procedure & Evidence	3	0	0	3
CJC	141	Corrections	3	0	0	3
CJC	160	Terrorism: Underlying Issues	3	0	0	3
CJC	211	Counseling	3	0	0	3
CJC	215	Organization & Administration	3	0	0	3
CJC	233	Correctional Law	3	0	0	3
COE	111	Co-op Work Experience I	0	0	10	1
COE	115	Work Experience Seminar I	1	0	0	1

			Work Exp/			
			Class	Lab	Clinical	Credit
POL	120	American Government	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
<b>C. Other Required Courses</b>						
ACA	111	College Student Success	1	0	0	1
<b>Total Credit Hours</b>						<b>67</b>

\* Approved Electives are listed on the page before the Course Descriptions.

**SEMESTER SCHEDULE FOR  
CRIMINAL JUSTICE TECHNOLOGY (DAY)**

**First Year— Fall Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
CJC	111	Introduction to Criminal Justice	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
PSY	150	General Psychology	3	0	0	3
			<u>15</u>	<u>2</u>	<u>0</u>	<u>16</u>

**First Year – Spring Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
ENG	112	Argument-Based Research	3	0	0	3
CJC	112	Criminology	3	0	0	3
CJC	131	Criminal Law	3	0	0	3
CJC	132	Court Procedure & Evidence	3	0	0	3
CJC	141	Corrections	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
			<u>18</u>	<u>0</u>	<u>0</u>	<u>18</u>

**Second Year — Fall Semester**

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

**Second Year – Spring Semester**

		Work Exp/				
		Class	Lab	Clinical	Credit	
CJC	160	Terrorism: Underlying Issues	3	0	0	3
CJC	212	Ethics & Community Relations	3	0	0	3
CJC	215	Organization & Administration	3	0	0	3
CJC	233	Correctional Law	3	0	0	3
COE	111	Co-op Work Experience I	0	0	10	1
COE	115	Work Experience Seminar I	1	0	0	1
		Humanities/Fine Arts Elective*	3	0	0	3
			<u>16</u>	<u>0</u>	<u>10</u>	<u>17</u>
<b>Total Credit Hours</b>					<b>67</b>	

\* Approved Electives are listed on the page before the Course Descriptions.

**SEMESTER SCHEDULE FOR  
CRIMINAL JUSTICE TECHNOLOGY (EVENING)**

**First Year — Fall Semester**

		Work Exp/				
		Class	Lab	Clinical	Credit	
CJC	111	Introduction to Criminal Justice	3	0	0	3
CJC	131	Criminal Law	3	0	0	3
CJC	141	Corrections	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
			<u>12</u>	<u>0</u>	<u>0</u>	<u>12</u>

**First Year — Spring Semester**

		Work Exp/				
		Class	Lab	Clinical	Credit	
CIS	110	Introduction to Computers	2	2	0	3
CJC	112	Criminology	3	0	0	3
CJC	113	Juvenile Justice	3	0	0	3
CJC	211	Counseling	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	3
			<u>14</u>	<u>2</u>	<u>0</u>	<u>15</u>

**Second and Third Years (Alternating Sequences) Even Years — Fall Semester**

		Work Exp/				
		Class	Lab	Clinical	Credit	
CJC	221	Investigative Principles	3	2	0	4
CJC	233	Correctional Law	3	0	0	3
			<u>6</u>	<u>2</u>	<u>0</u>	<u>7</u>

**Odd Years — Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
CJC 160	Terrorism: Underlying Issues	3	0	0	3
COE 111	Co-op Work Experience I**	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
		<u>4</u>	<u>0</u>	<u>10</u>	<u>5</u>

**Odd Years — Fall Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
CJC 132	Court Procedure & Evidence	3	0	0	3
CJC 231	Constitutional Law	3	0	0	3
		<u>6</u>	<u>0</u>	<u>0</u>	<u>6</u>

**Even Years — Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
CJC 212	Ethics & Community Relations	3	0	0	3
CJC 215	Organization & Administration	3	0	0	3
		<u>6</u>	<u>0</u>	<u>0</u>	<u>6</u>

\*\* Offered to second-year and above Criminal Justice Technology majors year-round. (Summer Co-ops require permission of CJ Department Chair.)

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

		Work Exp/			
		Class	Lab	Clinical	Credit
ACA 111	College Student Success	1	0	0	1
MAT 140	Survey of Mathematics	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 150	General Psychology++	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
	Humanities/Fine Arts Elective*	3	0	0	3

**Total Credit Hours**

**67**

\* Approved Electives are listed on the page before the Course Descriptions.

**COURSE REQUIREMENTS FOR CRIMINAL JUSTICE  
TECHNOLOGY DIPLOMA (D55180)**

**REQUIRED**

			Work Exp/			
			Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
CJC	111	Introduction to Criminal Justice	3	0	0	3
CJC	112	Criminology	3	0	0	3
CJC	221	Investigative Principles	3	2	0	4
CJC	231	Constitutional Law	3	0	0	3
CJC	141	Corrections	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3

**ANY FIVE (5) OF THE FOLLOWING CRIMINAL JUSTICE COURSES:**

			Work Exp/			
			Class	Lab	Clinical	Credit
CJC	113	Juvenile Justice	3	0	0	3
CJC	131	Criminal Law	3	0	0	3
CJC	132	Court Procedure & Evidence	3	0	0	3
CJC	160	Terrorism: Underlying Issues	3	0	0	3
CJC	211	Counseling	3	0	0	3
CJC	212	Ethics & Community Relations	3	0	0	3
CJC	215	Organization & Administration	3	0	0	3
CJC	233	Correctional Law	3	0	0	3

**Total Credit Hours**

**43**

## EARLY CHILDHOOD EDUCATION

The Early Childhood Education curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

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

### COURSE REQUIREMENTS FOR EARLY CHILDHOOD EDUCATION (A55220)

		Work Exp/				
		Class	Lab	Clinical	Credit	
<b>A. General Education Courses</b>						
1. Required Courses						
ENG	111	Expository Writing	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
<b>B. Major Courses</b>						
1. Core Courses						
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>						
COE	111	Co-op Work Experience I	0	0	10	1
EDU	119	Intro to Early Childhood Education	4	0	0	4
EDU	131	Child, Family, & Community	3	0	0	3
EDU	144	Child Development I	3	0	0	3
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, & Nutrition	3	0	0	3
EDU	221	Children with Exceptionalities	3	0	0	3
EDU	271	Educational Technology	2	2	0	3
EDU	280	Language & Literacy Experiences	3	0	0	3
2. Other Major Courses						
CIS	110	Introduction to Computers	2	2	0	3
COE	115	Work Experience Seminar I	1	0	0	1
COE	121	Co-op Work Experience II	0	0	10	1
COE	125	Work Experience Seminar II	1	0	0	1
EDU	151A	Creative Activities Lab	0	2	0	1
EDU	251	Exploration Activities	3	0	0	3
EDU	259	Curriculum Planning	3	0	0	3
EDU	261	Early Childhood Administration I	3	0	0	3
EDU	282	Early Childhood Literature	3	0	0	3

		Work Exp/			
		Class	Lab	Clinical	Credit
3. Required Subject Area					
EDU Elective (Select one of the following)					
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
EDU 235	School-Age Development & Programs	2	0	0	2
EDU 262	Early Childhood Administration II	3	0	0	3
<b>C. Other Required Courses</b>					
ACA 111	College Student Success	1	0	0	1
<b>Total Credit Hours</b>					<b>69</b>

\* Approved Electives are listed on the page before the Course Descriptions.

### SEMESTER SCHEDULE FOR EARLY CHILDHOOD EDUCATION (DAY)

#### First Year – Fall Semester

		Work Exp/			
		Class	Lab	Clinical	Credit
ACA 111	College Student Success	1	0	0	1
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 131	Child, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
		<u>14</u>	<u>0</u>	<u>0</u>	<u>14</u>

#### First Year – Spring Semester

		Work Exp/			
		Class	Lab	Clinical	Credit
CIS 110	Introduction to Computers	2	2	0	3
COE 111	Co-op Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU	EDU Elective**	2/3	0	0	2/3
PSY 150	General Psychology	3	0	0	3
		<u>14/15</u>	<u>2</u>	<u>10</u>	<u>16/17</u>

\*\* EDU Elective: EDU 234, EDU 235, or EDU 262

#### First Year – Summer Term

		Work Exp/			
		Class	Lab	Clinical	Credit
EDU 153	Health, Safety, & Nutrition	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
		<u>9</u>	<u>0</u>	<u>0</u>	<u>9</u>

**Second Year – Fall Semester**

		Class	Work Exp/		Credit
			Lab	Clinical	
COE 121	Co-op Work Experience II	0	0	10	1
COE 125	Work Experience Seminar II	1	0	0	1
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 251	Exploration Activities	3	0	0	3
EDU 261	Early Childhood Administration I	3	0	0	3
EDU 280	Language & Literacy Experiences	3	0	0	3
	Humanities/Fine Arts Elective*	3	0	0	3
		<u>16</u>	<u>0</u>	<u>10</u>	<u>17</u>

**Second Year – Spring Semester**

		Class	Work Exp/		Credit
			Lab	Clinical	
EDU 151	Creative Activities	3	0	0	3
EDU 151A	Creative Activities Lab	0	2	0	1
EDU 259	Curriculum Planning	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 282	Early Childhood Literature	3	0	0	3
		<u>11</u>	<u>4</u>	<u>0</u>	<u>13</u>

**Total Credit Hours**

**68/69**

**SEMESTER SCHEDULE FOR  
EARLY CHILDHOOD EDUCATION (EVENING)**

**First Year - Fall Semester**

		Class	Work Exp/		Credit
			Lab	Clinical	
ACA 111	College Student Success	1	0	0	1
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 144	Child Development I	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
		<u>11</u>	<u>0</u>	<u>0</u>	<u>11</u>

**First Year - Spring Semester**

		Class	Work Exp/		Credit
			Lab	Clinical	
CIS 110	Introduction to Computers	2	2	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
		<u>11</u>	<u>0</u>	<u>0</u>	<u>12</u>

**Second and Third Years (Alternating Sequences) Even Years — Fall Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
EDU 131	Child, Family, & Community	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 261	Early Childhood Administration I	3	0	0	3
EDU 271	Educational Technology	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		11	2	0	12

**Odd Years - Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
COE 111	Co-op Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 251	Exploration Activities	3	0	0	3
MAT 140	Survey of Mathematics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	0	10	11

**Odd Years – Summer Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
PSY 150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		3	0	0	3

**Odd Years — Fall Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
COE 121	Co-op Work Experience II	0	0	10	1
COE 125	Work Experience Seminar II	1	0	0	1
EDU 151	Creative Activities	3	0	0	3
EDU 151A	Creative Activities Lab	0	2	0	1
EDU 280	Language & Literacy Experiences	3	0	0	3
EDU	EDU Elective**	<u>2/3</u>	<u>0</u>	<u>0</u>	<u>2/3</u>
		9/10	2	10	11/12

\*\* EDU Elective: EDU 234, EDU 235, or EDU 262

**Even Years — Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
EDU 259	Curriculum Planning	3	0	0	3
EDU 282	Early Childhood Literature	3	0	0	3
	Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	0	0	9

**Total Credit Hours**

**68/69**

\* Approved Electives are listed on the page before the Course Descriptions.

**SEMESTER SCHEDULE FOR A CERTIFICATE  
IN EARLY CHILDHOOD EDUCATION (C55220)**

**First Year – Fall Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
EDU 119	Intro to Early Childhood Education		4	0	0	4
EDU 131	Child, Family, & Community		3	0	0	3
EDU 144	Child Development I		3	0	0	3
			<u>10</u>	<u>0</u>	<u>0</u>	<u>10</u>

**First Year – Spring Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
COE 111	Co-op Work Experience I		0	0	10	1
COE 115	Work Experience Seminar I		1	0	0	1
EDU 145	Child Development II		3	0	0	3
ENG 111	Expository Writing		3	0	0	3
			<u>7</u>	<u>0</u>	<u>10</u>	<u>8</u>
<b>Total Credit Hours</b>						<b>18</b>

**EARLY CHILDHOOD EDUCATION /  
TEACHER ASSOCIATE**

Teacher Associate is a concentration under the curriculum title of Early Childhood Education. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development, physical/nutritional needs of children, care and guidance of children, and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

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

**COURSE REQUIREMENTS FOR  
EARLY CHILDHOOD EDUCATION / TEACHER ASSOCIATE  
(A5522B)**

		Work Exp/				
		Class	Lab	Clinical	Credit	
<b>A. General Education Courses</b>						
1. Required Courses						
ENG	111	Expository Writing	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
<b>B. Major Courses</b>						
1. Core Courses						
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>						
COE	111	Co-op Work Experience I	0	0	10	1
EDU	119	Intro to Early Childhood Education	4	0	0	4
EDU	131	Child, Family, & Community	3	0	0	3
EDU	144	Child Development I	3	0	0	3
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, & Nutrition	3	0	0	3
EDU	221	Children with Exceptionalities	3	0	0	3
EDU	271	Educational Technology	2	2	0	3
EDU	280	Language & Literacy Experiences	3	0	0	3
2. Concentration						
COE	121	Co-op Work Experience II	0	0	10	1
EDU	118	Teacher Assoc Principles & Practice	3	0	0	3
EDU	186	Reading & Writing Methods	3	0	0	3
EDU	235	School-Age Development & Programs	2	0	0	2
EDU	275	Effective Teacher Training	2	0	0	2
EDU	285	Internship Experiences-School Age	1	0	0	1

		Work Exp/				
		Class	Lab	Clinical	Credit	
3. Other Major Courses						
CIS	110	Introduction to Computers	2	2	0	3
COE	115	Work Experience Seminar I	1	0	0	1
EDU	151A	Creative Activities Lab	0	2	0	1
EDU	282	Early Childhood Literature	3	0	0	3
<b>C. Other Required Courses</b>						
ACA	111	College Student Success	1	0	0	1
<b>Total Credit Hours</b>					<b>68</b>	

\* Approved Electives are listed on the page before the Course Descriptions.

**SEMESTER SCHEDULE FOR  
TEACHER ASSOCIATE (DAY)**

**First Year – Fall Semester**

		Work Exp/				
		Class	Lab	Clinical	Credit	
ACA	111	College Student Success	1	0	0	1
EDU	119	Intro to Early Childhood Education	4	0	0	4
EDU	131	Child, Family, & Community	3	0	0	3
EDU	144	Child Development I	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
			14	0	0	14

**First Year – Spring Semester**

		Work Exp/				
		Class	Lab	Clinical	Credit	
COE	111	Co-op Work Experience I	0	0	10	1
COE	115	Work Experience Seminar I	1	0	0	1
EDU	145	Child Development II	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	3
PSY	150	General Psychology	3	0	0	3
			13	0	10	14

**First Year – Summer Semester**

		Work Exp/				
		Class	Lab	Clinical	Credit	
CIS	110	Introduction to Computers	2	2	0	3
EDU	153	Health, Safety, & Nutrition	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
			8	2	0	9

**Second Year – Fall Semester**

		Class	Work Exp/		Credit
			Lab	Clinical	
COE 121	Co-op Work Experience II	0	0	10	1
EDU 118	Teacher Assoc Principles & Practice	3	0	0	3
EDU 186	Reading & Writing Methods	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 235	School-Age Development & Programs	2	0	0	2
EDU 280	Language & Literacy Experiences	3	0	0	3
EDU 285	Internship Experiences-School Age	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
		15	0	10	16

**Second Year – Spring Semester**

		Class	Work Exp/		Credit
			Lab	Clinical	
EDU 151	Creative Activities	3	0	0	3
EDU 151A	Creative Activities Lab	0	2	0	1
EDU 271	Educational Technology	2	2	0	3
EDU 275	Effective Teacher Training	2	0	0	2
EDU 282	Early Childhood Literature	3	0	0	3
	Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	4	0	15

**Total Credit Hours**

**68**

**SEMESTER SCHEDULE FOR  
TEACHER ASSOCIATE (EVENING)**

**First Year - Fall Semester**

		Class	Work Exp/		Credit
			Lab	Clinical	
ACA 111	College Student Success	1	0	0	1
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 144	Child Development I	3	0	0	3
ENG 111	Expository Writing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	0	0	11

**First Year - Spring Semester**

		Class	Work Exp/		Credit
			Lab	Clinical	
CIS 110	Introduction to Computers	2	2	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
ENG 112	Argument-Based Research	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	2	0	12

**Second and Third Years (Alternating Sequences)**

**Even Years - Fall Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
EDU 118	Teacher Assoc Principles & Practice	3	0	0	3
EDU 131	Child, Family, & Community	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
		<u>11</u>	<u>2</u>	<u>0</u>	<u>12</u>

**Odd Years - Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
COE 111	Co-op Work Experience I	0	0	1	0
COE 115	Work Experience Seminar I	1	0	0	1
EDU 153	Health, Safety, & Nutrition	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
PSY 150	General Psychology	3	0	0	3
		<u>10</u>	<u>0</u>	<u>0</u>	<u>11</u>

**Odd Years — Fall Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
COE 121	Co-op Work Experience II	0	0	10	1
EDU 151	Creative Activities	3	0	0	3
EDU 151A	Creative Activities Lab	0	2	0	1
EDU 235	School-Age Development & Programs	2	0	0	2
EDU 280	Language & Literacy Experiences	3	0	0	3
EDU 285	Internship Experiences-School Age	1	0	0	1
		<u>9</u>	<u>2</u>	<u>10</u>	<u>11</u>

**Even Years — Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
EDU 186	Reading & Writing Methods	3	0	0	3
EDU 275	Effective Teacher Training	2	0	0	2
EDU 282	Early Childhood Literature	3	0	0	3
	Humanities/Fine Arts Elective*	3	0	0	3
		<u>11</u>	<u>0</u>	<u>0</u>	<u>11</u>

**Total Credit Hours**

**68**

\* Approved Electives are listed on the page before the Course Descriptions.

## ELECTRICAL/ELECTRONICS TECHNOLOGY

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice, assisting in the layout, installation and maintenance of electrical/electronic systems.

### COURSE REQUIREMENTS FOR ELECTRICAL/ ELECTRONICS TECHNOLOGY DIPLOMA (D35220)

		Work Exp/				
		Class	Lab	Clinical	Credit	
<b>A. General Education Courses</b>						
1. Required Courses						
ENG	102	Applied Communications II	3	0	0	3
PSY	101	Applied Psychology	3	0	0	3
<b>B. Major Courses</b>						
1. Core Courses						
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>						
ELC	112	DC/AC Electricity	3	6	0	5
ELC	113	Basic Wiring I	2	6	0	4
ELC	117	Motors and Controls	2	6	0	4
ELC	128	Introduction to PLC	2	3	0	3
ELN	229	Industrial Electronics	3	3	0	4
2. Other Major Courses						
ELC	114	Basic Wiring II	2	6	0	4
ELC	118	National Electric Code	1	2	0	2
ELC	119	NEC Calculations	1	2	0	2
ELC	125	Diagrams and Schematics	1	2	0	2
ELC	134	Transformer Applications	1	2	0	2
<b>Total Credit Hours</b>						<b>38</b>

## SEMESTER SCHEDULE FOR ELECTRICAL/ELECTRONICS TECHNOLOGY (EVENING)

### First Year— Fall Semester

			Work Exp/			
	Class		Lab	Clinical	Credit	
ELC	112	DC/AC Electricity	3	6	0	5
ELC	118	National Electric Code	1	2	0	2
ELC	119	NEC Calculations	1	2	0	2
			<u>5</u>	<u>10</u>	<u>0</u>	<u>9</u>

### First Year – Spring Semester

			Work Exp/			
	Class		Lab	Clinical	Credit	
ELC	113	Basic Wiring I	2	6	0	4
ENG	102	Applied Communications II	3	0	0	3
PSY	101	Applied Psychology	3	0	0	3
			<u>8</u>	<u>6</u>	<u>0</u>	<u>10</u>

### First Year – Summer Semester

			Work Exp/			
	Class		Lab	Clinical	Credit	
ELC	125	Diagrams and Schematics	1	2	0	2
ELC	134	Transformer Applications	1	2	0	2
			<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>

### Second Year— Fall Semester

			Work Exp/			
	Class		Lab	Clinical	Credit	
ELC	114	Basic Wiring II	2	6	0	4
ELN	229	Industrial Electronics	3	3	0	4
			<u>5</u>	<u>9</u>	<u>0</u>	<u>8</u>

### Second Year – Spring Semester

			Work Exp/			
	Class		Lab	Clinical	Credit	
ELC	117	Motors and Controls	2	6	0	4
ELC	128	Introduction to PLC	2	3	0	3
			<u>4</u>	<u>9</u>	<u>0</u>	<u>7</u>

**Total Credit Hours**

**38**

**SEMESTER SCHEDULE FOR ELECTRICAL/ELECTRONICS  
TECHNOLOGY CERTIFICATE (C35220)**

**First Year— Fall Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
ELC	112	DC/AC Electricity	3	6	0	5
ELC	118	National Electric Code	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			4	8	0	7

**First Year – Spring Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
ELC	113	Basic Wiring I	2	6	0	4
ELC	117	Motors and Controls	<u>2</u>	<u>6</u>	<u>0</u>	<u>4</u>
			4	12	0	8

**First Year – Summer Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
ELC	125	Diagrams and Schematics	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			1	2	0	2

**Total Credits Required** **17**

## ELECTRONICS ENGINEERING TECHNOLOGY

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

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

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

### COURSE REQUIREMENTS FOR ELECTRONICS ENGINEERING TECHNOLOGY (DAY ONLY) (A40200)

		Work Exp/				
		Class	Lab	Clinical	Credit	
<b>A. General Education Courses</b>						
1. Required Courses						
ENG	111	Expository Writing	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	3
MAT	171	Precalculus Algebra	3	0	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
<b>B. Major Courses</b>						
1. Core Courses						
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>						
ELC	131	DC/AC Circuit Analysis	4	3	0	5
ELN	133	Digital Electronics	3	3	0	4
ELN	137	Electronic Devices and Circuits	4	3	0	5
ELN	232	Introduction to Microprocessors	3	3	0	4
2. Other Major Courses						
ATR	218	Computer Integrated Manufacturing	2	3	0	3
CET	111	Computer Upgrade/Repair I	2	3	0	3
CIS	110	Introduction to Computers	2	2	0	3
DFT	151	CAD I	2	3	0	3
EGR	285	Design Project	0	4	0	2
ELC	128	Introduction to PLC	2	3	0	3
ELN	132	Linear IC Applications	3	3	0	4
ELN	237	Local Area Networks	2	3	0	3
HYD	110	Hydraulics/Pneumatics I	2	3	0	3
MAT	172	Precalculus Trigonometry	3	0	0	3
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1

			Work Exp/			
			Class	Lab	Clinical	Credit
<b>C. Other Required Courses</b>						
ACA	111	College Student Success	1	0	0	1

**Total Credit Hours** **68**

\* Approved Electives are listed on the page before the Course Descriptions.

## SEMESTER SCHEDULE FOR ELECTRONICS ENGINEERING TECHNOLOGY

(DAY ONLY)

### First Year— Fall Semester

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

### First Year – Spring Semester

			Work Exp/			
			Class	Lab	Clinical	Credit
CET	111	Computer Upgrade/Repair I	2	3	0	3
ELN	137	Electronic Devices and Circuits	4	3	0	5
ENG	112	Argument-Based Research	3	0	0	3
MAT	172	Precalculus Trigonometry	3	0	0	3
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1
			<u>15</u>	<u>8</u>	<u>0</u>	<u>18</u>

### First Year – Summer Term

			Work Exp/			
			Class	Lab	Clinical	Credit
ELC	128	Introduction to PLC	2	3	0	3
ELN	133	Digital Electronics	3	3	0	4
			<u>5</u>	<u>6</u>	<u>0</u>	<u>7</u>

### Second Year— Fall Semester

			Work Exp/			
			Class	Lab	Clinical	Credit
DFT	151	CAD I	2	3	0	3
ELN	132	Linear IC Applications	3	3	0	4
ELN	232	Introduction to Microprocessors	3	3	0	4
		Humanities/Fine Arts Elective*	3	0	0	3
			<u>11</u>	<u>9</u>	<u>0</u>	<u>14</u>

**Second Year – Spring Semester**

		<b>Work Exp/</b>			
		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
ATR 218	Computer Integrated Manufacturing	2	3	0	3
EGR 285	Design Project	0	4	0	2
ELN 237	Local Area Networks	2	3	0	3
	Social/Behavioral Sciences				
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
	Social/Behavioral Sciences Elective*	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	13	0	14
<b>Total Credit Hours</b>					<b>68</b>

\* Approved Electives are listed on the page before the Course Descriptions.

## **ENTREPRENEURSHIP**

The Entrepreneurship curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth as self-employed business owners. Course work includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional course work includes computers and economics. Through these skills, students will have a sound education base in entrepreneurship for lifelong learning. Graduates are prepared to be self-employed and open their own businesses.

### **COURSE REQUIREMENTS FOR ENTREPRENEURSHIP CERTIFICATE (C25490)**

		Work Exp/			
		Class	Lab	Clinical	Credit
<b>A. General Education Courses</b>					
1. Required Courses					
<b>B. Major Courses</b>					
1. Core Courses					
To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.					
	BUS 280 REAL Small Business	4	0	0	4
	ETR 210 Intro to Entrepreneurship	3	0	0	3
	ETR 215 Law for Entrepreneurs	3	0	0	3
	ETR 230 Entrepreneur Marketing	3	0	0	3
2. Other Major Courses					
	<b>Total Credit Hours</b>				<b>13</b>

**GENERAL OCCUPATIONAL TECHNOLOGY**

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

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

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

**COURSE REQUIREMENTS FOR GENERAL OCCUPATIONAL TECHNOLOGY (A55280)**

**(DAY/EVENING)**

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

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

Humanities/Fine Arts	3 semester credit hours
Social/Behavioral Sciences	3 semester credit hours
Natural Sciences/Mathematics	3 semester credit hours
English/Communications	<u>6 semester credit hours</u>

**15**

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

18 semester credit hours

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

30-42 semester credit hours

All students must complete ACA 111 College Student Success

1 semester credit hour

**Minimum total credit hours required 64**

**GLOBAL LOGISTICS TECHNOLOGY**

The Global Logistics Technology curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, and manufacturing organizations. Classroom instruction, field of study experiences, and practical laboratory applications of logistics management and global technology capabilities are included in the program of study.

Course work includes computer applications, accounting, business law, economics, management, industrial sciences, and international studies. Students will solve different levels of logistics-related problems through case study evaluations and supply chain projects utilizing logistical hardware and intelligent software tools.

Graduates should qualify for positions in a wide range of government agencies, manufacturing, and service organizations. Employment opportunities include entry-level purchasing, material management, warehousing, inventory, transportation coordinators, and logistics analysts. Upon completion, graduates may be eligible for certification credentials through APICS and AST&L.

**COURSE REQUIREMENTS FOR GLOBAL LOGISTICS TECHNOLOGY (A25170)**

Courses in *bold-italics* will be offered through Forsyth Technical Community College.

		Work Exp/			
		Class	Lab	Clinical	Credit
<b>A. General Education Courses</b>					
1. Required Courses					
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	Humanities/Fine Arts Elective*	3	0	0	3
<b>B. Major Courses</b>					
1. Core Courses					
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>					
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
INT 110	International Business	3	0	0	3
<b>LOG 110</b>	<b><i>Introduction to Logistics</i></b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>LOG 125</b>	<b><i>Transportation Logistics</i></b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>LOG 215</b>	<b><i>Supply Chain Management</i></b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>LOG 235</b>	<b><i>Import/Export Management</i></b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>LOG 240</b>	<b><i>Purchasing Logistics</i></b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>LOG 250</b>	<b><i>Advanced Global Logistics</i></b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>
					Work Exp/

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
2. Other Major Courses						
ACC	120	Principles of Financial Accounting	3	2	0	4
CTS	130	Spreadsheet	2	2	0	3
		Business Elective I	3	0	0	3
		Business Elective II	3	0	0	3
		Business Elective III	3	0	0	3
<b>Total Credit Hours</b>						<b>64/65</b>

\* Approved Electives are listed on the page before the Course Descriptions.

Business Elective (choose from the following)

			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
			<b>Work Exp/</b>			
ACC	121	Principles of Managerial Accounting	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
BUS	116	Business Law II	3	0	0	3
BUS	230	Small Business Management	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
MKT	224	International Marketing	3	0	0	3

## **HEALTHCARE MANAGEMENT TECHNOLOGY**

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for various certification exams upon completion of the degree with a combination of a minimum of two years administrative experience. Eligible certifications include, but are not limited to, the Professional Association of Healthcare Office Managers (PAHCOM), the Healthcare Financial Management Association (HFMA), the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

### **COURSE REQUIREMENTS FOR HEALTHCARE MANAGEMENT TECHNOLOGY (A25200)**

			<b>Work Exp/</b>			
			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
<b>A. General Education Courses</b>						
1. Required Courses						
ENG	111	Expository Writing	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
<b>B. Major Courses</b>						
1. Core Courses						
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>						
ACC	120	Principles of Financial Accounting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
HMT	110	Intro to Healthcare Management	3	0	0	3
HMT	210	Medical Insurance	3	0	0	3
HMT	211	Long-Term Care Administration	3	0	0	3
HMT	220	Healthcare Financial Management	4	0	0	4
MED	118	Medical Law and Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
2. Other Major Courses						
ACC	225	Cost Accounting	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
CIS	111	Basic PC Literacy	1	2	0	2
COE	111	Co-op Work Experience I	0	0	10	1
COE	115	Work Experience Seminar I	1	0	0	1
CTS	130	Spreadsheet	2	2	0	3
HMT	212	Mgt of Healthcare Organizations	3	0	0	3
OST	131	Keyboarding	1	2	0	2

			Work Exp/			
			Class	Lab	Clinical	Credit
<b>C. Other Required Courses</b>						
ACA 111	College Student Success		1	0	0	1
<b>Total Credit Hours</b>						<b>66</b>

**SEMESTER SCHEDULE FOR  
HEALTHCARE MANAGEMENT TECHNOLOGY (DAY)**

**First Year—Fall Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
ACA 111	College Student Success		1	0	0	1
ACC 120	Principles of Financial Accounting		3	2	0	4
BUS 137	Principles of Management		3	0	0	3
ENG 111	Expository Writing		3	0	0	3
MAT 140	Survey of Mathematics		3	0	0	3
MED 121	Medical Terminology I		3	0	0	3
			<u>16</u>	<u>2</u>	<u>0</u>	<u>17</u>

**First Year - Spring Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
ACC 121	Principles of Managerial Accounting		3	2	0	4
CIS 111	Basic PC Literacy		1	2	0	2
ENG 112	Argument-Based Research		3	0	0	3
HMT 110	Intro to Healthcare Management		3	0	0	3
MED 122	Medical Terminology II		3	0	0	3
OST 131	Keyboarding		1	2	0	2
			<u>14</u>	<u>6</u>	<u>0</u>	<u>17</u>

**Second Year - Fall Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
ACC 225	Cost Accounting		3	0	0	3
BUS 153	Human Resource Management		3	0	0	3
HMT 211	Long-Term Care Administration		3	0	0	3
HMT 212	Mgt of Health Care Organizations		3	0	0	3
MED 118	Medical Law and Ethics		2	0	0	2
	Humanities/Fine Arts Elective*		3	0	0	3
			<u>17</u>	<u>0</u>	<u>0</u>	<u>17</u>

**Second Year - Spring Semester**

		<b>Work Exp/</b>			
		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
COE 111	Co-op Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
CTS 130	Spreadsheet	2	2	0	3
HMT 210	Medical Insurance	3	0	0	3
HMT 220	Healthcare Financial Management	4	0	0	4
	Social/Behavioral Sciences Elective*	3	0	0	3
		<u>13</u>	<u>2</u>	<u>10</u>	<u>15</u>
<b>Total Credit Hours</b>					<b>66</b>

\* Approved Electives are listed on the page before the Course Descriptions.

## HUMAN SERVICES TECHNOLOGY

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

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

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

### COURSE REQUIREMENTS FOR HUMAN SERVICES TECHNOLOGY (A45380)

		Work Exp/				
		Class	Lab	Clinical	Credit	
<b>A. General Education Courses</b>						
1. Required Courses						
ENG	111	Expository Writing	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
<b>B. Major Courses</b>						
1. Core Courses						
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>						
HSE	110	Introduction to Human Services	2	2	0	3
HSE	112	Group Process I	1	2	0	2
HSE	123	Interviewing Techniques	2	2	0	3
HSE	125	Counseling	2	2	0	3
HSE	210	Human Services Issues	2	0	0	2
HSE	225	Crisis Intervention	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
2. Other Major Courses						
CIS	110	Introduction to Computers	2	2	0	3
COE	111	Co-op Work Experience I	0	0	10	1
COE	115	Work Experience Seminar I	1	0	0	1
COE	121	Co-op Work Experience II	0	0	10	1
COE	125	Work Experience Seminar II	1	0	0	1
GRO	120	Gerontology	3	0	0	3
HSE	155	Community Resources Management	2	0	0	2
HSE	220	Case Management	2	2	0	3
HSE	227	Children & Adolescents in Crisis	3	0	0	3
HSE	250	Financial Services	2	0	0	2
HSE	251	Activities Therapy	2	2	0	3

			Work Exp/			
			Class	Lab	Clinical	Credit
SOC	225	Social Diversity	3	0	0	3
or						
SWK	113	Working with Diversity	3	0	0	3
<b>C. Other Required Courses</b>						
ACA	111	College Student Success	1	0	0	1
<b>Total Credit Hours</b>						<b>67</b>

\* Approved Electives are listed on the page before the Course Descriptions.

### SEMESTER SCHEDULE FOR HUMAN SERVICES TECHNOLOGY (DAY)

#### First Year— Fall Semester

			Work Exp/			
			Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
ENG	111	Expository Writing	3	0	0	3
HSE	110	Introduction to Human Services	2	2	0	3
HSE	123	Interviewing Techniques	2	2	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
			<u>14</u>	<u>4</u>	<u>0</u>	<u>16</u>

#### First Year – Spring Semester

			Work Exp/			
			Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
ENG	112	Argument-Based Research	3	0	0	3
HSE	112	Group Process I	1	2	0	2
HSE	125	Counseling	2	2	0	3
MAT	140	Survey of Mathematics	3	0	0	3
			<u>11</u>	<u>6</u>	<u>0</u>	<u>14</u>

#### First Year – Summer Term

			Work Exp/			
			Class	Lab	Clinical	Credit
GRO	120	Gerontology	3	0	0	3
HSE	155	Community Resources Management	2	0	0	2
HSE	250	Financial Services	2	0	0	2
SOC	213	Sociology of the Family	3	0	0	3
			<u>10</u>	<u>0</u>	<u>0</u>	<u>10</u>

**Second Year— Fall Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
COE	111	Co-op Work Experience I	0	0	10	1
COE	115	Work Experience Seminar I	1	0	0	1
HSE	251	Activities Therapy	2	2	0	3
HSE	227	Children & Adolescents in Crisis	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
SOC	225	Social Diversity	3	0	0	3
	or					
SWK	113	Working with Diversity	3	0	0	3
			<u>12</u>	<u>2</u>	<u>10</u>	<u>14</u>

**Second Year – Spring Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
COE	121	Co-op Work Experience II	0	0	10	1
COE	125	Work Experience Seminar II	1	0	0	1
HSE	210	Human Services Issues	2	0	0	2
HSE	220	Case Management	2	2	0	3
HSE	225	Crisis Intervention	3	0	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
			<u>11</u>	<u>2</u>	<u>10</u>	<u>13</u>

**Total Credit Hours****67**

\* Approved Electives are listed on the page before the Course Descriptions.

**SEMESTER SCHEDULE FOR  
HUMAN SERVICES TECHNOLOGY (EVENING)****First Year — Fall Semester**

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

**First Year — Spring Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
ENG	112	Argument-Based Research	3	0	0	3
HSE	123	Interviewing Techniques	2	2	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
			<u>11</u>	<u>2</u>	<u>0</u>	<u>12</u>

**Second and Third Years (Alternating Sequences)**

**Even Years — Summer Semester**

		Work Exp/			
Class	Lab	Clinical	Credit		
PSY 241	Developmental Psychology	3	0	0	3
SOC 225	Social Diversity	3	0	0	3
or					
SWK 113	Working with Diversity	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6

**Even Years — Fall Semester**

		Work Exp/			
Class	Lab	Clinical	Credit		
COE 111	Co-op Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
HSE 227	Children & Adolescents in Crisis	3	0	0	3
HSE 251	Activities Therapy	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		6	2	10	8

**Odd Years — Spring Semester**

		Work Exp/			
Class	Lab	Clinical	Credit		
COE 121	Co-op Work Experience II	0	0	10	1
COE 125	Work Experience Seminar II	1	0	0	1
HSE 210	Human Services Issues	2	0	0	2
HSE 220	Case Management	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		5	2	10	7

**Odd Years — Summer Semester**

		Work Exp/			
Class	Lab	Clinical	Credit		
MAT 140	Survey of Mathematics	3	0	0	3
SOC 213	Sociology of the Family	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6

**Odd Years — Fall Semester**

		Work Exp/			
Class	Lab	Clinical	Credit		
HSE 112	Group Process I	1	2	0	2
HSE 125	Counseling	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
	Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	4	0	11

**Even Years — Spring Semester**

			<b>Work Exp/</b>			
			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
GRO 120	Gerontology		3	0	0	3
HSE 155	Community Resources Management		2	0	0	2
HSE 250	Financial Services		2	0	0	2
			<u>7</u>	<u>0</u>	<u>0</u>	<u>7</u>

**Total Credit Hours Required****67**

\* Approved Electives are listed on the page before the Course Descriptions.

## INDUSTRIAL SYSTEMS TECHNOLOGY

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

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

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

### COURSE REQUIREMENTS FOR INDUSTRIAL SYSTEMS TECHNOLOGY (A50240)

			Work Exp/			
			Class	Lab	Clinical	Credit
<b>A. General Education Courses</b>						
1. Required Courses						
ENG	111	Expository Writing	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
<b>B. Major Courses</b>						
1. Core Courses						
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>						
BPR	111	Blueprint Reading	1	2	0	2
ELC	112	DC/AC Electricity	3	6	0	5
HYD	110	Hydraulics/Pneumatics I	2	3	0	3
or						
HYD	115	Industrial Hydraulics	2	2	0	3
ISC	112	Industrial Safety	2	0	0	2
MEC	111	Machine Processes I	1	4	0	3
MNT	110	Intro to Maintenance Procedures	1	3	0	2
WLD	112	Basic Welding Processes	1	3	0	2
2. Other Major Courses						
ATR	218	Computer Integrated Manufacturing	2	3	0	3
CIS	111	Basic PC Literacy	1	2	0	2
ELC	117	Motors and Controls	2	6	0	4
ELC	120	Introduction to Wiring	2	2	0	3
ELC	125	Diagrams and Schematics	1	2	0	2
ELC	128	Introduction to PLC	2	3	0	3
HYD	180	Pneumatics in Automation	2	3	0	3
MAC	114	Introduction to Metrology	2	0	0	2
MEC	130	Mechanisms	2	2	0	3
MNT	230	Pumps & Piping Systems	1	3	0	2
MNT	240	Industrial Equipment Troubleshooting	1	3	0	2

			Work Exp/			
			Class	Lab	Clinical	Credit
PKG	130	Basic Electronics	1	3	0	2
WLD	117	Industrial SMAW	1	4	0	3
<b>C. Other Required Courses</b>						
ACA	111	College Student Success	1	0	0	1
<b>Total Credit Hours</b>						<b>69</b>

\* Approved Electives are listed on the page before the Course Descriptions.

**SEMESTER SCHEDULE FOR  
INDUSTRIAL SYSTEMS TECHNOLOGY (DAY)**

**First Year— Fall Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CIS	111	Basic PC Literacy	1	2	0	2
ELC	112	DC/AC Electricity	3	6	0	5
ENG	111	Expository Writing	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
			<u>11</u>	<u>8</u>	<u>0</u>	<u>14</u>

**First Year— Spring Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
BPR	111	Blueprint Reading	1	2	0	2
ELC	125	Diagrams and Schematics	1	2	0	2
ENG	112	Argument-Based Research	3	0	0	3
HYD	110	Hydraulics/Pneumatics I	2	3	0	3
or						
HYD	115	Industrial Hydraulics	2	2	0	3
ISC	112	Industrial Safety	2	0	0	2
		Humanities/Fine Arts Elective*	3	0	0	3
			<u>12</u>	<u>6/7</u>	<u>0</u>	<u>15</u>

**First Year — Summer Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
ELC	128	Introduction to PLC	2	3	0	3
PKG	130	Basic Electronics	1	3	0	2
		Social/Behavioral Sciences Elective*	3	0	0	3
			<u>6</u>	<u>6</u>	<u>0</u>	<u>8</u>

**Second Year — Fall Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
ELC 120	Introduction to Wiring	2	2	0	3
HYD 180	Pneumatics in Automation	2	3	0	3
MEC 111	Machine Processes I	1	4	0	3
MEC 130	Mechanisms	2	2	0	3
MNT 230	Pumps & Piping Systems	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2
		<u>10</u>	<u>17</u>	<u>0</u>	<u>16</u>

**Second Year — Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
ATR 218	Computer Integrated Manufacturing	2	3	0	3
ELC 117	Motors and Controls	2	6	0	4
MAC 114	Introduction to Metrology	2	0	0	2
MNT 110	Intro to Maintenance Procedures	1	3	0	2
MNT 240	Industrial Equipment Troubleshooting	1	3	0	2
WLD 117	Industrial SMAW	1	4	0	3
		<u>9</u>	<u>19</u>	<u>0</u>	<u>16</u>

**Total Credit Hours** **69**

\* Approved Electives are listed on the page before the Course Descriptions.

**SEMESTER SCHEDULE FOR  
INDUSTRIAL SYSTEMS TECHNOLOGY DIPLOMA (D50240)  
(EVENING)**

**First Year — Fall Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
BPR 111	Blueprint Reading	1	2	0	2
MEC 111	Machine Processes I	1	4	0	3
WLD 112	Basic Welding Processes	1	3	0	2
		<u>4</u>	<u>8</u>	<u>0</u>	<u>7</u>

**First Year — Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
ENG 102	Applied Communications II	3	0	0	3
ISC 112	Industrial Safety*	2	0	0	2
MNT 110	Intro to Maintenance Procedures	1	3	0	2
PSY 101	Applied Psychology	3	0	0	3
		<u>9</u>	<u>3</u>	<u>0</u>	<u>10</u>

**First Year — Summer Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
ELC 125	Diagrams and Schematics	1	2	0	2
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
	or				
HYD 115	Industrial Hydraulics	2	2	0	3
		3	4/5	0	5

**Second Year — Fall Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
ELC 112	DC/AC Electricity	3	6	0	5
MEC 130	Mechanisms	2	2	0	3
		5	8	0	8

**Second Year — Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
		4	9	0	7

**Total Credit Hours**

**37**

**SEMESTER SCHEDULE FOR  
INDUSTRIAL SYSTEMS TECHNOLOGY CERTIFICATE  
(C50240)**

**First Year – Fall Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
BPR 111	Blueprint Reading	1	2	0	2
MEC 111	Machine Processes I	1	4	0	3
		2	6	0	5

**First Year – Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
ISC 112	Industrial Safety	2	0	0	2
MNT 110	Intro to Maintenance Procedures	1	3	0	2
		3	3	0	4

**First Year – Summer Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
	or				
HYD 115	Industrial Hydraulics	$\frac{2}{2}$	$\frac{2}{2/3}$	$\frac{0}{0}$	$\frac{3}{3}$

**Second Year – Fall Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
WLD 112	Basic Welding Processes	$\frac{1}{1}$	$\frac{3}{3}$	$\frac{0}{0}$	$\frac{2}{2}$

<b>Total Credit Hours</b>	<b>14</b>
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## INFANT/TODDLER CARE (CERTIFICATE)

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with young children under the supervision of qualified teachers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with parents and children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

### COURSE REQUIREMENTS FOR INFANT/TODDLER CARE (CERTIFICATE) (C55290)

		Work Exp/			
		Class	Lab	Clinical	Credit
<b>A. Major Courses</b>					
1. Core Courses					
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>					
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 131	Child, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
<b>Total Credit Hours</b>					<b>16</b>

### SEMESTER SCHEDULE FOR INFANT/TODDLER CARE

#### First Year – Fall Semester

		Work Exp/			
		Class	Lab	Clinical	Credit
EDU 131	Child, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
		<u>6</u>	<u>0</u>	<u>0</u>	<u>6</u>

#### 1st Year – Spring Semester

		Work Exp/			
		Class	Lab	Clinical	Credit
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
		<u>7</u>	<u>0</u>	<u>0</u>	<u>7</u>

7 0 0 7

**First Year – Summer Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
EDU 153	Health, Safety, & Nutrition	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		3	0	0	3
<b>Total Credit Hours</b>					<b>16</b>

## LATERAL ENTRY (CERTIFICATE)

The Lateral Entry curriculum provides a course of study leading to the development of the general pedagogy competencies needed to become certified to teach by the North Carolina Department of Public Instruction.

Course work includes human growth and development, learning theory, instructional technology, school policies and procedures, home, school, and community collaborations, and classroom organization and management to enhance learning. Courses offered by partnering senior institutions include instructional methods, literacy, and diversity.

Graduates should meet the general pedagogy competencies within the first three years of teaching, including a minimum of six semester hours per school year. Additional requirements, such as pre-service training and passing the PRAXIS, are required for licensure.

### COURSE REQUIREMENTS FOR LATERAL ENTRY (CERTIFICATE) (C55430)

		Work Exp/			
		Class	Lab	Clinical	Credit
<b>A. Major Courses</b>					
1. Core Courses					
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>					
EDU 131	Child, Family, & Community	3	0	0	3
EDU 163	Classroom Mgt & Instruction	3	0	0	3
EDU 243	Learning Theory	3	0	0	3
EDU 244	Human Growth/Development	3	0	0	3
EDU 245	Policies and Procedures	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
<b>Total Credit Hours</b>					<b>18</b>

### SEMESTER SCHEDULE FOR LATERAL ENTRY CERTIFICATE

#### First Year – Fall Semester

		Work Exp/			
		Class	Lab	Clinical	Credit
EDU 131	Child, Family, & Community	3	0	0	3
EDU 163	Classroom Mgt & Instruction	3	0	0	3
EDU 271	Educational Technology	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		8	2	0	9

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**First Year – Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
EDU 243	Learning Theory	3	0	0	3
EDU 244	Human Growth/Development	3	0	0	3
EDU 245	Policies and Procedures	3	0	0	3
		<u>9</u>	<u>0</u>	<u>0</u>	<u>9</u>

**Total Credit Hours**

**18**

A cohort model will be utilized. Courses will be offered in a hybrid format during monthly mini-semesters. The courses will be offered annually allowing students the flexibility of entering and completing courses throughout the year.

The courses that are required to be offered in conjunction with a 4-year college will be offered during the summer terms. They will be offered on the Richmond Community College campus or made available through distance learning.

Each student enrolled in the Lateral Entry Certificate program will have a documented plan of study on file.

## MACHINING TECHNOLOGY

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment and sophisticated precision inspection instruments. Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations and make decisions to insure that work quality is maintained. Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies, and in a wide range of specialty machining job shops.

### COURSE REQUIREMENTS FOR MACHINING TECHNOLOGY DIPLOMA (D50300)

			Work Exp/			
			Class	Lab	Clinical	Credit
<b>A. General Education Courses</b>						
1. Required Courses						
ENG 102	Applied Communications II		3	0	0	3
PSY 101	Applied Psychology		3	0	0	3
<b>B. Major Courses</b>						
1. Core Courses						
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>						
BPR 111	Blueprint Reading		1	2	0	2
BPR 121	Blueprint Reading: Mechanical		1	2	0	2
MAC 111	Machining Technology I		2	12	0	6
MAC 112	Machining Technology II		2	12	0	6
MAC 113	Machining Technology III		2	12	0	6
MAC 122	CNC Turning		1	3	0	2
MAC 124	CNC Milling		1	3	0	2
2. Other Major Courses						
MAC 151	Machining Calculations		1	2	0	2
3. Major Elective (Select one of the following.)						
COE 112	Co-op Work Experience I		0	0	20	2
MEC 141	Intro Manufacturing Processes		2	2	0	3
<b>Total Credit Hours</b>						<b>36/37</b>

### SEMESTER SCHEDULE FOR MACHINING TECHNOLOGY (EVENING)

#### First Year – Fall Semester

			Work Exp/			
			Class	Lab	Clinical	Credit
BPR 111	Blueprint Reading		1	2	0	2
MAC 111	Machining Technology I		2	12	0	6
			3	14	0	8

**First Year – Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
ENG 102	Applied Communications II	3	0	0	3
MAC 122	CNC Turning	1	3	0	2
MAC 124	CNC Milling	1	3	0	2
PSY 101	Applied Psychology	3	0	0	3
		<u>8</u>	<u>6</u>	<u>0</u>	<u>10</u>

**First Year – Summer Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
MAC 151	Machining Calculations	1	2	0	2
MEC 141	Intro Manufacturing Processes	2	2	0	3
		<u>3</u>	<u>4</u>	<u>0</u>	<u>5</u>

**Second Year – Fall Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
BPR 121	Blueprint Reading: Mechanical	1	2	0	2
MAC 112	Machining Technology II	<u>2</u>	<u>12</u>	<u>0</u>	<u>6</u>
		3	14	0	8

**Second Year – Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
MAC 113	Machining Technology III	2	12	0	6
		<u>2</u>	<u>12</u>	<u>0</u>	<u>6</u>

**Total Credit Hours**

**37**

**MACHINING TECHNOLOGY  
CERTIFICATE PROGRAM (C50300)**

**(EVENING)**

**First Year – Fall Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
BPR 111	Blueprint Reading	1	2	0	2
MAC 111	Machining Technology I	<u>2</u>	<u>12</u>	<u>0</u>	<u>6</u>
		3	14	0	8

**First Year – Spring Semester**

		<b>Work Exp/</b>			
		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
ENG 102	Applied Communications II	3	0	0	3
MAC 122	CNC Turning	1	3	0	2
MAC 124	CNC Milling	1	3	0	2
PSY 101	Applied Psychology	3	0	0	3
		<u>8</u>	<u>6</u>	<u>0</u>	<u>10</u>
<b>Total Credit Hours</b>					<b>18</b>

**MECHANICAL ENGINEERING TECHNOLOGY**

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

**COURSE REQUIREMENTS FOR MECHANICAL ENGINEERING TECHNOLOGY (A40320)**

		Work Exp/			
		Class	Lab	Clinical	Credit
<b>A. General Education Courses</b>					
1. Required Courses					
ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
MAT 171	Precalculus Algebra	3	0	0	3
	Humanities/Fine Arts Elective*	3	0	0	3
	Social/Behavioral Sciences Elective*	3	0	0	3
<b>B. Major Courses</b>					
1. Core Courses					
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>					
DFT 151	CAD I	2	3	0	3
DFT 152	CAD II	2	3	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 132	Manufacturing Quality Control	2	3	0	3
MEC 111	Machine Processes I	1	4	0	3
MEC 180	Engineering Materials	2	3	0	3
2. Other Major Courses					
CHM 151	General Chemistry I	3	3	0	4
DFT 111	Technical Drafting I	1	3	0	2
DFT 115	Architectural Drafting	1	2	0	2
DFT 153	CAD III	2	3	0	3
MAT 172	Precalculus Trigonometry	3	0	0	3
MAT 271	Calculus I	3	2	0	4
MEC 110	Introduction to CAD/CAM	1	2	0	2
MEC 250	Statics & Strength of Materials	4	3	0	5
MEC 270	Machine Design	3	3	0	4
MEC 271	Machine Design Project	0	3	0	1
PLA 120	Injection Molding	2	3	0	3

			Work Exp/			
			Class	Lab	Clinical	Credit
<b>C. Other Required Courses</b>						
ACA	111	College Student Success	1	0	0	1
<b>Total Credit Hours</b>						<b>67</b>

\* Approved Electives are listed on the page before the Course Descriptions.

**SEMESTER SCHEDULE FOR  
MECHANICAL ENGINEERING TECHNOLOGY (DAY)**

**First Year— Fall Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
DFT	111	Technical Drafting I	1	3	0	2
DFT	151	CAD I	2	3	0	3
ENG	111	Expository Writing	3	0	0	3
MEC	111	Machine Processes I	1	4	0	3
MAT	171	Precalculus Algebra	3	0	0	3
			<u>11</u>	<u>10</u>	<u>0</u>	<u>15</u>

**First Year— Spring Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
DFT	115	Architectural Drafting	1	2	0	2
DFT	152	CAD II	2	3	0	3
ENG	112	Argument-Based Research	3	0	0	3
MAT	172	Precalculus Trigonometry	3	0	0	3
MEC	180	Engineering Materials	2	3	0	3
			<u>11</u>	<u>8</u>	<u>0</u>	<u>14</u>

**First Year— Summer Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
DFT	153	CAD III	2	3	0	3
ISC	132	Manufacturing Quality Control	2	2	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
			<u>7</u>	<u>5</u>	<u>0</u>	<u>9</u>

**Second Year— Fall Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
CHM 151	General Chemistry I	3	3	0	4
MAT 271	Calculus I	3	2	0	4
MEC 250	Statics & Strength of Materials	4	3	0	5
PLA 120	Injection Molding	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		12	11	0	16

**Second Year— Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MEC 110	Introduction to CAD/CAM	1	2	0	2
MEC 270	Machine Design	3	3	0	4
MEC 271	Machine Design Project	0	3	0	1
	Social/Behavioral Sciences Elective*	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	11	0	13

**Total Credit Hours** **67**

\* Approved Electives are listed on the page before the Course Descriptions.

**SEMESTER SCHEDULE FOR  
MECHANICAL ENGINEERING TECHNOLOGY DIPLOMA  
(D40320) (EVENING)**

**First Year — Fall Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
ACA 111	College Student Success	1	0	0	1
DFT 111	Technical Drafting I	1	3	0	2
DFT 151	CAD I	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		4	6	0	6

**First Year — Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
DFT 115	Architectural Drafting	1	2	0	2
DFT 152	CAD II	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
		3	5	0	5

**First Year — Summer Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
DFT 153	CAD III		2	3	0	3
MEC 180	Engineering materials		2	3	0	3
	Humanities/Fine Arts Elective		3	0	0	3
			<u>7</u>	<u>6</u>	<u>0</u>	<u>9</u>

**Second Year — Fall Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
MAT 171	Precalculus Algebra		3	0	0	3
MEC 111	Machine Processes I		1	4	0	3
			<u>4</u>	<u>4</u>	<u>0</u>	<u>6</u>

**Second Year — Spring Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
MAT 172	Precalculus Trigonometry		3	0	0	3
CHM 151	General Chemistry		3	3	0	4
			<u>6</u>	<u>3</u>	<u>0</u>	<u>7</u>

**Second Year — Summer Term**

			Work Exp/			
			Class	Lab	Clinical	Credit
ENG 111	Expository Writing		3	0	0	3
ISC 132	Manufacturing Quality Control		2	3	0	3
			<u>5</u>	<u>3</u>	<u>0</u>	<u>6</u>

**Total Credit Hours**

**39**

**MECHANICAL ENGINEERING TECHNOLOGY /  
COMPUTER AIDED DRAFTING CERTIFICATE (C40320)  
(EVENING)**

**First Year — Fall Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
DFT 111	Technical Drafting I		1	3	0	2
DFT 151	CAD I		2	3	0	3
			<u>3</u>	<u>6</u>	<u>0</u>	<u>5</u>

**First Year – Spring Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
DFT 115	Architectural Drafting		1	2	0	2
DFT 152	CAD II		2	3	0	3
			<u>3</u>	<u>5</u>	<u>0</u>	<u>5</u>

**First Year – Summer Semester**

			<b>Work Exp/</b>			
			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
DFT	153	CAD III	<u>2</u>	<u>3</u>	<u>0</u>	<u>3</u>
			2	3	0	3
		<b>Total Credit Hours</b>				<b>13</b>

## MEDICAL ASSISTING

The Richmond Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater FL 33756, 727-210-2350.

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures. Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routing laboratory procedures, electrocardiography, supervised medication administration, basic IV therapy, and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, laboratories and hospitals.

### MEDICAL ASSISTING ADMISSIONS POLICY AND PROCEDURES

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

- I. Admission Requirements — Applicants for the Medical Assisting program must:
  - A. Be a high school graduate or equivalent.
  - B. Score at the indicated levels or above on the RCC admission test: (Computerized Placement Tests)\*

1. Reading	Standard score 80
2. Sentence Skills	Standard score 86
3. Arithmetic	Standard score 55
4. Algebra	Standard score 75
  - \*Applicants who fail to meet minimum scores on the admission test may retest a maximum of 2 times in a 12 month period. (The 2 retests refer to either part or complete testing.)
  - C. Have physical and emotional status compatible with the ability to provide safe Medical Assisting care.
    1. The following activities are examples of activities which a student in the Medical Assisting program would be required to perform in order to successfully complete the program. If an accepted applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, the applicant should consult with the department chairman.
      - a. Critical Thinking: Medical Assisting students shall possess critical thinking ability sufficient for clinical judgment. Example: students must be able to identify cause-effect relationships in clinical situations; develop or participate in development of care plans.
      - b. Ethical behavior: Medical Assisting students will provide services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems. Example: students in the Medical Assisting program will learn to assess the patient's physical and mental health.
      - c. Interpersonal skills: Medical Assisting students shall possess interpersonal abilities sufficient to interact with individuals, families,

groups, etc. from a variety of social and cultural backgrounds. Example: students shall establish rapport with clients and health care team members.

- d. Communication skills: Medical Assisting students shall possess communication abilities sufficient for verbal and nonverbal interaction with others. Example: students shall be able to explain treatment procedures to clients/family, document client responses, and report to others responses to care.
- e. Mobility: Medical Assisting students shall possess physical abilities sufficient to move from room to room and maneuver in small spaces, stand and walk for extensive periods of time. Example: students will be able to move around in client's room, move from room to room, move in small work areas, and administer CPR.
- f. Motor skills: Medical Assisting students shall possess growth and fine motor skills sufficient to provide safe and effective care. Example: students shall be able to calibrate equipment, position clients, administer injections, and insert catheters.
- g. Hearing skills: Medical Assisting students shall possess auditory ability sufficient to monitor health needs and collect data. Example: students shall be able to hear alarms, listen to heart and breath sounds, and hear a cry for help.
- h. Visual skills: Medical Assisting students shall possess visual ability sufficient for observation and data collection. Example: students shall be able to observe color of skin and read scale on a syringe.
- i. Tactile skills: Medical Assisting students shall possess tactile ability sufficient for data collection. Example: students shall be able to detect pulsation and feel skin temperature.
- j. Weight-bearing: Medical Assisting students shall possess the ability to lift and manipulate/move 40-50 pounds. Example: students shall be able to move equipment, position patients.

2. Attend orientation interview with the Medical Assisting staff, if requested.

## II. Procedure for Admission

- A. Submit a completed RCC application.
- B. Submit official copies of transcripts from all secondary and post-secondary institutions or a copy of GED transcript if applicable.
- C. Take the RCC admission tests and achieve at indicated level.
- D. After ALL transcripts are received by RCC and the admission test scores achieved, all applications will be evaluated by the Registrar. Students will be notified by mail of their acceptance.
- E. If the applicant "has been convicted of or pleaded guilty or nolo contendere to any crime" they should be aware that this may render them ineligible to sit for the national certification examination.
- F. Submit a physical examination on the form provided by RCC. The applicant must show physical and psychological ability to perform medical assisting duties. The physical exam must be completed by a licensed physician, nurse practitioner, or physician's assistant. Immunizations must also be up-to-date. Information should be on file in the Medical Assisting department no later than October 1 of the freshman year. Failure to submit the required form places the student in noncompliance with the rules of progression and they are therefore

subject to dismissal.

G. Students are required to purchase medical liability insurance annually. All RCC students are currently covered by a student accident policy; however, all students are encouraged to purchase individual health insurance. Neither RCC nor the affiliating institutions are responsible for medical expenses incurred as a result of illness or injury sustained during class, lab, or clinical experiences. (i.e., strained back, needle-stick)

H. Students receive no monetary compensation for their clinical externship experience.

### III. Admission Criteria

Decisions regarding admission into the Medical Assisting program are based upon high school or GED performance and achievement in related courses, if applicable.

### IV. Admissions Decisions

Qualified applicants will be admitted to classes for which they meet all state and local prerequisites. Admission will also be based on available space.

### V. Waiting List for Medical Assisting Programs

Qualified applicants not accepted because of space limitations will need to reapply for the next year if not admitted. Applications are not automatically carried over.

### VI. Credit by Transfer

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

### VII. Medical Assisting Progression Policy

After admission to the program, a student must meet the following conditions to remain eligible for program continuation:

A. Maintain a passing grade of "C" or better in ALL major courses.

B. Maintain a minimum overall GPA of 2.00 each semester.

C. Maintain professional conduct in the classroom and clinical setting.

D. Maintain satisfactory performance in all clinical lab assignments.

E. Submit annual TB skin test results to the Medical Assisting Department.

F. Purchase the required liability insurance prior to the Fall Semester of the Second Year.

G. Submit completed physical examination by October 1 of freshman year.

H. Initiate the Hepatitis B vaccination series by October 1 of the freshman year, submitting proof that the series has been initiated and complete the series before the beginning of the Fall Semester of the Second Year. Students may sign an HBV declination form should they decide to not take the series. However, students should realize that they will be exposed to blood and body fluids during their course of study. Students who fail to meet the rules of progression/continuation will be dismissed from the Medical Assisting program. Students dismissed from the program may be qualified to continue taking courses at Richmond Community College; however, they will not be

permitted to register for Medical Assisting courses without readmission to the program. Students dismissed from the program will be notified, via letter, by the Office of the Registrar and/or by the Medical Assisting Department, in a timely manner.

- I. All eligible MAT students, enrolled in their final Spring semester, are required to pay for and sit for the AAMA national certification exam.

**VIII. Readmission**

Students enrolled in but not completing the Medical Assisting program who seek readmission will be considered in the applicant pool for the year they seek to return. No special consideration will be given. Readmission is contingent upon the student meeting the criteria of the readmission policy. Only one readmission to the Medical Assisting program is permitted. Readmission to the program is not guaranteed, regardless of the reason for dismissal (voluntary or involuntary). Students are readmitted on a space available basis for each medical assisting course. Students who voluntarily withdraw from the program and are seeking readmission within three years of their withdrawal, may be readmitted into the course they were enrolled at the point of exit. If three or more years have elapsed since enrollment, all medical assisting courses must be repeated.

## MEDICAL ASSISTING

### Readmission Requirements:

1. To be eligible for readmission, the student's overall GPA should be at least 2.0 or higher. Students on academic probation or those students dismissed for behavior which impaired judgment or who violated policy are not eligible for readmission.
2. An Exit Interview form should be completed by the student during the term in which the student withdrew or failed a course. Exit interview forms may be filled out by the instructor of record.
3. Students must submit a formal, typewritten request to the Medical Assisting Department chair as well as complete an Application for Readmission to the Medical Assisting program (available in the Office of the Registrar or the Medical Assisting Department).
4. Each request for readmission will be evaluated on an individual basis and no special consideration will be given to students previously enrolled in the program.
5. Students not currently enrolled in related courses whose AccuPlacer test is more than one year old at the time the readmission request is received, must retest. Students enrolled in related work at RCC need not retest; however, they may retest if desired.
6. All requirements of the current admission policy must be met.
7. Students accepted for readmission **must** submit (1) an updated Health Sciences physical examination form no later than the first semester in which they re-enroll. If the student is requesting readmission in a semester which contains any clinical experiences, the student **MUST** submit the updated Health Sciences physical form prior to beginning classes. (2) transcripts of all course work taken at other colleges since last enrolled at RCC, and (3) references, if requested.
8. Students may be required to enroll in or audit all or select modules of a course previously taken to ensure competency.
9. Students who were withdrawn due to failing grades may be asked to submit an action plan which outlines steps they intend to take in order to increase their potential for success.
10. An Exit Interview form should be in the students' academic file folder located in the Medical Assisting Department.

## COURSE REQUIREMENTS FOR MEDICAL ASSISTING (A45400)

		Work Exp/				
A. General Education Courses		Class	Lab	Clinical	Credit	
1. Required Courses						
ENG	111	Expository Writing	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	3
MAT	155	Statistical Analysis	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Humanities/Fine Arts Elective*	3	0	0	3

**Work Exp/  
Class Lab Clinical Credit**

**B. Major Courses**

1. Core Courses

*To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.*

BIO 163	Basic Anatomy and Physiology	4	2	0	5
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 112	Orientation to Clinical Setting I	0	0	3	1
MED 118	Medical Law and Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Laboratory Procedures I	3	4	0	5
MED 260	MED Clinical Externship	0	0	15	5

2. Other Major Courses

ACC 115	College Accounting	3	2	0	4
CIS 110	Introduction to Computers	2	2	0	3
MED 114	Professional Interaction in Health Care I	0	0	0	1
MED 232	Medical Insurance Coding	1	3	0	2
MED 270	Symptomatology	2	2	0	3
MED 272	Drug Therapy	3	0	0	3
MED 276	Patient Education	1	2	0	2
OST 131	Keyboarding	1	2	0	2

**Total Credit Hours** **69**

\* Approved Electives are listed on the page before the Course Descriptions.

**SEMESTER SCHEDULE FOR  
MEDICAL ASSISTING (A45400) (DAY)**

**First Year — Fall Semester**

		<b>Work Exp/</b>			
		<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 118	Medical Law and Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
OST 131	Keyboarding	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		13	6	0	16

**First Year — Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
BIO 163	Basic Anatomy and Physiology	4	2	0	5
ENG 112	Argument-Based Research	3	0	0	3
MAT 155	Statistical Analysis	3	0	0	3
MED 112	Orientation to Clinical Setting I	0	0	3	1
MED 122	Medical Terminology II	3	0	0	3
MED 131	Administrative Office Procedures II	1	2	0	2
MED 232	Medical Insurance Coding	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		15	7	3	19

**First Year — Summer Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
MED 140	Exam Room Procedures I	<u>3</u>	<u>4</u>	<u>0</u>	<u>5</u>
		3	4	0	5

**Second Year — Fall Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
ACC 115	College Accounting	3	2	0	4
MED 114	Professional Interaction in Health Care	1	0	0	1
MED 150	Laboratory Procedures I	3	4	0	5
MED 270	Symptomatology	2	2	0	3
MED 272	Drug Therapy	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	8	0	16

**Second Year — Spring Semester**

		Work Exp/			
		Class	Lab	Clinical	Credit
MED 260	MED Clinical Externship	0	0	15	5
MED 276	Patient Education	1	2	0	2
PSY 150	General Psychology	3	0	0	3
	Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	2	15	13

**Total Credit Hours**

**69**

\* Approved Electives are listed on the page before the Course Descriptions.

**MEDICAL ASSISTING CERTIFICATE (C45400)**

**Fall Semester**

		<b>Class</b>	<b>Lab</b>	<b>Work Exp/</b>	
				<b>Clinical</b>	<b>Credit</b>
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 118	Medical Law and Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 130	Administrative Office I	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		7	2	0	8

**Spring Semester**

		<b>Class</b>	<b>Lab</b>	<b>Work Exp/</b>	
				<b>Clinical</b>	<b>Credit</b>
MED 112	Orientation to Clinical Setting	0	0	3	1
MED 122	Medical Terminology II	3	0	0	3
MED 131	Administrative Office II	1	2	0	2
MED 232	Medical Insurance Coding	<u>1</u>	<u>3</u>	<u>0</u>	<u>2</u>
		5	5	3	8

**Total Credit Hours**

**16**

## NETWORKING TECHNOLOGY

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

### COURSE REQUIREMENTS FOR NETWORKING TECHNOLOGY (A25340)

		Work Exp/				
		Class	Lab	Clinical	Credit	
<b>A. General Education Courses</b>						
1. Required Courses						
ENG	111	Expository Writing	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	3
MAT	145	Analytical Mathematics	3	0	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
<b>B. Major Courses</b>						
1. Core Courses						
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>						
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Programming & Logic	2	3	0	3
CTS	120	Hardware/Software Support	2	3	0	3
DBA	110	Database Concepts	2	3	0	3
NET	125	Networking Basics	1	4	0	3
NET	126	Routing Basics	1	4	0	3
NET	225	Routing & Switching I	1	4	0	3
NET	226	Routing & Switching II	1	4	0	3
NET	289	Networking Project	1	4	0	3
NOS	110	Operating System Concepts	2	3	0	3
NOS	120	Linux/UNIX Single User	2	2	0	3
NOS	130	Windows Single User	2	2	0	3
NOS	230	Windows Administration I	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
2. Other Major Courses						
NOS	220	Linux/UNIX Administration I	2	2	0	3
NOS	231	Windows Administration II	2	2	0	3
<b>C. Other Required Courses</b>						
ACA	111	College Student Success	1	0	0	1
<b>Total Credit Hours</b>					<b>67</b>	

\* Approved Electives are listed on the page before the Course Descriptions.

**SEMESTER SCHEDULE FOR  
NETWORKING TECHNOLOGY (DAY)**

(+ denotes schedule and course requirements for a diploma program)

**First Year — Fall Semester**

		Work Exp/				
		Class	Lab	Clinical	Credit	
ACA	111	+College Student Success	1	0	0	1
CIS	110	+Introduction to Computers	2	2	0	3
CIS	115	+Introduction to Programming & Logic	2	3	0	3
ENG	111	+Expository Writing	3	0	0	3
NET	125	+Networking Basics	1	4	0	3
NOS	110	+Operating System Concepts	2	3	0	3
			<u>11</u>	<u>12</u>	<u>0</u>	<u>16</u>

**First Year — Spring Semester**

		Work Exp/				
		Class	Lab	Clinical	Credit	
CTS	120	+Hardware/Software Support	2	3	0	3
DBA	110	Database Concepts	2	3	0	3
ENG	112	+Argument-Based Research	3	0	0	3
NET	126	+Routing Basics	1	4	0	3
NOS	130	+Windows Single User	2	2	0	3
			<u>10</u>	<u>12</u>	<u>0</u>	<u>15</u>

**First Year — Summer Term**

		Work Exp/				
		Class	Lab	Clinical	Credit	
MAT	145	Analytical Mathematics	3	0	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
			<u>6</u>	<u>0</u>	<u>0</u>	<u>6</u>

**Second Year — Fall Semester**

		Work Exp/				
		Class	Lab	Clinical	Credit	
BUS	110	Introduction to Business	3	0	0	3
NET	225	+Routing & Switching I	1	4	0	3
NOS	120	+Linux/UNIX Single User	2	2	0	3
NOS	230	+Windows Administration I	2	2	0	3
SEC	110	+Security Concepts	3	0	0	3
			<u>11</u>	<u>8</u>	<u>0</u>	<u>15</u>

**Second Year — Spring Semester**

			<b>Work Exp/</b>			
			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
NET	226	+Routing & Switching II	1	4	0	3
NET	289	Networking Project	1	4	0	3
NOS	220	Linux/UNIX Administration I	2	2	0	3
NOS	231	+Windows Administration II	2	3	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
			<u>9</u>	<u>13</u>	<u>0</u>	<u>15</u>
<b>Total Credit Hours</b>						<b>67</b>

+ Denotes schedule and course requirements for a diploma program.

\* Approved Electives are listed on the page before the Course Descriptions.

**COURSE REQUIREMENTS FOR  
CISCO NETWORKING TECHNOLOGY CERTIFICATE  
(C25340)**

			<b>Work Exp/</b>			
			<b>Class</b>	<b>Lab</b>	<b>Clinical</b>	<b>Credit</b>
NET	125	Networking Basics	1	4	0	3
NET	126	Routing Basics	1	4	0	3
NET	225	Routing & Switching I	1	4	0	3
NET	226	Routing & Switching II	1	4	0	3
<b>Total Credit Hours</b>						<b>12</b>

## NURSING ASSISTANT

The Nursing Assistant curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes growth and development throughout the life span, personal care, vital signs, communications, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management; family resources and services; and employment skills.

Graduates of this curriculum may be eligible to be listed in the registry as a Nursing Assistant I and Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

### COURSE REQUIREMENTS FOR NURSING ASSISTANT CERTIFICATE (C45480)

		Work Exp/			
Class	Lab	Clinical	Credit		
<b>A. Major Courses</b>					
1. Core Courses					
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>					
NAS 101	Nursing Assistant I	3	4	3	6
NAS 102	Nursing Assistant II	3	2	6	6
NAS 103	Home Health Care	2	0	0	2
2. Other Major Courses					
PSY 101	Applied Psychology	3	0	0	3
<b>Total Credit Hours</b>					<b>17</b>

### SEMESTER SCHEDULE FOR NURSING ASSISTANT

#### First Year—Fall Semester

(Repeated Fall and Spring Semesters)

		Work Exp/			
Class	Lab	Clinical	Credit		
NAS 101	Nursing Assistant I	3	4	3	6
NAS 103	Home Health Care	2	0	0	2
		<u>4</u>	<u>2</u>	<u>3</u>	<u>8</u>

#### First Year – Spring Semester

		Work Exp/			
Class	Lab	Clinical	Credit		
NAS 102	Nursing Assistant II	3	2	6	6
PSY 101	Applied Psychology	3	0	0	3
		<u>6</u>	<u>2</u>	<u>6</u>	<u>9</u>

**Total Credit Hours**

**17**

**Note:** Nursing Assistant is designed to allow a student to progress from an entry point through both levels of Nursing Assistant certification in two semesters.

## OFFICE SYSTEMS TECHNOLOGY

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

### COURSE REQUIREMENTS FOR OFFICE SYSTEMS TECHNOLOGY (A25360)

		Work Exp/				
		Class	Lab	Clinical	Credit	
<b>A. General Education Courses</b>						
1. Required Courses						
COM	231	Public Speaking	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
<b>B. Major Courses</b>						
1. Core Courses						
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>						
CIS	110	Introduction to Computers	2	2	0	3
OST	134	Text Entry & Formatting	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
OST	184	Records Management	1	2	0	2
OST	289	Office Systems Management	2	2	0	3
2. Other Major Courses						
ACC	115	College Accounting	3	2	0	4
BUS	260	Business Communication	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
DBA	110	Database Concepts	2	3	0	3
OST	122	Office Computations	1	2	0	2
OST	131	Keyboarding	1	2	0	2
OST	132	Keyboard Skill Building	1	2	0	2
OST	133	Advanced Keyboard Skill Building	1	2	0	2
OST	136	Word Processing	1	2	0	2
OST	137	Office Software Applications	1	2	0	2
OST	223	Machine Transcription I	1	2	0	2
OST	233	Office Publications Design	2	2	0	3
OST	236	Adv Word/Information Processing	2	2	0	3
OST	286	Professional Development	3	0	0	3
or						
COE	112	Co-op Work Experience I	0	0	20	2

			Work Exp/			
			Class	Lab	Clinical	Credit
<b>C. Other Required Courses</b>						
ACA	111	College Student Success	1	0	0	1
<b>Total Credit Hours</b>						<b>65/66</b>

\* Approved Electives are listed on the page before the Course Descriptions.

**SEMESTER SCHEDULE FOR  
OFFICE SYSTEMS TECHNOLOGY (DAY)**

**First Year—Fall Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
ACA	111	College Student Success	1	0	0	1
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
OST	122	Office Computations	1	2	0	2
OST	131	Keyboarding	1	2	0	2
OST	184	Records Management	1	2	0	2
			<u>12</u>	<u>8</u>	<u>0</u>	<u>16</u>

**First Year – Spring Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
COM	231	Public Speaking	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
OST	132	Keyboard Skill Building	1	2	0	2
OST	134	Text Entry & Formatting	2	2	0	3
OST	136	Word Processing	1	2	0	2
OST	164	Text Editing Applications	3	0	0	3
			<u>12</u>	<u>8</u>	<u>0</u>	<u>16</u>

**Second Year—Fall Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
ACC	115	College Accounting	3	2	0	4
BUS	260	Business Communication	3	0	0	3
OST	133	Advanced Keyboard Skill Building	1	2	0	2
OST	137	Office Software Applications	1	2	0	2
OST	223	Machine Transcription I	1	2	0	2
OST	236	Adv Word/Information Processing	2	2	0	3
			<u>11</u>	<u>10</u>	<u>0</u>	<u>16</u>

**Second Year — Spring Semester**

		Work Exp/				
		Class	Lab	Clinical	Credit	
DBA	110	Database Concepts	2	3	0	3
OST	233	Office Publications Design	2	2	0	3
OST	286	Professional Development**	3	0	0	3
OST	289	Office Systems Management	2	2	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
			<u>15</u>	<u>7</u>	<u>0</u>	<u>18</u>
<b>Total Credit Hours</b>					<b>65/66</b>	

\* Approved Electives are listed on the page before the Course Descriptions.

\*\* Co-op work experience may be substituted for OST 286. See the course requirements for Office Systems Technology (A25360) for details.

**SEMESTER SCHEDULE FOR  
OFFICE SYSTEMS TECHNOLOGY CERTIFICATE (C25360)  
MICROSOFT APPLICATION TECHNICIAN CERTIFICATE  
(EVENING)**

**First Year – Fall Semester**

		Work Exp/				
		Class	Lab	Clinical	Credit	
CIS	110	Introduction to Computers	2	2	0	3
OST	131	Keyboarding	1	2	0	2
			<u>3</u>	<u>4</u>	<u>0</u>	<u>5</u>

**First Year – Spring Semester**

		Work Exp/				
		Class	Lab	Clinical	Credit	
CTS	130	Spreadsheet	2	2	0	3
OST	136	Word Processing	1	2	0	2
OST	137	Office Software Applications	1	2	0	2
			<u>4</u>	<u>6</u>	<u>0</u>	<u>7</u>

**First Year – Summer Semester**

		Work Exp/				
		Class	Lab	Clinical	Credit	
DBA	110	Database Concepts	2	3	0	3
OST	233	Office Publications Design	2	2	0	3
			<u>4</u>	<u>5</u>	<u>0</u>	<u>6</u>
<b>Total Credit Hours</b>					<b>18</b>	

## PRACTICAL NURSING

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

### ADMISSIONS POLICY AND PROCEDURES FOR THE PRACTICAL NURSING EDUCATION PROGRAM

To enter the Practical Nursing Education (PNE) Program, a student must first be admitted to the college. Admission to the college, however, does not guarantee admission into the program. A separate letter from the Registrar's office will be sent to the student upon acceptance into the program.

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

I. Admission Requirements – Applicants for the PNE Program must:

A. Be a high school graduate or equivalent.

B. Score at the indicated levels or above on the RCC Placement Test:

Computerized Placement Tests

- |                    |                   |
|--------------------|-------------------|
| 1. Reading         | Standard score 80 |
| 2. Sentence Skills | Standard score 86 |
| 3. Arithmetic      | Standard score 55 |
| 4. Algebra         | Standard score 55 |

\*Applicants who fail to meet minimum scores on the placement test may retest a maximum of 2 times in a 12-month period. (The 2 retests refers to either part or complete testing. If indicated levels are not achieved, the required developmental courses will need to be taken and completed with a "C" or better.)

C. Have physical and emotional status compatible with the ability to provide safe nursing care.

1. The following activities are examples of activities which a student in the PNE Program would be required to perform in order to successfully complete the program. If an accepted applicant believes that he or she cannot meet one or more of the standards without accommodations or modifications, the applicant should consult with the Director of Nursing. Students with impairments or special needs will be referred to the VP for Student Development. Reasonable accommodations may be made for some disabilities. However, each candidate is expected to perform in a safe and reasonably independent manner.

a. Critical Thinking: Students shall possess critical thinking ability sufficient for clinical judgment. Example: students must be able to identify cause-effect relationships in clinical situations, and develop or participate in development of nursing care plans.

b. Ethical behavior: Students will provide services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economic status, personal attributes, or the nature of health

- problems. Example: Students will care for clients assigned regardless of race, religion, or diagnosis.
- c. Interpersonal skills: Students shall possess interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social and cultural backgrounds. Example: Students shall establish rapport with client and health care team members.
  - d. Communications skills: Students shall possess communication abilities sufficient for verbal and nonverbal interaction with others. Example: Students shall be able to explain treatment procedures and provide patient teaching to clients/family, document client responses, and report to others responses to nursing care.
  - e. Mobility: Students shall possess physical abilities sufficient to move from room to room and maneuver in small spaces, and stand and walk for extensive periods of time. Example: Students will be able to move around in client's room, move from room to room, move in small work areas, and administer CPR.
  - f. Motor skills: Students shall possess gross and fine motor skills sufficient to provide safe and effective nursing care. Example: Students shall be able to calibrate equipment, position clients, administer intravenous, intramuscular, subcutaneous, and oral medications, insert catheters, and apply pressure to stop bleeding.
  - g. Hearing skills: Students shall possess auditory ability sufficient to monitor health needs and collect data. Example: Students shall be able to hear alarms, listen to heart and breath sounds, and hear a cry for help.
  - h. Visual skills: Students shall possess visual ability sufficient for observation and data collection. Example: Students shall be able to observe color of skin and read scale on a syringe.
  - i. Tactile skills: Students shall possess tactile ability sufficient for data collection. Example: Students shall be able to detect pulsation and feel skin temperature.
  - j. Weight-bearing: Students shall possess the ability to lift and manipulate/move 40-50 pounds. Example: Students shall be able to move equipment and position patients.
- D. Attend orientation session with the Nursing and Admission Staff.
- E. Complete the Pre-nursing program: Attendance at a minimum of 90% of the class meetings of each required module is mandatory for successful completion of the Pre-nursing requirement.
- F. The following courses must not be more than five (5) years old at the time of admission to the program to receive credit for graduation: all courses with NUR or BIO prefixes.

II. Procedure for Admission

- A. Submit a completed RCC application.
- B. Submit official copies of transcripts from all secondary and post-secondary institutions or a copy of GED transcript, if applicable.
- C. Take the RCC Placement Test and achieve at required level or take the required classes.
- D. After ALL transcripts are received by RCC and the Placement Test scores achieved or required courses taken, a personal interview with the Nursing Admissions Committee may be scheduled.
- E. Submit a physical examination on the form provided by RCC by a licensed physician, nurse practitioner, or physician's assistant. The applicant must show physical and psychological ability to perform normal nursing duties. Physical examination and lab data should be no more than three months old at the time of initial enrollment. Annual TB test results must be submitted.
- F. Students must purchase or show evidence of having professional liability insurance prior to enrollment in courses with NUR prefix.
- G. Students are responsible for obtaining their own health insurance policy. RCC nor the affiliating institutions are responsible for medical expenses incurred as a result of illness or injury sustained during class, lab, or clinical experiences. (i.e., strained back, needle-stick).

III. PNE Admission Criteria

Decisions regarding admission into the PNE Program are based upon high school or GED performance and achievement in related courses. Each admission criterion is assigned a point value. The points are used to rank applicants for the purpose of selection into the program. In the event that applicants have identical total admission points, the person with the earliest file completion date will be ranked higher. If the points are still identical, the person with the highest grade in BIO 163 will be ranked higher. Should candidates still be tied, the applicant with the highest grade in PSY 150 will be ranked higher. If the candidates are still tied, then the candidates' GPA for courses required in the LPN curriculum will be used to break the tie.

IV. PNE Applicant Deadlines and Admissions Decisions

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

V. Alternate List for PNE Program

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

**VI. Credit by Transfer**

Transfer credit for non-nursing courses in the Nursing curriculum from accredited post-secondary educational programs will be determined on an individual basis in accordance with the school's transfer policy as stated in the general catalog. Transfer of credit for nursing courses in the PNE Program from an accredited nursing educational program must be on an individual basis and in accordance with the school's transfer policy. In addition, there must be approval by the Nursing Department Chair. The following courses must not be more than five (5) years old at the time of admission to the program to receive credit for graduation: all courses with NUR and BIO prefixes. An interview with the Nursing Admission Committee may be scheduled. Students may be required to pass a written competency exam and perform appropriate nursing skills for a course previously taken to ensure competency.

**VII. Credit for RCC Courses Taken Prior to Admission to the PNE Curriculum or NUR sequence. Students must be in compliance with the PNE Progression policy to be eligible for admission into the nursing curriculum.****VIII. PNE Progression Policy**

Students enrolled in a nursing curriculum must obtain a minimum grade of "C" in each course with NUR, BIO, or PSY prefixes to progress and graduate in the PNE curriculum. Readmission to the nursing sequence will be in accordance with readmission policies on a space available basis.

**IX. Readmission**

Any student seeking readmission who was dismissed under the Nursing Dismissal Policy must follow the guidelines listed in the Academic Policies section of the catalog: Special Policies.

**PRACTICAL NURSING EDUCATION READMISSION POLICY****I. Students enrolled in but not completing or not achieving a grade of 78 or better in NUR 101 seeking readmission will be considered in the applicant pool for the year they seek to return. The student will be expected to meet current admission criteria. No special consideration will be given. The following procedure will be followed:**

- A. A student may reapply for admission to the PNE Program and meet with a nursing counselor.
- B. Students who are currently enrolled in related coursework at RCC need not retake the placement test.
- C. Students selected for admission will be scheduled for an orientation session with other applicants and follow routine admission procedures.
- D. An interview with the Nursing Admission Committee may be scheduled.
- E. Readmission will be limited to one (1) time.

**II. Readmission after completing NUR 101 with a 78 or better is contingent upon the following process:**

- A. Each request for readmission will be evaluated on an individual basis.
- B. All requests for readmission must be submitted in writing to the Nursing Department Chair and forwarded to the Nursing Counselor.
- C. All requirements of the current admissions policy must be met.
- D. If readmitted for advanced standing, all requirements of the progression policy must be met.
- E. Readmission is on a space available basis as determined by the Nursing Admissions Committee. (The Nursing Admissions Committee consists of the Nursing Department Chair, the Health Sciences Division Chair, the Registrar, the nursing counselor, and two nursing faculty members.)

- F. Readmission will be limited to one (1) time. A student who is accepted for readmission and does not enroll for the semester accepted shall go through the entire admission procedure the next time an application is made.
- G. Students accepted for readmission shall submit (1) an updated physical and emotional health report, (2) transcripts of course work taken at other colleges since last time enrolled at RCC, and (3) current TB and CPR status.
- H. An interview with the Nursing Admission Committee may be scheduled.
- I. Students may be required to pass a written competency exam and perform appropriate nursing skills for a course previously taken to ensure competency.
- J. No competency exams are administered for a course not taken.

Any student who is recommended for dismissal from a Nursing curriculum will have a conference with the instructor and Nursing Department Chair to discuss the reason(s) for dismissal. The student will also receive a letter stating the reason(s). If the student disagrees with the dismissal, he/she should contact the Vice President for Student Development. The Vice President for Student Development, in consultation with the Chairman of the Nursing Department, will make a recommendation to readmit or decline readmission into the current course/semester. If the student disagrees with the recommendation of the Vice President for Student Development, he/she may appeal to the President of the College. This appeal must be filed with the President within seven (7) days of the date of the decision. After the appeal is filed, the student will meet with the college President. The President's decision will be final.

Any student dismissed from the Nursing program under the Nursing Dismissal Policy has thirty (30) days to notify the Nursing Department Chair in writing of their intent to request readmission to the Nursing program in a subsequent semester. The applicant must meet with the Nursing Admissions Committee for determination of eligibility for readmission. The decision regarding readmission will be made by the Nursing Admissions Committee. Readmission is not guaranteed. The decision of the Nursing Admissions Committee is final.

### COURSE REQUIREMENTS FOR PRACTICAL NURSING DIPLOMA (D45660)

		Work Exp/			
		Class	Lab	Clinical	Credit
<b>A. General Education Courses</b>					
1. Required Courses					
ENG	111 Expository Writing	3	0	0	3
PSY	150 General Psychology	3	0	0	3
<b>B. Major Courses</b>					
1. Core Courses					
To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.					
NUR	101 Practical Nursing I	7	6	6	11
NUR	102 Practical Nursing II	8	0	12	12
NUR	103 Practical Nursing III	6	0	12	10
2. Other Major Courses					
BIO	163 Basic Anatomy and Physiology	4	2	0	5
CIS	111 Basic PC Literacy	1	2	0	2

**Total Credit Hours**

**46**

**SEMESTER SCHEDULE FOR  
PRACTICAL NURSING (D45660)**

**Fall Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
BIO	163	Basic Anatomy and Physiology	4	2	0	5
NUR	101	Practical Nursing I	7	6	6	11
PSY	150	General Psychology	3	0	0	3
			<u>14</u>	<u>8</u>	<u>6</u>	<u>19</u>

**Spring Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
NUR	102	Practical Nursing II	8	0	12	12
			<u>12</u>	<u>2</u>	<u>12</u>	<u>17</u>

**Summer Semester**

			Work Exp/			
			Class	Lab	Clinical	Credit
NUR	103	Practical Nursing III	6	0	12	10
			<u>6</u>	<u>4</u>	<u>12</u>	<u>10</u>

**Total Credit Hours**

**46**

**WEB TECHNOLOGIES**

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of web applications, websites, web services, and related areas of distributed computing.

**COURSE REQUIREMENTS FOR WEB TECHNOLOGIES  
(A25290)**

		Work Exp/				
		Class	Lab	Clinical	Credit	
<b>A. General Education Courses</b>						
1. Required Courses						
ENG	111	Expository Writing	3	0	0	3
ENG	112	Argument-Based Research	3	0	0	3
MAT	145	Analytical Mathematics	3	0	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
		Social/Behavioral Sciences Elective*	3	0	0	3
<b>B. Major Courses</b>						
1. Core Courses						
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>						
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Introduction to Programming & Logic 2	2	3	0	3
DBA	110	Database Concepts	2	3	0	3
NET	125	Networking Basics	1	4	0	3
NOS	110	Operating System Concepts	2	3	0	3
SEC	110	Security Concepts	3	0	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
WEB	115	Web Markup and Scripting	2	2	0	3
WEB	120	Introduction Internet Multimedia	2	2	0	3
WEB	140	Web Development Tools	2	2	0	3
WEB	210	Web Design	2	2	0	3
WEB	230	Implementing Web Serv	2	2	0	3
WEB	250	Database Driven Websites	2	2	0	3
2. Other Major Courses						
CSC	151	JAVA Programming	2	3	0	3
NOS	120	Linux/UNIX Single User	2	2	0	3
WEB	285	Emerging Web Technologies	2	2	0	3
<b>C. Other Required Courses</b>						
ACA	111	College Student Success	1	0	0	1
<b>Total Credit Hours</b>					<b>67</b>	

\* Approved Electives are listed on the page before the Course Descriptions.

## SEMESTER SCHEDULE FOR WEB TECHNOLOGIES (DAY)

(+ denotes schedule and course requirements for a diploma program)

### First Year— Fall Semester

		Work Exp/				
		Class	Lab	Clinical	Credit	
ACA	111	+College Student Success	1	0	0	1
CIS	110	+Introduction to Computers	2	2	0	3
CIS	115	+Introduction to Programming & Logic	2	3	0	3
ENG	111	+Expository Writing	3	0	0	3
NET	125	Networking Basics	1	4	0	3
NOS	110	+Operating System Concepts	2	3	0	3
			<u>11</u>	<u>12</u>	<u>0</u>	<u>16</u>

### First Year — Spring Semester

		Work Exp/				
		Class	Lab	Clinical	Credit	
CSC	151	JAVA Programming	2	3	0	3
DBA	110	+Database Concepts	2	3	0	3
ENG	112	+Argument-Based Research	3	0	0	3
WEB	110	+Internet/Web Fundamentals	2	2	0	3
WEB	120	+Introduction Internet Multimedia	2	2	0	3
			<u>11</u>	<u>10</u>	<u>0</u>	<u>15</u>

### First Year — Summer Semester

		Work Exp/				
		Class	Lab	Clinical	Credit	
MAT	145	+Analytical Mathematics	3	0	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
			<u>6</u>	<u>0</u>	<u>0</u>	<u>6</u>

### Second Year — Fall Semester

		Work Exp/				
		Class	Lab	Clinical	Credit	
BUS	110	Introduction to Business	3	0	0	3
NOS	120	+Linux/UNIX Single User	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
WEB	115	+Web Markup and Scripting	2	2	0	3
WEB	140	+Web Development Tools	2	2	0	3
			<u>12</u>	<u>6</u>	<u>0</u>	<u>15</u>

### Second Year — Spring Semester

		Work Exp/			
		Class	Lab	Clinical	Credit
WEB 210	+Web Design	2	2	0	3
WEB 230	Implementing Web Serv	2	2	0	3
WEB 250	+Database Driven Websites	2	2	0	3
WEB 285	+Emerging Web Technologies	2	2	0	3
	Social/Behavioral Sciences Elective*	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	<b>Total Credit Hours</b>	10	13	0	<b>67</b>

\* Approved Electives are listed on the page before the Course Descriptions.

+ Denotes schedule and course requirements for a diploma program.

### COURSES REQUIRED FOR CERTIFICATE IN WEB TECHNOLOGIES (C25290) WEB DESIGN

		Work Exp/			
		Class	Lab	Clinical	Credit
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 120	Introduction Internet Multimedia	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
	<b>Total Credit Hours</b>	8	8	0	<b>12</b>

\* Approved Electives are listed on the page before the Course Descriptions.

# WELDING TECHNOLOGY

## WELDING TECHNOLOGY

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry. Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application. Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

### COURSE REQUIREMENTS FOR WELDING TECHNOLOGY CERTIFICATE (C50420)

	Class	Lab	Work Exp/ Clinical	Credit
<b>A. General Education Courses</b>				
1. Required Courses				
<b>B. Major Courses</b>				
1. Core Courses				
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>				
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 131 GTAW (TIG) Plate	2	6	0	4
WLD 141 Symbols & Specifications	2	2	0	3
2. Other Major Courses				
<b>Total Credit Hours</b>				<b>18</b>

### SEMESTER SCHEDULE FOR WELDING TECHNOLOGY (EVENING)

#### First Year – Fall Semester

	Class	Lab	Work Exp/ Clinical	Credit
WLD 110 Cutting Processes	1	3	0	2
WLD 115 SMAW (Stick) Plate	2	9	0	5
WLD 141 Symbols & Specifications	2	2	0	3
	—	—	—	—
	5	14	0	10

#### First Year – Spring Semester

	Class	Lab	Work Exp/ Clinical	Credit
WLD 121 GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131 GTAW (TIG) Plate	2	6	0	4
	—	—	—	—
	4	12	0	8
<b>Total Credit Hours</b>				<b>18</b>

# APPROVED ELECTIVES

**\* APPROVED HUMANITIES/FINE ARTS ELECTIVES**

Students in A.A.S. programs may select a humanities elective from any of these prefix areas: ART, DRA, ENG (Literature courses only), HUM, MUS, PHI, and REL.

**\* APPROVED SOCIAL/BEHAVIORAL SCIENCES ELECTIVES**

Students in A.A.S. programs may select a social/behavioral sciences elective from any of these prefix areas: ANT, ECO+, GEO, HIS, POL, PSY, and SOC.

+Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of the social/behavioral sciences elective requirement.

A.A.S. Programs DO NOT allow the use of COM courses as a humanities elective.







