Program Completion Guide
ASSOCIATE IN ARTS (A10100)
UNIVERSITY TRANSFER

Student Name: _____ **ID #:** _____ **Date of Enrollment:** _____

Advisor Name: _____ **Contact Information:** _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A.   College Orientation and Academic Transition (1 credit hour)

Courses	Course	Credit		Sem. Registered/Planned	Sem. Completed/Grade
ACA 122 College Transfer Success	ACA 122	1			

B.   Universal General Education Transfer Component (45 credit hours)*

English Composition (6 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ENG 111 Writing and Inquiry	ENG 111	3		
ENG 112 Writing/Research in the Disciplines	ENG 112	3		

Communications and Humanities/Fine Arts (9 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select three (3) courses from the following from at least two (2) different disciplines: **ART 111,** ART 114, **ART 115, COM 231, ENG 231,** **ENG 232, ENG 241, ENG 242, MUS 110,** MUS 112, **PHI 215, PHI 240** (Courses in Bold are offered at RCC.)		3		
		3		
		3		

Social/Behavioral Sciences (9 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select three (3) courses from the following from at least two (2) different disciplines: **ECO 251, ECO 252, HIS 111, HIS 112, HIS 131,**		3		
		3		

HIS 132, POL 120, PSY 150, SOC 210 (Courses in Bold are offered at RCC.)		3		

Mathematics (3-4 credit hours)**
Note: If take 3 credit hour MAT must take 14 Additional General Education credit hours (see below).
If take 4 credit hour MAT must take 13 Additional General Education credit hours (see below).

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select one (1) course from the following: MAT 143 (3 credits), MAT 152 (4 credits), MAT 171 (4 credits) (Courses above are offered at RCC.)				

Natural Sciences (4 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select 4 credit hours from the following: AST 111 and AST 111A, BIO 110, BIO 111, CHM 151, GEL 111, PHY 110 and PHY 110A (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)		4		

Additional General Education (13-14 credit hours)**
Note: If take 3 credit hour MAT (see above) must take 14 Additional General Education credit hours.
If take 4 credit hour MAT (see above) must take 13 Additional General Education credit hours.

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select thirteen-fourteen (13-14) semester credit hours of additional courses from the preceding lists or from the following: ANT 220, ASL 111, ASL 112, BIO 112, BIO 140, BIO 140A, CHI 111, CHI 112, CHM 132, CHM 152, CIS 110, CIS 115, COM 110, DRA 111, ENG 131, ENG 241, ENG 262, FRE 111, HIS 121, HIS 122, MAT 172, MAT 271, PHY 151, PHY 152, PHY 251, PSY 241, PSY 281, REL 110, REL 211, REL 212, REL 221, SOC 213, SOC 220, SOC 225, SOC 240, SPA 111, SPA 112, SPA 211, SPA 212 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)				

C.   Other Required Hours (14 credit hours)*

Pre-major and/or Elective Courses (14 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select a minimum of fourteen (14) semester credit hours from general education courses listed above (section B) or from the following: ACC 120, ACC 121, ART 121, ART 122, ART 131, ART 171, ART 231, ART 232, ART 240, ART 241, ART 264, ART 265, ART 271, ART 281, ART 282, ART 283, ART 284, ART 285, ART 286, ASL 181, ASL 182, BIO 163, BIO 165, BIO 166, BIO 275, BUS 110, BUS 115, BUS 137, CHM 251, CJC 111, CJC 141, CSC 139, EDU 216, ENG 125, ENG 273, HEA 120, HIS 236, PED 110, PED 120, PED 121, SPA 181, SPA 182 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)				

NOTES: **All courses must be completed with a grade of "C" or better.

**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN ARTS - UNIVERSITY TRANSFER
RCC – UNCP Elementary Education-Sociology Concentration (A10100)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

A. College Orientation and Academic Transition (1 credit)

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ACA 122 College Transfer Success	ACA 122	1		

B. Universal General Education Transfer Component (45 credit hours)*

English Composition (6 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ENG 111 Writing and Inquiry	ENG 111	3		
ENG 112 Writing/Research in the Disciplines	ENG 112	3		

Communications and Humanities/Fine Arts (9 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select three (3) courses from the following from at least two (2) different disciplines: **ART 111, ART 114, ART 115**, **COM 231, ENG 231, ENG 232**, **ENG 241, ENG 242**, **MUS 110,** MUS 112, **PHI 215**, **PHI 240** (Courses in Bold are offered at RCC.)		3		
		3		
		3		

Social/Behavioral Sciences (9 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select three (3) courses from the following from at least two (2) different disciplines: **ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210** (Courses in Bold are offered at RCC.)	SOC 210	3		
		3		
		3		

Mathematics (3-4 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select one (1) course from the following: MAT 143 (3 credits), MAT 152 (4 credits), MAT 171 (4 credits) (Courses above are offered at RCC.)				

Natural Sciences (4 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select 4 credits from the following: AST 111 and AST 111A, BIO 111, CHM 151 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)		4		

Additional General Education (13-14 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select thirteen-fourteen (13-14) semester credits of additional courses from the preceding lists or from the following: ANT 220, BIO 112, BIO 140, BIO 140A, CHI 111, CHI 112, CHM 132, CHM 152, CIS 110, CIS 115, COM 110, DRA 111, ENG 131, ENG 241, ENG 262, FRE 111, HIS 121, HIS 122, MAT 172, MAT 271, PHY 151, PHY 152, PHY 251, PSY 241, PSY 281, REL 110, REL 211, REL 212, REL 221, SOC 213, SOC 220, SPA 111, SPA 112, SPA 211, SPA 212 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)	SOC 213	3		
	SOC 220	3		

C. Other Required Hours (14 credit hours)*

Pre-major and/or Elective Courses (14 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select a minimum of fourteen (14) semester credits from general education courses listed above (section B) or from the following: **ACC 120, ACC 121, ART 121,** ART 122, **ART 131, BIO 163, BIO 165, BIO 166, BIO 275, BUS 110, BUS 115, BUS 137, CHM 251, CJC 111, CJC 141,** CSC 139, **EDU 216, EDU 221, ENG 125,** ENG 273, **HEA 120, HIS 236, PED 110, PED 120, PED 121, SOC 225, SOC 240,** SPA 181, SPA 182 (Courses in **Bold** are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)	EDU 216	3		
	PED 110	2		
	PED 120	1		
	SOC 225	3		
	SOC 240	3		

Student must pass Praxis I Core (Reading, Writing, and Math) prior to transferring to UNC-Pembroke.

NOTES: *****All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Program Completion Guide
ASSOCIATE IN ARTS (A10100) (ONLINE)
University Transfer

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

A. College Orientation and Academic Transition (1 credit hour)*

Courses	Recommended Semester	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ACA 122 College Transfer Success	1st semester	1		

B. Universal General Education Transfer Component (45 credit hours)*

English Composition (6 credit hours)**				
Courses	Recommended Semester	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ENG 111 Writing and Inquiry	1st semester	3		
ENG 112 Writing/Research in the Disciplines	2nd semester	3		

Communications and Humanities/Fine Arts (9 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select three (3) courses from the following from at least two (2) different disciplines: ART 111, COM 231, ENG 231, ENG 232, ENG 242, MUS 110, PHI 240		3		
		3		
		3		

Social/Behavioral Sciences (9 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select three (3) courses from the following from at least two (2) different disciplines: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210		3		
		3		
		3		

Mathematics (3-4 credit hours)**				
Note: If take 3 credit hour MAT must take 14 Additional General Education credit hours (see below).				
If take 4 credit hour MAT must take 13 Additional General Education credit hours (see below).				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select one (1) course from the following: MAT 143 (3 credits), MAT 152 (4 credits) *Recommended to be taken either the first or second semester.*				

Natural Sciences (4 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
BIO 111 General Biology I	BIO 111	4		

Additional General Education (13-14 credit hours)**
Note: If take 3 credit hour MAT (see above) must take 14 Additional General Education credit hours.
If take 4 credit hour MAT (see above) must take 13 Additional General Education credit hours.

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
In addition to the courses listed in the Universal General Education Transfer components, the following courses will satisfy the Additional General Education hours. Courses taken to satisfy requirements above will only count once. Select thirteen to fourteen (13-14) semester credit hours of additional courses from the preceding lists or from the following: ANT 220, CIS 110, PSY 241, REL 110, REL 211, REL 212, SOC 213, SPA 111, SPA 112				

C. Other Required Hours (14 credit hours)*

Pre-major and/or Elective Courses (14 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Additional fourteen (14) credit hours must be selected from courses classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. Courses taken to satisfy requirements above will only count once. Students should select these courses based on the intended major and transfer university. In addition to the courses already listed in the Universal General Education Transfer and Universal General Education Electives sections, the following courses are available online: ACC 120, ACC 121, BUS 110, CJC 111, PED 110				

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

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I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Additional courses satisfy many of the requirements necessary to complete the Associate in Arts (A10100) degree at Richmond Community College. Please speak to your advisor if you have taken courses at another college or university. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities.

Program Completion Guide
ASSOCIATE IN SCIENCE (A10400)
UNIVERSITY TRANSFER
Wingate University – Pre-Pharmacy Pathway

Student Name: _____ **ID #:** _____ **Date of Enrollment:** _____

Advisor Name: _____ **Contact Information:** _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A.   College Orientation and Academic Transition (1 credit hour)*

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ACA 122 College Transfer Success	ACA 122	1		

B.   Universal General Education Transfer Component (61 credit hours)*

English Composition (6 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ENG 111 Writing and Inquiry	ENG 111	3		
ENG 112 Writing/Research in the Disciplines	ENG 112	3		

Communications and Humanities/Fine Arts (6 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Take: COM 231 (Required)	COM 231	3		
Choose one: ENG 231, ENG 232	ENG	3		

Social/Behavioral Sciences (6 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select two (2) courses from the following from:	HIS	3		

Choose one: HIS 112, HIS 132		3
Choose one: PSY 150, SOC 210, SOC 213		

Mathematics (8 credit hours)				
Courses	**Course**	**Credit**	**Sem. Registered/Planned**	**Sem. Completed/Grade**
Take the following courses:	MAT 171	4		
Take: MAT 171 and MAT 271	MAT 271	4		

Natural Sciences (8 credit hours)				
Courses	**Course**	**Credit**	**Sem. Registered/Planned**	**Sem. Completed/Grade**
Take the following courses:	CHM 151	4		
Take: CHM 151 and CHM 152	CHM 152	4		

Additional General Education hours (27 credit hours)				
Courses	**Course**	**Credit**	**Sem. Registered/Planned**	**Sem. Completed/Grade**
Take twenty-seven (27) semester credit hours of additional courses from the following:	BIO 111	4		
	CHM 251	4		
Take: BIO 111, CHM 251, CHM 252, MAT 152, MAT 172	CHM 252	4		
	ECO	3		
Choose one: ECO 251 or ECO 252	MAT 152	4		
	MAT 172	4		
Choose one: PHY 151 or PHY 251	PHY	4		

C. Other Required Hours (15 credit hours)*

Pre-major and/or Elective Courses (15 credit hours)				
Courses	**Course**	**Credit**	**Sem. Registered/Planned**	**Sem. Completed/Grade**
Select a minimum of fifteen (15) semester credit hours from: **Take:** BIO 163, BIO 275	BIO 163	5		
	BIO 275	4		
Choose one: REL 211, REL 212, SPA 111				
Choose one: Additional History, Humanities, or Social Science course from above (not taken previously).				

NOTES: *****All courses must be completed with a grade of "C" or better.
            **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected. My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Program Completion Guide
ASSOCIATE IN SCIENCE (A10400)
UNIVERSITY TRANSFER
Pre-Medical Professional Pathway

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A.   College Orientation and Academic Transition (1 credit hour)*

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ACA 122 College Transfer Success	ACA 122	1		

B.   Universal General Education Transfer Component (45 credit hours)*

English Composition (6 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ENG 111 Writing and Inquiry	ENG 111	3		
ENG 112 Writing/Research in the Disciplines	ENG 112	3		

Communications and Humanities/Fine Arts (6 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select two (2) courses from the following from at least two (2) different disciplines: **ART 111,** ART 114, **ART 115, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110,** MUS 112, PHI 215, **PHI 240** (Courses in Bold are offered at RCC.)		3		
		3		

Social/Behavioral Sciences (6 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade

Select two (2) courses from the following from at least two (2) different disciplines: **ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132 POL 120, PSY 150, SOC 210** (Courses in Bold are offered at RCC.)	PSY 150	3		
	SOC 210	3		

Mathematics (8 credit hours)**				
Courses	**Course**	**Credit**	**Sem. Registered/Planned**	**Sem. Completed/Grade**
Select two (2) courses from the following: **MAT 171, MAT 172,** MAT 263, **MAT 271** (Courses in Bold are offered at RCC.)	MAT 171	4		
	MAT 172	4		

Natural Sciences (8 credit hours)**				
Courses	**Course**	**Credit**	**Sem. Registered/Planned**	**Sem. Completed/Grade**
Select one (1) set of courses from the following: BIO 111 and BIO 112; CHM 151 and CHM 152; GEL 111 and PHY 110/110A; PHY 151 and PHY 152; PHY 251 and PHY 252 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)	CHM 151	4		
	CHM 152	4		

Additional General Education hours (11 credit hours)**				
Courses	**Course**	**Credit**	**Sem. Registered/Planned**	**Sem. Completed/Grade**
Select eleven (11) semester credit hours of additional courses from the preceding lists or from the following: ANT 220, ASL 111, ASL 112, AST 111, AST 111A, BIO 140, BIO 140A, CHI 111, CHI 112, CHM 132, CIS 110, CIS 115, COM 110, DRA 111, ENG 131, ENG 241, ENG 262, HIS 121, HIS 122, MAT 152, PSY 241, PSY 281, REL 110, REL 211, REL 212, REL 221, SOC 213, SPA 111, SPA 112, SPA 211, SPA 212 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)	BIO 111	4		
	BIO 112	4		
	MAT 152	4		

C.   Other Required Hours (14 credit hours)*

Pre-major and/or Elective Courses (14 credit hours)**				
Courses	**Course**	**Credit**	**Sem. Registered/Planned**	**Sem. Completed/Grade**
Select a minimum of fourteen (14) semester credit hours from general education courses listed above (section B) or from the following: ACC 120, ACC 121, ART 131, ASL 181, ASL 182, BIO 163, BIO 165, BIO 166, BIO 275, BUS 110, BUS 115, BUS 137, CHM 251, CJC 111, CJC 141, CSC 139, ENG 273, HEA 120, HIS 236, PED 110, PED 120, PED 121 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)	MAT 271	4		
	PHY 151	4		
	PHY 152	4		
	PED 110	2		

NOTES: *****All courses must be completed with a grade of "C" or better.
           **See course catalog for prerequisite and/or corequisite requirements.

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My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN SCIENCE (A10400)
UNIVERSITY TRANSFER

Student Name: _____ **ID #:** _____ **Date of Enrollment:** _____

Advisor Name: _____ **Contact Information:** _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. College Orientation and Academic Transition (1 credit hour)*

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ACA 122 College Transfer Success	ACA 122	1		

B. Universal General Education Transfer Component (45 credit hours)*

English Composition (6 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ENG 111 Writing and Inquiry	ENG 111	3		
ENG 112 Writing/Research in the Disciplines	ENG 112	3		

Communications and Humanities/Fine Arts (6 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select two (2) courses from the following from at least two (2) different disciplines: **ART 111,** ART 114, **ART 115, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110,** MUS 112, **PHI 215, PHI 240** (Courses in Bold are offered at RCC.)		3		
		3		

Social/Behavioral Sciences (6 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade

Select two (2) courses from the following from at least two (2) different disciplines: **ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132 POL 120, PSY 150, SOC 210** (Courses in Bold are offered at RCC.)		3		
		3		

Mathematics (8 credit hours)**				
Courses	**Course**	**Credit**	**Sem. Registered/Planned**	**Sem. Completed/Grade**
Select two (2) courses from the following: **MAT 171, MAT 172,** MAT 263, **MAT 271** (Courses in Bold are offered at RCC.)		4		
		4		

Natural Sciences (8 credit hours)**				
Courses	**Course**	**Credit**	**Sem. Registered/Planned**	**Sem. Completed/Grade**
Select one (1) set of courses from the following: BIO 111 and BIO 112; CHM 151 and CHM 152; GEL 111 and PHY 110/110A; PHY 151 and PHY 152; PHY 251 and PHY 252		4		
(Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)		4		

Additional General Education hours (11 credit hours)**				
Courses	**Course**	**Credit**	**Sem. Registered/Planned**	**Sem. Completed/Grade**
Select eleven (11) semester credit hours of additional courses from the preceding lists or from the following: ANT 220, ASL 111, ASL 112, AST 111, AST 111A, BIO 140, BIO 140A, CHI 111, CHI 112, CHM 132, CIS 110, CIS 115, COM 110, DRA 111, ENG 131, ENG 241, ENG 262, HIS 121, HIS 122, MAT 143, MAT 152, PSY 241, PSY 281, REL 110, REL 211, REL 212, REL 221, SOC 213, SOC 220, SOC 225, SOC 240, SPA 111, SPA 112, SPA 211, SPA 212 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)				

C. Other Required Hours (14 credit hours)*

Pre-major and/or Elective Courses (14 credit hours)**				
Courses	**Course**	**Credit**	**Sem. Registered/Planned**	**Sem. Completed/Grade**
Select a minimum of fourteen (14) semester credit hours from general education courses listed above (section B) or from the following: ACC 120, ACC 121, ART 121, ART 122, ART 131, ART 171, ART 231, ART 232, ART 240, ART 241, ART 264, ART 265, ART 271, ART 281, ART 282, ART 283, ART 284, ART 285, ART 286, ASL 181, ASL 182, BIO 163, BIO 165, BIO 166, BIO 275, BUS 110, BUS 115, BUS 137, CHM 251, CJC 111, CJC 141, CSC 139, ENG 273, HEA 120, HIS 236, PED 110, PED 120, PED 121 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)				

NOTES: *****All courses must be completed with a grade of "C" or better.

　　　　　**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN ENGINEERING (A10500)
UNIVERSITY TRANSFER

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. College Orientation and Academic Transition (1 credit hour)

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ACA 122 College Transfer Success	ACA 122	1		

B. Universal General Education Transfer Component (42 credit hours)*

English Composition (6 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ENG 111 Writing and Inquiry	ENG 111	3		
ENG 112 Writing/Research in the Disciplines	ENG 112	3		

Communications and Humanities/Fine Arts (6 credit hours)				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Humanities (3 credit hours)				
Select one (1) course from the following: **ENG 231, ENG 232, ENG 241, ENG 242**, PHI 215, PHI 240, **REL 110***** (Courses in Bold are offered at RCC.)		3		
Fine Arts and Communications (3 credit hours)				
Select one (1) course from the following: **ART 111, ART 114, ART 115, COM 231, MUS 110,** MUS 112 (Courses in Bold are offered at RCC.)		3		

Social/Behavioral Sciences (6 credit hours)**

Academic Year: 2018-2019

Revised 5/162018

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Take **ECO 251** and select one (1) additional course from the following: **HIS 111, HIS 112, HIS 131, HIS 132 POL 120, PSY 150, SOC 210**	ECO 251	3		
		3		

Mathematics (12 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
MAT 271 Calculus I, is the lowest level math course that will be accepted by the engineering programs for transfer as a math credit. Students who are not calculus-ready will need to take additional math courses.	MAT 271	4		
	MAT 272	4		
	MAT 273	4		

Natural Sciences (12 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Take **CHM 151, PHY 251,** and **PHY 252**	CHM 151	4		
	PHY 251	4		
	PHY 252	4		

C. Other Required Hours (17 credit hours)*

Pre-major and/or Other General Education Courses (17 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Take **EGR 150** and select fifteen (15) SHC of courses from the following courses classified as pre-major, elective, or general education courses within the CAA. (Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.) Students should choose courses appropriate to the specific university and engineering major requirements. **BIO 111, CHM 152, COM 110,** CSC 134, CSC 151, DFT 170, **ECO 252**, EGR 210, EGR 212, EGR 215, EGR 216, EGR 220, EGR 225, EGR 228, HUM 110, MAT 280, MAT 285, **PED 110** (Courses in **Bold** are offered at RCC.)	EGR 150	2		

NOTES: *All courses must be completed with a grade of "C" or better.
 **See course catalog for prerequisite and/or corequisite requirements.
 ***REL 110 will transfer for equivalency credit to the engineering programs at all five UNC institutions that offer undergraduate engineering programs. It may not transfer with equivalency to other programs.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN FINE ARTS IN VISUAL ARTS (A10600)
UNIVERSITY TRANSFER

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A.   College Orientation and Academic Transition (1 credit hour)

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ACA 122 College Transfer Success	ACA 122	1		

B.   Universal General Education Transfer Component (40 credit hours)*

English Composition (6 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
ENG 111 Writing and Inquiry	ENG 111	3		
ENG 112 Writing/Research in the Disciplines	ENG 112	3		

Communications and Humanities/Fine Arts (6 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select two (2) courses from the following from at least two (2) different disciplines: **ART 111, COM 231, ENG 231, ENG 232, ENG 241, ENG 242**, MUS 110, MUS 112, **PHI 215, PHI 240** (Courses in **Bold** are offered at RCC.)		3		
		3		
		3		

Social/Behavioral Sciences (6 credit hours)**				
Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select two (2) courses from the following from at least two (2) different disciplines: **ECO 251, ECO 252, HIS 111, HIS 112, HIS 131,**		3		
		3		

| HIS 132, POL 120, PSY 150, SOC 210 (Courses in **Bold** are offered at RCC.) | | 3 | | |

Mathematics (3-4 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select one (1) course from the following: **MAT 143** (3 credits), **MAT 152** (4 credits), **MAT 171** (4 credits), **MAT 271** (4 credits), **MAT 272** (4 credits) (Courses in **Bold** are offered at RCC.)				

Natural Sciences (4 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select 4 credit hours from the following: **AST 111 and AST 111A, BIO 111, CHM 151, GEL 111, PHY 110 and PHY 110A** (Courses in **Bold** are offered at RCC.)		4		

Additional General Education (15 credit hours)

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Take the following: **ART 114, ART 115, ART 121, ART 122, ART 131** (Courses in **Bold** are offered at RCC.)	ART 114	3		
	ART 115	3		
	ART 121	3		
	ART 122	3		
	ART 131	3		

C. Other Required Hours (18-20 credit hours)*

Pre-major and/or Elective Courses (18-20 credit hours)**

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select eighteen to twenty (18-20) semester credit hours from general education courses listed above (section B) or from the following: ART 113, ART 116, ART 117, ART 118, ART 130, ART 132, ART 135, ART 140, ART 171, ART 214, ART 231, ART 232, ART 240, ART 241, ART 242, ART 243, ART 244, ART 250, ART 260, ART 264, ART 265, ART 271, ART 281, ART 282, ART 283, ART 284, ART 285, ART 286, ART 288 (Courses in **Bold** are offered at RCC.)				

NOTES: ***** All courses must be completed with a grade of "C" or better.
** See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

–SINCE 1964–
RICHMOND
COMMUNITY COLLEGE

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - BUSINESS ADMINISTRATION: GENERAL BUSINESS (A25120GB)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Business Administration Certificate (C25120) Course Requirements 17-18 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 110 Introduction to Business*	3	1st year – fall	Pre: DRE 097 Co: DRE 098		
BUS 115 Business Law I*	3	1st year – fall	Pre: DRE 097 Co: DRE 098		
CIS 110 Introduction to Computers* or CIS 111 Basic PC Literary	3 2	1st year – fall	Pre: DRE 097 Co: DRE 098		
BUS 137 Principles of Management*	3	1st year – spring	Pre: DRE 098 or ENG 090 and RED 090		
ECO 251 Principles of Microeconomics (required for degree) or	3	2nd year – spring	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		
ECO 252 Principles of Macroeconomics* (required for degree)		2nd year – fall			
MKT 120 Principles of Marketing*	3	1st year – spring	Pre: DRE 098 or ENG 090 and RED 090		

B. Business Administration: General Business Associate in Applied Science Degree (A25120GB) Course Requirements 67-69 credit hours: Complete Sections I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/	Semester Completed/

				Planned	Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
ENG 111 Writing and Inquiry	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy or MAT 171 Precalculus Algebra	3	1st year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 122		
	4		Pre: DMA 010-080 or MAT 080		
CTS 130 Spreadsheet	3	1st year – spring	Pre: DMA 010-030 or MAT-060, DRE-098 or RED-090		
ENG 112 Writing/Research in the Disciplines	3	1st year - spring	Pre: ENG 111		
ACC 120 Principles of Financial Accounting*	4	2nd year – fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090		
BUS 121 Business Mathematics	3	2nd year – fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
BUS 153 Human Resource Management	3	2nd year – fall	Pre: DRE 098 or RED 090		
ACC 121 Principles of Managerial Accounting	4	2nd year – spring	Pre: ACC 120 with minimum grade of "C"		
BUS 125 Personal Finance	3	2nd year – spring	Pre: DMA 010-030 or MAT-060, DRE-098 or RED-090		
BUS 230 Small Business Management	3	2nd year – spring	Pre: DRE 098 or RED 090		
BUS 239 Business Applications Seminar or WBL 111 Work Based Learning I and WBL 115 Work Based Learning Seminar I	2	2nd year – spring	Pre: ACC 120, BUS 115, BUS 137, ECO 151 or 251 or 252, MKT 120		
	1		Pre: 9 SHC in the major core courses Co: WBL 115		
	1		Pre: 9 SHC in the major core courses Co: WBL 111		

Required Subject Area:

Business Electives (Select 6 credit hours from the following courses)			
ACC 122, ACC 129, ACC 130, ACC 225, BUS 116, BUS 139, BUS 147, BUS 228, BUS 260, BUS 261, INT 110, MKT 221, MKT 223, MKT 224, MKT 228, NPO 110, NPO 120, NPO 215, NPO 225, PAD 151, PAD 152, PAD 251, PAD 252, PMT 110, PMT 210, PMT 215.			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year – spring		
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – fall		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year – spring		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – spring		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - BUSINESS ADMINISTRATION: GENERAL BUSINESS (A25120GB) (ONLINE)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

A.   Business Administration Certificate ONLINE (C25120) Course Requirements 17-18 credit hours: Complete Section A.**

Courses	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
BUS 110 Introduction to Business*	3	1st year – fall		
BUS 115 Business Law I*	3	1st year – spring		
BUS 137 Principles of Management*	3	1st year – fall		
CIS 110 Introduction to Computers* **or** CIS 111 Basic PC Literary	3 2	1st year – spring		
ECO 251 Principles of Microeconomics (required for degree) or	3	2nd year – spring		
ECO 252 Principles of Macroeconomics* (required for degree)		2nd year – fall		
MKT 120 Principles of Marketing*	3	1st year – fall		

B.   Business Administration: General Business Associate in Applied Science Degree ONLINE (A25120GB) Course Requirements 67-68 credit hours: Complete Sections A and B.**

Courses	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall		
ENG 111 Writing and Inquiry	3	1st year – fall		
ENG 112 Writing/Research in the Disciplines	3	1st year – spring		
MAT 143 Quantitative Literacy	3	1st year – spring		
ACC 120 Principles of Financial Accounting*	4	2nd year – fall		
BUS 125 Personal Finance	3	2nd year – fall		
BUS 230 Small Business Management	3	2nd year – fall		
CTS 130 Spreadsheet	3	2nd year – fall		
ACC 121 Principles of Managerial Accounting	4	2nd year – spring		
BUS 121 Business Mathematics	3	2nd year – spring		
BUS 153 Human Resource Management	3	2nd year – spring		
BUS 239 Business Applications Seminar or	2	2nd year – spring		
WBL 111 Work Based Learning I and	1			
WBL 115 Work Based Learning Seminar I	1			

Required Subject Area

Business Electives (Select 6 credit hours from the following courses)**
ACC 122, ACC 129, ACC 130, ACC 225, BUS 116, BUS 139, BUS 228, BUS 260, BUS 261, INT 110, MKT 221, MKT 223, MKT 224, MKT 228, NPO 110, NPO 111, PAD 151, PAD 152, PAD 251, PAD 252, PMT 110, PMT 210, PMT 215.

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade

Course	1st year – fall	Semester Registered/Planned	Semester Completed/Grade
	Recommended Semester		
	2nd year – spring		

Humanities/Fine Arts Electives (3 credit hours)**			
Courses offered at RCC: ART 111, ENG 131, ENG 231, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1st year – spring		

Social/Behavioral Sciences Electives (3 credit hours)**			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2nd year – spring		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

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My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university.

The following course focuses on North Carolina business culture and information: BUS 110. RichmondCC cannot guarantee applicability in another state.

The following courses are part of the North Carolina Articulation Agreement: ACC 120, ACC 121, ANT 220, ART 111, BUS 110, BUS 115, BUS 137, BUS 228, CIS 110, DRA 111, ECO 251, ECO 252, ENG 111, ENG 112, ENG 131, ENG 231, ENG 232, HIS 111, HIS 112, HIS 131, HIS 132, MAT 143, MUS 110, PHI 240, PSY 150, PSY 241, REL 211, REL 212, SOC 210, SOC 213, SPA 111, and SPA 211. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities.

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - BUSINESS ADMINISTRATION: MARKETING (A25120MK)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Business Administration: Marketing Certificate (C25120MK) Course Requirements 16 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
MKT 120 Principles of Marketing*	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090		
MKT 223 Customer Service*	3	1st year – spring	Pre: DRE 098 or RED 090		
MKT 225 Marketing Research*	3	2nd year – spring	Pre: DRE 098, MKT 120		
MKT 227 Marketing Applications*	3	2nd year – fall	Pre: DRE 098		
MKT 232 Social Media Marketing*	4	2nd year – fall	Pre: DRE 098		

B. Business Administration: Marketing Associate in Applied Science Degree (A25120MK) Course Requirements 65-67 credit hours: Complete Sections I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
BUS 110 Introduction to Business*	3	1st year – fall	Pre: DRE 097 Co: DRE 098		
BUS 115 Business Law I*	3	1st year – fall	Pre: DRE 097 Co: DRE 098		
CIS 110 Introduction to Computers* **or** CIS 111 Basic PC Literary*	3 2	1st year – fall	Pre: DRE 097 Co: DRE 098		

Course	Credits	Semester	Prerequisites/Corequisites	Semester Registered/Planned	Semester Completed/Grade
ENG 111 Writing and Inquiry	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy	3	1st year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 122		
or MAT 171 Precalculus Algebra	4	1st year – fall	Pre: DMA 010-080 or MAT 080		
BUS 137 Principles of Management*	3	1st year – spring	Pre: DRE 098 or ENG 090 and RED 090		
CTS 130 Spreadsheet	3	1st year – spring	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
ENG 112 Writing/Research in the Disciplines	3	1st year - spring	Pre: ENG 111		
ACC 120 Principles of Financial Accounting*	4	2nd year – fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090		
ECO 252 Principles of Macroeconomics*	3	2nd year – fall	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		
ACC 121 Principles of Managerial Accounting	4	2nd year – spring	Pre: ACC 120 with minimum grade of "C"		
BUS 239 Business Applications Seminar or	2	2nd year – spring	Pre: ACC 120, BUS 115, BUS 137, ECO 151 or 251 or 252, MKT 120		
WBL 111 Work Based Learning I and	1	2nd year – spring	Pre: 9 SHC in the major core courses Co: WBL 115		
WBL 115 Work Based Learning Seminar I	1		Pre: 9 SHC in the major core courses Co: WBL 111		
MKT 220 Advertising & Sales Promotion*	3	2nd year – spring	Pre: DRE 097 Co: DRE 098		

Required Subject Area:

Business Electives (Select 3 credit hours from the following courses)			
ACC 122, ACC 129, ACC 130, ACC 225, BUS 116, BUS 121, BUS 125, BUS 139, BUS 147, BUS 153, BUS 228, BUS 230, BUS 260, BUS 261, ECO 251, INT 110, MKT 221, MKT 224, MKT 228, NPO 110, NPO 120, NPO 215, NPO 225, PAD 151, PAD 152, PAD 251, PAD 252, PMT 110, PMT 210, PMT 215.			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year – spring		

Electives: (All degree seeking students <u>must</u> take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year – spring		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2nd year – spring		

NOTES: *****All courses must be completed with a grade of "C" or better.
               **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - BUSINESS ADMINISTRATION: PUBLIC ADMINISTRATION (A25120PA)
Government Support Specialist

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Business Administration: Public Administration Certificate (C25120H) Course Requirements 18 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 137 Principles of Management*	3	2nd year – fall	Pre: DRE 098 or ENG 090 and RED 090		
BUS 153 Human Resource Management*	3	2nd year – spring	Pre: DRE 098 or RED 090		
PAD 151 Intro to Public Administration*	3	1st year – fall	None		
PAD 152 Ethics in Government*	3	1st year – spring	None		
PAD 251 Public Finance & Budgeting*	3	2nd year – fall	None		
PAD 252 Public Policy Analysis*	3	2nd year – fall	None		

B. Business Administration: Public Administration Associate in Applied Science Degree (A25120PA) Course Requirements 67-69 credit hours: Complete Sections I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
BUS 115 Business Law I	3	1st year – fall	Pre: DRE 097 Co: DRE 098		
CIS 110 Introduction to Computers* **or** CIS 111 Basic PC Literary	3 2	1st year – fall	Pre: DRE 097 Co: DRE 098		
ENG 111 Writing and Inquiry	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090		

Course	Credits	Recommended Semester	Prerequisites/Corequisites	Semester Registered/Planned	Semester Completed/Grade
			Co: ACA 122		
MAT 143 Quantitative Literacy or	3	1st year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 122		
MAT 171 Precalculus Algebra	4		Pre: DMA 010-080 or MAT 080		
BUS 110 Intro to Business	3	1st year – spring	Pre: DRE 097 Co: DRE 098		
CTS 130 Spreadsheet	3	1st year – spring	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
ENG 112 Writing/Research in the Disciplines	3	1st year – spring	Pre: ENG 111		
MKT 120 Principles of Marketing	3	1st year – spring	Pre: DRE 098 or ENG 090 and RED 090		
ACC 120 Principles of Financial Accounting*	4	2nd year – fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090		
ECO 252 Principles of Macroeconomics*	3	2nd year – fall	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		
ACC 121 Principles of Managerial Accounting	4	2nd year – spring	Pre: ACC 120 with minimum grade of "C"		
BUS 239 Business Applications Seminar	2	2nd year – spring	Pre: ACC 120, BUS 115, BUS 137, ECO 151 or 251 or 252, MKT 120		

Required Subject Area:

Business Electives (Select 6 credit hours from the following courses)			
ACC 122, ACC 129, ACC 130, ACC 225, BUS 116, BUS 125, BUS 139, BUS 147, BUS 228, BUS 260, BUS 261, INT 110, MKT 221, MKT 223, MKT 224, MKT 228, NPO 110, NPO 120, NPO 215, NPO 225 PMT 110, PMT 210, PMT 215.			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – fall		
	2nd year – spring		

Electives: (All degree seeking students <u>must</u> take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year – spring		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – spring		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - HEALTHCARE MANAGEMENT TECHNOLOGY (A25200)
Healthcare Manager

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Co-requisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Healthcare Management Certificate (C25200) Course Requirements 16-17 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Co-requisites	Semester Registered/ Planned	Semester Completed/ Grade
HMT 110 Intro to Healthcare Management*	3	1st year – fall	None		
MED 118 Medical Law & Ethics*	2	1st year - fall	Pre: DRE 098 or ENG 090 and RED 090		
MED 121 Medical Terminology I*	3	1st year - fall	Pre: DRE 098 or ENG 090 and RED 090		
CIS 110 Introduction to Computers* **or** CIS 111 Basic PC Literacy*	3 2	1st year - spring	Pre: DRE 097 Co: DRE 098		
MED 122 Medical Terminology II*	3	1st year - spring	Pre: MED 121		
HMT 210 Medical Insurance*	3	2nd year - fall	Pre: MED 121		

B. Healthcare Management Technology Associate in Applied Science Degree (A25200) Course Requirements 67 credit hours: Complete Sections I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Co-requisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall	None		
ACC 120 Principles of Financial Accounting*	4	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090		
ENG 111 Writing and Inquiry	3	1st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy	3	1st year - fall	Pre: DMA 010-050, DRE 098 Co: ACA 122		

ACC 121 Principles of Management Accounting*	4	1st year - spring	Pre: ACC 120 (min. grade of C)		
BUS 137 Principles of Management	3	1st year – spring	Pre: DRE 098 or ENG 090 and RED 090		
OST 131 Keyboarding	2	1st year - spring	Pre: 25 NWPM on keyboarding placement test		
ENG 112 Writing/Research in the Disciplines	3	1st year - spring	Pre: ENG 111		
BUS 153 Human Resource Management	3	2nd year - fall	Pre: DRE 098		
HMT 211 Long-Term Care Administration*	3	2nd year - fall	None		
ACC 225 Cost Accounting	3	2nd year - spring	Pre: ACC 121		
WBL 111 Work-Based Learning I	1	2nd year - spring	Pre: 9 SHC in major core courses Co: WBL 115		
WBL 115 Work-Based Learning Seminar I	1	2nd year - spring	Pre: 9 SHC in major core courses Co: WBL 111 or WBL 112		
CTS 130 Spreadsheet	3	2nd year - spring	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
HMT 220 Healthcare Financial Management*	4	2nd year - spring	Pre: ACC 120, HMT 110		
HMT 225 Practice Management Simulation	3	2nd year - spring	Pre: HMT 210 Co: HMT 220		

Electives: (All degree seeking students <u>must</u> take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours) (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - fall		

Social/Behavioral Sciences Electives (3 credit hours) (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - fall		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - HEALTHCARE MANAGEMENT TECHNOLOGY (A25200) (ONLINE)
Healthcare Manager

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

A. Healthcare Management Certificate-ONLINE (C25200) Course Requirements 17 credit hours: Complete Section A.**

Courses**	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
HMT 110 Intro to Healthcare Management	3	1st year - fall		
MED 121 Medical Terminology I*	3	1st year - fall		
CIS 110 Introduction to Computers*	3	1st year - spring		
MED 122 Medical Terminology II	3	1st year - spring		
HMT 210 Medical Insurance	3	2nd year - fall		
MED 118 Medical Law & Ethics*	2	2nd year - fall		

B. Healthcare Management Technology Associate in Applied Science Degree-ONLINE (A25200) Course Requirements 67 credit hours: Complete Sections A and B.**

Courses**	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall		
ACC 120 Principles of Financial Accounting*	4	1st year - fall		
ENG 111 Writing and Inquiry	3	1st year - fall		
MAT 143 Quantitative Literacy	3	1st year - fall		
ACC 121 Principles of Management Accounting*	4	1st year - spring		
BUS 137 Principles of Management	3	1st year - spring		
ENG 112 Writing/Research in the Disciplines	3	1st year - spring		
OST 131 Keyboarding	2	1st year - spring		
BUS 153 Human Resource Management	3	2nd year - fall		
HMT 211 Long-Term Care Administration*	3	2nd year - fall		
ACC 225 Cost Accounting	3	2nd year - spring		
CTS 130 Spreadsheet	3	2nd year - spring		
HMT 220 Healthcare Financial Management*	3	2nd year - spring		
HMT 225 Practice Management Simulation	3	2nd year - spring		
WBL 111 Work-Based Learning I	1	2nd year - spring		
WBL 115 Work-Based Learning Seminar I	1	2nd year - spring		

Humanities/Fine Arts Electives (3 credit hours)**			
Courses offered at RCC: ART 111, ENG 131, ENG 231, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - fall		

Social/Behavioral Sciences Electives (3 credit hours)**			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - fall		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as a RichmondCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time and financial aid may be affected. My advisor and the Career and Transfer Center has information regarding other colleges and transfer opportunities and job opportunities that I can investigate after completing my degree, and I understand that if I would like more information I can schedule an appointment with him/her or contact the Career and Transfer Center.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university.

The following courses are part of the North Carolina Articulation Agreement: ACC 120, ACC 121, ANT 220, ART 111, BUS 110, BUS 115, BUS 137, BUS 228, CIS 110, DRA 111, ECO 251, ECO 252, ENG 111, ENG 112, ENG 131, ENG 231, ENG 232, HIS 111, HIS 112, HIS 131, HIS 132, MAT 143, MUS 110, PHI 240, PSY 150, PSY 241, REL 211, REL 212, SOC 210, SOC 213, SPA 111, and SPA 211. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities.

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - OFFICE ADMINISTRATION (A25370)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A.   Microsoft Office Certificate (C25370MS) Course Requirements 18 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
OST 136 Word Processing*	3	1st year – spring	Pre: CIS 070		
CTS 130 Spreadsheet	3	2nd year – fall	Pre: DMA 010-040, DRE 097 Co: DRE 098		
OST 137 Office Applications I*	3	2nd year – fall	None		
OST 236 Advanced Word Processing	3	2nd year – fall	Pre: OST 136		
DBA 110 Database Concepts	3	2nd year – spring	Pre: CIS 110, CIS 111, CTI 110, or OST 136		
OST 233 Office Publications Design	3	2nd year – spring	Pre: OST 136		

B.   Office Administration Certificate (C25370R) Course Requirements 18 credit hours: Complete Section I (as required) and Section II, B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
ENG 111 Writing and Inquiry	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
OST 131 Keyboarding	2	1st year – fall	Pre: 25 NWPM on keyboarding placement test		
OST 136 Word Processing*	3	1st year – spring	Pre: CIS 070		
OST 137 Office Applications I*	3	2nd year – fall	None		
OST 164 Office Editing*	3	1st year – spring	Pre: OST 131		
OST 184 Records Management*	3	1st year – fall	None		

C.   Office Administration Associate in Applied Science Degree (A25370) Course Requirements 70-72 credit hours: Complete Sections I (as required) and Section II, B and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 137 Principles of Management	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090		
MAT 143 Quantitative Literacy	3	1st year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 122		
OST 122 Office Computations	3	1st year – fall	None		
CTS 130 Spreadsheet	3	1st year – spring	Pre: DMA 010-040, DRE 097 Co: DRE 098		
ENG 112 Writing/Research in the Disciplines	3	1st year – spring	Pre: ENG 111		
OST 132 Keyboard Skill Building	2	1st year – spring	Pre: OST 131		
OST 134 Text Entry & Formatting	3	1st year – spring	Pre: OST 131 Co: OST 132		
ACC 115 College Accounting or ACC 120 Principles of Financial Accounting	4	2nd year – fall	Pre: DMA 010-040 or MAT 070, DRE 097 or RED 080 Co: DRE 098 / Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090		
COM 231 Public Speaking	3	2nd year – fall	Pre: DRE 098 or ENG 090 and RED 090		
OST 236 Advanced Word Processing	3	2nd year – fall	Pre: OST 136		
DBA 110 Database Concepts	3	2nd year – spring	Pre: OST 136		
OST 145 Social Media for Office Prof	3	2nd year – spring	Pre: CIS 110 or OST 137		
OST 233 Office Publications Design	3	2nd year – spring	Pre: OST 136		
OST 286 Professional Development or	3	2nd year – spring	Pre: ENG 111		
WBL 112 Work-Based Learning I	2		Pre: 9 SHC in the major core courses		
OST 289 Office Admin Capstone*	3	2nd year – spring	Pre: ENG 111, OST 134, OST 136, OST 164, OST 236		

Required Subject Area:

Electives (Select one course from the list below) (2-3 credit hours)**			
ACC 150, BUS 110, BUS 121, BUS 125, BUS 153, BUS 228, BUS 230, BUS 261, CIS 115, CTS 120, ECO 251, ECO 252, MED 121, MKT 120, MKT 221, MKT 223, MKT 224, MKT 228, PSY 150, WEB 110, WEB 140			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – fall		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – fall		

Social/Behavioral Sciences Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – spring		

NOTES: *All courses must be completed with a grade of "C" or better.

**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE
INFORMATION TECHNOLOGY: CYBER SECURITY (A25590A)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Information Technology: Security+ Prep (Certificate) (C25590A2) Course Requirements 12 credit hours: Complete Section I (as required) and Section II, A. *Note: Security+ Prep (C25590A2) is a subset of the Cyber Security Technician (C25590A1) certificate. Students using financial aid should enroll in Cyber Security Technician (C25590A1).*

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CTI 110 Web, Pgm, & DB Foundation*	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
CTI 120 Network & Sec Foundation*	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
CTS 120 Hardware/Software Support*	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
SEC 110 Security Concepts*	3	1st year - spring	Pre: CTI 120		

B. Information Technology: Cyber Security Technician (Certificate) (C25590A1) Course Requirements 18 credit hours: Complete Section I (as required), Section II, A, and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
NET 125 Introduction to Networks*	3	1st year - spring	Pre: DMA 010-040, DRE 097 Co: DRE 098		
SEC 160 Security Administration I*	3	2nd year - fall	Pre: SEC 110		

C. Information Technology: Cyber Security (Diploma) (D25590A) Course Requirements 46 credit hours: Complete Section I (as required), Section II, A, B, and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall	None		
CTS 115 Info Sys Business Concepts*	3	1st year - spring	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
CTS 220 Adv Hard/Software Support	3	1st year - spring	Pre: CTS 120		
NOS 130 Windows Single User	3	1st year - spring	Pre: DMA 010-040, DRE 097 Co: DRE 098		
ENG 111 Writing and Inquiry	3	1st year - summer	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy	3	1st year - summer	Pre: DMA 010 – 050, DRE 098 Co: ACA 122		
NOS 120 Linux/UNIX Single User	3	2nd year - fall	Pre: CTS 120		
NOS 230 Windows Administration I	3	2nd year - fall	Pre: NOS 130		
COM 231 Public Speaking **or**	3	2nd year - spring	Pre: DRE 098 or ENG 090 and RED 090		
ENG 112 Writing/Research in the Disciplines	3		Pre: ENG 111		
WEB 140 Web Development Tools	3	2nd year - spring	Pre: CTI 110		

D. Information Technology: Cyber Security (A25590A) Course Requirements 65 credit hours: Complete Section I (as required), Section II, A, B, C, and D.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 115 Introduction to Programming and Logic	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
DBA 120 Database Programming I	3	2nd year - fall	Pre: CTI 110		
CTS 289 System Support Project*	3	2nd year - spring	Pre: CTI 110, CTI 120, CTS 115 and permission of IT lead instructor		

Required Subject Area:

IT Cyber Security Elective (Select 4 credit hours from the following courses)			
ACC 115, ACC 120, BUS 110, BUS 115, BUS 125, BUS 137, BUS 139, BUS 230, CHI 111, CIS 110, CIS 111, CSC 151, CSC 153, CTS 130, CTS 155, DBA 120, ECO 251, ECO 252, HBI 110, HMT 110, MKT 120, MKT 221, MKT 233, OST 136, OST 137, PMT 110, PMT 210, PMT 215, SPA 111, SPA 120, WEB 141, WEB 250. **Note**: Only 3 SHC of SPA are allowed towards the Information Technology degree.			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2nd year - spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).
Courses offered at RCC: ART 111, ART 131, DRA 111, ENG 131, ENG 241, ENG 262, ENG 272, MUS 110, PHI 240, REL 211, REL 212, SPA 211

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1st year - summer		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)

Courses offered at RCC:
ANT 220, HIS 121, HIS 122, HIS 131, HIS 132, HIS 236, PSY 150, PSY 241, SOC 210, SOC 213

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1st year - summer		

NOTES: *All courses must be completed with a grade of "C" or better.
            **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE
INFORMATION TECHNOLOGY: CYBER SECURITY (A25590A) (ONLINE)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

Courses**	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall		
CIS 115 Introduction to Programming and Logic	3	1st year - fall		
CTI 110 Web, Pgm, & DB Foundation*	3	1st year - fall		
CTI 120 Network & Sec Foundation*	3	1st year - fall		
CTS 120 Hardware/Software Support*	3	1st year - fall		
CTS 115 Info Sys Business Concepts*	3	1st year - spring		
CTS 220 Adv Hard/Software Support	3	1st year - spring		
NET 125 Introduction to Networks*	3	1st year - spring		
NOS 130 Windows Single User	3	1st year - spring		
SEC 110 Security Concepts*	3	1st year - spring		
ENG 111 Writing and Inquiry	3	1st year - summer		
MAT 143 Quantitative Literacy	3	1st year - summer		
DBA 120 Database Programming I	3	2nd year - fall		
NOS 120 Linux/UNIX Single User	3	2nd year - fall		
NOS 230 Windows Administration I	3	2nd year - fall		
SEC 160 Security Administration I*	3	2nd year - fall		
COM 231 Public Speaking or ENG 112 Writing/Research in the Disciplines	3	2nd year - spring		
CTS 289 System Support Project*	3	2nd year - spring		
WEB 140 Web Development Tools	3	2nd year - spring		

Required Subject Area:

IT Cyber Security Elective (Select 4 credit hours from the following courses)			
ACC 120, BUS 110, BUS 115, BUS 125, BUS 137, BUS 139, BUS 230, CIS 110, CSC 151, CSC 153, CTS 130, ECO 251, ECO 252, HBI 110, HMT 110, MKT 120, MKT 221, OST 136, OST 137, PMT 110, PMT 210, PMT 215, SPA 111, WEB 141, WEB 250. *Note: Only 3 SHC of SPA are allowed towards the Information Technology degree.*			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2nd year - spring		

Electives:** (All degree-seeking students must take one Humanities/Fine Arts elective.)

Humanities/Fine Arts Elective (3 credit hours): Courses offered at RCC:			
ART 111, ENG 131, ENG 262, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year - summer		

Electives:** (All degree-seeking students must take one Social/Behavioral Sciences elective.)

Social/Behavioral Sciences Elective (3 credit hours): Courses offered at RCC:			
ANT 220, HIS 131, HIS 132, HIS 236, PSY 150, PSY 241, SOC 210, SOC 213			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year - summer		

NOTES: *****All courses must be completed with a grade of "C" or better.
         **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university.

In order to receive the **Information Technology: Cyber Security Technician Certificate (C25590A1)** the following courses must be taken and passed with a grade of "C" or higher: CTI 110, CTI 120, CTS 120, NET 125, SEC 110, and SEC 160.

In order to receive the **Information Technology: Security+ Prep (C25590A2)** the following courses must be taken and passed with a grade of "C" or higher: CTI 110, CTI 120, CTS 120, and SEC 110. Note: **Security+ Prep (C25590A2)** is a subset of the **Cyber Security Technician (C25590A1)** certificate. Students using financial aid should enroll in **Cyber Security Technician (C25590A1)**.

The following courses are part of the North Carolina Articulation Agreement: ACC 120, ART 111, BUS 110, BUS 115, BUS 137, CIS 110, CIS 115, COM 231, CSC 151, ECO 251, ECO 252, ENG 111, ENG 112, ENG 231, ENG 232, MAT 143, MUS 110, PHI 240, and SPA 111. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities.

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE
INFORMATION TECHNOLOGY: IT SUPPORT (A25590B)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Information Technology: A+ Prep (Certificate) (C25590B2) Course Requirements 12 credit hours: Complete Section I (as required) and Section II, A. *Note: A+ Prep (C25590B2) is a subset of the Entry Level Computer Technician (C25590B1) certificate. Students using financial aid should enroll in Entry Level Computer Technician (C25590B1).*

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CTI 120 Network & Sec Foundation*	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
CTS 120 Hardware/Software Support*	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
CTS 220 Adv Hard/Software Support*	3	1st year - spring	Pre: CTS 120		
NOS 130 Windows Single User	3	1st year - spring	Pre: DMA 010-040, DRE 097 Co: DRE 098		

B. Information Technology: Entry Level Computer Technician (Certificate) (C25590B1) Course Requirements 18 credit hours: Complete Section I (as required), Section II, A, and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CTI 110 Web, Pgm, & DB Foundation*	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
NET 125 Introduction to Networks	3	1st year - spring	Pre: DMA 010-040, DRE 097		

			Co: DRE 098		

C. Information Technology: IT Support (Diploma) (D25590B) Course Requirements 46 credit hours: Complete Section I (as required), Section II, A, B, and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall	None		
CIS 110 Introduction to Computers	3	1st year - fall	Pre: DRE 097 Co: DRE 098		
CTS 115 Info Sys Business Concepts*	3	1st year - spring	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
SEC 110 Security Concepts*	3	1st year - spring	Pre: CTI 120		
ENG 111 Writing and Inquiry	3	1st year - summer	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy	3	1st year - summer	Pre: DMA 010 – 050, DRE 098 Co: ACA 122		
CTS 155 Tech Support Functions*	3	2nd year - fall	Pre: CTI 120, DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
NOS 120 Linux/UNIX Single User	3	2nd year - fall	Pre: CTS 120		
NOS 230 Windows Administration I	3	2nd year - fall	Pre: NOS 130		
PMT 110 Intro to Project Mgmt	3	2nd year - fall	None		
COM 231 Public Speaking **or** ENG 112 Writing/Research in the Disciplines	3	2nd year - spring	Pre: DRE 098 or ENG 090 and RED 090 Pre: ENG 111		

D. Information Technology: IT Support (A25590B) Course Requirements 65 credit hours: Complete Section I (as required), Section II, A, B, C, and D.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
DBA 110 Database Concepts	3	2nd year - spring	Pre: CIS 110, CIS 111, CTI 110, or OST 136		
CTS 289 System Support Project*	3	2nd year - spring	Pre: CTI 110, CTI 120, CTS 115 and permission of IT lead instructor		

Required Subject Area:

IT Tech Support Electives (Select 4 credit hours from the following courses)			
ACC 115, ACC 120, BUS 110, BUS 115, BUS 125, BUS 137, BUS 139, BUS 230, CHI 111, CIS 115, CSC 151, CSC 153, CTS 130, DBA 120, ECO 251, ECO 252, HBI 110, HMT 110, MKT 120, MKT 221, MKT 233, OST 137, PMT 210, PMT 215, SPA 111, SPA 120, WEB 140, WEB 141, WEB 250. *Note*: Only 3 SHC of SPA are allowed towards the Information Technology degree.			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - spring		
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).

Courses offered at RCC:
ART 111, ART 131, DRA 111, ENG 131, ENG 241, ENG 262, ENG 272, MUS 110, PHI 240, REL 211, REL 212, SPA 211

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1st year - summer		

Social/Behavioral Sciences Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)

Courses offered at RCC:
ANT 220, HIS 121, HIS 122, HIS 131, HIS 132, HIS 236, PSY 150, PSY 241, SOC 210, SOC 213

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1st year - summer		

NOTES: *****All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE
INFORMATION TECHNOLOGY: SOFTWARE AND WEB DEVELOPMENT (A25590C)
with COMPUTER PROGRAMMING SPECIALIST (C25590C2)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Information Technology: Computer Programming Specialist (Certificate) (C25590C2) Course Requirements 18 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 115 Introduction to Programming and Logic	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
CTI 110 Web, Pgm, & DB Foundation*	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
CTI 120 Network & Sec Foundation*	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
CSC 153 C# Programming*	3	1st year - spring	Pre: CIS 115		
WEB 140 Web Development Tools	3	1st year - spring	Pre: CTI 110		
CSC 151 Java Programming*	3	2nd year - fall	Pre: CIS 115		

B. Information Technology: Software and Web Development (Diploma) (D25590C) Course Requirements 46 credit hours: Complete Section I (as required), Section II, A, and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall	None		

Courses	Cr.	Recommended Semester	Prerequisites/Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CTS 120 Hardware/Software Support*	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
CTS 115 Info Sys Business Concepts*	3	1st year - spring	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
NET 125 Introduction to Networks	3	1st year - spring	Pre: DMA 010-040, DRE 097 Co: DRE 098		
ENG 111 Writing and Inquiry	3	1st year - summer	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy	3	1st year - summer	Pre: DMA 010 – 050, DRE 098 Co: ACA 122		
COM 231 Public Speaking **or** ENG 112 Writing/Research in the Disciplines	3	2nd year - fall	Pre: DRE 098 or ENG 090 and RED 090 / Pre: ENG 111		
NOS 120 Linux/UNIX Single User	3	2nd year - fall	Pre: CTS 120		
DBA 120 Database Programming I*	3	2nd year - fall	Pre: CTI 110		
WEB 141 Mobile Interface Design	3	2nd year - fall	Pre: CTI 110		
WEB 250 Database Driven Websites	3	2nd year - spring	Pre: CTI 110 Co: WEB 140 and DBA 110 or DBA 120		

C. Information Technology: Software and Web Development (A25590C) Course Requirements 65 credit hours: Complete Section I (as required), Section II, A, B, and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CTS 289 System Support Project*	3	2nd year - spring	Pre: CTI 110, CTI 120, CTS 115 and permission of IT lead instructor		
SEC 110 Security Concepts	3	2nd year - spring	Pre: CTI 120		

Required Subject Area:

IT Software and Web Development Electives (Select 4 credit hours from the following courses)			
ACC 115, ACC 120, BUS 110, BUS 115, BUS 125, BUS 137, BUS 139, BUS 230, CHI 111, CIS 110, CIS 111, CTS 130, CTS 155, DBA 110, ECO 251, ECO 252, HBI 110, HMT 110, MKT 120, MKT 221, MKT 233, NOS 230, OST 136, OST 137, PMT 110, PMT 210, PMT 215, SEC 160, SPA 111, SPA 120. *Note: Only 3 SHC of SPA are allowed towards the Information Technology degree.*			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2nd year - spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, ART 131, DRA 111, ENG 131, ENG 241, ENG 262, ENG 272, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1st year - summer		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.			
Courses offered at RCC: ANT 220, HIS 121, HIS 122, HIS 131, HIS 132, HIS 236, PSY 150, PSY 241, SOC 210, SOC 213			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year - summer		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE
INFORMATION TECHNOLOGY: SOFTWARE AND WEB DEVELOPMENT (A25590C)
with MOBILE APPLICATIONS DEVELOPMENT SPECIALIST (C25590C3)

Student Name: _____ **ID #:** _____ **Date of Enrollment:** _____

Advisor Name: _____ **Contact Information:** _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Information Technology: Mobile Applications Development Specialist (Certificate) (C25590C3) Course Requirements 18 credit hours:
Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 115 Introduction to Programming and Logic	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
CTI 110 Web, Pgm, & DB Foundation*	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
CTI 120 Network & Sec Foundation*	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
WEB 140 Web Development Tools	3	1st year - spring	Pre: CTI 110		
CSC 151 Java Programming*	3	2nd year - fall	Pre: CIS 115		
WEB 141 Mobile Interface Design	3	2nd year - fall	Pre: CTI 110		

B. Information Technology: Software and Web Development (Diploma) (D25590C) Course Requirements 46 credit hours: Complete Section I (as required), Section II, A, and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall	None		
CTS 120 Hardware/Software Support*	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
CSC 153 C# Programming*	3	1st year - spring	Pre: CIS 115		
CTS 115 Info Sys Business Concepts*	3	1st year - spring	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
ENG 111 Writing and Inquiry	3	1st year - summer	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy	3	1st year - summer	Pre: DMA 010 – 050, DRE 098 Co: ACA 122		
COM 231 Public Speaking **or** ENG 112 Writing/Research in the Disciplines	3	2nd year - fall	Pre: DRE 098 or ENG 090 and RED 090 Pre: ENG 111		
NOS 120 Linux/UNIX Single User	3	2nd year - fall	Pre: CTS 120		
DBA 120 Database Programming I*	3	2nd year - fall	Pre: CTI 110		
WEB 250 Database Driven Websites	3	2nd year - spring	Pre: CTI 110 Co: WEB 140 and DBA 110 or DBA 120		

C. Information Technology: Software and Web Development (A25590C) Course Requirements 65 credit hours: Complete Section I (as required), Section II, A, B, and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
NET 125 Introduction to Networks	3	1st year - spring	Pre: DMA 010-040, DRE 097 Co: DRE 098		
CTS 289 System Support Project*	3	2nd year - spring	Pre: CTI 110, CTI 120, CTS 115 and permission of IT lead instructor		
SEC 110 Security Concepts	3	2nd year - spring	Pre: CTI 120		

Required Subject Area:

IT Software and Web Development Elective (Select 4 credit hours from the following courses)			
ACC 115, ACC 120, BUS 110, BUS 115, BUS 125, BUS 137, BUS 139, BUS 230, CHI 111, CIS 110, CIS 111, CTS 130, CTS 155, DBA 110, ECO 251, ECO 252, HBI 110, HMT 110, MKT 120, MKT 221, MKT 233, NOS 230, OST 136, OST 137, PMT 110, PMT 210, PMT 215, SEC 160, SPA 111, SPA 120. **Note**: Only 3 SHC of SPA are allowed towards the Information Technology degree.			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2nd year - spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).

Courses offered at RCC: ART 111, ART 131, DRA 111, ENG 131, ENG 241, ENG 262, ENG 272, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year - summer		

Social/Behavioral Sciences Elective (3 credit hours) (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 121, HIS 122, HIS 131, HIS 132, HIS 236, PSY 150, PSY 241, SOC 210, SOC 213			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year - summer		

NOTES: ***All courses must be completed with a grade of "C" or better.
  ****See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE
INFORMATION TECHNOLOGY: SOFTWARE AND WEB DEVELOPMENT (A25590C)
with WEB DEVELOPMENT SPECIALIST (C25590C1)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A.   Information Technology: Web Development Specialist (Certificate) (C25590C1) Course Requirements 18 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 115 Introduction to Programming and Logic	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
CTI 110 Web, Pgm, & DB Foundation*	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
WEB 140 Web Development Tools	3	1st year - spring	Pre: CTI 110		
DBA 120 Database Programming I	3	2nd year - fall	Pre: CTI 110		
WEB 141 Mobile Interface Design	3	2nd year - fall	Pre: CTI 110		
WEB 250 Database Driven Websites	3	2nd year - spring	Pre: CTI 110 Co: WEB 140 and DBA 110 or DBA 120		

B.   Information Technology: Software and Web Development (Diploma) (D25590C) Course Requirements 46 credit hours: Complete Section I (as required), Section II, A, and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall	None		

Courses	Cr.	Recommended Semester	Prerequisites/Corequisites		
CTI 120 Network & Sec Foundation*	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
CTS 120 Hardware/Software Support*	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
CSC 153 C# Programming*	3	1st year - spring	Pre: CIS 115		
CTS 115 Info Sys Business Concepts*	3	1st year - spring	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
NET 125 Introduction to Networks	3	1st year - spring	Pre: DMA 010-040, DRE 097 Co: DRE 098		
ENG 111 Writing and Inquiry	3	1st year - summer	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy	3	1st year - summer	Pre: DMA 010-050, DRE 098 Co: ACA 122		
COM 231 Public Speaking **or** ENG 112 Writing/Research in the Disciplines	3	2nd year - fall	Pre: DRE 098 or ENG 090 and RED 090 / Pre: ENG 111		
CSC 151 Java Programming*	3	2nd year - fall	Pre: CIS 115		
DBA 120 Database Programming I*	3	2nd year - fall	Pre: CTI 110		
NOS 120 Linux/UNIX Single User	3	2nd year - fall	Pre: CTS 120		
SEC 110 Security Concepts	3	1st year - spring	Pre: CTI 120		

C. **Information Technology: Software and Web Development (A25590C) Course Requirements 65 credit hours: Complete Section I (as required), Section II, A, B, and C.**

Courses	Cr.	Recommended Semester	Prerequisites/Corequisites	Semester Registered/Planned	Semester Completed/Grade
CTS 289 System Support Project*	3	2nd year - spring	Pre: CTI 110, CTI 120, CTS 115 and permission of IT lead instructor		

Required Subject Area:

IT Software and Web Development Electives (Select 4 credit hours from the following courses)			
ACC 115, ACC 120, BUS 110, BUS 115, BUS 125, BUS 137, BUS 139, BUS 230, CHI 111, CIS 110, CIS 111, CTS 130, CTS 155, DBA 110, ECO 251, ECO 252, HBI 110, HMT 110, MKT 120, MKT 221, MKT 233, NOS 230, OST 136, OST 137, PMT 110, PMT 210, PMT 215, SEC 160, SPA 111, SPA 120. **Note**: Only 3 SHC of SPA are allowed towards the Information Technology degree.			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - spring		
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, ART 131, DRA 111, ENG 131, ENG 241, ENG 262, ENG 272, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**

	1ˢᵗ year - summer		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)

Courses offered at RCC:
ANT 220, HIS 121, HIS 122, HIS 131, HIS 132, HIS 236, PSY 150, PSY 241, SOC 210, SOC 213

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1ˢᵗ year - summer		

NOTES: *****All courses must be completed with a grade of "C" or better.
             **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE
INFORMATION TECHNOLOGY: SOFTWARE AND WEB DEVELOPMENT SPECIALIST (A25590C) (ONLINE)

Student Name: _____ ID #: _____ Catalog: _____

Advisor Name: _____ Contact Information: _____

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

Information Technology: Software and Web Development (Online) (A25590C) Course Requirements 65 credit hours.

Courses**	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall		
CIS 115 Introduction to Programming and Logic	3	1st year - fall		
CTI 110 Web, Pgm, & DB Foundation*	3	1st year - fall		
CTI 120 Network & Sec Foundation*	3	1st year - fall		
CTS 120 Hardware/Software Support*	3	1st year - fall		
CSC 153 C# Programming*	3	1st year - spring		
CTS 115 Info Sys Business Concepts*	3	1st year - spring		
NET 125 Introduction to Networks*	3	1st year - spring		
WEB 140 Web Development Tools	3	1st year - spring		
ENG 111 Writing and Inquiry	3	1st year - summer		
MAT 143 Quantitative Literacy	3	1st year - summer		
COM 231 Public Speaking or ENG 112 Writing/Research in the Disciplines	3	2nd year - fall		
CSC 151 Java Programming*	3	2nd year - fall		
DBA 120 Database Programming I*	3	2nd year - fall		
NOS 120 Linux/UNIX Single User	3	2nd year - fall		
WEB 141 Mobile Interface Design	3	2nd year - fall		
CTS 289 System Support Project*	3	2nd year - spring		
SEC 110 Security Concepts	3	2nd year - spring		
WEB 250 Database Driven Websites	3	2nd year -spring		

Required Subject Area:**

IT Software and Web Development Electives (Select 4 credit hours from the following courses)			
ACC 120, BUS 110, BUS 115, BUS 125, BUS 137, BUS 139, BUS 230, CIS 110, CSC 151, CSC 153, CTS 130, ECO 251, ECO 252, HBI 110, HMT 110, MKT 120, MKT 221, OST 136, OST 137, PMT 110, PMT 210, PMT 215, SPA 111, WEB 250. **Note**: Only 3 SHC of SPA are allowed towards the Information Technology degree.			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year -spring		

Electives: (All degree-seeking students must take one Humanities/Fine Arts elective.)**

Humanities/Fine Arts Electives (3 credit hours): Courses offered at RCC:			
ART 111, ENG 131, ENG 231, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year - summer		

Electives: (All degree-seeking students must take one Social/Behavioral Sciences elective.)**

Social/Behavioral Sciences Electives (3 credit hours): Courses offered at RCC:			
ANT 220, HIS 131, HIS 132, HIS 236, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1st year - summer		

NOTES: *****All courses must be completed with a grade of "C" or better.
               **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as a RichmondCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time and financial aid may be affected.
My advisor and the Career and Transfer Center has information regarding other colleges and transfer opportunities and job opportunities that I can investigate after completing my degree, and I understand that if I would like more information I can schedule an appointment with him/her or contact the Career and Transfer Center.

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university.

In order to receive the Information Technology: WEB Development Specialist (C25590C1) the following courses must be taken: CIS 115; CTI 110; DBA 120; WEB 140; WEB 141; WEB 250.

In order to receive the Information Technology: Computer Programming Specialist Certificate (C25590C2) the following courses must be taken: CIS 115; CTI 110; CTI 120; CSC 151, CSC 153; WEB 140.

In order to receive the Information Technology: Mobile Applications Development Specialist (C25590C3) the following courses must be taken: CIS 115; CTI 110; CTI 120; CSC 151; WEB 141; WEB 140.

In order to earn the Information Technology: Software and WEB Development Diploma (D25590C) the 46 required credits in the following courses must be taken: ACA 122; CIS 115; COM 231 or ENG 112; CSC 151; CSC 153; CTI 110; CTI 120; CTS 115; CTS 120; DBA 120; ENG 111; MAT 143; NOS 120; WEB 140; WEB 141; WEB 250.

The following courses are part of the North Carolina Articulation Agreement: ACC 120, ART 111, BUS 110, BUS 115, BUS 137, CIS 110, CIS 115, COM 231, CSC 151, ECO 251, ECO 252, ENG 111, ENG 112, ENG 231, ENG 232, MAT 143, MUS 110, PHI 240, and SPA 111. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities.

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - INFORMATION TECHNOLOGY
NETWORK MANAGEMENT (C25590D1)
NETWORK+ PREP (C25590D2)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Information Technology: Network+ Prep (Certificate) (C25590D2) Course Requirements 12 credit hours: Complete Section I (as required) and Section II, A.

Note: Network+ Prep (C25590D2) is a subset of the Network Management (C25590D1) certificate. Students using financial aid should enroll in Network Management (C25590D1).

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CTI 120 Network & Sec Foundation	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
CTS 120 Hardware/Software Support	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
NET 125 Introduction to Networks	3	1st year - spring	Pre: DMA 010-040 or MAT 070, DRE 097		
NOS 130 Windows Single User	3	1st year - spring	Pre: DMA 010-040, DRE 097 Co: DRE 098		

B. Information Technology: Network Management (Certificate) (C25590D1) Course Requirements 18 credit hours: Complete Section I (as required), Section II, A, and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
SEC 110 Security Concepts	3	1st year - spring	Pre: CTI 120		
NOS 230 Windows Administration I	3	2nd year - fall	Pre: NOS 130		

NOTES: ***** All courses must be completed with a grade of "C" or better.
              ** See course catalog for prerequisite and/or corequisite requirements.

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE
INFORMATION TECHNOLOGY: IT SUPPORT-HEALTHCARE (A25590E)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Information Technology: IT Support-Healthcare (Diploma) (D25590E) Course Requirements 46 credit hours: Complete Section I (as required), and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall	None		
COM 231 Public Speaking **or** ENG 112 Writing/Research in the Disciplines	3	2nd year - spring	Pre: DRE 098 / Pre: ENG 111		
CTI 110 Web, Pgm, & DB Foundation*	3	1st year - fall	Pre: DMA 010-040, DRE 097 Co: DRE 098		
CTI 120 Network & Sec Foundation*	3	1st year - fall	Pre: DMA 010-040, DRE 097 Co: DRE 098		
CTS 115 Info Sys Business Concepts*	3	1st year - spring	Pre: DMA 010-040, DRE 097 Co: DRE 098		
CTS 120 Hardware/Software Support*	3	1st year - fall	Pre: DMA 010-040, DRE 097 Co: DRE 098		
CTS 155 Tech Support Functions*	3	2nd year - fall	Pre: CTI 120, DMA 010-040, DRE 097 Co: DRE 098		
CTS 220 Adv Hard/Software Support*	3	1st year - spring	Pre: CTS 120		
DBA 120 Database Programming	3	2nd year - fall	Pre: CTI 110		
ENG 111 Writing and Inquiry	3	1st year - summer	Pre: DRE 098 or ENG 090 and RED 090		

			Co: ACA 122		
HBI 110 Issues and Trends in HBI	3	2nd year - fall	None		
MAT 143 Quantitative Literacy	3	1st year - summer	Pre: DMA 010 – 050, DRE 098 Co: ACA 122		
NET 125 Introduction to Networks	3	1st year - spring	Pre: DMA 010-040, DRE 097 Co: DRE 098		
NOS 120 Linux/UNIX Single User	3	2nd year - fall	Pre: CTS 120		
NOS 130 Windows Single User	3	1st year - spring	Pre: DMA 010-040, DRE 097 Co: DRE 098		
SEC 110 Security Concepts*	3	2nd year - spring	Pre: CTI 120		

B. Information Technology: IT Support-Healthcare (A25590E) Course Requirements 68 credit hours: Complete Section I (as required), Section II, A, and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
PMT 110 Intro to Project Mgmt	3	1st year - fall	None		
HMT 110 Intro to Healthcare Management	3	1st year - spring	None		
NOS 230 Windows Administration I	3	2nd year - fall	Pre: NOS 130		
CTS 289 System Support Project*	3	2nd year - spring	Pre: CTI 110, CTI 120, CTS 115 and permission of IT lead instructor		

Required Subject Area:

IT Tech Support Elective (Select 4 credit hours from the following courses)			
ACC 115, ACC 120, BUS 110, BUS 115, BUS 125, BUS 137, BUS 139, BUS 230, CHI 111, CIS 110, CIS 111, CIS 115, CSC 151, CSC 153, CTS 130, DBA 110, ECO 251, ECO 252, ELC 112, HBI 110, HMT 210, MKT 120, MKT 221, MKT 233, OST 136, OST 137, PMT 210, PMT 215, SEC 160, SPA 111, SPA 120, WEB 140, WEB 141, WEB 250. *Note*: Only 3 SHC of SPA are allowed towards the Information Technology degree.			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2nd year - spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, ART 131, DRA 111, ENG 131, ENG 241, ENG 262, ENG 272, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1st year - summer		

Social/Behavioral Sciences Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 121, HIS 122, HIS 131, HIS 132, HIS 236, PSY 150, PSY 241, SOC 210, SOC 213			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1st year - summer		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE – ACCOUNTING AND FINANCE (A25800)
Accounting Specialist

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Accounting Certificate (C258000A) Course Requirements: 18-19 credit hours: Complete Sections I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	(D, E) 1st year – fall	None		
ACC 120 Principles of Financial Accounting*	4	(D, E) 1st year – fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090		
CIS 110 Introduction to Computers*	3	(D, E) 1st year – fall	Pre: DRE 097 Co: DRE 098		
Math Option (Choose One): MAT 143 Quantitative Literacy	3	(D, E) 1st year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 122		
MAT 152 Statistical Methods I	4		Pre: DMA 010-050, DRE 098		
MAT 171 Precalculus Algebra	4		Pre: DMA 010-080		
ACC 121 Principles of Managerial Accounting* (course not required for Bookkeeper certificate)	4	(D,E) 1st year - spring	Pre: ACC 120 with minimum grade of "C"		
ECO 251 Principles of Microeconomics* (course not required for Bookkeeper certificate) or ECO 252 Principles of Macroeconomics (course not required for Bookkeeper certificate) **BOTH COURSES ARE REQUIRED FOR THE DEGREE**	3 3	(D) 1st year – spring (E) 1st year – summer (D) 1st year – fall (E) 2nd year – fall	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098 Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		

B. Bookkeeper Certificate (C25800B) Course Requirements: 18-19 credit hours: Complete Sections I (as required) and Section II, A, and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
OST 122 Office Computations (meets Business Elective requirement for degree)	2	1st year – fall	None		
ACC 122 Principles of Financial Accounting II	3	(D, E) 1st year – spring	Pre: ACC 120 with minimum grade of "C"		
ACC 150 Accounting Software Applications*	2	(D) 1st year – spring (E) 1st year – summer	Pre: ACC 115 or ACC 120, CIS 110		

C. Accounting Associate in Applied Science Degree (A25800) Course Requirements 66-69 credit hours: Complete Sections I (as required) and Section II, A, B, and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ENG 111 Writing and Inquiry	3	(D,E) 1st year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
ACC 129 Individual Income Taxes*	3	(D)1st year – spring (E) 2nd year – fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090		
COM 231 Public Speaking or ENG 112 Writing/Research in the Disc	3	(D) 1st year – summer (E) 1st year – spring	Pre: DRE 098 or ENG 090 and RED 090 / Pre: ENG 111		
ACC 130 Business Income Taxes	3	(D) 2nd year – fall (E) 2nd year – spring	Pre: ACC 120 with minimum grade of "C"		
CTS 130 Spreadsheets*	3	(D, E) 1st year – spring	Pre: DMA 010-040 Co: DRE 097		
ACC 220 Intermediate Accounting I*	4	(D,E) 2nd year – fall	Pre: ACC 120 and ACC 121 or ACC 122 with minimum grade of "C"		
BUS 115 Business Law I*	3	(D) 2nd year – fall (E) 2nd year – spring	Pre: DRE 097 Co: DRE 098		
BUS 125 Personal Finance*	3	(D) 2nd year –fall (E) 1st year – spring	Pre: DMA 010-030, DRE 098		
WBL 111 Work-Based Learning I and WBL 115 Work-Based Learning Seminar or Business Elective** (See Below)	1 1 3	(D, E) 2nd year – spring	Pre: 9 SHC in Core Major Courses Co: WBL 115 Pre: 9 SHC in Core Major Courses Co: WBL 111 or WBL 112 **See course catalog for prerequisite and/or corequisite requirements.		
ACC 221 Intermediate Accounting II	4	(D, E) 2nd year – spring	Pre: ACC 220 with a minimum grade of a "C"		
ACC 225 Cost Accounting	3	(D) 2nd year – spring (E) 1st year – summer	Pre: ACC 121 with a minimum grade of a "C"		
BUS 137 Principles of Management	3	(D) 2nd year – spring (E) 2nd year – fall	Pre: DRE 098 or ENG 090 and RED 090		

Electives: (All degree seeking students <u>must</u> take one Humanities/Fine Arts elective from list below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	(D,E) 2nd year – spring		

Business Elective (3 credit hours)**			
ACC 111, ACC 115, BUS 110, BUS 116 BUS 121, BUS 147, BUS 153,BUS 228, BUS 230,BUS 260,BUS 261, DBA 110, INT 110, MKT 120, MKT 221, MKT 223, MKT 224, MKT 228, OST 122, OST 286, PAD 152, PAD 251, PAD 252, SPA 111*, SPA 120* *Note: Only 3 SHC of SPA are allowed towards the Accounting degree			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	(D,E) 2nd year – spring		

NOTES: *****All courses must be completed with a grade of "C" or better.
          **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE – ACCOUNTING AND FINANCE (A25800) (ONLINE)
Accounting Specialist

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

Accounting Associate in Applied Science Degree ONLINE (A25800) Course Requirements 66-68 credit hours.**

Courses	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall		
ACC 120 Principles of Financial Accounting*	4	1st year - fall		
CIS 110 Introduction to Computers*	3	1st year - fall		
ECO 252 Principles of Macroeconomics	3	1st year - fall		
ENG 111 Writing and Inquiry	3	1st year - fall		
Math Option (Choose One): MAT 143 Quantitative Literacy MAT 152 Statistical Methods I MAT 171 Precalculus Algebra	 3 4 4	1st year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 122 Pre: DMA 010-050, DRE 098 Pre: DMA 010-080	
ACC 121 Principles of Managerial Accounting*	4	1st year - spring		
ACC 122 Principles of Financial Accounting II	3	1st year - spring		
ACC 150 Accounting Software Applications*	2	1st year - spring		
COM 231 Public Speaking or ENG 112 Writing/Research in the Disciplines	3	1st year - spring		
CTS 130 Spreadsheets*	3	1st year - spring		
ECO 251 Principles of Microeconomics*	3	1st year - spring		
ACC 129 Individual Income Taxes*	3	2nd year - fall		
ACC 220 Intermediate Accounting*	4	2nd year - fall		
BUS 115 Business Law I*	3	2nd year - fall		
BUS 125 Personal Finance*	3	2nd year - fall		
BUS 137 Principles of Management	3	2nd year - fall		
ACC 130 Business Income Taxes	3	2nd year - spring		
ACC 221 Intermediate Accounting II	4	2nd year - spring		
ACC 225 Cost Accounting	3	2nd year - spring		
WBL 111 Work-Based Learning I and WBL 115 Work-Based Learning Seminar or	 1 1	2nd year - spring	Pre: 9 SHC in Core Major Courses Co: WBL 115 Pre: 9 SHC in Core Major Courses Co: WBL 111 or WBL 112	

| Business Elective (See Below) | 3 | | **See course catalog for prerequisite and/or corequisite requirements. | |

Electives Requirements**

Humanities/Fine Arts Electives (3 credit hours) (Choose one course from list below.)**			
Courses offered at RCC: ART 111, ENG 231, ENG 232, MUS 110, PHI 240			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – spring		

Business Elective (3 credit hours) (Choose one course from list below.)**			
BUS 110, BUS 121, BUS 153, BUS 230, DBA 110, MKT 120, PAD 152, PAD 251, PAD 252, SPA 111			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – spring		

NOTES: ***All courses must be completed with a grade of "C" or better.

****See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

In order for students to earn an Accounting Certificate, the following courses must be taken: ACA 122, ACC 120, ACC 121, CIS 110, and MAT 143, and select any one (1) of the following courses: ECO 251 or ECO 252.

Students enrolled in WBL 111 and WBL 115, who reside outside of Richmond county and Scotland county North Carolina will need to work under an active, licensed CPA or at an instructor approved location.

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university.

The following courses are part of the North Carolina Articulation Agreement: ACC 120, ACC 121, ART 111, BUS 110, BUS 115, BUS 137, CIS 110, COM 231, ENG 111, ENG 112, ENG 231, ENG 232, MAT 143, MUS 110, PHI 240, and SPA 111. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities.

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE
AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY (A35100)
Heating and AC Technician

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Air Conditioning Certificate (C35100C) Course Requirements 13 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
AHR 110 Intro to Refrigeration*	5	1st year – fall	None		
AHR 111 HVACR Electricity*	3	1st year – fall	None		
AHR 113 Comfort Cooling* (not required for heating certificate)	4	1st year – fall	None		
AHR 160 Refrigerant Certification	1	1st year – spring	None		

B. Heating Certificate (C35100H) Course Requirements 17 credit hours: Complete Section I (as required) Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
AHR 112 Heating Technology*	4	1st year – spring	None		
AHR 114 Heat Pump Technology*	4	1st year – spring	Pre: AHR 110 or AHR 113		

C. Air Conditioning, Heating, and Refrigeration Technology (D35100) Course Requirements 36 credit hours: Complete Section I (as required) and Section II, A, B, and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
AHR 180 HVACR Customer Relations	1	1st year – fall	None		
CIS 110 Introduction to Computers	3	1st year – fall	Pre: DRE 097 Co: DRE 098		
AHR 151 HVAC Duct Systems I	2	1st year – spring	None		
BUS 110 Introduction to Business **or** BUS 230 Small Business Management	3	1st year – spring	Pre: DRE 097 Co: DRE 098 / Pre: DRE 098 or RED 090		

Courses	Cr.		Prerequisites/Corequisites		
ENG 102 Applied Communications II *(Required only for diploma.)*	3	1st year spring	None		
MAT 110 Math Measurement and Literacy	3	2nd year – fall	Pre: DMA 010-030 or DMA 025		

D. Air Conditioning, Heating, and Refrigeration Technology Associate in Applied Science Degree (A35100) Course Requirements
65 credit hours: Complete Sections I (as required) and Section II, A, B, C, and D.

Courses	Cr.	Recommended Semester	Prerequisites/Corequisites	Semester Registered/Planned	Semester Completed/Grade
ENG 111 Writing and Inquiry	3	1st year spring	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
AHR 115 Refrigeration Systems	2	2nd year – fall	Pre: AHR 110		
AHR 211 Residential Systems Design*	3	2nd year – fall	None		
AHR 213 HVACR Building Code*	2	2nd year – fall	None		
COM 231 Public Speaking	3	2nd year – fall	Pre: DRE 098 or ENG 090 and RED 090		
AHR 130 HVAC Controls*	3	2nd year - spring	Pre: AHR 111 or ELC 111		
AHR 120 HVACR Maintenance	2	2nd year – spring	None		
AHR 212 Advanced Comfort Systems*	4	2nd year - spring	Pre: AHR 114		
AHR 235 Refrigeration Design	3	2nd year - spring	Pre: AHR 110		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – fall		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - spring		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - COMPUTER ENGINEERING TECHNOLOGY (A40160)
Computer Engineering Technician

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Computer Engineering Technology Certificate (C40160) Course Requirement 18 Credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 115 Introduction to Programming & Logic	3	1st year - fall	Pre: DMA 010-040 or MAT 080, DRE 097 Co: DRE 098		
CTS 120 Hardware/Software Support*	3	1st year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
ELC 131 Circuit Analysis I*	4	1st year - fall	Pre: DMA 010-050 or MAT 070 Co: DRE 096		
ELN 131 Analog Electronics*	4	1st year - spring	Pre: ELC 131		
ELN 133 Digital Electronics*	4	1st year - spring	Pre: ELC 112 or ELC 131		

B. Computer Engineering Technology Associate in Applied Science Degree (A40160) Course Requirements 67 credit hours: Complete Section I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall	None		
ENG 111 Writing and Inquiry	3	1st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		

MAT 171 Precalculus Algebra	4	1st year - fall	Pre: DMA 010-080 or MAT 080		
CTS 220 Advanced Hard/Software Support*	3	1st year - spring	Pre: CTS 120		
COM 231 Public Speaking **or** ENG 112 Writing/Research in the Disciplines	3	1st year - spring	Pre: DRE 098 or ENG 090 and RED 090 / Pre: ENG 111		
MAT 172 Precalculus Trigonometry	4	1st year - spring	Pre: MAT 171		
DFT 151 CAD I	3	2nd year – fall	Pre: DMA 010-030 or MAT 060, DRE 097 or RED 080		
ELN 232 Introduction to Microprocessors*	4	2nd year – fall	Pre: ELN 133		
ELN 260 Prog Logic Controllers	4	2nd year – fall	Pre: ELC 112 or ELC 131		
NOS 120 Linux/Unix Singer User	3	2nd year – fall	Pre: CTS 120		
ATR 112 Intro to Automation	3	2nd year - spring	Pre: ELN 260		
CSC 153 C# Programming*	3	2nd year – spring	Pre: CIS 115		
EGR 285 Design Project	2	2nd year - spring	Pre: ELN 133, ELN 131, ELN 260		
NET 125 Introduction to Networks	3	2nd year - spring	Pre: DMA 010-050 or MAT 070, DRE 097 Co: DRE 098		

Electives: (Must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours) (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).**			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - spring		

Social/Behavioral Sciences Electives (3 credit hours) (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)**			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - fall		

NOTES: *All courses must be completed with a grade of "C" or better.
              **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

ASSOCIATE IN APPLIED SCIENCE - ELECTRONICS ENGINEERING TECHNOLOGY (A40200)
Electronics Engineering Technician

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Electronics Engineering Technology Certificate (C40200) Course Requirement 16 Credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
ELC 131 Circuit Analysis I*	4	1st year - fall	Pre: DMA 010-050 or MAT 070 Co: DRE 096		
ELN 131 Analog Electronics*	4	1st year - spring	Pre: ELC 131		
ELN 133 Digital Electronics*	4	1st year - spring	Pre: ELC 112 or ELC 131		
ELN 231 Industrial Control	3	1st year – spring	Pre: ELC 131		

B. Electronics Engineering Technology Associate in Applied Science Degree (A40200) Course Requirements 69 credit hours: Complete Sections I (as required) Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 110 Introduction to Computers	3	1st year - fall	Pre: DRE 097 Co: DRE 098		
ENG 111 Writing and Inquiry	3	1st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 171 Precalculus Algebra	4	1st year – fall	Pre: DMA 010-080 or MAT 80		

Course	Credit	Recommended Semester	Prerequisite/Corequisite	Semester Registered/Planned	Semester Completed/Grade
COM 231 Public Speaking **or** ENG 112 Writing/Research in the Disciplines	3	1st year - spring	Pre: DRE 098 or ENG 090 and RED 090 / Pre: ENG 111		
MAT 172 Precalculus Trigonometry	4	1st year - spring	Pre: MAT 171		
DFT 151 CAD I	3	2nd year - fall	Pre: DMA 010–030 or MAT 060, DRE 097 or RED 080		
ELN 132 Analog Electronics II*	4	2nd year - fall	Pre: ELN 131		
ELN 232 Introduction to Microprocessors*	4	2nd year - fall	Pre: ELN 133		
ELN 260 Prog Logic Controllers*	4	2nd year - fall	Pre: ELC 112 or ELC 131		
ATR 112 Intro to Automation	3	2nd year - spring	Pre: ELN 260		
EGR 285 Design Project	2	2nd year - spring	Pre: ELN 133, ELN 131, ELN 260		
ELC 213 Instrumentation	4	2nd year - spring	Pre: ELC 112 or ELC 131		
HYD 110 Hydraulics/Pneumatics I	3	2nd year - spring	Pre: DMA 010–030 or MAT 060		
NET 125 Introduction to Networks	3	2nd year – spring	Pre: DMA 010-050 or MAT 070, DRE 097 Co: DRE 098		

Electives: (Must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours) Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year – summer		

Social/Behavioral Sciences Electives (3 credit hours) (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year – summer		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - MECHANICAL ENGINEERING TECHNOLOGY (A40320)
Mechanical Engineering Technician

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Mechanical Engineering Technology/Computer-Aided Drafting Certificate (C40320) Course Requirements 13 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
DFT 110 Basic Drafting	2	1st year - fall	None		
DFT 151 CAD I*	3	1st year - fall	Pre: DMA 010-030 or MAT 060, DRE 097 or RED 080		
DFT 152 CAD II*	3	1st year - spring	Pre: DFT 151		
DFT 115 Architectural Drawing	2	1st year – spring	Pre: DFT 151		
DFT 153 CAD III*	3	2nd year – fall	Pre: DFT 151		

B. Mechanical Engineering Technology Diploma (D40320) Course Requirements 41 credit hours: Complete Sections I (as required) and Section II, A, and B. (Also must take one Humanities/Fine Arts elective.)

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall	None		
ENG 111 Writing and Inquiry	3	1st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 171 Precalculus Algebra	4	1st year - fall	Pre: DMA 010-080 or MAT 080		
MEC 161 Manufacturing Processes I*	3	1st year - fall	None		
MAT 172 Precalculus Trigonometry	4	1st year - spring	Pre: MAT 171		
ISC 132 Manufacturing Quality Control	3	2nd year – fall	None		

			Pre: MAT 121 or MAT 171		
PHY 131 Physics-Mechanics or PHY 151 College Physics I	4	2nd year – fall	Pre: DRE 098 or RED 090, MAT 171 or MAT 271		
MEC 180 Engineering Materials	3	2nd year-Spring	None		

C. Mechanical Engineering Technology Associate in Applied Science Degree Course Requirements 69 credit hours: Complete Section I (as required) and Section II, A, B, and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ENG 112 Writing/Research in the Disciplines or COM 231 Public Speaking	3	1st year - spring	Pre: ENG 111 Pre: DRE 098		
EGR 250 Statics/Strength of Materials*	5	2nd year - fall	Pre: MAT 172		
MAT 271 Calculus I	4	2nd year - fall	Pre: MAT 172		
PLA 120 Injection Molding	3	2nd year - fall	Pre: DMA 010-030 or MAT 060, DRE 097 or RED 080		
HYD 110 Hydraulics/Pneumatics I	3	2nd year – spring	Pre: DMA 010-030 or MAT 060		
MEC 110 Introduction to CAD/CAM	2	2nd year – spring	Pre: DMA 010-060 or MAT 070, DRE 097 Co: DRE 098		
MEC 270 Machine Design	4	2nd year – spring	Pre: DFT 151, EGR 250, MEC 180		
MEC 271 Machine Design Project	1	2nd year – spring	Pre: DFT 151, EGR 250, MEC 180 Co: MEC 270		

Electives: (All degree seeking students <u>must</u> take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year - spring		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - spring		

NOTES: *****All courses must be completed with a grade of "C" or better.
　　　　　　**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____–_____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - MECHATRONICS ENGINEERING TECHNOLOGY (A40350)
Automation & Robotics Engineering Technician

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Mechatronics Engineering Technology Certificate (C40350) Course Requirements 16 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ELC 117 Motors and Controls*	4	1st year – spring	Pre: DMA 010-080 or MAT 080		
ELC 131 Circuit Analysis I*	4	1st year – fall	Pre: DMA 010-050 or MAT 070 Co: DRE 096		
ELC 213 Instrumentation*	4	2nd year – spring	None		
ELN 260 Prog Logic Controllers*	4	2nd year – fall	Pre: ELC 112 or ELC 131		

B. Mechatronics Engineering Technology Associate in Applied Science Degree (A40350) Course Requirements 72-73 credit hours: Complete Section I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
CIS 110 Introduction to Computers*	3	1st year – fall	Pre: DRE 097 Co: DRE 098		
ELC 112 DC/AC Electricity*	5		Pre: DMA 010		
or ELC 131 Circuit Analysis I*	4	1st year – fall	Pre: DMA 010-050 or MAT 070 Co: DRE 096		

ENG 111 Writing and Inquiry	3	1st year – fall	Pre: DRE 098 or ENG 090 & RED 090 Co: ACA 122		
ELC 117 Motors and Controls*	4	1st year – spring	Pre: ELC 112 or ELC 131		
ELN 133 Digital Electronics	4	1st year – spring	Pre: ELC 112 or ELC 131		
HYD 110 Hydraulics/Pneumatics I*	3	1st year – spring	Pre: DMA 010-030 or MAT 060		
ISC 112 Industrial Safety*	2	1st year – spring	None		
MAT 172 Precalculus Trigonometry	4	1st year – spring	Pre: MAT 171		
ENG 112 Writing/Research in the Disciplines or	3	1st year – summer	Pre: ENG 111		
COM 231 Public Speaking			Pre: DRE 098		
DFT 151 CAD I*	3	2nd year – fall	Pre: DMA 010-030 or MAT 060, DRE 097 or RED 080		
ISC 132 Manufacturing Quality Control	3	2nd year – fall	None		
MEC 130 Mechanisms*	3	2nd year – fall	Pre: DMA 010-020 or MAT 060		
PHY 151 College Physics I*	4	2nd year – fall	Pre: DRE 098 or RED 090, MAT 171 or MAT 271		
ATR 112 Intro to Automation*	3	2nd year – spring	Pre: ELN 260		
ELC 213 Instrumentation*	4	2nd year – spring	None		
MEC 110 Intro to CAD/CAM	2	2nd year – spring	Pre: DMA 010-020 or MAT 060		
MEC 180 Engineering Materials	3	2nd year – spring	None		
MNT 240 Industrial Equip Troubleshooting	2	2nd year – spring	Pre: ELC 112 or ELC 131 Co: ELC 128 or ELN 260		

Electives: (All degree seeking students <u>must</u> take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year – summer		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year – summer		

NOTES: ***** All courses must be completed with a grade of "C" or better.
      ** See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE DEGREE NURSING (A45110)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

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 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 program.

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II: Associate Degree Nursing Associate in Applied Science Degree (A45110) Course Requirements 76 credit hours:
Complete Section I (as required) and Section II.

Courses	Cr.	Recommended Semester	Prerequisites	Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success (Course not required but recommended)	1	1st year – fall	None	None		
BIO 165 Anatomy and Physiology I	4	1st year – fall	DRE 098 or ENG 090 and RED 090, and DMA 010-050 or MAT 070	None		
CIS 110 Introduction to Computers	3	1st year – fall	DRE 097	DRE 098		
NUR 111 Intro to Health Concepts	8	1st year – fall	Admission to ADN Program	BIO 165, CIS 110, and PSY 150		
PSY 150 General Psychology	3	1st year – fall	DRE 098 or ENG 090 and RED 090	None		
BIO 166 Anatomy and Physiology II	4	1st year – spring	BIO 165	None		
ENG 111 Writing and Inquiry	3	1st year – spring	DRE 098 or ENG 090 and RED 090	ACA 122		
NUR 112 Health-Illness Concepts	5	1st year – spring	NUR 111	BIO 166, ENG 111, and PSY 241		
NUR 114 Holistic Health Concepts	5	1st year – spring	NUR 111, NUR 112	BIO 166, ENG 111, and PSY 241		
PSY 241 Developmental Psychology	3	1st year – spring	PSY 150	None		
NUR 113 Family Health Concepts	5	1st year – summer	NUR 111, NUR 112 NUR 114	None		
BIO 275 Microbiology	4	2nd year – fall	BIO 110, BIO 111, BIO 163, and BIO 165 or BIO 168	None		

Course	Credit Hours	Recommended Semester	Prerequisites	Corequisites	Semester Registered/Planned	Semester Completed/Grade
ENG 112 Writing/Research in the Disciplines	3	2nd year – fall	ENG 111	None		
NUR 211 Health Care Concepts	5	2nd year – fall	NUR 111, NUR 112 NUR 113, NUR 114	BIO 275, ENG 112		
NUR 212 Health System Concepts	5	2nd year – fall	NUR 111, NUR 112 NUR 113, NUR 114, NUR 211	BIO 275, ENG 112		
NUR 213 Complex Health Concepts	10	2nd year – spring	NUR 111, NUR 112 NUR 113, NUR 114 NUR 211, NUR 212	SOC 210		
SOC 210 Introduction to Sociology	3	2nd year – spring	DRE 098 or ENG 090, RED 090	None		

Humanities/Fine Arts Electives (3 credit hours)		
Take one course from: ART 111, HUM 115, MUS 110, or PHI 240		
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – fall		

NOTES:
- Must obtain a grade of "C" or better in all courses in the Associate Degree Nursing curriculum in order to progress in the program and/or to graduate.
- NUR courses must have a grade of 80 or better to progress.
- See course catalog for Prerequisite/Corequisite requirements.

Students please read the following and sign below:
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must do the following or it may affect my ability to graduate on time.
- Complete all curriculum courses with a grade of "C" or better; obtain a grade of 80 or higher in all NUR courses to progress in the Nursing curriculum.
- Follow the established courses sequence and successfully complete all courses.
- Maintain a 2.0 GPA to progress in the nursing curriculum and to graduate.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - HUMAN SERVICES TECHNOLOGY (A45380)
Social Services Support

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:
A.   Social Gerontology Certificate (C45380G) Course Requirements 18 credit hours:

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
GRO 120 Gerontology	3		None		
HSE 110 Introduction to Human Services *	3		None		
HSE 123 Interviewing Techniques*	3		None		
HSE 225 Crisis Interventions*	3		None		
HSE 251 Activities Planning	3		None		
PSY 150 General Psychology* or SOC 213 Sociology of the Family*	3		Pre: DRE 098 or ENG 090 and RED 090		

B.   At-Risk Youth Technician Certificate (C45380Y) Course Requirements 18 credit hours:

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
HSE 110 Introduction to Human Services*	3		None		
HSE 123 Interviewing Techniques*	3		None		
HSE 225 Crisis Intervention*	3		None		
HSE 227 Children & Adolescents in Crisis	3		None		
PSY 150 General Psychology* or SOC 213 Sociology of the Family*	3		Pre: DRE 098 or ENG 090 and RED 090		
SAB 110 Substance Abuse Overview	3		None		

C. **Human Services Technology Associate in Applied Science Degree (A45380) Course Requirements 65-66 credit hours:**
    Complete Sections I (as required), and II, C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	(D, E) 1st year - fall	None		
ENG 111 Writing and Inquiry	3	(D, E) 1st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
HSE 110 Introduction to Human Services*	3	(D, E) 1st year- Fall	None		
HSE 123 Interviewing Techniques*	3	(D) 1st year - fall (E) 1st year - spring	None		
HSE 155 Community Resources Management	2	(D) 1st year - fall (E) Even year - spring	Pre: DRE 097 Co: DRE 098		
PSY 150 General Psychology*	3	(D) 1st year - fall (E) 1st year - spring	Pre: DRE 098 or ENG 090 and RED 090		
SOC 210 Introduction to Sociology	3	(D) 1st year - fall (E) 1st year - spring	Pre: DRE 098 or ENG 090 and RED 090		
CIS 110 Introduction to Computers	3	(D) 1st year - spring (E) 1st year - fall	Pre: DRE 097 Co: DRE 098		
ENG 112 Writing/Research in the Disciplines	3	(D, E) 1st year - spring	Pre: ENG 111		
HSE 112 Group Process I*	2	(D) 1st year - spring (E) Odd year - fall	None		
HSE 125 Counseling*	3	(D) 1st year - spring (E) Odd year - fall	Pre: PSY 150		
MAT 143 Quantitative Literacy	3	(D) 1st year - spring (E) Odd year - spring	Pre: DMA 010-050, DRE 098 Co: ACA 122		
HSE 227 Children & Adolescents in Crisis	3	(D) 2nd year - fall (E) Even year - fall	None		
PSY 241 Developmental Psychology*	3	(D) 2nd year - fall (E) Even Year - spring	Pre: PSY 150		
SOC 213 Sociology of the Family*	3	(D) 2nd year - fall (E) Odd year - spring	Pre: DRE 098 or ENG 090 and RED 090		
SWK 113 Working with Diversity	3	(D) 2nd year - fall (E) Even year - fall	None		
HSE 210 Human Services Issues*	2	(D) 2nd year - spring (E) Odd year - spring	Pre: Successful completion of 12 SHC in the HSE major courses		
HSE 220 Case Management	3	(D) 2nd year - spring (E) Odd year - spring	Pre: HSE 110		
HSE 225 Crisis Intervention	3	(D) 2nd year - spring (E) odd year - fall	None		
WBL 111 Work-Based Learning I	1	(D) 2nd year - spring (E) Odd year - spring	Pre: 9 or 14 SHC in the major core courses depending on program Co: WBL 115		
WBL 115 Work-Based Learning Seminar I	1	(D) 2nd year - spring (E) Odd year - spring	Pre: 9 or 14 SHC in the major core courses depending on program Co: WBL 111		

Must take any three of the following (9 credit hours) to complete degree requirements:			
GRO 120, HSE 127, HSE 242, HSE 250, HSE 251, HSE 255, SAB 110, SAB 135, SOC 225, SWK 110			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade

	(D) 1st year - spring (E) Even year - fall		
	(D) 2nd year - fall (E) Even year - fall		
	(D) 2nd year - spring (E) Even year - spring		

Electives: (All degree seeking students <u>must</u> take one Humanities/Fine Arts and elective from list below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	(D) 2nd year - spring (E) Odd year - fall		

NOTES: ***All courses must be completed with a grade of "C" or better.
      ****See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - HUMAN SERVICES TECHNOLOGY: SOCIAL SERVICES (A4538D)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Social Services Certificate (C45380SC) Course Requirements 18 credit hours: Complete Sections I (as required) and II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
HSE 110 Introduction to Human Services*	3	(D, E) 1st year - fall	None		
HSE 123 Interviewing Techniques*	3	(D) 1st year - fall (E) 1st year - spring	None		
HSE 225 Crisis Intervention*	3	(D) 2nd year - spring (E) odd year- fall	None		
PSY 150 General Psychology* or SOC 213 Sociology of the Family* Note: Both are required for degree.	3	(D) 1st year - spring (E) 1st year - spring (D) 2nd year - fall (E) Odd year - spring	Pre: DRE 098 or ENG 090 and RED 090		
SWK 110 Introduction to Social Work	3	(D) 1st year - fall (E) 1st year - fall	None		
SWK 113 Working with Diversity	3	(D) 1st year - spring (E) Even year - fall	None		

B. Human Services Technology: Social Services Associate in Applied Science Degree (A4538D) Course Requirements 65-67 credit hours: Complete Sections I (as required) and II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	(D, E) 1st year - fall	None		
ENG 111 Writing and Inquiry	3	(D, E) 1st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
SOC 210 Introduction to Sociology	3	(D) 1st year - fall (E) 1st year - spring	Pre: DRE 098 or ENG 090 and RED 090		

ENG 112 Writing/Research in the Disciplines	3	(D, E) 1st year - spring	Pre: ENG 111		
HSE 112 Group Process I*	2	(D) 1st year - spring (E) Odd year - fall	None		
HSE 125 Counseling*	3	(D) 1st year - spring (E) Odd year - fall	Pre: PSY 150		
MAT 143 Quantitative Literacy	3	(D) 1st year - spring (E) Odd year - spring	Pre: DMA 010-050, DRE 098 Co: ACA 122		
PSY 241 Developmental Psychology*	3	(D) 2nd year - fall (E) Even year - spring	Pre: PSY 150		
SWK 115 Community Resources	3	(D) 2nd year - fall (E) Even year - fall	Pre: DRE 098 ENG 090 and RED 090		
SWK 214 Social Work Law	3	(D) 2nd year - fall (E) Odd year - spring	Pre: Pre: DRE 098 ENG 090, RED 090 and SWK 110		
HSE 210 Human Services Issues*	2	(D) 2nd year - spring (E) Odd year - spring	Pre: Successful completion of 12 SHC in the HSE major courses		
SWK 220 Social Work Issues in Client Services	3	(D) 2nd year - spring (E) Even year - spring	Pre: DRE 098 ENG 090 and RED 090		
WBL 111 Work Based Learning I	1	(D) 2nd year - spring (E) Odd year - spring	Pre: 9 or 14 SHC in the major core courses depending on program Co: WBL 115		
WBL 115 Work Based Learning Seminar I	1	(D) 2nd year - spring (E) Odd year - spring	Pre: 9 or 14 SHC in the major core courses depending on program Co: WBL 111		

Must take any three of the following (7-9 credit hours) to complete degree requirements:

CIS 110, GRO 120, HSE 127, HSE 155, HSE 220, HSE 227, HSE 242, HSE 250, HSE 251, HSE 255, SAB 110, SAB 120, SAB 125, SAB 135, SAB 240

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D, E) 1st year - fall		
	(D) 2nd year - fall (E) Even year - fall		
	(D) 2nd year - spring (E) Even year - spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and elective from list below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours) Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).

Courses offered at RCC:
ART 111, DRA 111, ENG 131, ENG 125, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D) 2nd year - spring (E) Odd year - fall		

NOTES: *All courses must be completed with a grade of "C" or better.
          **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - HUMAN SERVICES TECHNOLOGY: SUBSTANCE ABUSE (A4538E)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Substance Abuse Certificate (C45380SA) Course Requirements 17 credit hours: Complete Sections I (as required) and II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
HSE 110 Introduction to Human Services*	3	(D, E) 1st year - fall	None		
HSE 112 Group Process I*	2	(D) 1st year - spring (E) Odd year - fall	None		
HSE 123 Interviewing Techniques*	3	(D) 1st year - fall (E) 1st year - spring	None		
HSE 225 Crisis Intervention*	3	(D) 2nd year - spring (E) Odd year - fall	None		
SAB 110 Substance Abuse Overview	3	(D) 1st year - fall (E) 1st year - fall	None		
SAB 135 Addictive Processes	3	(D) 2nd year - fall (E) Odd year - spring	None		

B. Human Services Technology: Substance Abuse Associate in Applied Science Degree (A4538E) Course Requirements 70 credit hours: Complete Sections I (as required) and II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	(D, E) 1st year - fall	None		
ENG 111 Writing and Inquiry	3	(D, E) 1st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
PSY 150 General Psychology*	3	(D) 1st year - fall (E) 1st year - spring	Pre: DRE 098 or ENG 090 and RED 090		
CIS 110 Introduction to Computers	3	(D) 1st year - spring (E) 1st year - fall	Pre: DRE 097 Co: DRE 098		
ENG 112 Writing/Research in the Disciplines	3	(D, E) 1st year - spring	Pre: ENG 111		
HSE 125 Counseling*	3	(D) 1st year - spring	Pre: PSY 150		

Course	Credits	Recommended Semester	Prerequisites/Corequisites	Semester Registered/Planned	Semester Completed/Grade
		(E) Odd year - fall			
SAB 120 Intake and Assessment	3	(D) 1st year - spring (E) Even year - fall	Pre: DRE 098 or ENG 090 and RED 090		
SOC 210 Introduction to Sociology	3	(D) 1st year - spring (E) 1st year - spring	Pre: DRE 098 or ENG 090 and RED 090		
HSE 227 Children & Adolescents in Crisis	3	(D) 2nd year - fall (E) Even year - fall	None		
PSY 241 Developmental Psychology*	3	(D) 2nd year - fall (E) Even Year - spring	Pre: PSY 150		
SAB 125 Substance Abuse Case Management	3	(D) 2nd year - fall (E) Even year - fall	Pre: DRE 098 or ENG 090 and RED 090		
SOC 213 Sociology of the Family*	3	(D) 2nd year - fall (E) Odd year - spring	Pre: DRE 098 or ENG 090 and RED 090		
SWK 113 Working with Diversity	3	(D) 2nd year - fall (E) Even year - fall	None		
MAT 143 Quantitative Literacy	3	(D) 2nd year - spring (E) Odd year - spring	Pre: DMA 010-050, DRE 098 Co: ACA 122		
HSE 210 Human Services Issues*	2	(D) 2nd year - spring (E) Odd year - spring	Pre: Successful completion of 12 SHC in the HSE major courses		
SAB 210 Substance Abuse Counseling	3	(D) 2nd year - spring (E) Even year - spring	None		
SAB 240 Substance Abuse Issues in Client Services	3	(D) 2nd year - spring (E) Even year - spring	Pre: DRE 098 or ENG 090 and RED 090		
WBL 111 Work-Based Learning I	1	(D) 2nd year - spring (E) Even year - spring	Pre: 9 or 14 SHC in the major core courses depending on program Co: WBL 115		
WBL 115 Work-Based Learning Seminar I	1	(D) 2nd year - spring (E) Even year - spring	Pre: 9 or 14 SHC in the major core courses depending on program Co: WBL 111		

Electives: (All degree seeking students <u>must</u> take one Humanities/Fine Arts and elective from list below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 125, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	(D) 2nd year - spring (E) Odd year - fall		

NOTES: ***** All courses must be completed with a grade of "C" or better.

** See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - MEDICAL ASSISTING (A45400)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

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 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 program.

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A.   Medical Assisting Certificate (C45400) Course Requirements 16-18 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
MED 110 Orientation to Medical Assisting*	1	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090, DMA 010-040 or MAT 070, Enrollment in Medical Assisting program Co: MED 130		
MED 118 Medical Law & Ethics*	2	1st year - fall	Pre: DRE 098 or ENG 090 and RED 090		
MED 121 Medical Terminology*	3	1st year - fall	None		
MED 130 Administrative Office Procedures*	2	1st year - fall	Pre: DRE 098 or ENG 090 and RED 090, Enrollment in Medical Assisting program Co: MED 110		
MED 122 Medical Terminology II*	3	1st year - spring	Pre: MED 121		
MED 131 Administrative Office Procedures II*	2	1st year - spring	Pre: MED 130 Co: MED 232		
MED 134 Medical Transcription *(Optional Elective for degree.)* or MED 112 Orientation to Clinical Setting I *(Required for degree.)*	3 1	1st year - spring	Pre: MED 121 Pre: MED 110, MED 118, MED 121, MED 130		
MED 232 Medical Insurance Coding	2	1st year - spring	Pre: MED 121 Co: MED 131		

B.   Medical Assisting Associate in Applied Science Degree (A45400) Course Requirements 70-73 credit hours: Complete Sections I (as required) and Section II, A and B.

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - HUMAN SERVICES TECHNOLOGY: SOCIAL SERVICES (A4538D)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Social Services Certificate (C45380SC) Course Requirements 18 credit hours: Complete Sections I (as required) and II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
HSE 110 Introduction to Human Services*	3	(D, E) 1st year - fall	None		
HSE 123 Interviewing Techniques*	3	(D) 1st year - fall (E) 1st year - spring	None		
HSE 225 Crisis Intervention*	3	(D) 2nd year - spring (E) odd year- fall	None		
PSY 150 General Psychology* or SOC 213 Sociology of the Family* *Note: Both are required for degree.*	3	(D) 1st year - spring (E) 1st year - spring (D) 2nd year - fall (E) Odd year - spring	Pre: DRE 098 or ENG 090 and RED 090		
SWK 110 Introduction to Social Work	3	(D) 1st year - fall (E) 1st year - fall	None		
SWK 113 Working with Diversity	3	(D) 1st year - spring (E) Even year - fall	None		

B. Human Services Technology: Social Services Associate in Applied Science Degree (A4538D) Course Requirements 65-67 credit hours: Complete Sections I (as required) and II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	(D, E) 1st year - fall	None		
ENG 111 Writing and Inquiry	3	(D, E) 1st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
SOC 210 Introduction to Sociology	3	(D) 1st year - fall (E) 1st year - spring	Pre: DRE 098 or ENG 090 and RED 090		

ENG 112 Writing/Research in the Disciplines	3	(D, E) 1st year - spring	Pre: ENG 111		
HSE 112 Group Process I*	2	(D) 1st year - spring (E) Odd year - fall	None		
HSE 125 Counseling*	3	(D) 1st year - spring (E) Odd year - fall	Pre: PSY 150		
MAT 143 Quantitative Literacy	3	(D) 1st year - spring (E) Odd year - spring	Pre: DMA 010-050, DRE 098 Co: ACA 122		
PSY 241 Developmental Psychology*	3	(D) 2nd year - fall (E) Even year - spring	Pre: PSY 150		
SWK 115 Community Resources	3	(D) 2nd year - fall (E) Even year - fall	Pre: DRE 098 ENG 090 and RED 090		
SWK 214 Social Work Law	3	(D) 2nd year - fall (E) Odd year - spring	Pre: Pre: DRE 098 ENG 090, RED 090 and SWK 110		
HSE 210 Human Services Issues*	2	(D) 2nd year - spring (E) Odd year - spring	Pre: Successful completion of 12 SHC in the HSE major courses		
SWK 220 Social Work Issues in Client Services	3	(D) 2nd year - spring (E) Even year - spring	Pre: DRE 098 ENG 090 and RED 090		
WBL 111 Work Based Learning I	1	(D) 2nd year - spring (E) Odd year - spring	Pre: 9 or 14 SHC in the major core courses depending on program Co: WBL 115		
WBL 115 Work Based Learning Seminar I	1	(D) 2nd year - spring (E) Odd year - spring	Pre: 9 or 14 SHC in the major core courses depending on program Co: WBL 111		

Must take any three of the following (7-9 credit hours) to complete degree requirements:			
CIS 110, GRO 120, HSE 127, HSE 155, HSE 220, HSE 227, HSE 242, HSE 250, HSE 251, HSE 255, SAB 110, SAB 120, SAB 125, SAB 135, SAB 240			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	(D, E) 1st year - fall		
	(D) 2nd year - fall (E) Even year - fall		
	(D) 2nd year - spring (E) Even year - spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and elective from list below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours) Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 125, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	(D) 2nd year - spring (E) Odd year - fall		

NOTES: *All courses must be completed with a grade of "C" or better.

　　　　**See course catalog for prerequisite and/or corequisite requirements.

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My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

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–SINCE 1964–
RICHMOND
COMMUNITY COLLEGE

Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - HUMAN SERVICES TECHNOLOGY: SUBSTANCE ABUSE (A4538E)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Substance Abuse Certificate (C45380SA) Course Requirements 17 credit hours: Complete Sections I (as required) and II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
HSE 110 Introduction to Human Services*	3	(D, E) 1st year - fall	None		
HSE 112 Group Process I*	2	(D) 1st year - spring (E) Odd year - fall	None		
HSE 123 Interviewing Techniques*	3	(D) 1st year - fall (E) 1st year - spring	None		
HSE 225 Crisis Intervention*	3	(D) 2nd year - spring (E) Odd year - fall	None		
SAB 110 Substance Abuse Overview	3	(D) 1st year - fall (E) 1st year - fall	None		
SAB 135 Addictive Processes	3	(D) 2nd year - fall (E) Odd year - spring	None		

B. Human Services Technology: Substance Abuse Associate in Applied Science Degree (A4538E) Course Requirements 70 credit hours: Complete Sections I (as required) and II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	(D, E) 1st year - fall	None		
ENG 111 Writing and Inquiry	3	(D, E) 1st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
PSY 150 General Psychology*	3	(D) 1st year - fall (E) 1st year - spring	Pre: DRE 098 or ENG 090 and RED 090		
CIS 110 Introduction to Computers	3	(D) 1st year - spring (E) 1st year - fall	Pre: DRE 097 Co: DRE 098		
ENG 112 Writing/Research in the Disciplines	3	(D, E) 1st year - spring	Pre: ENG 111		
HSE 125 Counseling*	3	(D) 1st year - spring	Pre: PSY 150		

		(E) Odd year - fall			
SAB 120 Intake and Assessment	3	(D) 1st year - spring (E) Even year - fall	Pre: DRE 098 or ENG 090 and RED 090		
SOC 210 Introduction to Sociology	3	(D) 1st year - spring (E) 1st year - spring	Pre: DRE 098 or ENG 090 and RED 090		
HSE 227 Children & Adolescents in Crisis	3	(D) 2nd year - fall (E) Even year - fall	None		
PSY 241 Developmental Psychology*	3	(D) 2nd year - fall (E) Even Year - spring	Pre: PSY 150		
SAB 125 Substance Abuse Case Management	3	(D) 2nd year - fall (E) Even year - fall	Pre: DRE 098 or ENG 090 and RED 090		
SOC 213 Sociology of the Family*	3	(D) 2nd year - fall (E) Odd year - spring	Pre: DRE 098 or ENG 090 and RED 090		
SWK 113 Working with Diversity	3	(D) 2nd year - fall (E) Even year - fall	None		
MAT 143 Quantitative Literacy	3	(D) 2nd year - spring (E) Odd year - spring	Pre: DMA 010-050, DRE 098 Co: ACA 122		
HSE 210 Human Services Issues*	2	(D) 2nd year - spring (E) Odd year - spring	Pre: Successful completion of 12 SHC in the HSE major courses		
SAB 210 Substance Abuse Counseling	3	(D) 2nd year - spring (E) Even year - spring	None		
SAB 240 Substance Abuse Issues in Client Services	3	(D) 2nd year - spring (E) Even year - spring	Pre: DRE 098 or ENG 090 and RED 090		
WBL 111 Work-Based Learning I	1	(D) 2nd year - spring (E) Even year - spring	Pre: 9 or 14 SHC in the major core courses depending on program Co: WBL 115		
WBL 115 Work-Based Learning Seminar I	1	(D) 2nd year - spring (E) Even year - spring	Pre: 9 or 14 SHC in the major core courses depending on program Co: WBL 111		

Electives: (All degree seeking students <u>must</u> take one Humanities/Fine Arts and elective from list below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 125, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	(D) 2nd year - spring (E) Odd year - fall		

NOTES: *All courses must be completed with a grade of "C" or better.
       **See course catalog for prerequisite and/or corequisite requirements.

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer College	1	1st year – fall	None		
CIS 110 Intro to Computers	3	1st year – fall	Pre: DRE 097 Co: DRE 098		
ENG 111 Writing and Inquiry	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
OST 131 Keyboarding	2	1st year – fall	Pre: 25 NWPM on keyboarding placement test		
BIO 163 Basic Anatomy & Physiology*	5	1st year – spring	Pre: DRE 098 or ENG 090 and RED 090, DMA 010-050 or MAT 070		
ENG 112 Writing/Research in the Disciplines	3	1st year – spring	Pre: ENG 111		
MAT 143 Quantitative Literacy	3	1st year – spring	Pre: DMA 010-050, DRE 098 Co: ACA 122		
MED 112 Orientation to Clinical Setting I	1	1st year - spring	Pre: MED 110, MED 118, MED 121, MED 130		
MED 140 Exam Room Procedures I*	5	1st year - summer	Pre: BIO 163, MED 121, MED122		
ACC 115 College Accounting or ACC 120 Principles of Accounting	4	2nd year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 or RED 080 Co: DRE 098 ——— Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090 Co: None		
MED 114 Professional Interactions in Health Care	1	2nd year - fall	Pre: MED 140, Enrollment in Medical Assisting program		
MED 150 Lab Procedures I*	5	2nd year - fall	Pre: MED 140		
MED 270 Symptomatology	3	2nd year - fall	Pre: MED 122, MED 131, Enrollment in Medical Assisting program		
MED 272 Drug Therapy	3	2nd year - fall	Pre: MAT 143, MED 140, Enrollment in Medical Assisting program		
MED 260 MED Clinical Practicum*	5	2nd year - spring	Pre: MED 112,MED 114, MED 131, MED 150, MED 232, MED 270, MED 272		
MED 264 Med Assisting Overview	2	2nd year-spring	Co: MED 260		
PSY 150 General Psychology	3	2nd year - spring	Pre: DRE 098 or ENG 090 and RED 090		

Electives: (All degree seeking students <u>must</u> take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - spring		

NOTES: ***All courses must be completed with a grade of "C" or better.**
        ****See course catalog for prerequisite and/or corequisite requirements.**

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Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - INDUSTRIAL SYSTEMS TECHNOLOGY (A50240)

Industrial Maintenance Technician

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Industrial Systems Technology Certificate (C50240) Course Requirements 14-16 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BPR 111 Print Reading*	2	(C) 1st year - fall (Dg, Dp)1st year – spring	Pre: DMA 010-020		
ELC 112 DC/AC Electricity* *(required for diploma and degree)* or	5	1st year – fall	Pre: DMA 010		
MEC 111 Machine Processes I* *(required for diploma and degree)*	3	(Dp, C) 1st year - fall (Dg) 2nd year – fall	Pre: DMA 010-020		
HYD 110 Hydraulics/Pneumatics I*	3	1st year – spring	Pre: DMA 010-030 or MAT 060		
ISC 112 Industrial Safety*	2	1st year – spring	None		
MNT 110 Intro to Maintenance Procedures*	2	(Dp, C) 1st year - spring 2nd year – spring	None		
WLD 112 Basic Welding Procedures*	2	(Dp, C) 1st year - fall 2nd year – fall	None		

Dg=Degree   Dp=Diploma   C=Certificate

B. Industrial Systems Technology Diploma (D50240) Course Requirements 38 credit hours: Complete Sections I (as required) Section II, A, and B, and Social/Behavioral Sciences elective.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		

Academic Year: 2018-2019

Courses	Cr.	Recommended Semester	Prerequisites/Corequisites		
ENG 111 Writing and Inquiry	3	(Dg) 1st year – fall (Dp)1st year – summer	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
ELC 125 Diagrams and Schematics	2	1st year - spring	None		
MEC 130 Mechanisms*	3	(Dp) 1st year – fall (Dg) 2nd year - fall	Pre: DMA 010-020		
ELC 117 Motors and Controls	4	(Dp)1st year – spring (Dg) 2nd year - spring	Pre: ELC 112 or ELC 131		
ELC 128 Intro to PLC's*	3	(Dp)1st year – spring (Dg) 2nd year - spring	Pre: ELC 112 or ELC 131		

Dg=Degree   Dp=Diploma

C. Industrial Systems Technology Associate in Applied Science Degree (A50240) Course Requirements 66 credit hours: Complete Sections I (as required) and Section II, A, B, and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 110 Introduction to Computers	3	1st year – fall	Pre: DRE 097 Co: DRE 098		
MAT 143 Quantitative Literacy	3	1st year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 122		
COM 231 Public Speaking **or** ENG 112 Writing/Research in the Disciplines	3	1st year - spring	Pre: DRE 098 or ENG 090 and RED 090 / Pre: ENG 111		
ELN 229 Industrial Electronics	4	1st year - spring	Pre: ELC 112 or ELC 131		
ELC 120 Introduction to Wiring	3	2nd year - fall	None		
HYD 180 Fluid Power in Automation	3	2nd year - fall	None		
MAC 114 Introduction to Metrology	2	2nd year - spring	None		
MNT 230 Pumps and Piping Systems	2	2nd year - fall	None		
MNT 240 Industrial Equipment Troubleshooting	2	2nd year - spring	Pre: ELC 112 or ELC 131 Co: ELC 128 or ELN 260		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year - spring		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year – summer		

NOTES: *All courses must be completed with a grade of "C" or better.
           **See course catalog for prerequisite and/or corequisite requirements.

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Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE - ELECTRIC UTILITY SUBSTATION AND RELAY TECHNOLOGY (A50510)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A: Electric Utility Substation and Relay Technology: Basic Power Systems Certificate (C50510) Course Requirements 18 credit hours: Complete Sections I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 110 Introduction to Computers*	3	1st year – fall	Pre: DRE 097 Co: DRE 098		
ELC 131 Circuit Analysis I	4	1st year – fall	Pre: DMA 010-050 or MAT 070 Co: DRE 096		
EUS 110 Intro to Electric Utility Industry*	4	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090, DMA 010-080 or MAT 080		
EUS 130 Electric Utility Print Reading*	4	1st year – spring	Pre: ELC 131 and EUS 110		
EUS 210 Large High Voltage Power Transfmr I*	3	1st year – spring	Pre: EUS 110		

B: Electric Utility Substation and Relay Technology Associate in Applied Science Degree (A50510) Course Requirements: 70-71 credit hours: Complete Sections I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
ENG 111 Writing and Inquiry	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 171 Precalculus Algebra	4	1st year – fall	Pre: DMA 010-080 or MAT 080		

Course	Credits	Recommended Semester	Prerequisites/Corequisites	Semester Registered/Planned	Semester Completed/Grade
ELC 117 Motors and Controls or	4	1st year – spring	Pre: ELC 112 or ELC 131		
ELN 231 Industrial Controls	3		Pre: ELC 131		
ENG 112 Writing/Research in the Disciplines	3	1st year – spring	Pre: ENG 111		
MAT 172 Precalculus Trigonometry	4	1st year – spring	Pre: MAT 171		
ECO 251 Principles of Microeconomics or ECO 252 Principles of Macroeconomics	3	2nd year – fall	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		
EUS 215 Large High Voltage Power Transfmr II*	3	2nd year – fall	Pre: EUS 210		
EUS 225 Elec. Util. Safety & Human Performance	2	2nd year – fall	Pre: EUS 110 and EUS 130 Co: None		
EUS 230 Electric Utility Protective Relaying I*	3	2nd year – fall	Pre: EUS 130		
EUS 240 Substation Ancillary Systems*	3	2nd year – fall	Pre: EUS 130		
ELN 229 Industrial Electronics	4	2nd year – fall	Pre: ELC 112 or ELC 131		
ELC 128 Introduction to PLC	3	2nd year – spring	Pre: ELC 112 or ELC 131		
EUS 220 High Voltage Power Circuit Breakers*	3	2nd year – spring	Pre: ELC 117 or ELN 231, and EUS 130		
EUS 235 Electric Utility Protective Relaying II*	3	2nd year – spring	Pre: EUS 230		
EUS 255 Elect. Utility Troubleshooting	2	2nd year – spring	Pre: EUS 215 and EUS 230 Co: EUS 235		
EUS 260 Capstone & Case Studies in EUSRT*	2	2nd year – spring	Pre: EUS 215 Co: EUS 235		

Electives: (Must take one Humanities/Fine Arts from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).		
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212		
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year - spring		

NOTES: *All courses must be completed with a grade of "C" or better.
          **See course catalog for prerequisite and/or corequisite requirements.

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Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - CRIMINAL JUSTICE TECHNOLOGY (A55180)
Law Enforcement, Courts, and Corrections

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

A Criminal Background check may be required as a condition of employment in the criminal justice field.

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Law Enforcement Certificate (C55180L) Course Requirements 16 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CJC 111 Introduction to Criminal Justice*	3	(D, E) 1st year – fall	None		
CJC 112 Criminology*	3	(D, E)1st year – spring	None		
CJC 221 Investigative Principles* (not required for Corrections certificate)	4	(D) 2nd year - fall (E) Even year - fall	Pre: DRE 098 or ENG 090 and RED 090		
CJC 222 Criminalistics (not required for Corrections certificate & diploma)	3	(D) 2nd year – spring (E) Odd year – spring	Pre: DRE 098 or ENG 090 and RED 090		
CJC 231 Constitutional Law* (not required for Corrections certificate)	3	(D) 2nd year - fall (E) Odd year - fall	Pre: DRE 098 or ENG 090 and RED 090		

B. Corrections Certificate (C55180C) Course Requirements 18 credit hours: Complete Section I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CJC 113 Juvenile Justice*	3	(D) 2nd year - fall (E) 1st year - spring	Pre: None Co: DRE 098		
CJC 141 Corrections (Diploma: course counts as one of the options)	3	(D) 1st year - spring (E) 1st year - fall	None		
CJC 212 Ethics & Community Relations*	3	(D) 2nd year - spring	Pre: DRE 098 or ENG 090 and RED 090		

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
		(E) Even year - spring			
CJC 233 Correctional Law (Diploma: course counts as one of the options)	3	(D) 2nd year - spring (E) Even year - fall	Pre: DRE 098 or ENG 090 and RED 090		

C. Criminal Justice Technology Diploma (D55180) Course Requirements 43 credit hours: Complete Section I (as required) and Section II, A, B, and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
CIS 110 Introduction to Computers	3	(D) 1st year – fall (E) 1st year – spring	Pre: DRE 097 Co: DRE 098		
ENG 111 Writing and Inquiry	3	(D, E) 1st year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
MAT 143 Quantitative Literacy	3	(D) 1st year - fall (E) Odd year - spring	Pre: DMA 010-050, DRE 098 Co: ACA 122		
CJC 131 Criminal Law*	3	(D) 1st year - spring (E) 1st year - fall	Pre: None Co: DRE 098		
ENG 112 Writing/Research in the Disciplines	3	(D, E) 1st year - spring	Pre: ENG 111		
Must take any three (3) of the following to complete diploma requirements: (See other sections for prerequisites, corequisites, and recommended semester.) CJC 132, CJC 141, CJC 160, CJC 215, CJC 233					

D. Criminal Justice Technology Associate in Applied Science Degree (A55180) Course Requirements 65 credit hours: Complete Sections I (as required) and Section II, A, B, C, and D.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	(D, E) 1st year - fall	None		
PSY 150 General Psychology	3	(D) 1st year - fall (E) Odd year - spring	Pre: DRE 098 or ENG 090 and RED 090		
CJC 132 Court Procedure & Evidence	3	(D) 1st year - spring (E) Odd year - fall	Pre: None Co: DRE 098		
SOC 210 Intro to Sociology	3	(D) 1st year -spring (E) Even year - spring	Pre: DRE 098 or ENG 090 and RED 090		
CJC 160 Terrorism: Underlying Issues	3	(D) 2nd year – fall (E) Odd year - spring	Pre: None Co: DRE 098		
CJC 215 Organization Administration	3	(D) 2nd year - spring (E) Even year - spring	Pre: DRE 098 or ENG 090 and RED 090		

Electives: (All degree seeking students must take one Humanities/Fine Arts elective from list below.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).

Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	(D) 2nd year – spring (E) Even year – fall		

Required Elective (3 credit hours) (Choose one course from list below.)**			
HIS 131, HIS 132, HSE 225, POL 120, SPA 111, SPA 120			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	(D) 2nd year – fall (E) Odd year – fall		

NOTES: *****All courses must be completed with a grade of "C" or better.

**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - CRIMINAL JUSTICE TECHNOLOGY (A55180) (ONLINE)
Law Enforcement, Courts, and Corrections

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

A criminal background check may be required as a condition of employment in the criminal justice field.

Criminal Justice Technology Associate in Applied Science Degree ONLINE (A55180) Course Requirements 65 credit hours.**

Courses	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall		
CIS 110 Introduction to Computers	3	1st year - fall		
CJC 111 Introduction to Criminal Justice*	3	1st year - fall		
ENG 111 Writing and Inquiry	3	1st year - fall		
MAT 143 Quantitative Literacy	3	1st year - fall		
PSY 150 General Psychology	3	1st year - fall		
CJC 112 Criminology*	3	1st year - spring		
CJC 131 Criminal Law*	3	1st year - spring		
CJC 132 Court Procedure & Evidence	3	1st year - spring		
CJC 141 Corrections	3	1st year - spring		
ENG 112 Writing/Research in the Disciplines	3	1st year - spring		
SOC 210 Intro to Sociology	3	1st year - spring		
CJC 113 Juvenile Justice*	3	2nd year - fall		
CJC 160 Terrorism: Underlying Issues	3	2nd year - fall		
CJC 221 Investigative Principles*	4	2nd year - fall		
CJC 231 Constitutional Law*	3	2nd year - fall		
CJC 212 Ethics & Community Relations*	3	2nd year - spring		
CJC 215 Organization Administration	3	2nd year - spring		
CJC 222 Criminalistics	3	2nd year - spring		
CJC 233 Correctional Law	3	2nd year - spring		

Elective Requirements**

Humanities/Fine Arts Elective (3 credit hours) (Choose one course from list below.)**			
Courses offered at RCC: ART 111, ENG 231, MUS 110, PHI 240, REL 211, REL 212			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2nd year – fall or spring		

Required Elective (3 credit hours) (Choose one course from list below.)**			
HIS 131, HSE 225, POL 120, SPA 111			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade

	2nd year – fall or spring		

NOTES: ***** All courses must be completed with a grade of "C" or better.

          ** See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Course CJC 131 Criminal Law focuses on North Carolina law.

*In order for students to earn a **Criminal Justice Diploma (D55180)**, the following courses must be taken: CIS 110, CJC 111, CJC 112, CJC 113, CJC 131, CJC 212, CJC 221, CJC 231, ENG 111, ENG 112, and MAT 143. And, select any three (3) of the following courses: CJC 132, CJC 141, CJC 160, CJC 215, and CJC 233.*

*In order for students to earn a **Law Enforcement Certificate (C55180L)**, the following courses must be taken: CJC 111, CJC 112, CJC 221, CJC 222, and CJC 231.*

*In order for students to earn a **Corrections Certificate (C55180C)**, the following courses must be taken: CJC 111, CJC 112, CJC 113, CJC 141, CJC 212, and CJC 233.*

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university.

The following courses are part of the North Carolina Articulation Agreement: ART 111, CIS 110, CJC 111, CJC 141, ENG 111, ENG 112, ENG 231, HIS 131, HSE 225, MAT 143, MUS 110, PHI 240, POL 120, PSY 150, REL 211, REL 212, SOC 210, and SPA 111. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities.

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - EARLY CHILDHOOD EDUCATION (A55220C)
Early Childhood Specialist – Career Track

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

A Criminal Background check may be required as a condition of employment in the early childhood education field.

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097		

Section II: Early Childhood Education Associate in Applied Science Degree (A55220C) Course Requirements 65 credit hours:
Complete Sections I (as required), Section II, and required electives below.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
EDU 119 Intro to Early Childhood Education*	4	1st year – fall	None		
EDU 131 Child, Family, and Community*	3	1st year – fall	Co: DRE 097		
EDU 144 Child Development I*	3	1st year – fall	Co: DRE 097		
EDU 145 Child Development II*	3	1st year – fall	Co: DRE 097		
ENG 111 Writing and Inquiry	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090		
COM 231 Public Speaking or ENG 112 Writing/Research in the Disciplines	3	1st year – spring	Pre: DRE 098 or ENG 090 and RED 090 / Pre: ENG 111		
EDU 146 Child Guidance*	3	1st year – spring	Co: DRE 098		
EDU 151 Creative Activities*	3	1st year – spring	Co: DRE 097		
EDU 153 Health, Safety, and Nutrition*	3	1st year – spring	Co: DRE 097		
EDU 221 Children with Exceptionalities*	3	2nd year – fall	Pre: EDU 144, EDU 145 Co: DRE 098		
EDU 280 Language and Literacy Experiences*	3	2nd year – fall	Co: DRE 098		
PSY 150 General Psychology	3	2nd year – fall	Pre: DRE 098 or ENG 090 and RED 090		
EDU 234 Infants, Toddlers, & Twos*	3	2nd year – spring	Pre: EDU 119		

			Co: DRE 098		
EDU 284 Early Child Capstone Practicum*	4	2nd year – spring	Pre: EDU 119, EDU 144, EDU 145, EDU 146, EDU 151 Co: DRE 098		
MAT 143 Quantitative Literacy	3	2nd year – spring	Pre: DMA 010-050, DRE 098 Co: ACA 122		

Electives: (All degree seeking students <u>must</u> take one Humanities/Fine Arts elective from list below unless a specific course is required above.)

Humanities/Fine Arts Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – fall		

Early Childhood Education Electives (Select a minimum of 14 credit hours from the following.)**			
CIS 110, EDU 114, EDU 154, EDU 158, EDU 161, EDU 162, EDU 163, EDU 173, EDU 216, EDU 223, EDU 235, EDU 247, EDU 248, EDU 250, EDU 259, EDU 261, EDU 262, EDU 263, EDU 271, EDU 275, EDU 281, EDU 289, WBL 111, WBL 115			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year – spring		
	2nd year – fall		
	2nd year – fall		
	2nd year – spring		
	2nd year – spring		

NOTES: *****All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.
Student is required have access to have a computer with webcam capabilities in order to utilize RichmondCC provided software and services.

In order for students to earn an **Early Childhood Education Certificate**, *the following courses must be taken: ACA 122, EDU 119, EDU 131, EDU 144, EDU 145, and EDU 173. (See the* **Early Childhood Preschool (C55220)** *Program Completion Guide.)*

In order for students to earn an **Early Childhood Administration Certificate**, *the following courses must be taken: EDU 119, EDU 131, EDU 153, EDU 261, and EDU 262. (See the* **Early Childhood Administration (C55850)** *Program Completion Guide.)*

In order for students to earn an **Early Childhood Preschool Certificate**, *the following courses must be taken: EDU 119, EDU 131, EDU 145, EDU 146, and EDU 153. (See the* **Early Childhood Preschool (C55860)** *Program Completion Guide.)*

In order for students to earn an **Infant/Toddler Care Certificate**, *the following courses must be taken: EDU 119, EDU 131, EDU 144, EDU 153, and EDU 234. (See* **Infant/Toddler Care (C55290)** *Program Completion Guide.)*

In order for students to earn a **School-Age Care Certificate**, *the following courses must be taken: EDU 131, EDU 145, EDU 146 or EDU 163, EDU 158, EDU 235, and EDU 263. (See* **School-Age Care (C55450)** *Program Completion Guide.)*

Students taking the following Early Childhood Education Electives as part of their degree program will also earn a **Special Education Diploma***: EDU 154, EDU 223, EDU 247, and EDU 248.*

Students enrolled in EDU 284, wishing to complete hours outside of Richmond county and Scotland county North Carolina must complete practicum hours at a location meeting one of the following criteria: NAEYC accredited; a Public School Pre-K-3rd grade; Head Start or Early Head Start; or NACCRA accredited. The student must be directly supervised by an individual holding an associate degree or higher in Early Childhood Education or related program.

EDU 114 and EDU 119 have components of the course using the North Carolina Foundations for Early Learning and Development, which is a free resource.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - EARLY CHILDHOOD EDUCATION (A55220C) (ONLINE)
Early Childhood Specialist – Career Track

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

A Criminal Background check may be required as a condition of employment in the early childhood education field.

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

A. Early Childhood Education Associate in Applied Science Degree ONLINE (A55220C) Course Requirements 65 credit hours:
   Complete Section A and required electives below.

Courses	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall		
EDU 119 Intro to Early Childhood Education*	4	1st year – fall		
EDU 131 Child, Family, and Community*	3	1st year – fall		
EDU 144 Child Development I*	3	1st year – fall		
EDU 145 Child Development II*	3	1st year – fall		
ENG 111 Writing and Inquiry	3	1st year – fall		
COM 231 Public Speaking or ENG 112 Writing/Research in the Disciplines	3	1st year – spring		
EDU 146 Child Guidance*	3	1st year – spring		
EDU 151 Creative Activities*	3	1st year – spring		
EDU 153 Health, Safety, and Nutrition*	3	1st year – spring		
EDU 221 Children with Exceptionalities*	3	2nd year – fall		
EDU 280 Language and Literacy Experience*	3	2nd year – fall		
PSY 150 General Psychology	3	2nd year – fall		
EDU 234 Infants, Toddlers, & Twos*	3	2nd year – spring		
EDU 284 Early Child Capstone Practicum*	4	2nd year – spring		
MAT 143 Quantitative Literacy	3	2nd year – spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts elective from list below unless a specific course is required above.)

Humanities/Fine Arts Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered online at RCC: ART 111, ENG 131, ENG 231, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – fall		

Early Childhood Education Electives (Select a minimum of 14 credit hours from the following.)**			
Courses offered online at RCC: CIS 110, EDU 114, EDU 154, EDU 158, EDU 161, EDU 162, EDU 163, EDU 173, EDU 216, EDU 223, EDU 235, EDU 247, EDU 248, EDU 250, EDU 259, EDU 261, EDU 262, EDU 263, EDU 271, EDU 275, EDU 281, EDU 289, WBL 111, WBL 115			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**

	1st year – spring		
	2nd year – fall		
	2nd year – fall		
	2nd year – spring		
	2nd year – spring		

NOTES: *****All courses must be completed with a grade of "C" or better.

**See course catalog for prerequisite and/or corequisite requirements.

Student is required have access to have a computer with webcam capabilities in order to utilize RichmondCC provided software and services.

In order for students to earn an **Early Childhood Education Certificate**, *the following courses must be taken: ACA 122, EDU 119, EDU 131, EDU 144, EDU 145, and EDU 173. (See the* **Early Childhood Preschool (C55220)** *Program Completion Guide.)*

In order for students to earn an **Early Childhood Administration Certificate**, *the following courses must be taken: EDU 119, EDU 131, EDU 153, EDU 261, and EDU 262. (See the* **Early Childhood Administration (C55850)** *Program Completion Guide.)*

 In order for students to earn an **Early Childhood Preschool Certificate**, *the following courses must be taken: EDU 119, EDU 131, EDU 145, EDU 146, and EDU 153. (See the* **Early Childhood Preschool (C55860)** *Program Completion Guide.)*

In order for students to earn an **Infant/Toddler Care Certificate**, *the following courses must be taken: EDU 119, EDU 131, EDU 144, EDU 153, and EDU 234. (See* **Infant/Toddler Care (C55290)** *Program Completion Guide.)*

In order for students to earn a **School-Age Care Certificate**, *the following courses must be taken: EDU 131, EDU 145, EDU 146 or EDU 163, EDU 158, EDU 235, and EDU 263. (See* **School-Age Care (C55450)** *Program Completion Guide.)*

Students taking the following Early Childhood Education Electives as part of their degree program will also earn a **Special Education Diploma***: EDU 154, EDU 223, EDU 247, and EDU 248.*

Students enrolled in EDU 284, wishing to complete hours outside of Richmond county and Scotland county North Carolina must complete practicum hours at a location meeting one of the following criteria: NAEYC accredited; a Public School Pre-K-3rd grade; Head Start or Early Head Start; or NACCRA accredited. The student must be directly supervised by an individual holding an associate degree or higher in Early Childhood Education or related program.

EDU 114 and EDU 119 have components of the course using the North Carolina Foundations for Early Learning and Development, which is a free resource.

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university. Please see the Student Handbook for the courses, which are part of the North Carolina Articulation Agreement. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - EARLY CHILDHOOD EDUCATION (A55220L)
Early Childhood Specialist – Licensure Transfer Track

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

A Criminal Background check may be required as a condition of employment in the early childhood education field.

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097		

Section II: Early Childhood Education Specialist – Licensure Transfer Track Associate in Applied Science Degree (A55220L) Course Requirements 71 credit hours: Complete Sections I (as required), Section II and required electives below.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
EDU 119 Intro to Early Childhood Education*	4	1st year - fall	None		
EDU 131 Child, Family, and Community*	3	1st year – fall	Co: DRE 097		
EDU 144 Child Development I*	3	1st year – fall	Co: DRE 097		
EDU 145 Child Development II*	3	1st year – fall	Co: DRE 097		
ENG 111 Writing and Inquiry	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090		
ENG 112 Writing/Research in the Disciplines	3	1st year – spring	Pre: ENG 111		
EDU 146 Child Guidance*	3	1st year – spring	Co: DRE 098		
EDU 151 Creative Activities*	3	1st year - spring	Co: DRE 097		
EDU 153 Health, Safety, and Nutrition*	3	1st year - spring	Co: DRE 097		
MAT 143 Quantitative Literacy	3	1st year – spring	Pre: DMA 010-050, DRE 098 Co: ACA 122		
PSY 150 General Psychology	3	1st year - spring	Pre: DRE 098 or ENG 090 and RED 090		
BIO 111 General Biology I	4	2nd year – fall	Pre: DRE 098 or ENG 090 and RED 090, DMA 010-050 or MAT 070		

Course	Credits	Recommended Semester	Prerequisite/Corequisite	Semester Registered/Planned	Semester Completed/Grade
COM 231 Public Speaking	3	2nd year – fall	Pre: DRE 098 or ENG 090 and RED 090		
EDU 221 Children with Exceptionalities*	3	2nd year – fall	Pre: EDU 144, EDU 145 Co: DRE 098		
EDU 280 Language and Literacy Experiences*	3	2nd year – fall	Co: DRE 098		
AST 111 Descriptive Astronomy	3	2nd year – spring	Pre: DMA 010-060 or MAT 070, DRE 097 or RED 090 Co: AST 11A, DRE 098		
AST 111A Descriptive Astronomy Lab	1	2nd year – spring	Co: AST 111		
EDU 216 Foundations of Education*	3	2nd year – spring	Co: DRE 098		
EDU 234 Infants, Toddlers, & Twos*	3	2nd year – spring	Pre: EDU 119 Co: DRE 098		
EDU 250 Teacher Licensure Preparation*	3	2nd year – spring	Co: DRE 098		
EDU 284 Early Child Capstone Practicum*	4	2nd year – spring	Pre: EDU 119, EDU 144, EDU 145, EDU 146, EDU 151 Co: DRE 098		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Elective (3 credit hours) (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).)			
Courses offered at RCC: ART 111, MUS 110, PHI 240			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – fall		

Social/Behavioral Sciences Electives (3 credits) (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC)			
Courses offered at RCC: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, SOC 210			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – fall		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.
Student is required have access to have a computer with webcam capabilities in order to utilize RichmondCC provided software and services.

In order for students to earn an **Early Childhood Preschool Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 145, EDU 146, and EDU 153. (See the **Early Childhood Preschool (C55860)** Program Completion Guide.)

In order for students to earn an **Infant/Toddler Care Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 144, EDU 153, and EDU 234. (See **Infant/Toddler Care (C55290)** Program Completion Guide.)

Students enrolled in EDU 284, wishing to complete hours outside of Richmond county and Scotland county North Carolina must complete practicum hours at a location meeting one of the following criteria: NAEYC accredited; a Public School Pre-K-3rd grade; Head Start or Early Head Start; or NACCRA accredited. The student must be directly supervised by an individual holding an associate degree or higher in Early Childhood Education or related program.

EDU 114 and EDU 119 have components of the course using the North Carolina Foundations for Early Learning and Development, which is a free resource.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

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Student Name: _____ Student Signature: _____ Date: _____

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide

ASSOCIATE IN APPLIED SCIENCE – EARLY CHILDHOOD EDUCATION (A55220L) (ONLINE)
Early Childhood Specialist - Licensure Transfer Track

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

A Criminal Background check may be required as a condition of employment in the early childhood education field.

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

Early Childhood Education Specialist – Licensure Transfer Track Associate in Applied Science Degree ONLINE (A55220L) Course Requirements 71 credit hours.**

Courses	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall		
EDU 119 Intro To Early Childhood Education*	4	1st year - fall		
EDU 131 Child, Family and Community*	3	1st year - fall		
EDU 144 Child Development I*	3	1st year - fall		
EDU 145 Child Development II*	3	1st year - fall		
ENG 111 Writing and Inquiry	3	1st year - fall		
EDU 146 Child Guidance*	3	1st year - spring		
EDU 151 Creative Activities*	3	1st year - spring		
EDU 153 Health, Safety and Nutrition*	3	1st year - spring		
ENG 112 Writing/Research in the Disciplines	3	1st year - spring		
MAT 143 Quantitative Literacy	3	1st year - spring		
PSY 150 General Psychology	3	1st year - spring		
BIO 111 General Biology I	4	2nd year - fall		
COM 231 Public Speaking	3	2nd year - fall		
EDU 221 Children with Exceptionalities*	3	2nd year - fall		
EDU 280 Language and Literacy Experiences*	3	2nd year - fall		
AST 111 Descriptive Astronomy	3	2nd year - spring		
AST 111A Descriptive Astronomy Lab	1	2nd year - spring		
EDU 216 Foundations of Education*	3	2nd year - spring		
EDU 234 Infants, Toddlers, and Twos*	3	2nd year - spring		
EDU 250 Teacher Licensure Preparation*	3	2nd year - spring		
EDU 284 Early Child Capstone Practicum*	4	2nd year - spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, MUS 110, PHI 240			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**

Academic Year: 2018-2019   *Revised 5/16/18*

2nd year – fall		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC)

Courses offered at RCC:

ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, SOC 210

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2nd year – fall		

NOTES: *****All courses must be completed with a grade of "C" or better.

**See course catalog for prerequisite and/or corequisite requirements.

Student is required to have access to a computer with webcam capabilities in order to utilize RichmondCC provided software and services.

In order for students to earn an **Early Childhood Preschool Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 145, EDU 146, and EDU 153. (See the **Early Childhood Preschool (C55860)** Program Completion Guide.)

In order for students to earn an **Infant/Toddler Care Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 144, EDU 153, and EDU 234. (See **Infant/Toddler Care (C55290)** Program Completion Guide.)

Students enrolled in EDU 284, wishing to complete hours outside of Richmond county and Scotland county North Carolina must complete practicum hours at a location meeting one of the following criteria: NAEYC accredited; a Public School Pre-K-3rd grade; Head Start or Early Head Start; or NACCRA accredited. The student must be directly supervised by an individual holding an associate degree or higher in Early Childhood Education or related program.

EDU 114 and EDU 119 have components of the course using the North Carolina Foundations for Early Learning and Development, which is a free resource.

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university. Please see the Student Handbook for the courses, which are part of the North Carolina Articulation Agreement. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities

Students please read the following and sign below.

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My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - EARLY CHILDHOOD EDUCATION (A55220N)
Early Childhood Specialist – Non-Licensure Transfer Track

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

A Criminal Background check may be required as a condition of employment in the early childhood education field.

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097		

Section II: Early Childhood Education Specialist – Non-Licensure Transfer Track Associate in Applied Science Degree (A55220N)
Course Requirements 71 credit hours: Complete Sections I (as required), Section II and required electives below.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
EDU 119 Intro to Early Childhood Education*	4	1st year - fall	None		
EDU 131 Child, Family, and Community*	3	1st year – fall	Co: DRE 097		
EDU 144 Child Development I*	3	1st year – fall	Co: DRE 097		
EDU 145 Child Development II*	3	1st year – fall	Co: DRE 097		
ENG 111 Writing and Inquiry	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090		
ENG 112 Writing/Research in the Disciplines	3	1st year – spring	Pre: ENG 111		
EDU 146 Child Guidance*	3	1st year – spring	Co: DRE 098		
EDU 151 Creative Activities*	3	1st year - spring	Co: DRE 097		
EDU 153 Health, Safety, and Nutrition*	3	1st year - spring	Co: DRE 097		
MAT 143 Quantitative Literacy	3	1st year – spring	Pre: DMA 010-050, DRE 098 Co: ACA 122		
PSY 150 General Psychology	3	1st year - spring	Pre: DRE 098 or ENG 090 and RED 090		
BIO 111 General Biology I	4	2nd year – fall	Pre: DRE 098 or ENG 090 and RED 090, DMA 010-050 or MAT 070		

Course	Credits	Recommended Semester	Pre/Corequisites	Semester Registered/Planned	Semester Completed/Grade
COM 231 Public Speaking	3	2nd year – fall	Pre: DRE 098 or ENG 090 and RED 090		
EDU 221 Children with Exceptionalities*	3	2nd year – fall	Pre: EDU 144, EDU 145 Co: DRE 098		
EDU 280 Language and Literacy Experiences*	3	2nd year – fall	Co: DRE 098		
AST 111 Descriptive Astronomy	3	2nd year – spring	Pre: DMA 010-060 or MAT 070, DRE 097 or RED 090 Co: AST 11A, DRE 098		
AST 111A Descriptive Astronomy Lab	1	2nd year – spring	Co: AST 111		
EDU 234 Infants, Toddlers, & Twos*	3	2nd year – spring	Pre: EDU 119 Co: DRE 098		
EDU 261 Early Childhood Administration I*	3	2nd year – spring	Co: DRE 098, EDU 119		
EDU 262 Early Childhood Administration II*	3	2nd year – spring	Pre: DRE 098, EDU 119 and EDU 261		
EDU 284 Early Child Capstone Practicum*	4	2nd year – spring	Pre: EDU 119, EDU 144, EDU 145, EDU 146, EDU 151 Co: DRE 098		

Electives: (All degree seeking students <u>must</u> take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).		
Courses offered at RCC: ART 111, MUS 110, PHI 240		
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – fall		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC)		
Courses offered at RCC: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, SOC 210		
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – fall		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.
Student is required have access to have a computer with webcam capabilities in order to utilize RichmondCC provided software and services.

In order for students to earn an **Early Childhood Administration Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 153, EDU 261, and EDU 262. (See the **Early Childhood Administration (C55850)** Program Completion Guide.)

In order for students to earn an **Early Childhood Preschool Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 145, EDU 146, and EDU 153. (See the **Early Childhood Preschool (C55860)** Program Completion Guide.)

In order for students to earn an **Infant/Toddler Care Certificate**, the following courses must be taken: EDU 119, EDU 131, EDU 144, EDU 153, and EDU 234. (See **Infant/Toddler Care (C55290)** Program Completion Guide.)

Students enrolled in EDU 284, wishing to complete hours outside of Richmond county and Scotland county North Carolina must complete practicum hours at a location meeting one of the following criteria: NAEYC accredited; a Public School Pre-K-3rd grade; Head Start or Early Head Start; or NACCRA accredited. The student must be directly supervised by an individual holding an associate degree or higher in Early Childhood Education or related program.

EDU 114 and EDU 119 have components of the course using the North Carolina Foundations for Early Learning and Development, which is a free resource.

Students please read the following and sign below.

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My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

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Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE – EARLY CHILDHOOD EDUCATION (A55220N) (ONLINE)
Early Childhood Specialist - Non-Licensure Transfer Track

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

A Criminal Background check may be required as a condition of employment in the early childhood education field.

Students must meet eligibility to take college-level coursework through placement tests or other measures. Please see the Student Handbook for further information.

Early Childhood Education Specialist – Non-Licensure Transfer Track Associate in Applied Science Degree ONLINE (A55220N) Course Requirements 71 credit hours.**

Courses	Cr.	Recommended Semester	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year - fall		
EDU 119 Intro To Early Childhood Education*	4	1st year - fall		
EDU 131 Child, Family and Community*	3	1st year - fall		
EDU 144 Child Development I*	3	1st year - fall		
EDU 145 Child Development II*	3	1st year - fall		
ENG 111 Writing and Inquiry	3	1st year - fall		
EDU 146 Child Guidance*	3	1st year - spring		
EDU 151 Creative Activities*	3	1st year - spring		
EDU 153 Health, Safety and Nutrition*	3	1st year - spring		
ENG 112 Writing/Research in the Disciplines	3	1st year - spring		
MAT 143 Quantitative Literacy	3	1st year - spring		
PSY 150 General Psychology	3	1st year - spring		
BIO 111 General Biology I	4	2nd year - fall		
COM 231 Public Speaking	3	2nd year - fall		
EDU 221 Children with Exceptionalities*	3	2nd year - fall		
EDU 280 Language and Literacy Experiences*	3	2nd year - fall		
AST 111 Descriptive Astronomy	3	2nd year - spring		
AST 111A Descriptive Astronomy Lab	1	2nd year - spring		
EDU 234 Infants, Toddlers, and Twos*	3	2nd year - spring		
EDU 261 Early Childhood Administration I*	3	2nd year - spring		
EDU 262 Early Childhood Administration II*	3	2nd year - spring		
EDU 284 Early Child Capstone Practicum*	4	2nd year - spring		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Elective (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, MUS 110, PHI 240			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**

2nd year – fall		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC)		
Courses offered at RCC: ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, SOC 210		
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – fall		

NOTES: *****All courses must be completed with a grade of "C" or better.

**See course catalog for prerequisite and/or corequisite requirements.

Student is required to have access to a computer with webcam capabilities in order to utilize RichmondCC provided software and services.

In order for students to earn an **Early Childhood Administration Certificate**, *the following courses must be taken: EDU 119, EDU 131, EDU 153, EDU 261, and EDU 262. (See the* **Early Childhood Administration (C55850)** *Program Completion Guide.)*

In order for students to earn an **Early Childhood Preschool Certificate**, *the following courses must be taken: EDU 119, EDU 131, EDU 145, EDU 146, and EDU 153. (See the* **Early Childhood Preschool (C55860)** *Program Completion Guide.)*

In order for students to earn an **Infant/Toddler Care Certificate**, *the following courses must be taken: EDU 119, EDU 131, EDU 144, EDU 153, and EDU 234. (See* **Infant/Toddler Care (C55290)** *Program Completion Guide.)*

Students enrolled in EDU 284, wishing to complete hours outside of Richmond county and Scotland county North Carolina must complete practicum hours at a location meeting one of the following criteria: NAEYC accredited; a Public School Pre-K-3rd grade; Head Start or Early Head Start; or NACCRA accredited. The student must be directly supervised by an individual holding an associate degree or higher in Early Childhood Education or related program.

EDU 114 and EDU 119 have components of the course using the North Carolina Foundations for Early Learning and Development, which is a free resource.

The courses listed on this program guide are the courses currently offered online through Richmond Community College. Please speak to your advisor if you have taken courses at another college or university. Please see the Student Handbook for the courses, which are part of the North Carolina Articulation Agreement. The North Carolina Comprehensive Articulation Agreement is a statewide agreement governing transfer credits from North Carolina community colleges to North Carolina public universities and participating private universities. RichmondCC cannot guarantee the transfer of courses to out-of-state universities

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Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
BUSINESS ADMINISTRATION: ENTREPRENEURSHIP CERTIFICATE (C25120E)
(All courses are part of the Associate in Applied Science Degree in Business Administration)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II: Entrepreneurship Certificate (C25120E) Course Requirements 16 credit hours: Complete Sections I (as required) and II requirements.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACC 120 Principles of Financial Accounting*	4	1st semester – fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090		
BUS 110 Introduction to Business*	3	1st semester - fall	Pre: DRE 097 Co: DRE 098		
BUS 139 Entrepreneurship I*	3	1st semester - fall	None		
BUS 230 Small Business Management	3	1nd semester - fall	Pre: DRE 098 or RED 090		
MKT 120 Principles of Marketing*	3	1st semester – fall	Pre: DRE 098 or ENG 090 and RED 090		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

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I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
BUSINESS ADMINISTRATION: PROJECT MANAGEMENT (CERTIFICATE) (C25120PM)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II: Project Management Certificate (C25120PM) Course Requirements 12 credit hours: Complete Sections I (as required) and II requirements.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BUS 137 Principles of Management*	3	1st year - fall	Pre: DRE 098 or ENG 090 and RED 090		
PMT 110 Intro to Project Management*	3	1st year - fall	None		
PMT 210 Project Management Issues*	3	1st year - spring	Pre: None		
PMT 215 Project Management Leadership*	3	1st year - spring	Pre: None		

NOTES: *All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

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My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
INFANT/TODDLER CARE (CERTIFICATE) (C55290)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

A Criminal Background check may be required as a condition of employment in the childhood education field.

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II: Infant/Toddler Care Certificate (C55290) Course Requirements 16 credit hours: Complete Sections I (as required) and Section II.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
EDU 119 Intro to Early Childhood Education*	4	1st year – fall	None		
EDU 131 Child, Family, and Community *	3	1st year – fall	Pre: None Co: DRE 097		
EDU 144 Child Development I*	3	1st year – fall	Pre: None Co: DRE 097		
EDU 153 Health, Safety, & Nutrition*	3	1st year – spring	Pre: None Co: DRE 097		
EDU 234 Infants, Toddlers, & Twos*	3	1st year – spring	Pre: EDU 119 Co: DRE 098		

NOTES: **All courses must be completed with a grade of "C" or better.
**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Planning Guide
SCHOOL-AGE CARE (CERTIFICATE) (C55450)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II: School-Age Care Certificate (C55450) Course Requirements 17 credit hours: Complete Sections I (as required) and II.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
EDU 131 Child, Family, and Community *	3	Fall	Co: DRE 097		
EDU 235 School-Age Development & Programming*	3	Fall	Co: DRE 098		
EDU 263 School-Age Program Administration*	2	Fall	Co: DRE 098		
EDU 145 Child Development II*	3	Spring	Co: DRE 097		
EDU 158 Healthy Lifestyles-Youth*	3	Spring	Co: DRE 097		
EDU 146 Child Guidance* or EDU 163 Classroom Management & Instruction*	3	Spring Fall	Co: DRE 098 Co: DRE 097		

NOTES: *All courses must be completed with a grade of "C" or better.
　　　　　　**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

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COMMUNITY COLLEGE

Program Planning Guide
EARLY CHILDHOOD ADMINISTRATION (CERTIFICATE) (C55850)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

A Criminal Background check may be required as a condition of employment in the childhood education field.

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II: Early Childhood Administration Certificate (C55850) Course Requirements 16 credit hours: Complete Sections I (as required) and II.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
EDU 119 Introduction to Early Childhood Education*	4		None		
EDU 131 Child, Family and Community*	3		Pre: None Co: DRE 097		
EDU 153 Health, Safety and Nutrition*	3		Pre: None Co: DRE 097		
EDU 261 Early Childhood Administration I*	3		Pre: None Co: EDU 119 and DRE 098		
EDU 262 Early Childhood Administration II*	3		Pre: DRE-098, EDU-119 and EDU-261 Co: None		

NOTES: ***All courses must be completed with a grade of "C" or better.**
 **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Planning Guide
EARLY CHILDHOOD PRESCHOOL (CERTIFICATE) (C55860)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

A Criminal Background check may be required as a condition of employment in the childhood education field.

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II: Early Childhood Preschool Certificate (C55860) Course Requirements 16 credit hours: Complete Sections I (as required) and II.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
EDU 119 Introduction to Early Childhood Education*	4		None		
EDU 131 Child, Family and Community*	3		Pre: None Co: DRE 097		
EDU 145 Child Development II*	3		Co: DRE 097		
EDU 146 Child Guidance*	3		Co: DRE 098		
EDU 153 Health, Safety and Nutrition*	3		Pre: None Co: DRE 097		

NOTES: ***All courses must be completed with a grade of "C" or better.
   ****See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
ELECTRICAL SYSTEMS TECHNOLOGY (DIPLOMA) (D35130)
Commercial & Residential Electrician

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Electrical Systems Technology Certificate (C35130) Course Requirements 17 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ELC 112 DC/AC Electricity*	5	1st year - fall	Pre: DMA 010		
ELC 118 National Electrical Code	2	1st year - fall	Pre: None Co: DRE 096		
ELC 113 Residential Wiring *	4	1st year - spring	Pre: ELC 112		
ELC 114 Commercial Wiring *(required for diploma)* or	4	2nd year – fall	Pre: ELC 113		
ELC 117 Motors and Controls* *(required for diploma)*		2nd year - spring	Pre: ELC 112 or ELC 131		
ELC 125 Diagrams and Schematics	2	1st year - spring	None		

B. Electrical Systems Technology (D35130) Course Requirements 39 credit hours: Complete Section I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
ELC 119 NEC Calculations	2	1st year – fall	Pre: DMA 010		
ELC 134 Transformer Applications	2	1st year – spring	Pre: ELC 112		
ENG 102 Applied Communications II	3	1st year – summer	None		
ELN 229 Industrial Electronics*	4	2nd year – fall	Pre: ELC 112 or ELC 131		
ELC 128 Introduction to PLC*	3	2nd year – spring	Pre: ELC 112 or ELC 131		

Social/Behavioral Sciences Electives (3 credit hours) (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	1st year – summer		

NOTES: *All courses must be completed with a grade of "C" or better.

** See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
DIALYSIS TECHNOLOGY (DIPLOMA) (D45300)
Dialysis Technician

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II: Dialysis Technology (D45300) Course Requirements 45 credit hours: Complete Section I (as required) and Section II.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
DIA 101 Intro to Dialysis Technology*	11	1st year – fall	Pre: DMA 010-050, DRE 098		
MED 121 Medical Terminology I	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090		
BIO 163 Basic Anatomy & Physiology	5	1st year – spring	Pre: DMA 010-050 or MAT 070, DRE 098 or ENG 090 and RED 090		
DIA 102 Dialysis for Special Populations*	11	1st year – spring	Pre: DIA 101		
CIS 110 Introduction to Computers	3	1st year – summer	Pre: DRE 097 Co: DRE 098		
DIA 103 Ethical/Legal Issues in Dialysis*	3	1st year – summer	Pre: DIA 102		
DIA 104 Care of the Complex Renal System*	5	1st year – summer	Pre: DIA 102		
ENG 111 Writing and Inquiry	3	1st year – summer	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		

NOTES: *All courses must be completed with a grade of "C" or better.
        **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide—2018-2019 Enrollment
DIPLOMA - PRACTICAL NURSING (D45660)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

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 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 program.

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II: Practical Nursing Diploma (D45660) Course Requirements 44 credit hours: Complete Sections I (as required) and Section II.

Courses	Cr.	Recommended Semester	Prerequisites	Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success (Course not required but recommended)	1	1st year – fall	None	None		
BIO 165 Anatomy & Physiology I	4	1st year – fall	DRE 098 or ENG 090 and RED 090, DMA 010-050 or MAT 070	None		
NUR 101 Practical Nursing I	11	1st year – fall	Admission to Practical Nursing program	BIO 165		
PSY 150 General Psychology	3	1st year – fall	DRE 098 or ENG 090 and RED 090	None		
BIO 166 Anatomy & Physiology II	4	1st year – spring	BIO 165	None		
ENG 111 Writing and Inquiry	3	1st year – spring	DRE 098 or ENG 090 and RED 090	ACA 122		
NUR 102 Practical Nursing II	10	1st year – spring	NUR 101	BIO 166		
NUR 103 Practical Nursing III	9	1st year – summer	NUR 102	None		

NOTES:
- Must obtain a grade of "C" or better in all courses in the Practical Nursing curriculum in order to progress in the program and/or to graduate.
- NUR courses must have a grade of 80 or better to progress.
- See course catalog for Prerequisite/Corequisite requirements.

Students please read the following and sign below:

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must do the following or it may affect my ability to graduate on time.

- Complete all curriculum courses with a grade of "C" or better; obtain a grade of 80 or higher in all NUR courses to progress in the Nursing curriculum.
- Follow the established courses sequence and successfully complete all courses.
- Maintain a 2.0 GPA to progress in the nursing curriculum and to graduate.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
THERAPEUTIC AND DIAGNOSTIC SERVICES: NURSE AIDE (DIPLOMA) (D45970)
Pre-Nursing

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A.   Therapeutic and Diagnostic Services: Nurse Aide Certificate (C45970) Course Requirements 12 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
NAS 101 Nursing Assistant I*	6	1st year – fall	Pre: NC DAP Reading, Revising/ Editing Writing & WritePlacer Composite Score of 151, or Accuplacer reading Score of 80, or Red 090 or DRE 098		
NAS 102 Nursing Assistant II*	6	1st year – spring	Pre: DRE 098, NAS 101, and must have successful completion of Nurse Aide I training program & current Nurse Aide I listing on DHSR.		

B.   Therapeutic and Diagnostic Services: Nurse Aide Diploma (D45970) Course Requirements 39 credit hours: Complete Section I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
BIO 165 Anatomy & Physiology I	4	1st year – fall	Pre: DMA 010- 050 or MAT 070, DRE 098 or ENG 090 & RED 090		
CIS 110 Intro to Computers	3	1st year – fall	Pre: DRE 097 Co: DRE 098		
PSY 150 General Psychology	3	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090		
BIO 166 Anatomy & Physiology II	4	1st year – spring	Pre: BIO 165		

ENG 111 Writing and Inquiry	3	1st year – spring	Pre: DRE 098 or ENG 090 and Red 090 Co: ACA 122		
MED 121 Medical Terminology I*	3	1st year – spring	Pre: DRE 098 or ENG 090 and RED 090		
MED 122 Medical Terminology II*	3	1st year – summer	Pre: MED 121		
SOC 210 Introduction to Sociology	3	1st year – summer	Pre: DRE 098		

NOTES: ***** All courses must be completed with a grade of "C" or better.

** See course catalog for prerequisite and/or corequisite requirements.

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Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Program Completion Guide
COMPUTER-INTEGRATED MACHINING (DIPLOMA) (D50210)
Machinist/CNC Operator

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Machining Technology Certificate (C50210M) Course Requirements 18 credit hours: Complete Sections I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
MAC 111 Machining Technology I*	6	1st year – fall	None		
MAC 112 Machining Technology II* (Not required for CIM Certificate)	6	2nd year – fall	Pre: MAC 111		
MAC 113 Machining Technology III (Not required for CIM Certificate)	6	2nd year – spring	Pre: MAC 112		

B. Computer-Integrated Machining Certificate (C50210) Course Requirements 12 credit hours: Complete Sections I (as required), Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
BPR 111 Blueprint Reading*	2	1st year – fall	None		
MAC 122 CNC Turning*	2	1st year – spring	Pre: MAC 111 or MEC 111		
MAC 124 CNC Milling	2	1st year – spring	Pre: MAC 111 or MEC 111		

C. Computer-Integrated Machining Diploma (D50210) Course Requirements 36 credit hours: Complete Sections I (as required) and Section II, A, B, and C.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
ENG 102 Applied Communications II	3	1st year – spring	None		
MAC 151 Machining Calculations	2	1st year – summer	None		
MEC 142 Physical Metallurgy **or** WBL 112 Work-Based Learning I	2	1st year – summer	Pre: MAC 111 or MEC 111 Pre: 9 SHC in major core courses		
BPR 121 Blueprint Reading: Mechanical	2	2nd year – fall	Pre: BPR 111		

Social/Behavioral Sciences Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ANT, ECO+, GEO, HIS, POL, PSY, and SOC) +Some business and accounting curricula require economics and do not accept ECO courses as fulfillment of this elective requirement.)			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213, SOC 240			
Course	**Recommended Semester**	**Semester Registered/Planned**	**Semester Completed/Grade**
	2nd year – spring		

NOTES: *****All courses must be completed with a grade of "C" or better.
          **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
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Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Program Completion Guide
WELDING TECHNOLOGY (DIPLOMA) (D50420)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		

Section II:

A. **Welding Technology Certificate (C50420) Course Requirements 18 credit hours: Complete Section I (as required) and Section II, A.**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
WLD 110 Cutting Processes*	2	1st year – fall	None		
WLD 115 SMAW (Stick) Plate*	5	1st year – fall	None		
WLD 141 Symbols & Specifications*	3	1st year – fall	None		
WLD 121 GMAW (MIG) FCAW/ Plate*	4	1st year - spring	None		
WLD 131 GTAW (TIG) Plate*	4	1st year - spring	None		

B. **Welding Technology Diploma (D50420) Course Requirements 38 credit hours: Complete Section I (as required) and Section II, A and B.**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
WLD 215 SMAW (Stick) Pipe	4	1st year - spring	Pre: WLD 115		
WLD 132 GTAW (TIG) Plate/Pipe	3	1st year - summer	Pre: WLD 131		
WLD 151 Fabrication I	4	1st year - summer	Pre: WLD 141		
ISC 112 Industrial Safety or BPR 111 Print Reading	2	2nd year - fall	None		
ENG 102 Applied Communications II	3	2nd year - fall	None		
MAT 110 Math Measurement & Literacy	3	2nd year - fall	Pre: DMA 010-030		

NOTES: *All courses must be completed with a grade of "C" or better.
   **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

ELECTRIC UTILITY TRANSFORMER TEST SPECIALIST (Diploma) (D50510)

Student Name: _____ ID #: _____ Date of Enrollment: _____

Advisor Name: _____ Contact Information: _____

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DMA 060 Polynomial/Quadratic Appl *(Required if taking MAT 171)*	<7 on DAP	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation *(Required if taking MAT 171)*		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations *(Required if taking MAT 171)*		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II: Electric Utility Transformer Test Specialist Diploma (D50510) Course Requirements 37 credit hours: Complete Sections I (as required) and Section II.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1st year – fall	None		
ELC 131 Circuit Analysis I	4	1st year – fall	Pre: DMA 010-050 or MAT 070 Co: DRE 096		
EUS 110 Intro to Electric Utility Industry*	4	1st year – fall	Pre: DRE 098 or ENG 090 and RED 090, DMA 010-080 or MAT 080		
EUS 130 Electric Utility Print Reading*	4	1st year – spring	Pre: ELC 131 and EUS 110		
EUS 210 Large High Voltage Power Transfmr I*	3	1st year – spring	Pre: EUS 110		
EUS 215 Large High Voltage Power Transfmr II*	3	1st year – summer	Pre: EUS 210		
EUS 240 Substation Ancillary Systems*	3	1st year – summer	Pre: EUS 130		
CIS 110 Introduction to Computers	3	2nd year – fall	Pre: DRE 097 Co: DRE 098		
ENG 111 Writing and Inquiry	3	2nd year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
EUS 225 Elec. Util. Safety & Human Performance	2	2nd year – fall	Pre: EUS 110 and EUS 130 Co: None		
MAT 171 Precalculus Algebra	4	2nd year – fall	Pre: DMA 010-080 or MAT 080		

Electives: (Must take one Humanities/Fine Arts elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credit hours)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, AND REL.

Courses offered at RCC:
ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	1ˢᵗ year - spring		

NOTES: *****All courses must be completed with a grade of "C" or better.
               **See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.
I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.
My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____

Student Name: _____   Student Signature: _____   Date: _____

Advisor Name: _____   Advisor Signature: _____   Date: _____