



Program Completion Guide  
**ASSOCIATE IN ARTS (A10100)**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	Minimum of 75 on ACCUPLACER	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations		1	Pre: DMA 010-070 or MAT 060 or MAT 070		
DRE 096 Integrated Reading and Writing	72-91*	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128*	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165*	3	Pre: DRE 097		
	*Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. College Orientation and Academic Transition (1 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 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 hours)\*\***

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select three (3) courses from the following from at least two (2) different disciplines: <b>ART 111, ART 114, ART 115, COM 231, ENG 231, ENG 232, MUS 110, MUS 112, PHI 215, PHI 240</b> (Courses in Bold are offered at RCC.)		3		
		3		
		3		

**Social/Behavioral Sciences (9 hours)\*\***

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



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

<b>Natural Sciences (4 hours)**</b>				
<b>Courses</b>	<b>Course</b>	<b>Credit</b>	<b>Sem. Registered/Planned</b>	<b>Sem. Completed/Grade</b>
Select 4 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		

<b>Additional General Education hours (13-14 hours)**</b>				
<b>Courses</b>	<b>Course</b>	<b>Credit</b>	<b>Sem. Registered/Planned</b>	<b>Sem. Completed/Grade</b>
Select eleven (11) semester hours 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, 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)\***

<b>Pre-major and/or Elective Courses (14 hours)**</b>				
<b>Courses</b>	<b>Course</b>	<b>Credit</b>	<b>Sem. Registered/Planned</b>	<b>Sem. Completed/Grade</b>
Select a minimum of fourteen (14) semester hours from general education courses listed above (section B) or from the following: ACC 120, ACC 121, 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, ENG 273, HEA 120, HIS 236, PED 110, PED 120, 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: \_\_\_\_\_



Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Program Completion Guide  
**ASSOCIATE IN ENGINEERING (A10500)**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	Minimum of 75 on ACCUPLACER	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations		1	Pre: DMA 010-070 or MAT 060 and MAT 070		
DRE 096 Integrated Reading and Writing	72-91*	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128*	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165*	3	Pre: DRE 097		
	*Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

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

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
<b>ACA 122</b> College Transfer Success (Courses in Bold are offered at RCC.)	ACA 122	1		

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

**English Composition (6 hours)\*\***

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

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

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
<b>Humanities (3 hours)**</b>				
Select one (1) course from the following: <b>ENG 231, ENG 232, PHI 215, PHI 240, REL 110***</b>		3		
<b>Fine Arts and Communications (3 hours)**</b>				
Select one (1) course from the following: <b>ART 111, ART 114, ART 115, COM 231, MUS 110, MUS 112</b>		3		

**Social/Behavioral Sciences (6 hours)\*\***

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



<b>Mathematics (12 hours)**</b>				
<b>Courses</b>	<b>Course</b>	<b>Credit</b>	<b>Sem. Registered/Planned</b>	<b>Sem. Completed/Grade</b>
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		

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

**C. Other Required Hours (17 credit hours)\***

<b>Pre-major and/or Other General Education Courses (17 hours)**</b>				
<b>Courses</b>	<b>Course</b>	<b>Credit</b>	<b>Sem. Registered/Planned</b>	<b>Sem. Completed/Grade</b>
Take EGR 150 and select 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. <b>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</b>	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.**

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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  
**ASSOCIATE IN SCIENCE (A10400)**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	Minimum of 75 on ACCUPLACER	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations		1	Pre: DMA 010-070 or MAT 060 or MAT 070		
DRE 096 Integrated Reading and Writing	72-91*	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128*	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165*	3	Pre: DRE 097		
	*Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. College Orientation and Academic Transition (1 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 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 hours)\*\***

Courses	Course	Credit	Sem. Registered/Planned	Sem. Completed/Grade
Select two (2) courses from the following from at least two (2) different disciplines: <b>ART 111, ART 114, ART 115, COM 231, ENG 231, ENG 232, MUS 110, MUS 112, PHI 215, PHI 240</b> (Courses in Bold are offered at RCC.)		3		
		3		

**Social/Behavioral Sciences (6 hours)\*\***

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



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

<b>Natural Sciences (8 hours)**</b>				
<b>Courses</b>	<b>Course</b>	<b>Credit</b>	<b>Sem. Registered/Planned</b>	<b>Sem. Completed/Grade</b>
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 (Courses above are offered at RCC. For other courses that will satisfy this requirement, refer to the Program and Course Catalog.)		4		
		4		

<b>Additional General Education hours (11 hours)**</b>					
<b>Courses</b>	<b>Course</b>	<b>Credit</b>	<b>Sem. Registered/Planned</b>	<b>Sem. Completed/Grade</b>	
Select eleven (11) semester hours of additional courses from the preceding lists or from the following: ANT 220, AST 111, AST111A, 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.)					

**C. Other Required Hours (14 credit hours)\***

<b>Pre-major and/or Elective Courses (14 hours)**</b>					
<b>Courses</b>	<b>Course</b>	<b>Credit</b>	<b>Sem. Registered/Planned</b>	<b>Sem. Completed/Grade</b>	
Select a minimum of fourteen (14) semester hours from general education courses listed above (section B) or from the following: ACC 120, ACC 121, 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, ENG 273, HEA 120, HIS 236, PED 110, PED 120 (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.

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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**

**Student Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_ **Date of Enrollment:** \_\_\_\_\_

**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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. Accounting Certificate (C25100A) 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
ACA 122 College Transfer Success	1	(D, E) 1 <sup>st</sup> year – fall	None		
ACC 120 Principles of Financial Accounting*	4	(D, E) 1 <sup>st</sup> year – fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090 Co: MAT 140		
CIS 110 Introduction to Computers*	3	(D, E) 1 <sup>st</sup> year – fall	Pre: CIS 070, DRE 097 Co: DRE 098 or RED 090		
MAT 143 Quantitative Literacy	3	(D, E) 1 <sup>st</sup> year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 115 or ACA 122		
ACC 121 Principles of Managerial Accounting* (course not required for Bookkeeper certificate)	4	(D) 2 <sup>nd</sup> year – fall (E) 1 <sup>st</sup> year - spring	Pre: ACC 120 with minimum grade of "C"		
ECO 251 Principles of Microeconomics* (course not required for Bookkeeper certificate)	3	(D) 1 <sup>st</sup> year – spring (E) Odd year – spring	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098 or ENG 090		

**B. Bookkeeper Certificate (C25100B) Course Requirements: 18 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	1 <sup>st</sup> year – fall	None		
ACC 122 Principles of Financial Accounting II	3	(D, E) 1 <sup>st</sup> year – spring	Pre: ACC 120 with minimum grade of "C"		
ACC 150 Accounting Software Applications	2	(D) 1 <sup>st</sup> year – spring (E) Odd year - spring	Pre: ACC 115 or ACC 120, CIS 110		

**C. Accounting Associate in Applied Science Degree (A25100) Course Requirements 65/66 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
ECO 252 Principles of Macroeconomics	3	(D) 1 <sup>st</sup> year – fall	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090		



		(E) Even year – fall	Co: DRE 098 or ENG 090		
ENG 111 Writing and Inquiry	3	(D) 1 <sup>st</sup> year – fall (E) 1 <sup>st</sup> year – spring	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
ACC 129 Individual Income Taxes*	3	(D) 1 <sup>st</sup> year – spring (E) Even year – fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090		
COM 231 Public Speaking	3	(D) 1 <sup>st</sup> year – spring (E) Even year – spring	Pre: DRE 098 or ENG 090 and RED 090		
or ENG 112 Writing/Research in the Disc	3	(D) 1 <sup>st</sup> year – spring (E) Even year – spring	Pre: ENG 111		
ACC 130 Business Income Taxes	3	(D) 2 <sup>nd</sup> year – fall (E) Odd year – spring	Pre: ACC 120 with minimum grade of "C"		
ACC 149 Intro to Accounting Spreadsheets	2	(D) 2 <sup>nd</sup> year – fall (E) Odd year – fall	Pre: ACC 115 or ACC 120		
ACC 220 Intermediate Accounting I *	4	(D) 2 <sup>nd</sup> year – fall (E) Odd year – fall	Pre: ACC 120 and ACC 121 or ACC 122 with minimum grade of "C"		
BUS 115 Business Law I *	3	(D) 2 <sup>nd</sup> year – fall (E) Odd year – fall	Pre: DRE 097 Co: DRE 098 or RED 090		
ACC 151 Accounting Spreadsheet Applications or WBL-112 Work-Based Learning I	2	(D) 2 <sup>nd</sup> year – spring (E) Even year – spring	Pre: ACC 149		
ACC 221 Intermediate Accounting II	4	(D) 2 <sup>nd</sup> year – spring (E) Even year – spring	Pre: ACC 220 with a minimum grade of a "C"		
ACC 225 Cost Accounting	3	(D) 2 <sup>nd</sup> year – spring (E) Even year – fall	Pre: ACC 121		
BUS 137 Principles of Management	3	(D) 2 <sup>nd</sup> year – spring (E) Even year – fall	Pre: DRE 098 or ENG 090 and RED 090		

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

<b>Humanities/Fine Arts Electives (3 credits) **</b> (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) 2 <sup>nd</sup> year – spring (E) Odd year – spring		

<b>Business Elective (2/4 credits)**</b>			
ACC 111, ACC 115, BUS 110, BUS 116 BUS 121, BUS 125, 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, *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) 2 <sup>nd</sup> year – spring (E) Even year – spring		

**NOTES:** \* Core Courses: Must have a grade of "C" or better  
\*\* See course catalog for Prerequisites /Corequisites requirements  
D= Day E=Evening

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 core courses with a grade of C or better
- Successfully complete all courses.
- Follow the established course sequence.

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

**ASSOCIATE IN APPLIED SCIENCE - AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY**

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	72-91 +	3	Pre: None		
DRE 097 Int. Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Int. Reading Writing III	129-165 +	3	Pre: DRE 097		
	+Reading Comprehension PLUS Sentence Skills Scores				

**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	1 <sup>st</sup> year – fall	None		
AHR 111 HVACR Electricity*	3	1 <sup>st</sup> year – fall	None		
AHR 113 Comfort Cooling* (not required for heating certificate)	4	1 <sup>st</sup> year – fall	None		
AHR 160 Refrigerant Certification	1	1 <sup>st</sup> 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	1 <sup>st</sup> year – spring	None		
AHR 114 Heat Pump Technology*	4	1 <sup>st</sup> 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	1 <sup>st</sup> year – fall	None		
AHR 180 HVACR Customer Relations	1	1 <sup>st</sup> year – fall	None		
CIS 110 Introduction to Computers	3	1 <sup>st</sup> year – fall	Pre: CIS 070, DRE 097 Co: DRE 098 or RED 090		
AHR 151 HVAC Duct Systems I	2	1 <sup>st</sup> year – spring	None		
BUS 110 Introduction to Business	3	1 <sup>st</sup> year – spring	Pre: DRE 097 Co: DRE 098 or RED 090		
or BUS 230 Small Business Management	3	1 <sup>st</sup> year – spring	Pre: DRE 098 or RED 090		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year – spring	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
MAT 143 Quantitative Literacy	3	2 <sup>nd</sup> year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 115 or ACA 122		



**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
AHR 115 Refrigeration Systems	2	2 <sup>nd</sup> year – fall	Pre: AHR 110		
AHR 211 Residential Systems Design*	3	2 <sup>nd</sup> year – fall	None		
AHR 213 HVACR Building Code*	2	2 <sup>nd</sup> year – fall	None		
COM 231 Public Speaking	3	2 <sup>nd</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090		
AHR 130 HVAC Controls *	3	2 <sup>nd</sup> year - spring	Pre: AHR 111 or ELC 111		
AHR 120 HVACR Maintenance	2	2 <sup>nd</sup> year – spring	None		
AHR 212 Advanced Comfort Systems*	4	2 <sup>nd</sup> year - spring	Pre: AHR 114		
AHR 235 Refrigeration Design	3	2 <sup>nd</sup> 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 a specific course is required above.)**

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
<b>Humanities/Fine Arts Electives (3 credits) ** (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).)</b>			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
	2 <sup>nd</sup> year – fall		

Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
<b>Social/Behavioral Sciences Electives (3 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.)</b>			
Courses offered at RCC: ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, PSY 241, SOC 210, SOC 213			
	2 <sup>nd</sup> year - spring		

**NOTES:** \* Core Courses: Must have a grade of "C" or better  
\*\* 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 core courses with a grade of C or better
- Successfully complete all courses.
- Follow the established course sequence.

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**

**Student Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_ **Date of Enrollment:** \_\_\_\_\_

*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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. Associate Degree Nursing Associate in Applied Science Degree (A45110) Course Requirements 76 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 (Course <u>not</u> required but recommended)	1	1 <sup>st</sup> year – fall	None	None		
BIO 165 Anatomy and Physiology I	4	1 <sup>st</sup> year – fall	DRE 098 or ENG 090 and RED 090, and DMA 010-050 or MAT 070	None		
CIS 110 Introduction to Computers	3	1 <sup>st</sup> year – fall	CIS 070, DRE 097	DRE 098 or RED 090		
NUR 111 Intro to Health Concepts*	8	1 <sup>st</sup> year – fall	Admission to ADN Program	BIO 165, CIS 110, and PSY 150		
PSY 150 General Psychology	3	1 <sup>st</sup> year – fall	DRE 098 or ENG 090 and RED 090	None		
BIO 166 Anatomy and Physiology II	4	1 <sup>st</sup> year – spring	BIO 165	None		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year – spring	DRE 098 or ENG 090 and RED 090	ACA 115 or ACA 122		
NUR 112 Health-Illness Concepts*	5	1 <sup>st</sup> year – spring	NUR 111	BIO 166, ENG 111, and PSY 241		
NUR 114 Holistic Health Concepts*	5	1 <sup>st</sup> year – spring	NUR 111, NUR 112	BIO 166, ENG 111, and PSY 241		
PSY 241 Developmental Psychology	3	1 <sup>st</sup> year – spring	PSY 150	None		
NUR 113 Family Health Concepts*	5	1 <sup>st</sup> year- summer	NUR 111, NUR 112 NUR 114	None		
BIO 275 Microbiology	4	2 <sup>nd</sup> year - fall	BIO 110, BIO 111, BIO 163, and BIO 165 or BIO 168	None		



ENG 112 Writing/Research in the Disciplines	3	2 <sup>nd</sup> year - fall	ENG 111	None		
NUR 211 Health Care Concepts*	5	2 <sup>nd</sup> year - fall	NUR 111, NUR 112 NUR 113, NUR 114	BIO 275, ENG 112		
NUR 212 Health System Concepts*	5	2 <sup>nd</sup> year - fall	NUR 111, NUR 112 NUR 113, NUR 114, NUR 211	BIO 275, ENG 112		
NUR 213 Complex Health Concepts*	10	2 <sup>nd</sup> year – spring	NUR 111, NUR 112 NUR 113, NUR 114 NUR 211, NUR 212	SOC 210		
SOC 210 Introduction to Sociology	3	2 <sup>nd</sup> year – spring	DRE 098 or ENG 090, RED 090	None		

<b>Humanities/Fine Arts Electives (3 credits).</b>			
Take one course; from ART 111, HUM-115, MUS 110, or PHI 240			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 <sup>nd</sup> year - fall		

**NOTES:** \* Core Courses: Must have a grade of “C” or better (NUR courses must have a grade of 80 or better to progress).  
\*\* See course catalog for Prerequisites /Corequisites 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: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Program Completion Guide  
**ASSOCIATE IN APPLIED SCIENCE - BUSINESS ADMINISTRATION (A25120)**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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 <i>(Required if taking MAT 171)</i>	Minimum of 75 on ACCUPLACER	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation <i>(Required if taking MAT 171)</i>		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations <i>(Required if taking MAT 171)</i>		1	Pre: DMA 010-070 or MAT 060 or MAT 070		
DRE 096 Integrated Reading and Writing	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. Business Administration Certificate (C25120) 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
BUS 110 Introduction to Business*	3	1 <sup>st</sup> year – fall	Pre: DRE 097 Co: DRE 098		
BUS 115 Business Law I*	3	1 <sup>st</sup> year – fall	Pre: DRE 097 Co: DRE 098		
CIS 110 Introduction to Computers*	3	1 <sup>st</sup> year – fall	Pre: CIS 070, DRE 097 Co: DRE 098		
BUS 137 Principles of Management*	3	1 <sup>st</sup> year – spring	Pre: DRE 098 or ENG 090 and RED 090		
CTS 130 Spreadsheet (required for degree)	3	1 <sup>st</sup> year – spring	Pre: CIS 110 or OST 137		
MKT 120 Principles of Marketing*	3	1 <sup>st</sup> year – spring	Pre: DRE 098 or ENG 090 and RED 090		

**B. Business Administration Associate in Applied Science Degree (A25120) Course Requirements 68-69 credit hours: Complete Sections I (as required) and Section II, A and B.**

Courses	C r.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 <sup>st</sup> year – fall	None		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
MAT 143 Quantitative Literacy	3	1 <sup>st</sup> year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 115 or ACA 122		
or MAT 171	4	1 <sup>st</sup> year – fall	Pre: DMA 010-080 or MAT 080		
ENG 112 Writing/Research in the Disciplines	3	1 <sup>st</sup> year - spring	Pre: ENG 111		



ACC 120 Principles of Financial Accounting*	4	2 <sup>nd</sup> year – fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090 Co: MAT 143		
BUS 153 Human Resource Management	3	2 <sup>nd</sup> year – fall	Pre: DRE 098 or RED 090		
BUS 121 Business Mathematics	3	2 <sup>nd</sup> year – fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098		
ECO 252 Principles of Macroeconomics*	3	2 <sup>nd</sup> year – fall	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		
ACC 121 Principles of Managerial Accounting	4	2 <sup>nd</sup> year – spring	Pre: ACC 120 with minimum grade of “C”		
BUS 230 Small Business Management	3	2 <sup>nd</sup> year – spring	Pre: DRE 098 or RED 090		
BUS 239 Business Applications Seminar	2	2 <sup>nd</sup> year – spring	Pre: ACC 120, BUS 115, BUS 137, ECO 151 or 251 or 252, MKT 120		
ECO 251 Principles of Microeconomics	3	2 <sup>nd</sup> year – spring	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		
BUS 125 Personal Finance	3	2 <sup>nd</sup> year – spring	Pre: DMA 010-030 or MAT-060, DRE-098 or RED-090		

**Required Subject Area:**

<b>Business Electives (Select 6 hours from the following courses)</b>			
ACC 122, ACC 129, ACC 130, ACC 225, BUS 116, BUS 125, BUS 139, BUS 228, BUS 260, BUS 261, BUS 280, INT 110, MKT 221, MKT 223, MKT 224, MKT 228, PAD 151, PAD 152, PAD 251, PAD 252, PMT 110, PMT 210, PMT 215, SPA 111, SPA 120.			
<b>Note:</b> Only 3 SHC of SPA are allowed towards the Business Administration degree. BUS 139 and BUS 280 are required for the Entrepreneurship Certificate.			
<b>Course</b>	<b>Recommended Semester</b>	<b>Semester Registered/Planned</b>	<b>Semester Completed/Grade</b>
	1 <sup>st</sup> year – spring		
<b>Course</b>	<b>Recommended Semester</b>	<b>Semester Registered/Planned</b>	<b>Semester Completed/Grade</b>
	2 <sup>nd</sup> 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.)**

<b>Humanities/Fine Arts Electives (3 credits) **</b> (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			
<b>Course</b>	<b>Recommended Semester</b>	<b>Semester Registered/Planned</b>	<b>Semester Completed/Grade</b>
	1 <sup>st</sup> year – spring		

<b>Social/Behavioral Sciences Electives (3 hours) **</b> (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			
<b>Course</b>	<b>Recommended Semester</b>	<b>Semester Registered/Planned</b>	<b>Semester Completed/Grade</b>
	2 <sup>nd</sup> year – spring		

**NOTES:** \* Core Courses: Must have 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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- Complete all core courses with a grade of C or better
- Successfully complete all courses.
- Follow the established course sequence.

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: \_\_\_\_\_





Program Completion Guide

**ASSOCIATE IN APPLIED SCIENCE - BUSINESS ADMINISTRATION (A25120) (online)**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. Business Administration Certificate (C25120) 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 110 Introduction to Business*	3	1 <sup>st</sup> year – fall	Pre: DRE 097 Co: DRE 098		
BUS 137 Principles of Management*	3	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090		
MKT 120 Principles of Marketing*	3	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090		
BUS 115 Business Law I*	3	1 <sup>st</sup> year – spring	Pre: DRE 097 Co: DRE 098		
CIS 110 Introduction to Computers*	3	1 <sup>st</sup> year – spring	Pre: CIS 070, DRE 097 Co: DRE 098		
CTS 130 Spreadsheet (required for degree)	3	2 <sup>nd</sup> year – fall	Pre: CIS 110 or OST 137		

**B. Business Administration Associate in Applied Science Degree ONLINE (A25120) Course Requirements 68 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	1 <sup>st</sup> year – fall	None		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
ECO 252 Principles of Macroeconomics*	3	1 <sup>st</sup> year – spring	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		
ENG 112 Writing/Research in the Disciplines	3	1 <sup>st</sup> year – spring	Pre: ENG 111		
MAT 143 Quantitative Literacy	3	1 <sup>st</sup> year – spring	Pre: DMA 010-050, DRE 098 Co: ACA 115 or ACA 122		
ACC 120 Principles of Financial Accounting*	4	2 <sup>nd</sup> year – fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090 Co: MAT 143		
BUS 230 Small Business Management	3	2 <sup>nd</sup> year – fall	Pre: DRE 098		



ECO 251 Principles of Microeconomics	3	2 <sup>nd</sup> year – fall	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		
BUS 125 Personal Finance	3	2 <sup>nd</sup> year – fall	Pre: DMA 010-030 or MAT 060, DRE 098 or RED 090		
ACC 121 Principles of Managerial Accounting	4	2 <sup>nd</sup> year – spring	Pre: ACC 120 with minimum grade of “C”		
BUS 153 Human Resource Management	3	2 <sup>nd</sup> year – spring	Pre: DRE 098 or RED 090		
BUS 121 Business Mathematics	3	2 <sup>nd</sup> year – spring	Pre: DRE 097, DMA 010-040 or MAT 070 Co: DRE 098		
BUS 239 Business Applications Seminar	2	2 <sup>nd</sup> year – spring	Pre: ACC 120, BUS 115, BUS 137, ECO 151 or 251 or 252, MKT 120		

**Required Subject Area**

<b>Business Electives (Select 6 hours from the following courses)</b>			
ACC 122, ACC 129, ACC 130, ACC 225, BUS 116, BUS 125, BUS 139, BUS 228, BUS 260, BUS 261, BUS 280, INT 110, MKT 221, MKT 223, MKT 224, MKT 228, PAD 151, PAD 152, PAD 251, PAD 252, PMT 110, PMT 210, PMT 215, SPA 111, SPA 120.			
<b>Note:</b> Only 3 SHC of SPA are allowed towards the Business Administration degree. BUS 139 and BUS 280 are required for the Entrepreneurship Certificate.			
<b>Course</b>	<b>Recommended Semester</b>	<b>Semester Registered/Planned</b>	<b>Semester Completed/Grade</b>
	1 <sup>st</sup> year – fall		
<b>Course</b>	<b>Recommended Semester</b>	<b>Semester Registered/Planned</b>	<b>Semester Completed/Grade</b>
	2 <sup>nd</sup> 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.)**

<b>Humanities/Fine Arts Electives (3 credits) **</b> (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			
<b>Course</b>	<b>Recommended Semester</b>	<b>Semester Registered/Planned</b>	<b>Semester Completed/Grade</b>
	1 <sup>st</sup> year – spring		

<b>Social/Behavioral Sciences Electives (3 hours) **</b> (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			
<b>Course</b>	<b>Recommended Semester</b>	<b>Semester Registered/Planned</b>	<b>Semester Completed/Grade</b>
	2 <sup>nd</sup> year – spring		

**NOTES:** \* Core Courses: Must have 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 do the following or it may affect my ability to graduate on time.

- Complete all core courses with a grade of C or better
- Successfully complete all courses.
- Follow the established course sequence.

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 - BUSINESS ADMINISTRATION: PUBLIC ADMINISTRATION (A2512H)**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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 <i>(Required if taking MAT 171)</i>	Minimum of 75 on ACCUPLACER	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation <i>(Required if taking MAT 171)</i>		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations <i>(Required if taking MAT 171)</i>		1	Pre: DMA 010-070 or MAT 060 or MAT 070		
DRE 096 Integrated Reading and Writing	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. Business Administration-Public Administration Certificate (C2512H) 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	1 <sup>st</sup> year	Pre: DRE 098 or ENG 090 and RED 090		
BUS 153 Human Resource Management*	3	1 <sup>st</sup> year	Pre: DRE 098 or RED 090		
PAD 151 Intro to Public Administration*	3	1 <sup>st</sup> year	None		
PAD 152 Ethics in Government*	3	1 <sup>st</sup> year	None		
PAD 251 Public Finance & Budgeting*	3	1 <sup>st</sup> year	None		
PAD 252 Public Policy Analysis*	3	1 <sup>st</sup> year	None		

**B. Business Administration-Public Administration Associate in Applied Science Degree (A2512H) Course Requirements 65/66 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	1 <sup>st</sup> year – fall	None		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
MAT 143 Quantitative Literacy	3	1 <sup>st</sup> year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 115 or ACA 122		
or MAT 171	4	1 <sup>st</sup> year – fall	Pre: DMA 010-080 or MAT 080		
BUS 115 Business Law I	3	1 <sup>st</sup> year – fall	Pre: DRE 097 Co: DRE 098		
CIS 110 Intro to Computers	3	1 <sup>st</sup> year – fall	Pre: DRE 097 Co: DRE 098		
BUS 110 Intro to Business	3	1 <sup>st</sup> year - spring	Pre: DRE 097 Co: DRE 098		



CTS 130 Spreadsheet	3	1 <sup>st</sup> year - spring	Pre: CIS 110 or OST 137		
ENG 112 Writing/Research in the Disciplines	3	1 <sup>st</sup> year - spring	Pre: ENG 111		
MKT 120 Principles of Marketing	3	1 <sup>st</sup> year - spring	Pre: DRE 098 or ENG 090 and RED 090		
ACC 120 Principles of Financial Accounting*	4	2 <sup>nd</sup> year – fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090 Co: MAT 143		
ECO 252 Principles of Macroeconomics*	3	2 <sup>nd</sup> year – fall	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		
ACC 121 Principles of Managerial Accounting	4	2 <sup>nd</sup> year – spring	Pre: ACC 120 with minimum grade of “C”		
BUS 239 Business Applications Seminar	2	2 <sup>nd</sup> year – spring	Pre: ACC 120, BUS 115, BUS 137, ECO 151 or 251 or 252, MKT 120		
ECO 251 Principles of Microeconomics	3	2 <sup>nd</sup> year – spring	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098		

**Required Subject Area:**

<b>Business Electives (Select 3 hours from the following courses)</b>			
ACC 122, ACC 129, ACC 130, ACC 225, BUS 116, BUS 139, BUS 228, BUS 260, BUS 261, BUS 280, INT 110, MKT 221, MKT 223, MKT 224, MKT 228, PMT 110, PMT 210, PMT 215, SPA 111, SPA 120.			
<b>Note:</b> Only 3 SHC of SPA are allowed towards the Business Administration degree.			
<b>Course</b>	<b>Recommended Semester</b>	<b>Semester Registered/Planned</b>	<b>Semester Completed/Grade</b>
	2 <sup>nd</sup> 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.)**

<b>Humanities/Fine Arts Electives (3 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).</b>			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
<b>Course</b>	<b>Recommended Semester</b>	<b>Semester Registered/Planned</b>	<b>Semester Completed/Grade</b>
	1 <sup>st</sup> year – spring		

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

**NOTES:** \*Core Courses: Must have a grade of “C” or better  
\*\*See course catalog for prerequisite and/or corequisite requirements

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- Complete all core courses with a grade of C or better
- Successfully complete all courses.
- Follow the established course sequence.

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: \_\_\_\_\_



Program Completion Guide

**ASSOCIATE IN APPLIED SCIENCE - COMPUTER ENGINEERING TECHNOLOGY**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	Minimum of 75 on ACCUPLACER	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations		1	Pre: DMA 010-070 or MAT 060 or MAT 070		
DRE 096 Integrated Reading and Writing	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. Computer Engineering Technology Associate in Applied Science Degree (A40160) Course Requirements 67 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	1 <sup>st</sup> year - fall	None		
CIS 115 Introduction to Programming & Logic	3	1 <sup>st</sup> year - fall	Pre: DMA 010-040 or MAT 080, DRE 097 Co: DRE 098 or RED 090		
ELC 131 Circuit Analysis I*	4	1 <sup>st</sup> year - fall	Pre: DMA 010-050 or MAT 070 Co: DRE 096 or ENG 080 and RED 080		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED-090 Co: ACA 115 or ACA 122		
MAT 171 Precalculus Algebra	4	1 <sup>st</sup> year - fall	Pre: DMA 010-080 or MAT 080		
NOS 110 Operating Systems Concepts *	3	1 <sup>st</sup> year - fall	None		
CET 111 Computer Upgrade/Repair I *	3	1 <sup>st</sup> year - spring	None		
COM 231 Public Speaking	3		Pre: DRE 098 or ENG 090 and RED 090		
or ENG 112 Writing/Research in the Disciplines	3	1 <sup>st</sup> year - spring	Pre: ENG-111		
ELN 131 Analog Electronics *	4	1 <sup>st</sup> year - spring	Pre: ELC 131		
ELN 133 Digital Electronics *	4	1 <sup>st</sup> year - spring	Pre: ELC 112 or ELC 131		
MAT 172 Precalculus Trigonometry	4	1 <sup>st</sup> year - spring	Pre: MAT-171		
DFT 151 CAD I	3	2 <sup>nd</sup> year – fall	Pre: DMA 010-030 or MAT 060, DRE 097 or RED 080		
ELN 232 Introduction to Microprocessors *	4	2 <sup>nd</sup> year – fall	Pre: ELN 133		
ELN 260 Prog Logic Controllers	4	2 <sup>nd</sup> year – fall	Pre: ELC 131 Co: ELN 133		
NOS 120 Linux/Unix Singer User	3	2 <sup>nd</sup> year – fall	Pre: CET-211 or NOS 110		
ATR 112 Intro to Automation	3	2 <sup>nd</sup> year - spring	Pre: ELN 260		



CSC 139 Visual BASIC Programming*	3	2 <sup>nd</sup> year - spring	Pre: CIS-115		
EGR 285 Design Project	2	2 <sup>nd</sup> year - spring	Pre: ELN 133, ELN 131, ELN 260		
NET 125 Networking Basics	3	2 <sup>nd</sup> year - spring	Pre: DMA 010-050 or MAT 070, DRE 097 Co: DRE 098 or RED 090		

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

<b>Humanities/Fine Arts Electives (3 credits) **</b> (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
	2 <sup>nd</sup> year - spring		

<b>Social/Behavioral Sciences Electives (3 hours) **</b> (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
	2 <sup>nd</sup> year - fall		

- NOTES:** \* Core Courses: Must have a grade of "C" or better  
 \*\* See course catalog for prerequisite and/or corequisite requirements

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- Complete all core courses with a grade of C or better
- Successfully complete all courses.
- Follow the established course sequence.

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 - COMPUTER INFORMATION TECHNOLOGY**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. Computer Information Technology (Certificate) (C25260) 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 110 Introduction to Computers*	3	1 <sup>st</sup> year - fall	Pre: CIS 070, DRE 097 Co: DRE 098 or RED 090		
NET 125 Networking Basics*	3	1 <sup>st</sup> year - fall	Pre: DMA 010-050 or MAT 070, DRE 097 Co: DRE 098 or RED 090		
NOS 110 Operating System Concepts*	3	1 <sup>st</sup> year - fall	None		
CTS 120 Hardware/Software Support*	3	1 <sup>st</sup> and 2 <sup>nd</sup> year - spring	Pre: CIS 110		
DBA 110 Database Concepts*	3	1 <sup>st</sup> year - spring	Pre: CIS 110		
NOS 130 Windows Single User*	3	1 <sup>st</sup> year - spring	Pre: NOS 110		

**B. Computer Information Technology (Diploma) (D25260) Course Requirements 40 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	1 <sup>st</sup> year - fall	None		
CIS 115 Introduction to Programming and Logic*	3	1 <sup>st</sup> year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098 or RED 090		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
CSC 139 Visual BASIC Programming	3	1 <sup>st</sup> year - spring	Pre: CIS 115		
ENG 112 Writing/Research in the Discipline	3	1 <sup>st</sup> year - spring	Pre: ENG 111		
NOS 120 Linux/UNIX Single User	3	2 <sup>nd</sup> year - fall	Pre: NOS 110 or CET 211		
SEC 110 Security Concepts*	3	2 <sup>nd</sup> year - fall	Pre: NOS 110 Co: NET 125		
WEB 140 Web Development Tools	3	2 <sup>nd</sup> year - fall	None		





**C. Computer Information Technology (A25260) Course Requirements 67 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
MAT 143 Quantitative Literacy	3	1 <sup>st</sup> year - spring	Pre: DMA 010–050, DRE 098 Co: ACA 115 or ACA 122		
BUS 110 Introduction to Business*	3	2 <sup>nd</sup> year - fall	Pre: DRE 097 Co: DRE 098 or RED 090		
CTS 285 Systems Analysis & Design*	3	2 <sup>nd</sup> year - fall	Pre: CIS 115		
NOS 230 Windows Administration I*	3	2 <sup>nd</sup> year - fall	Pre: NOS 130		
CTS 289 System Support Project*	3	2 <sup>nd</sup> year - spring	Pre: CSC 139, CTS 285, DBA 110, NOS 120, NOS 230, SEC 110		
WEB 230 Implementing Web Serv	3	2 <sup>nd</sup> year - spring	Pre: NET 125, NOS 120, SEC 110		
WEB 250 Database Driven Websites	3	2 <sup>nd</sup> year - spring	Pre: DBA 110, WEB 140		

**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.)**

<b>Humanities/Fine Arts Electives (3 credits) **</b> (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
	2 <sup>nd</sup> year spring		

<b>Social/Behavioral Sciences Electives (3 hours) **</b> (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
	2 <sup>nd</sup> year spring		

**NOTES:** \* Core Courses: Must have a grade of "C" or better  
\*\* See course catalog for prerequisite and/or corequisite requirements

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- Complete all core courses with a grade of C or better
- Successfully complete all courses.
- Follow the established course sequence.

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  
**DIPLOMA - COMPUTER-INTEGRATED MACHINING**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**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	1 <sup>st</sup> year – fall	None		
MAC 112 Machining Technology II* (Not required for CIM Certificate)	6	2 <sup>nd</sup> year - spring	Pre: MAC 111		
MAC 113 Machining Technology III (Not required for CIM Certificate)	6	2 <sup>nd</sup> 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	1 <sup>st</sup> year – fall	Pre: DMA 010-020		
MAC 122 CNC Turning*	2	1 <sup>st</sup> year – spring	Pre: MAC 111 or MEC 111		
MAC 124 CNC Milling	2	1 <sup>st</sup> 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	1 <sup>st</sup> year – fall	None		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year – spring	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
MAC 151 Machining Calculations	2	1 <sup>st</sup> year - summer	None		
MEC 142 Physical Metallurgy	2	1 <sup>st</sup> year - summer	Pre: MAC 111 or MEC 111		
or WBL 112 Work-Based Learning I	2	1 <sup>st</sup> year - summer	Pre: 9 SHC in major core courses		
BPR 121 Blueprint Reading: Mechanical	2	2 <sup>nd</sup> year – fall	Pre: BPR 111		



**Social/Behavioral Sciences Electives (3 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
	2 <sup>nd</sup> year – spring		

**NOTES:** \* Core Courses: Must have a grade of “C” or better  
\*\* See course catalog for prerequisite and/or corequisite requirements

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- Complete all core courses with a grade of C or better
- Successfully complete all courses.
- Follow the established course sequence.

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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: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Program Completion Guide

**ASSOCIATE IN APPLIED SCIENCE - CRIMINAL JUSTICE TECHNOLOGY (A55180)**

**Student Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_ **Date of Enrollment:** \_\_\_\_\_

*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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**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) 1 <sup>st</sup> year – fall	None		
CJC 112 Criminology*	3	(D, E) 1 <sup>st</sup> year – spring	None		
CJC 221 Investigative Principles* (not required for Corrections certificate)	4	(D) 2 <sup>nd</sup> 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) 2 <sup>nd</sup> year – spring (E) Odd year – spring	Pre: CJC 221		
CJC 231 Constitutional Law* (not required for Corrections certificate)	3	(D) 2 <sup>nd</sup> 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) 2 <sup>nd</sup> year - fall (E) 1 <sup>st</sup> year - spring	Pre: None Co: DRE 098		
CJC 141 Corrections (Diploma: course counts as one of the options)	3	(D) 1 <sup>st</sup> year - spring (E) 1 <sup>st</sup> year - fall	None		
CJC 212 Ethics & Community Relations* (Diploma: course counts as one of the options)	3	(D) 2 <sup>nd</sup> year - spring (E) Even year - spring	Pre: DRE 098 or ENG 090 and RED 090		
CJC 233 Correctional Law (Diploma: course counts as one of the options)	3	(D) 2 <sup>nd</sup> 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) 1 <sup>st</sup> year - fall (E) 1 <sup>st</sup> year - spring	Pre: CIS 070, DRE 097 Co: DRE 098		
ENG 111 Writing and Inquiry	3	(D, E) 1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090		



			Co: ACA 122		
MAT 143 Quantitative Literacy	3	(D) 1 <sup>st</sup> year - fall (E) Odd year - spring	Pre: DMA 010-050, DRE 098 Co: ACA 122		
ENG 112 Writing/Research in the Disciplines	3	(D, E) 1 <sup>st</sup> year - spring	Pre: ENG 111		

**Must take any five of the following to complete diploma requirements: (See other sections for prerequisites, corequisites, and recommended semester.)**

CJC 131, CJC 132, CJC 141, CJC 160, CJC, 212, 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) 1 <sup>st</sup> year - fall	None		
PSY 150 General Psychology	3	(D) 1 <sup>st</sup> year - fall (E) Odd year - spring	Pre: DRE 098 or ENG 090 and RED 090		
CJC 131 Criminal Law*	3	(D) 1 <sup>st</sup> year - spring (E) 1 <sup>st</sup> year - fall	Pre: None Co: DRE 098		
CJC 132 Court Procedure & Evidence	3	(D) 1 <sup>st</sup> year - spring (E) Odd year - fall	Pre: None Co: DRE 098		
CJC 160 Terrorism: Underlying Issues	3	(D) 2 <sup>nd</sup> year - fall (E) Odd year - spring	Pre: None Co: DRE 098		
CJC 215 Organization Administration	3	(D) 2 <sup>nd</sup> year - spring (E) Even year - spring	Pre: DRE 098 or ENG 090 and RED 090		
SOC 210 Intro to Sociology	3	(D) 1 <sup>st</sup> 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 credits) \*\*** (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) 2 <sup>nd</sup> year - spring (E) Even year - fall		

**Required Elective (3 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) 2 <sup>nd</sup> year - fall (E) Odd year - fall		

**NOTES:** \* Core Courses: Must have a grade of "C" or better

D=Day E=Evening

\*\* 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 core courses with a grade of C or better
- Successfully complete all courses
- Follow the established course sequence

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  
**DIPLOMA - DIALYSIS TECHNOLOGY**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. Dialysis Technology (D45300) Course Requirements 45 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	1 <sup>st</sup> year – fall	None		
DIA 101 Intro to Dialysis Technology *	11	1 <sup>st</sup> year – fall	Pre: DMA 010-050, DRE 098		
MED 121 Medical Terminology I	3	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090		
BIO 163 Basic Anatomy & Physiology	5	1 <sup>st</sup> year – spring	Pre: DMA 010-050 or MAT 070, DRE 098 or ENG 090 and RED 090		
DIA 102 Dialysis for Special Populations *	11	1 <sup>st</sup> year – spring	Pre: DIA 101		
CIS 110 Introduction to Computers	3	1 <sup>st</sup> year – summer	Pre: CIS 070, DRE 097 Co: DRE 098 or RED 090		
DIA 103 Ethical/Legal Issues in Dialysis *	3	1 <sup>st</sup> year – summer	Pre: DIA 102		
DIA 104 Care of the Complex Renal System *	5	1 <sup>st</sup> year – summer	Pre: DIA 102		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year – summer	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		

**NOTES:** \* Core Courses: Must have 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 do the following or it may affect my ability to graduate on time.

- Complete all core courses with a grade of C or better
- Successfully complete all courses.
- Follow the established course sequence.



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 - EARLY CHILDHOOD EDUCATION (A55220)**

**Student Name:** \_\_\_\_\_ **ID#** \_\_\_\_\_ **Date of Enrollment:** \_\_\_\_\_

*A Criminal Background check may be required as a condition of employment in the early childhood education 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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. Early Childhood Education Certificate (C55220) Course Requirements 17 credit hours: Complete Sections 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	1 <sup>st</sup> year – fall	None		
EDU 119 Intro to Early Childhood Education*	4	(D, E) 1 <sup>st</sup> year - fall	None		
EDU 131 Child, Family, and Community *	3	(D) 1 <sup>st</sup> year – fall (E) Even year – fall	Co: DRE 097		
EDU 144 Child Development I *	3	(D, E) 1 <sup>st</sup> year – fall	Co: DRE 097		
EDU 145 Child Development II *	3	(D, E) 1 <sup>st</sup> year – spring	Co: DRE 097		
EDU 173 Becoming a Professional in ECE (not required for diploma)	3	1 <sup>st</sup> year – spring	Co: DRE 097		

**B. Early Childhood Education (Special Education) Diploma (D55220) Course Requirements 47 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
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
CIS 110 Introduction to Computers (counts as an elective for the degree)	3	(D) 1 <sup>st</sup> year – fall (E) 1 <sup>st</sup> year – spring	Pre: CIS 070, DRE 097 Co: DRE 098 or RED 090		
COM 231 Public Speaking	3	(D, E) 1 <sup>st</sup> year – spring	Pre: DRE 098 or ENG 090 and RED 090		
or ENG 112 Writing/Research in the Disciplines	3	(D, E) 1 <sup>st</sup> year – spring	Pre: ENG 111		
EDU 146 Child Guidance	3	(D, E) 1 <sup>st</sup> year – spring	Co: DRE 098 or ENG 090 and RED 090		
EDU 151 Creative Activities*	3	(D) 1 <sup>st</sup> year - spring (E) Odd year – spring	Co: DRE 097		
EDU 153 Health, Safety, and Nutrition *	3	(D) 1 <sup>st</sup> year - spring (E) Odd year – spring	Co: DRE 097		
EDU 221 Children with Exceptionalities *	3	(D) 2 <sup>nd</sup> year – fall (N) Even year – fall	Pre: EDU 144, EDU 145 Co: DRE 098		





**C. Special Education Concentration for Diploma (courses not required for degree but can be used as electives)**

EDU 154 Social/Emotional/Behavioral Development	3	2 <sup>nd</sup> year – fall	Pre: EDU 144, EDU 145 Co: DRE 097		
EDU 223 Specific Learning Disabilities	3	2 <sup>nd</sup> year – fall	Pre: EDU 144, EDU 145 Co: DRE 098		
EDU 247 Sensory/Physical Disabilities	3	2 <sup>nd</sup> year – fall	Pre: EDU 144, EDU 145 Co: DRE 098		
EDU 248 Developmental Delays	3	2 <sup>nd</sup> year – fall	Pre: EDU 144, EDU 145 Co: DRE 098		

**D. Early Childhood Education Associate in Applied Science Degree (A55220) Course Requirements 65 credit hours: Complete Sections I (as required) and Section II, A, B, C and D and required electives.**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
EDU 234 Infants, Toddlers, & Twos *	3	(D) 1 <sup>st</sup> year – spring (E) Odd year – spring	Pre: EDU 119 Co: DRE 098		
EDU 271 Educational Technology*	3	(D) 2 <sup>nd</sup> year- spring (E) Odd year – spring	Pre: None Co: DRE 098		
EDU 280 Language and Literacy Experience*	3	(D) 2 <sup>nd</sup> year – fall (E) Odd year - fall	Co: DRE 098		
EDU 284 Early Child Capstone Practicum*	4	(D) 2 <sup>nd</sup> year – spring (E) Even year – spring	Pre: EDU 119, EDU 144, EDU 145, EDU 146, EDU 151 Co: DRE 098		
MAT 143 Quantitative Literacy	3	(D) 2 <sup>nd</sup> year – spring (E) Odd year - fall	Pre: DMA 010-050, DRE 098 Co: ACA 115 or ACA 122		
PSY 150 General Psychology	3	(D) 2 <sup>nd</sup> year – spring (E) Even year – fall	Pre: DRE 098 or ENG 090 and RED 090		

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

<b>Humanities/Fine Arts Electives (3 credits)** (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).</b>			
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) 2 <sup>nd</sup> year – fall (E) Odd year - fall		

<b>Early Childhood Education (Select a minimum of 11 credit hours from the following.)**</b>			
CIS 110, EDU 114, EDU 154, EDU 158, 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 275, EDU 289, WBL 111, WBL 115			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D) 1 <sup>st</sup> year – fall, 2 <sup>nd</sup> year – fall, 2 <sup>nd</sup> year – spring (E) 1 <sup>st</sup> year – spring, Even year – fall, Odd year – fall, Even year – spring,		

**NOTES:** D= Day E= Evening \*Core Courses: Must have a grade of "C" or better \*\*See course catalog for Prerequisite and/or Corequisite requirements

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- Successfully complete all courses.
- Follow the established course sequence.

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

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

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	Minimum of 75 on ACCUPLACER	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations		1	Pre: DMA 010-070 or MAT 060 or MAT 070		
DRE 096 Integrated Reading and Writing	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A: Electric Utility Substation and Relay Technology Associate in Applied Science Degree (A50510) Course Requirements: 74/75 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	1 <sup>st</sup> year – fall	None		
CIS 110 Introduction to Computers*	3	1 <sup>st</sup> year – fall	Pre: CIS 070, DRE 097 Co: DRE 098, RED 090		
ELC 131 Circuit Analysis I	4	1 <sup>st</sup> year – fall	Pre: DMA 010-050 or MAT 070 Co: DRE 096 or ENG 080 and RED 080		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
EUS 110 Intro to Electric Utility Industry*	4	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090, DMA 010-080 or MAT 080		
MAT 171 Precalculus Algebra	4	1 <sup>st</sup> year – fall	Pre: DMA 010-080 or MAT 080		
ELC 117 Motors and Controls or ELN 231 Industrial Controls	4 3	1 <sup>st</sup> year – spring	Pre: ELC 112 or ELC 131 Pre- ELC 131		
ENG 112 Writing/Research in the Disciplines	3	1 <sup>st</sup> year – spring	Pre: ENG 111		
EUS 130 Electric Utility Print Reading*	4	1 <sup>st</sup> year – spring	Pre: ELC 131 and EUS 110		
EUS 210 Large High Voltage Power Transfmr I*	3	1 <sup>st</sup> year – spring	Pre: EUS 110		
MAT 172 Precalculus Trigonometry	4	1 <sup>st</sup> year – spring	Pre: MAT 171		
PHY 122 Applied Physics II	4	1 <sup>st</sup> year – spring	Pre: None Co: MAT 171		
ECO 252 Principles of Macroeconomics	3	2 <sup>nd</sup> year – fall	Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090		



			Co: DRE 098 or ENG 090		
EUS 215 Large High Voltage Power Transfmr II*	3	2 <sup>nd</sup> year – fall	Pre: EUS 210		
EUS 230 Electric Utility Protective Relaying I*	3	2 <sup>nd</sup> year – fall	Pre: EUS 130		
EUS 225 Elec. Util. Safety & Human Performance	2	2 <sup>nd</sup> year – fall	Pre: EUS 110 and EUS 130 Co: EUS 230		
EUS 240 Substation Ancillary Systems*	3	2 <sup>nd</sup> year – fall	Pre: EUS 130		
ELN 229 Industrial Electronics	4	2 <sup>nd</sup> year – fall	Pre: ELC 112 or ELC 131		
ELC 128 Introduction to PLC	3	2 <sup>nd</sup> year – spring	Pre: ELC 112 or ELC 131		
EUS 220 High Voltage Power Circuit Breakers*	3	2 <sup>nd</sup> year – spring	Pre: ELC 117 or ELN 231, and EUS 130		
EUS 235 Electric Utility Protective Relaying II*	3	2 <sup>nd</sup> year – spring	Pre: EUS 230		
EUS 255 Elect. Utility Troubleshooting	2	2 <sup>nd</sup> year - spring	Pre: EUS 215 and EUS 230 Co: EUS 235		
EUS 260 Capstone & Case Studies in EUSRT*	2	2 <sup>nd</sup> year – spring	Pre: EUS 215 Co: EUS 235		

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

<b>Humanities/Fine Arts Electives (3 credits) ** (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).</b>			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212			
<b>Course</b>	<b>Recommended Semester</b>	<b>Semester Registered/Planned</b>	<b>Semester Completed/Grade</b>
	2 <sup>nd</sup> year - Spring		

**NOTES:** \* Core Courses: Must have a grade of “C” or better  
 \*\* See course catalog for Prerequisite/Corequisite requirements

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- Complete all core courses with a grade of C or better
- Successfully complete all courses.
- Follow the established course sequence.

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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

**EVENING DIPLOMA –ELECTRIC UTILITY TRANSFORMER TEST SPECIALIST (D50510)**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	Minimum of 75 on ACCUPLACER	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations		1	Pre: DMA 010-070 or MAT 060 or MAT 070		
DRE 096 Integrated Reading and Writing	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A: Electric Utility Transformer Test Specialist Diploma (D50510) Course Requirements: 38 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	1 <sup>st</sup> year – fall	None		
ELC 131 Circuit Analysis I	4	1 <sup>st</sup> year – fall	Pre: DMA 010-050 or MAT 070 Co: DRE 096 or ENG 080 and RED 080		
EUS 110 Intro to Electric Utility Industry*	4	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090, DMA 010-080 or MAT 080		
EUS 130 Electric Utility Print Reading*	4	1 <sup>st</sup> year – spring	Pre: ELC 131 and EUS 110		
EUS 210 Large High Voltage Power Transfmr I*	3	1 <sup>st</sup> year – spring	Pre: EUS 110		
EUS 225 Elec. Util. Safety & Human Performance	2	1 <sup>st</sup> year – fall	Pre: EUS 110 and EUS 130 Co: EUS 230		
EUS 215 Large High Voltage Power Transfmr II*	3	1 <sup>st</sup> year – summer	Pre: EUS 210		
EUS 240 Substation Ancillary Systems*	3	1 <sup>st</sup> year – summer	Pre: EUS 130		
ENG 111 Writing and Inquiry	3	2 <sup>nd</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
PHY 122 Applied Physics II	4	2nd year – fall	Pre: None Co: MAT 171		
MAT 171 Precalculus Algebra	4	1 <sup>st</sup> year – fall	Pre: DMA 010-080 or MAT 080		

**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 credits) \*\* (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
	2 <sup>nd</sup> year - Spring		

**NOTES:** \* Core Courses: Must have a grade of "C" or better  
 \*\* See course catalog for Prerequisite/Corequisite requirements

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- Successfully complete all courses.
- Follow the established course sequence.

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  
DIPLOMA - ELECTRICAL SYSTEMS TECHNOLOGY**

**Student Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_ **Date of Enrollment:** \_\_\_\_\_

**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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+Reading Comprehension PLUS Sentence Skills Scores				

**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	1 <sup>st</sup> year - fall	Pre: DMA 010		
ELC 118 National Electrical Code	2	1 <sup>st</sup> year - fall	Pre: None Co: DRE 096 or RED 070		
ELC 113 Residential Wiring *	4	1 <sup>st</sup> year - spring	Pre: ELC 112		
ELC 114 Commercial Wiring	4	(E) 2 <sup>nd</sup> year – fall or 1 <sup>st</sup> year - spring	Pre: ELC 113		
or ELC 117 Motors and Controls*	4	1 <sup>st</sup> or 2 <sup>nd</sup> year - spring	Pre: ELC 112 or ELC 131		
ELC 125 Diagrams and Schematics	2	1 <sup>st</sup> 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	1 <sup>st</sup> year – fall	None		
ELC 119 NEC Calculations	2	1 <sup>st</sup> year – fall	Pre: DMA 010		
ELC 134 Transformer Applications	2	1 <sup>st</sup> year – spring	Pre: ELC 112		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year – summer	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
ELN 229 Industrial Electronics*	4	2 <sup>nd</sup> year – fall	Pre: ELC 112 or ELC 131		
ELC 128 Introduction to PLC*	3	2 <sup>nd</sup> year – spring	Pre: ELC 112 or ELC 131		

**Social/Behavioral Sciences Electives (3 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
	1 <sup>st</sup> year – summer		



**NOTES:** \* Core Courses: Must have a grade of "C" or better  
\*\* See course catalog for prerequisite and/or corequisite requirements

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- Successfully complete all courses.
- Follow the established course sequence.

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Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Program Completion Guide  
**ASSOCIATE IN APPLIED SCIENCE - ELECTRONICS ENGINEERING TECHNOLOGY**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	Minimum of 75 on ACCUPLACER	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations		1	Pre: DMA 010-070 or MAT 060 or MAT 070		
DRE 096 Integrated Reading and Writing	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**Section I:**

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

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer Success	1	1 <sup>st</sup> year – fall	None		
CIS 110 Introduction to Computers	3	1 <sup>st</sup> year - fall	Pre: CIS 070, DRE 097 Co: DRE 098 or RED 090		
ELC 131 Circuit Analysis I *	4	1 <sup>st</sup> year - fall	Pre: DMA 010–050 or MAT 070 Co: DRE 096 or ENG 080 and RED 080		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
MAT 171 Precalculus Algebra	4	1 <sup>st</sup> year – fall	Pre: DMA 010-080 or MAT 80		
CET 111 Computer Upgrade/Repair I	3	1 <sup>st</sup> year - spring	None		
ELN 131 Analog Electronics I	4	1 <sup>st</sup> year – spring	Pre: ELC 131		
ELN 133 Digital Electronics *	4	1 <sup>st</sup> year – spring	Pre: ELC 112 or ELC 131		
COM 231 Public Speaking			Pre: DRE 098 or ENG 090 and RED 090		
or ENG 112 Writing/Research in the Disciplines	3	1 <sup>st</sup> year - spring	Pre: ENG 111		
MAT 172 Precalculus Trigonometry	4	1 <sup>st</sup> year - spring	Pre: MAT 171		
DFT 151 CAD I	3	2 <sup>nd</sup> year - fall	Pre: DMA 010–030 or MAT 060, DRE 097 or RED 080		
ELN 132 Analog Electronics II	4	2 <sup>nd</sup> year - fall	Pre: ELN 131		
ELN 232 Introduction to Microprocessors *	4	2 <sup>nd</sup> year - fall	Pre: ELN 133		
ELN 260 Prog Logic Controllers	4	2 <sup>nd</sup> year - fall	Pre: ELC 131		





			Co: ELN 133		
ATR 112 Intro to Automation	3	2 <sup>nd</sup> year - spring	Pre: ELN 260		
EGR 285 Design Project	2	2 <sup>nd</sup> year - spring	Pre: ELN 133, ELN 131, ELN 260		
ELC 213 Instrumentation	4	2 <sup>nd</sup> year - spring	ELC 112 or ELC 131		
HYD 110 Hydraulics/Pneumatics I	3	2 <sup>nd</sup> year - spring	Pre: DMA 010-030 or MAT 060		
NET 125 Networking Basics	3	2 <sup>nd</sup> year - spring	Pre: DMA 010-050 or MAT 070, DRE 097 Co: DRE 098 or RED 090		

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

<b>Humanities/Fine Arts Electives (3 credits) ** (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).</b>			
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
	1 <sup>st</sup> year – summer		

<b>Social/Behavioral Sciences Electives (3 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.)</b>			
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
	1 <sup>st</sup> year – summer		

**NOTES:** \* Core Courses: Must have a grade of "C" or better  
\*\* See course catalog for Prerequisite and/or Corequisite requirements

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Program Completion Guide

**BUSINESS ADMINISTRATION: ENTREPRENEURSHIP CERTIFICATE**

**(All courses are part of the Associate in Applied Science degree in Business Administration)**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	72-91 *	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 *	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 *	3	Pre: DRE 097		
	*Reading Comprehension PLUS Sentence Skills Scores				

**Section II: Entrepreneurship Certificate (C25120E) Course Requirements 13 credit hours: Complete Sections I (as required) and II requirements**

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/Planned	Semester Completed/Grade
BUS 110 Introduction to Business *	3		Pre: DRE 097 Co: DRE 098 or RED 090		
BUS 139 Entrepreneurship I	3		None		
BUS 280 REAL Small Business	4		None		
ECO 251 Principles of Microeconomics	3		Pre: DMA 010-020 or MAT 060, DRE 097 or RED 090 Co: DRE 098 or ENG 090		

**NOTES:** \*\* See course catalog for prerequisite and/or corequisite requirements

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- Complete all core courses (\*) with a grade of C or better
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Program Completion Guide

**ASSOCIATE IN APPLIED SCIENCE - HEALTH INFORMATION TECHNOLOGY**

**Student Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_ **Date of Enrollment:** \_\_\_\_\_

*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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. Health Information Technology Associate in Applied Science Degree (A45360) Course Requirements 70 credit hours: Complete Section I (as required) and Section II, A.**

Courses	Cr.	Recommended Semester	Prerequisites / Corequisites	Semester Registered/Planned	Semester Completed/Grade
MED 121 Medical Terminology*	3	1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090		
ACA 122 College Transfer Success	1	1 <sup>st</sup> year – fall	None		
BIO 165 Anatomy & Physiology*	4	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090, DMA 010-050 or MAT 070		
CIS 110 Intro to Computers	3	1 <sup>st</sup> year – fall	Pre: CIS 070, DRE 097 Co: DRE 098 or RED 090		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
HIT 110 Fundamentals of HIM*	3	1 <sup>st</sup> year – fall	Pre: DMA 010-040, DRE 098, Enrollment in HIT Program Co: HIT 112		
HIT 112 Health Law and Ethics*	3	1 <sup>st</sup> year – fall	Pre: DMA 010-040, DRE 098, Enrollment in HIT Program Co: HIT 110		
MAT 143 Quantitative Literacy	3	1 <sup>st</sup> year - spring	Pre: DMA 010-050, DRE 098 Co: ACA 115 or ACA 122		
MED 122 Medical Terminology*	3	1 <sup>st</sup> year - spring	Pre: MED 121		
BIO 166 Basic Anatomy & Physiology*	4	1 <sup>st</sup> year – spring	Pre: BIO 165		
DBA Database Concepts	3	1 <sup>st</sup> year – spring	Pre: CIS 110		
ENG 112 Writing/Research in the Disciplines or COM 231 Public Speaking	3	1 <sup>st</sup> year – spring	Pre: ENG 111 Pre: DRE 098 or ENG 090 and RED 090		
HIT 114 Health Data Sys/Standards*	3	1 <sup>st</sup> year – spring	Pre: MED 121, Enrollment in HIT Program Co: None		
HIT 211 ICD Coding*	4	2 <sup>nd</sup> year - fall	Pre: BIO 166, HIT 114, MED 122		



			Co: None		
HIT 216 Quality Management*	2	2 <sup>nd</sup> year - fall	Pre: HIT 114 Co: None		
HIT 220 Health Informatics & EHR	2	2 <sup>nd</sup> year - fall	Pre: CIS 110 or CIS 111, HIT 114 Co: None		
PSY 150 General Psychology	3	2 <sup>nd</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090		
HIT 210 Healthcare Statistics*	3	2 <sup>nd</sup> year - fall	Pre: HIT 114, MAT 143 Co: None		
HIT 226 Principles of Disease*	3	2 <sup>nd</sup> year - fall	Pre: BIO 166 Co: None		
HIT 222 Prof. Practice Exp. III*	2	2 <sup>nd</sup> year - spring	Pre: HIT 211 Co: None		
HIT 280 Professional Issues*	2	2 <sup>nd</sup> year - spring	Pre: HIT 211 Co: None		
BUS 137 Principles of Management*	3	2 <sup>nd</sup> year - spring	Pre: DRE 098 or ENG 090 and RED 090		
HIT 214 CPT/Other Coding Systems*	2	2 <sup>nd</sup> year - spring	Pre: HIT 211 Co: None		
HIT 215 Reimbursement Methodology	2	2 <sup>nd</sup> year - spring	Pre: HIT 211 Co: None		

**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 credits) \*\*** (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
	2 <sup>nd</sup> year - spring		

**NOTES:** \* Core Courses: Must have a grade of "C" or better

\*\* See course catalog for prerequisites and/or corequisites requirements

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Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Program Completion Guide

**ASSOCIATE IN APPLIED SCIENCE - HEALTHCARE BUSINESS INFORMATICS**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. Healthcare Business Informatics Associate in Applied Science Degree (A25510) Course Requirements 66 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	1 <sup>st</sup> year - fall	None		
BUS 110 Introduction to Business*	3	1 <sup>st</sup> year - fall	Pre: DRE 097 Co: DRE 098 or RED 090		
CIS 110 Introduction to Computers*	3	1 <sup>st</sup> year - fall	Pre: CIS 070, DRE 097 Co: DRE 098 or RED 090		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
MED 118 Medical Law and Ethics*	2	1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090		
NET 125 Networking Basics*	3	1 <sup>st</sup> year - fall	Pre: DMA 010-050 or MAT 070, DRE 097 Co: DRE 098 or RED 090		
NOS 110 Operating System Concepts*	3	1 <sup>st</sup> year - fall	None		
DBA 110 Database Concepts*	3	1 <sup>st</sup> year - spring	Pre: CIS 110		
ENG 112 Writing/Research in the Disciplines	3	1 <sup>st</sup> year - spring	Pre: ENG 111		
HBI 110 Issues and Trends in HBI*	3	1 <sup>st</sup> year - spring	None		
HBI 113 Survey of Med Insurance*	3	1 <sup>st</sup> year - spring	Pre: BUS 110		
MAT 143 Quantitative Literacy	3	1 <sup>st</sup> year - spring	Pre: DMA 010-050, DRE 098 Co: ACA 115 or ACA 122		
NOS 130 Windows Single User	3	1 <sup>st</sup> year - spring	Pre: NOS 110		
CIS 115 Introduction to Programming and Logic	3	2 <sup>nd</sup> year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 Co: DRE 098 or RED 090		
HBI 250 Data Mgmt and Utilization*	3	2 <sup>nd</sup> year - fall	Pre: DBA 110		
MED 121 Medical Terminology I*	3	2 <sup>nd</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090		
NOS 120 Linux/UNIX Single User	3	2 <sup>nd</sup> year - fall	Pre: NOS 110 or CET 211		
NOS 230 Windows Administration I	3	2 <sup>nd</sup> year - fall	Pre: NOS 130		
SEC 110 Security Concepts*	3	2 <sup>nd</sup> year - fall	Pre: NOS 110 Co: NET 125		



CTS 120 Hardware/Software Support*	3	2 <sup>nd</sup> year - spring	Pre: CIS 110		
MED 122 Medical Terminology II*	3	2 <sup>nd</sup> year - spring	Pre: MED 121		

**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 credits) \*\* (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
	2 <sup>nd</sup> year spring		

**Social/Behavioral Sciences Electives (3 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
	2 <sup>nd</sup> year spring		

- NOTES:** \* Core Courses: Must have a grade of "C" or better  
\*\* See course catalog for prerequisite and/or corequisite requirements

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Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Program Completion Guide

**ASSOCIATE IN APPLIED SCIENCE - HEALTHCARE MANAGEMENT TECHNOLOGY**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. Healthcare Management Certificate (C25200) Course Requirements 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
MED 118 Medical Law & Ethics*	2	1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090		
MED 121 Medical Terminology I*	3	1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090		
CIS 110 Introduction to Computers	3	1 <sup>st</sup> year - spring	Pre: CIS 070, DRE 097 Co: DRE 098 or RED 090		
HMT 110 Intro to Healthcare Management*	3	1 <sup>st</sup> year - spring	None		
MED 122 Medical Terminology II*	3	1 <sup>st</sup> year - spring	Pre: MED 121		
HMT 210 Medical Insurance*	3	2 <sup>nd</sup> year - fall	Pre: MED 122		

**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	1 <sup>st</sup> year - fall	None		
ACC 120 Principles of Financial Accounting*	4	1 <sup>st</sup> year - fall	Pre: DMA 010-040 or MAT 070, DRE 098 or RED 090 Co: MAT 140 or MAT 143		
BUS 137 Principles of Management	3	1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
MAT 143 Quantitative Literacy	3	1 <sup>st</sup> year - fall	Pre: DMA 010-050, DRE 098 Co: ACA 115 or ACA 122		
ACC 121 Principles of Management Accounting*	4	1 <sup>st</sup> year - spring	Pre: ACC 120 (min. grade of C)		
OST 131 Keyboarding	2	1 <sup>st</sup> year - spring	Pre: 25 nwpm on keyboarding placement test		
ENG 112 Writing/Research in the Disciplines	3	1 <sup>st</sup> year - spring	Pre: ENG 111		
BUS 153 Human Resource Management	3	2 <sup>nd</sup> year - fall	Pre: DRE 098 or RED 090		



HMT 211 Long-Term Care Administration*	3	2 <sup>nd</sup> year - fall	Pre: HMT 110		
ACC 225 Cost Accounting	3	2 <sup>nd</sup> year - spring	Pre: ACC 121		
WBL 111 Work-Based Learning I	1	2 <sup>nd</sup> year - spring	Pre: 9 SHC in major core courses Co: WBL 115		
WBL 115 Work-Based Learning Seminar I	1	2 <sup>nd</sup> year - spring	Pre: 9 SHC in major core courses Co: WBL 111 or WBL 112		
CTS 130 Spreadsheet	3	2 <sup>nd</sup> year - spring	Pre: CIS 110 or OST 137		
HMT 220 Healthcare Financial Management*	4	2 <sup>nd</sup> year - spring	Pre: ACC 121, HMT 110		
HMT 225 Practice Management Simulation	3	2 <sup>nd</sup> year - spring	Pre: HMT 210 Co: HMT 220		

**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 credits) \*\*** (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
	2 <sup>nd</sup> year - fall		

**Social/Behavioral Sciences Electives (3 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
	2 <sup>nd</sup> year - fall		

**NOTES:** \* Core Courses: Must have a grade of "C" or better

\*\* See course catalog for prerequisite and/or co-requisite requirements

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Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_





Program Completion Guide

**ASSOCIATE IN APPLIED SCIENCE - HUMAN SERVICES TECHNOLOGY (A45380)**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. Social Gerontology Certificate (C45380G) Course Requirements 15 credit hours: Complete Section I (as required) and Section II, A.**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
HSE 110 Introduction to Human Services *	3	(D, E) 1 <sup>st</sup> year – fall	Pre: DRE 097 Co: DRE 098		
PSY 150 General Psychology*	3	(D) 1 <sup>st</sup> year – fall (E) 1 <sup>st</sup> year – spring	Pre: DRE 098 or ENG 090 and RED 090		
HSE 125 Counseling*	3	(D) 1 <sup>st</sup> year – spring (E) Odd year – fall	Pre: PSY 150		
SOC 213 Sociology of the Family* (course not required for At-Risk Youth certificate)	3	(D) 2 <sup>nd</sup> year – fall (E) Odd year – spring	Pre: DRE 098 or ENG 090 and RED 090		
GRO 120 Gerontology (course not required for At-Risk Youth certificate) (course is an elective for degree program)	3	(D) 2 <sup>nd</sup> year – spring (E) Even year – spring	Pre: PSY 150		

**B. At-Risk Youth Technician Certificate (C45380Y) 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
HSE 227 Children & Adolescents in Crisis	3	(D) 2 <sup>nd</sup> year – fall (E) Even year – fall	Pre: DRE 098 or ENG 090 and RED 090		
PSY 241 Developmental Psychology*	3	(D) 2 <sup>nd</sup> year – fall (E) Even year – spring	Pre: PSY 150		
HSE 225 Crisis Intervention*	3	(D) 2 <sup>nd</sup> year – spring (E) Odd year – fall	Pre: DRE 098 or ENG 090 and RED 090		

**C. Social Services Certificate (C45380SC) Course Requirements 16 credit hours: Complete Section 1 (as required) and section II, C**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
HSE 123 Interviewing Techniques*	3	(D) 1 <sup>st</sup> year - fall (E) 1 <sup>st</sup> year – spring	Pre: DRE 097 Co: DRE 098		
HSE 155 Community Resources Management	2	(D) 1 <sup>st</sup> year - fall (E) Even year – spring	Pre: DRE 097 Co: DRE 098		



HSE 210 Human Services Issues*	2	(D) 2 <sup>nd</sup> year - spring (E) Odd year – spring	Pre: Successful completion of 12 SHC in the HSE major courses		
HSE 225 Crisis Intervention*	3	(D) 2 <sup>nd</sup> year – spring (E) Odd year – fall	Pre: DRE 098 or ENG 090 and RED 090		
SWK 113 Working with Diversity	3	(D) 2 <sup>nd</sup> year – fall (E) Even year – fall	Pre: DRE 098 ENG 090 and RED 090		

**D. Substance Abuse Certificate (C45380SA) Course Requirements 17 credit hours: Complete Section 1 (as required) and section II, D**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
HSE 110 Introduction to Human Services *	3	(D, E) 1 <sup>st</sup> year – fall	Pre: DRE 097 Co: DRE 098		
HSE 112 Group Process I*	2	(D) 1 <sup>st</sup> year - spring (E) Odd year – fall	Pre: DRE 097, Enrollment in HSE program Co: DRE 098		
HSE 123 Interviewing Techniques*	3	(D) 1 <sup>st</sup> year - fall (E) 1 <sup>st</sup> year – spring	Pre: DRE 097 Co: DRE 098		
HSE 220 Case Management	3	(D) 2 <sup>nd</sup> year – spring (E) Odd year – spring	Pre: HSE 110		
SAB 110 Substance Abuse Overview	3	(D, E) 1 <sup>st</sup> year – Fall	Pre: None		
SAB 135 Addictive Processes	3	(D) 2 <sup>nd</sup> year-Fall (E) Odd year-Spring	Pre: None		

**E. Human Services Technology Associate in Applied Science Degree (A45380) 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
ACA 122 College Transfer Success	1	(D, E) 1 <sup>st</sup> year - fall	None		
ENG 111 Writing and Inquiry	3	(D, E) 1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
HSE 123 Interviewing Techniques*	3	(D) 1 <sup>st</sup> year - fall (E) 1 <sup>st</sup> year – spring	Pre: DRE 097 Co: DRE 098		
HSE 155 Community Resources Management	2	(D) 1 <sup>st</sup> year - fall (E) Even year – spring	Pre: DRE 097 Co: DRE 098		
SOC 210 Introduction to Sociology	3	(D) 1 <sup>st</sup> year – fall (E) 1 <sup>st</sup> year – spring	Pre: DRE 098 or ENG 090 and RED 090		
CIS 110 Introduction to Computers	3	(D) 1 <sup>st</sup> year – spring (E) 1 <sup>st</sup> year – fall	Pre: CIS 070, DRE 097 Co: DRE 098		
ENG 112 Argument-Based Research	3	(D, E) 1 <sup>st</sup> year - spring	Pre: ENG 111		
HSE 112 Group Process I*	2	(D) 1 <sup>st</sup> year - spring (E) Odd year – fall	Pre: DRE 097, Enrollment in HSE program Co: DRE 098		
MAT 143 Quantitative Literacy	3	(D) 1 <sup>st</sup> year - spring (E) Odd year – spring	Pre: DMA 010-050, DRE 098 Co: ACA 115 or ACA 122		
SWK 113 Working with Diversity	3	(D) 2 <sup>nd</sup> year – fall (E) Even year – fall	Pre: DRE 098 ENG 090 and RED 090		
HSE 210 Human Services Issues*	2	(D) 2 <sup>nd</sup> year - spring (E) Odd year – spring	Pre: Successful completion of 12 SHC in the HSE major courses		
HSE 220 Case Management	3	(D) 2 <sup>nd</sup> year – spring (E) Odd year – spring	Pre: HSE 110		
WBL 121 Work-Based Learning II	1	(D) 2 <sup>nd</sup> year – spring (E) Odd year – spring	Pre: 14 SHC in the major core courses Co: WBL 125		
WBL 125 Work-Based Learning Seminar II	1	(D) 2 <sup>nd</sup> year – spring (E) Odd year – spring	Pre: 14 SHC in the major core courses Co: WBL 121		

**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

**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 credits) \*\* (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) 2 <sup>nd</sup> year – spring (E) Odd year – fall		

**NOTES:** \* Core Courses: Must have a grade of "C" or better  
 \*\* See course catalog for Prerequisite and/or Corequisite requirements  
 D = Day E=Evening

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Program Completion Guide  
**ASSOCIATE IN APPLIED SCIENCE - INDUSTRIAL SYSTEMS TECHNOLOGY**

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**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	(D) 1 <sup>st</sup> year – spring (E) 1 <sup>st</sup> year – fall	Pre: DMA 010-020		
ELC 112 DC/AC Electricity*	5	(D, E) 1 <sup>st</sup> year – fall	Pre: DMA 010 Co: None		
or MEC 111 Machine Processes I* (ELC 112 & MEC 111 required for diploma and degree)	3	(D) 2 <sup>nd</sup> year – fall (E) 1 <sup>st</sup> year – spring	Pre: DMA 010-020		
HYD 110 Hydraulics/Pneumatics I*	3	(D) 1 <sup>st</sup> year – spring (E) 2 <sup>nd</sup> year - fall	Pre: DMA 010-030 or MAT 060		
ISC 112 Industrial Safety*	2	(D, E) 1 <sup>st</sup> year – spring	None		
MNT 110 Intro to Maintenance Procedures*	2	(D) 2 <sup>nd</sup> year – spring (E) 1 <sup>st</sup> year – spring	None		
WLD 112 Basic Welding Procedures*	2	(D, E) 2 <sup>nd</sup> year – fall	None		

**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	(D,E) 1 <sup>st</sup> year – fall	None		
ENG 111 Writing and Inquiry	3	(D) 1 <sup>st</sup> year – fall (E) 1 <sup>st</sup> year - summer	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
ELC 125 Diagrams and Schematics	2	(D, E) 1 <sup>st</sup> year –spring	None		
MEC 130 Mechanisms*	3	(D, E) 2 <sup>nd</sup> year - fall	Pre: DMA 010-020		
ELC 117 Motors and Controls	4	(D, E) 2 <sup>nd</sup> year - spring	Pre: ELC 112 or ELC 131		
ELC 128 Intro to PLC's*	3	(D, E) 2 <sup>nd</sup> year - spring	Pre: ELC 112 or ELC 131		
Social/Behavioral science elective required					



**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	(D) 1 <sup>st</sup> year – fall	Pre: CIS 070, DRE 097 Co: DRE 098 or RED 090		
MAT 143 Quantitative Literacy	3	(D) 1 <sup>st</sup> year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 115 or ACA 122		
COM 231 Public Speaking	3	(D) 1 <sup>st</sup> year - spring	Pre: DRE 098 or ENG 090 and RED 090		
or ENG 112 Writing/Research in the Disciplines	3	(D) 1 <sup>st</sup> year - spring	Pre: ENG 111		
ELN 229 Industrial Electronics	4	(D) 1 <sup>st</sup> year - spring	Pre: ELC 112 or ELC 131		
ELC 120 Introduction to Wiring	3	(D) 2 <sup>nd</sup> year - fall	None		
HYD 180 Fluid Power in Automation	3	(D) 2 <sup>nd</sup> year - fall	None		
MAC 114 Introduction to Metrology	2	(D) 2 <sup>nd</sup> year - spring	None		
MNT 230 Pumps and Piping Systems	2	(D) 2 <sup>nd</sup> year - fall	None		
MNT 240 Industrial Equipment Troubleshooting	2	(D) 2 <sup>nd</sup> year - spring	Pre: ELC 112 or ELC 131 Co: ELC 128		

**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 credits) \*\* (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) 1 <sup>st</sup> year - spring		

**Social/Behavioral Sciences Electives (3 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
	(D) 1 <sup>st</sup> year – summer (E) 1 <sup>st</sup> year - summer		

**NOTES:** \* Core Courses: Must have a grade of "C" or better

D=Day E= Evening

\*\* See course catalog for Prerequisite and/or Corequisite requirements

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Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Program Completion Guide  
**CERTIFICATES - INFANT/TODDLER AND LATERAL ENTRY**

**Student Name:** \_\_\_\_\_ **ID#** \_\_\_\_\_ **Date of Enrollment:** \_\_\_\_\_

*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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

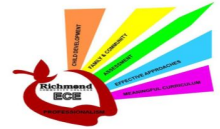
**Section II:**

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

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

**B. Lateral Entry Certificate (C55430) Course Requirements 18 credit hours: Complete Sections I (as required) and Section II, B.**

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
EDU 131 Child, Family, & Community*	3	1 <sup>st</sup> year – fall	Pre: None Co: DRE 097		
EDU 163 Classroom Mgt & Instruction*	3	1 <sup>st</sup> year – fall	Pre: None Co: DRE 097		
EDU 271 Education Technology*	3	1 <sup>st</sup> year – fall	Pre: None Co: DRE 098		
EDU 243 Learning Theory*	3	1 <sup>st</sup> year – spring	Pre: None Co: DRE 098		
EDU 244 Human Growth/Development*	3	1 <sup>st</sup> year – spring	Pre: None Co: DRE 098		
EDU 245 Policies and Procedures*	3	1 <sup>st</sup> year – spring	Pre: None Co: DRE 098		



**NOTES:** \* Core Courses: Must have 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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- Complete all core courses with a grade of C or better
- Successfully complete all courses.
- Follow the established course sequence.

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

**ASSOCIATE IN APPLIED SCIENCE - MECHANICAL ENGINEERING TECHNOLOGY (A40320)**

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	Minimum of 75 on ACCUPLACER	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations		1	Pre: DMA 010-070 or MAT 060 or MAT 070		
DRE 096 Integrated Reading and Writing	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. Mechanical Engineering Technology/Computer-Aided Drafting Certificate (C40320) 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
DFT 110 Basic Drafting	2	1 <sup>st</sup> year - fall	None		
DFT 151 CAD I*	3	1 <sup>st</sup> year - fall	Pre: DMA 010-030 or MAT 060, DRE 097 or RED 080		
DFT 152 CAD II*	3	1 <sup>st</sup> year - spring	Pre: DFT 151		
DFT 115 Architectural Drawing	2	1 <sup>st</sup> year – spring	Pre: DFT 151		
DFT 153 CAD III*	3	2 <sup>nd</sup> 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	1 <sup>st</sup> year - fall	None		
MAT 171 Precalculus Algebra	4	1 <sup>st</sup> year - fall	Pre: DMA 010-080 or MAT 080		
MEC 161 Manufacturing Processes I*	3	1 <sup>st</sup> year - fall	None		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		
ISC 132 Manufacturing Quality Control	3	2 <sup>nd</sup> year – fall	None		
MAT 172 Precalculus Trigonometry	4	1 <sup>st</sup> year - spring	Pre: MAT 171		
PHY 151 College Physics I	4	2 <sup>nd</sup> year – fall	Pre: DRE 098 or RED 090, MAT 171		
MEC 180 Engineering Materials	3	2 <sup>nd</sup> 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	3	1 <sup>st</sup> year - spring	Pre: ENG 111		
MAT 271 Calculus I	4	2 <sup>nd</sup> year - fall	Pre: MAT 172		
EGR 250 Statics/Strength of Materials*	5	2 <sup>nd</sup> year - fall	Pre: MAT 172		
PLA 120 Injection Molding	3	2 <sup>nd</sup> year - fall	Pre: DMA 010-030 or MAT 060, DRE 097 or RED 080		
HYD 110 Hydraulics/Pneumatics I	3	2 <sup>nd</sup> year – spring	Pre: DMA 010-030 or MAT 060		
MEC 110 Introduction to CAD/CAM	2	2 <sup>nd</sup> year – spring	Pre: DMA 010-060 or MAT 070, DRE 097 Co: DRE 098		
MEC 270 Machine Design	4	2 <sup>nd</sup> year – spring	Pre: DFT 151, EGR 250, MEC 180		
MEC 271 Machine Design Project	1	2 <sup>nd</sup> year – spring	Pre: DFT 151, EGR 250, MEC 180 Co: MEC 270		

**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.)**

<b>Humanities/Fine Arts Electives (3 credits)** (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).</b>			
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
	1 <sup>st</sup> year - spring		

<b>Social/Behavioral Sciences Electives (3 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.)</b>			
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
	2 <sup>nd</sup> year - spring		

**NOTES:** \*Core Courses: Must have a grade of "C" or better.  
\*\*See course catalog for prerequisite and/or corequisite requirements.

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- Complete all core courses with a grade of C or better.
- Successfully complete all courses.
- Follow the established course sequence.

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 - MECHATRONICS ENGINEERING TECHNOLOGY**

**Student Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_ **Date of Enrollment:** \_\_\_\_\_

**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	Minimum of 75 on ACCUPLACER	1	Pre: DMA 010-050 or MAT 060 and MAT 070		
DMA 070 Rational Express/Equation		1	Pre: DMA 010-060 or MAT 060 and MAT 070		
DMA 080 Radical Express/Equations		1	Pre: DMA 010-070 or MAT 060 or MAT 070		
DRE 096 Integrated Reading and Writing	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. Mechatronics Engineering Technology Associate in Applied Science degree (A40350) Course Requirements 72/73 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	1 <sup>st</sup> year – fall	None		
CIS 110 Introduction to Computers	3	1 <sup>st</sup> year – fall	Pre: CIS 070, DRE 097 Co: DRE 098 or RED 090		
ELC 112 DC/AC Electricity	5	1 <sup>st</sup> year – fall	Pre: DMA 010		
or ELC 131 Circuit Analysis I	4	1 <sup>st</sup> year – fall	Pre: DMA 010-050 or MAT 070 Co: DRE 096 or ENG 080, RED 080		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 090 & RED 090 Co: ACA 115 or ACA 122		
MAT 171 Precalculus Algebra	4	1 <sup>st</sup> year – fall	Pre: DMA 010-080 or MAT 080		
ELC 117 Motors and Controls	4	1 <sup>st</sup> year – spring	Pre: ELC 112 or ELC 131		
ELN 133 Digital Electronics	4	1 <sup>st</sup> year – spring	Pre: ELC 112 or ELC 131		
HYD 110 Hydraulics/Pneumatics I	3	1 <sup>st</sup> year – spring	Pre: DMA 010-030 or MAT 060		
ISC 112 Industrial Safety	2	1 <sup>st</sup> year – spring	None		
MAT 172 Precalculus Trigonometry	4	1 <sup>st</sup> year – spring	Pre: MAT 171		
ENG 112 Writing/Research in the Disciplines	3	1 <sup>st</sup> year – summer	Pre: ENG 111		
DFT 151 CAD I	3	2 <sup>nd</sup> year – fall	Pre: DMA 010-030 or MAT 060, DRE 097 or RED 080		
ELN 260 Prog Logic Controllers	4	2 <sup>nd</sup> year – fall	Pre: ELC 112 or ELC 131		
ISC 132 Manufacturing Quality Control	3	2 <sup>nd</sup> year – fall	None		
MEC 130 Mechanisms	3	2 <sup>nd</sup> year – fall	Pre: DMA 010-020 or MAT 060		
PHY 151 College Physics I	4	2 <sup>nd</sup> year – fall	Pre: DRE 098 or RED 090, MAT		



			171		
ATR 112 Intro to Automation	3	2 <sup>nd</sup> year – spring	Pre: ELN 260		
ELC 213 Instrumentation	4	2 <sup>nd</sup> year – spring	None		
MEC 110 Intro to CAD/CAM	2	2 <sup>nd</sup> year – spring	Pre: DMA 010-020 or MAT 060		
MEC 180 Engineering Materials	3	2 <sup>nd</sup> year – spring	None		
MNT 240 Industrial Equip Troubleshooting	2	2 <sup>nd</sup> year – spring	Pre: ELC 112 or ELC 131 Co: ELC 112		

**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 credits) \*\*** (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 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:** \* Core Courses: Must have a grade of “C” or better

\*\* See course catalog for Prerequisite and/or Corequisite requirements

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Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Program Completion Guide  
**ASSOCIATE IN APPLIED SCIENCE - MEDICAL ASSISTING**

**Student Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_ **Date of Enrollment:** \_\_\_\_\_

*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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. Medical Assisting Certificate (C45400) Course Requirements 16 credit hours: Complete Section 1 (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	1 <sup>st</sup> 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	1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090		
MED 121 Medical Terminology*	3	1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090		
MED 130 Administrative Office Procedures*	2	1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090, Enrollment in Medical Assisting program Co: MED 110		
MED 112 Orientation to Clinical Setting I	1	1 <sup>st</sup> year - spring	Pre: MED 110, MED 118, MED 121, MED 130		
MED 122 Medical Terminology II*	3	1 <sup>st</sup> year - spring	Pre: MED 121		
MED 131 Administrative Office Procedures II*	2	1 <sup>st</sup> year - spring	Pre: MED 130 Co: MED 232		
MED 232 Medical Insurance Coding	2	1 <sup>st</sup> year - spring	Pre: MED 121 Co: MED 131		

**B. Medical Assisting Associate in Applied Science Degree (A45400) Course Requirements 68 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 College	1	1 <sup>st</sup> year – fall	None		
CIS 110 Intro to Computers	3	1 <sup>st</sup> year – fall	Pre: CIS 070, DRE 097 Co: DRE 098 or RED 090		



ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
OST 131 Keyboarding	2	1 <sup>st</sup> year – fall	Pre: 25 nwpm on keyboarding placement test		
BIO 163 Basic Anatomy & Physiology*	5	1 <sup>st</sup> 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	1 <sup>st</sup> year – spring	Pre: ENG 111		
MAT 143 Quantitative Literacy	3	1 <sup>st</sup> year – spring	Pre: DMA 010-050, DRE 098 Co: ACA 115 or ACA 122		
MED 140 Exam Room Procedures I*	5	1 <sup>st</sup> year - summer	Pre: BIO 163, MED 121, MED122		
ACC 115 College Accounting	4	2 <sup>nd</sup> year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 or RED 080 Co. DRE 098 or RED 090		
MED 114 Professional Interactions in Health Care	1	2 <sup>nd</sup> year - fall	Pre: MED 140, Enrollment in Medical Assisting program		
MED 150 Lab Procedures I*	5	2 <sup>nd</sup> year - fall	Pre: MED 140		
MED 270 Symptomatology	3	2 <sup>nd</sup> year - fall	Pre: MED 122, MED 131, Enrollment in Medical Assisting program		
MED 272 Drug Therapy	3	2 <sup>nd</sup> year - fall	Pre: MAT 143, MED 140, Enrollment in Medical Assisting program		
MED 260 MED Clinical Practicum *	5	2 <sup>nd</sup> year - spring	Pre: MED 112, MED 114, MED 131, MED 150, MED 232, MED 270, MED 272		
PSY 150 General Psychology	3	2 <sup>nd</sup> year - spring	Pre: DRE 098 or ENG 090 and RED 090		

**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 credits) \*\* (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
	2 <sup>nd</sup> year - spring		

**NOTES:** \* Core Courses: Must have 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: \_\_\_\_\_



Program Completion Guide

**ASSOCIATE IN APPLIED SCIENCE - OFFICE ADMINISTRATION**

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. Office Administration Certificate (C25370) 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
CIS 110 Introduction to Computers*	3	1 <sup>st</sup> year – fall	Pre: CIS 070, DRE 097 Co: DRE 098 or RED 090		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
OST 131 Keyboarding	2	1 <sup>st</sup> year – fall	Pre: 25 nwpm on keyboarding placement test		
OST 184 Records Management*	3	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 080 and RED 090		
OST 136 Word Processing*	3	1 <sup>st</sup> year – spring	Pre: OST 131		
OST 164 Text Editing Applications*	3	1 <sup>st</sup> year – spring	Pre: OST 131		

**B. Office Administration Associate in Applied Science Degree (A25370) Course Requirements 68/71 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	1 <sup>st</sup> year – fall	None		
MAT 143 Quantitative Literacy	3	1 <sup>st</sup> year – fall	Pre: DMA 010-050, DRE 098 Co: ACA 115 or ACA 122		
OST 122 Office Computations	2	1 <sup>st</sup> year – fall	None		
CTS 130 Spreadsheet	3	1 <sup>st</sup> year – spring	Pre: CIS 110 or OST 137		
ENG 112 Writing/Research in the Disciplines	3	1 <sup>st</sup> year – spring	Pre: ENG 111		
OST 132 Keyboard Skill Building	2	1 <sup>st</sup> year – spring	Pre: OST 131		
OST 134 Text Entry & Formatting	3	1 <sup>st</sup> year – spring	Pre: OST 131 Co: OST 132		
ACC 115 College Accounting	4	2 <sup>nd</sup> year – fall	Pre: DMA 010-040 or MAT 070, DRE 097 or RED 080 Co: DRE 098 or RED 090		
OST 133 Advanced Keyboard Skill Building	2	2 <sup>nd</sup> year – fall	Pre: OST 132		
OST 137 Office Software Applications	3	2 <sup>nd</sup> year – fall	Pre: CIS 110, OST 131		
OST 236 Adv. Word/Information Processing	3	2 <sup>nd</sup> year – fall	Pre: OST 136		



COM 231 Public Speaking	3	2 <sup>nd</sup> year – spring	Pre: DRE 098 or ENG 090 and RED 090		
DBA 110 Database Concepts	2	2 <sup>nd</sup> year – spring	Pre: CIS 110		
OST 233 Office Publications Design	3	2 <sup>nd</sup> year – spring	Pre: OST 136		
OST 286 Professional Development	3	2 <sup>nd</sup> year – spring	Pre: ENG 111		
or WBL 112 Work-Based Learning I	2	2 <sup>nd</sup> year – spring	Pre: 9 SHC in the major core courses		
OST 289 Administrative Office Mgt.*	3	2 <sup>nd</sup> year – spring	Pre: ENG 111, OST 134, OST 136, OST 164, OST 236		

**Required Subject Area:**

**Electives (Select one course from the list below)(2-4 hours) \*\***

ACC 150, BUS 110, BUS 121, BUS 125, BUS 137, BUS 153, BUS 228, BUS 230, BUS 261, BUS 280, 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
	2 <sup>nd</sup> 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 credits) \*\* (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
	2 <sup>nd</sup> year – fall		

**Social/Behavioral Sciences Electives (3 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
	2 <sup>nd</sup> year – spring		

**NOTES:** \* Core Courses: Must have a grade of "C" or better

\*\* See course catalog for Prerequisite and/or Corequisite requirements

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- Complete all core courses with a grade of C or better
- Successfully complete all courses.
- Follow the established course sequence.

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—2015-2016 Enrollment  
DIPLOMA - PRACTICAL NURSING**

**Student Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_ **Date of Enrollment:** \_\_\_\_\_

*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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. Practical Nursing Diploma (D45660) Course Requirements 47 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 (Course <u>not required</u> but recommended)	1	1 <sup>st</sup> year – fall	None	None		
BIO 163 Basic Anatomy & Physiology	5	1 <sup>st</sup> year – fall	DRE 098 or ENG 090 and RED 090, DMA 010-050 or MAT 070	None		
NUR 101 Practical Nursing I*	11	1 <sup>st</sup> year – fall	Admission to Practical Nursing program	BIO 163		
PSY 150 General Psychology	3	1 <sup>st</sup> year – fall	DRE 098 or ENG 090 and RED 090	None		
CIS 110 Introduction to Computers	3	1 <sup>st</sup> year – spring	CIS 070, DRE 097	DRE 098 RED 090		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year – spring	DRE 098 or ENG 090 and RED 090	ACA 115 or ACA 122		
NUR 102 Practical Nursing II*	12	1 <sup>st</sup> year – spring	NUR 101	None		
NUR 103 Practical Nursing III*	10	1 <sup>st</sup> year – summer	NUR 102	None		

**NOTES:** \* Core Courses: Must have a grade of "C" or better; NUR courses must have a grade of "80" or better to progress.  
\*\* 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 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 Practical Nursing Curriculum.
- Successfully complete all courses.
- Follow the established course sequence.

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  
**BUSINESS ADMINISTRATION: PROJECT MANAGEMENT CERTIFICATE**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	72-91 *	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 *	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 *	3	Pre: DRE 097		
	*Reading Comprehension PLUS Sentence Skills Scores				

**Section II: Project Management Certificate (C25120P) 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	1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090		
PMT 110 Intro to Project Management	3	1 <sup>st</sup> year - fall	None		
PMT 210 Project Management Issues	3	1 <sup>st</sup> year - spring	Pre: PMT 110		
PMT 215 Project Management Leadership	3	1 <sup>st</sup> year - spring	Pre: PMT 110		

**NOTES:**

- \*Designates a Core Course
- \*\* See course catalog for prerequisite and/or corequisite requirements

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- Complete all core courses with a grade of C or better
- Successfully complete all courses.
- Follow the established course sequence.

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 - SCHOOL-AGE EDUCATION (A55440)**

**Student Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_ **Date of Enrollment:** \_\_\_\_\_

*A criminal background check may be required as a condition of employment in the education 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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. School-Age Education Associate in Applied Science Degree (A55440) Course Requirements 65 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) 1 <sup>st</sup> year – fall	None		
EDU 119 Intro to Early Childhood Education	4	(D, E) 1 <sup>st</sup> year – fall	None		
EDU 131 Child, Family, & Community*	3	(D) 1 <sup>st</sup> year – fall (E) Even year - fall	Pre: None Co: DRE 097		
EDU 144 Child Development I*	3	(D, E) 1 <sup>st</sup> year – fall	Pre: None Co: DRE 097		
EDU 145 Child Development II*	3	(D, E) 1 <sup>st</sup> year – spring	Pre: None Co: DRE 097		
EDU 158 Healthy Lifestyles-Youth	3	(D) 1 <sup>st</sup> year – spring (E) Odd year - spring	Pre: None Co: DRE 097		
EDU 163 Classroom Mgt & Instruction*	3	(D) 2 <sup>nd</sup> year – fall (E) Even year - fall	Pre: None Co: DRE 097		
EDU 216 Foundations of Education*	4	(D) 1 <sup>st</sup> year – spring (E) Odd year – spring	Pre: None Co: DRE 098		
EDU 221 Children with Exceptionalities*	3	(D) 2 <sup>nd</sup> year – fall (E) Odd year - fall	Pre: EDU 144, EDU 145 Co: DRE 098		
EDU 271 Educational Technology*	3	(D) 2 <sup>nd</sup> year – spring (E) Odd year - spring	Pre: None Co: DRE 098		
EDU 275 Effective Teacher Training	2	(D) 2 <sup>nd</sup> year – spring (E) Even year - spring	Pre: None Co: DRE 098		
EDU 285 Internship Experiences-School Age*	4	(D) 2 <sup>nd</sup> year – spring (E) Even year - spring	Pre: EDU 144, EDU 145, EDU 163, EDU 216 Co: DRE 098		
EDU 289 Adv Issues/School Age*	2	(D) 2 <sup>nd</sup> year – fall (E) Odd year - fall	Pre: None Co: DRE 098		
ENG 111 Writing and Inquiry	3	(D, E) 1 <sup>st</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
COM 231 Public Speaking	3	(D, E) 1 <sup>st</sup> year - spring	Pre: DRE 098 or ENG 090 and Red 090		



or ENG 112 Writing/Research in the Disciplines	3	(D, E) 1 <sup>st</sup> year - spring	Pre: ENG 111	
MAT 143 Quantitative Literacy	3	(D) 2 <sup>nd</sup> year – spring (E) Even year - fall	Pre: DMA 010-050, DRE 098 Co: ACA 115 or ACA 122	
PSY 150 General Psychology	3	(D) 1 <sup>st</sup> year – spring (E) Even year - fall	Pre: DRE 098 or ENG 090 and RED 090	

School-Age Education (Select a minimum of 12 credit hours from the following.) **			
CIS 110, EDU 114, EDU 146, EDU 151, EDU 153, EDU 154, EDU 162, EDU 173, EDU 223, EDU 235, EDU 247, EDU 248, EDU 250, EDU 252, EDU 256, EDU 259, EDU 261, EDU 262, EDU 263, EDU 280, EDU 281, WBL 111, WBL 115			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	(D) 2 <sup>nd</sup> year – spring (E) Even 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 credits)** (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) 2 <sup>nd</sup> year – fall, 1 <sup>st</sup> year - fall (E) 1 <sup>st</sup> year – spring, Odd year – fall		

**NOTES: D= Day E= Evening**

\*Core Courses: Must have a grade of "C" or better.  
\*\*See course catalog for Prerequisite and/or Corequisite requirements.

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Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Program Completion Guide  
**DIPLOMA – THERAPEUTIC AND DIAGNOSTIC SERVICES: NURSE AIDE**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+ Reading Comprehension PLUS Sentence Skills Scores				

**Section II:**

**A. Therapeutic and Diagnostic Services: Nurse Aide (D45970) Course Requirements 36 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	1 <sup>st</sup> year – fall	None		
BIO 165 Anatomy & Physiology I	4	1 <sup>st</sup> year – fall	Pre: DMA 010- 050 or MAT 070, DRE 098 or ENG 090 & RED 090		
CIS 110 Intro to Computers	3	1 <sup>st</sup> year – fall	Pre: CIS 070, DRE 097 Co: DRE 098 or RED 090		
NAS 101 Nursing Assistant I *	6	1 <sup>st</sup> year – fall	None		
PSY 150 General Psychology	3	1 <sup>st</sup> year – fall	Pre: DRE 098 or ENG 090 and RED 090		
BIO 166 Anatomy & Physiology II	4	1 <sup>st</sup> year – spring	Pre: BIO 166		
ENG 111 Writing and Inquiry	3	1 <sup>st</sup> year – spring	Pre: DRE 098 or ENG 090 and Red 090 Co: ACA 115 or ACA 122		
MED 121 Medical Terminology I *	3	1 <sup>st</sup> year – spring	Pre: DRE 098 or ENG 090 and RED 090		
NAS 102 Nursing Assistant II *	6	1 <sup>st</sup> year – spring	Pre: Must have successful completion of Nurse Aide I training program & current Nurse Aide I listing on DHSR.		
MED 122 Medical Terminology II *	3	1 <sup>st</sup> year – summer	Pre: MED 121		
SOC 210 Introduction to Sociology	3	1 <sup>st</sup> year – summer	Pre: DRE 098		

**NOTES:** \* Core Courses: Must have 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: \_\_\_\_\_



**Program Completion Guide  
DIPLOMA - WELDING TECHNOLOGY**

**Student Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_ **Date of Enrollment:** \_\_\_\_\_

**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	72-91 +	3	Pre: None		
DRE 097 Integrated Reading Writing II	91-128 +	3	Pre: DRE 096		
DRE 098 Integrated Reading Writing III	129-165 +	3	Pre: DRE 097		
	+Reading Comprehension PLUS Sentence Skills Scores				

**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	1 <sup>st</sup> year – fall	None		
WLD 115 SMAW (Stick) Plate*	5	1 <sup>st</sup> year – fall	None		
WLD 141 Symbols & Specifications*	3	1 <sup>st</sup> year – fall	None		
WLD 121 GMAW (MIG) FCAW/ Plate*	4	1 <sup>st</sup> year - spring	None		
WLD 131 GTAW (TIG) Plate*	4	1 <sup>st</sup> year - spring	None		

**B. Welding Technology Diploma (D50420) 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	1 <sup>st</sup> year – fall	None		
WLD 215 SMAW (Stick) Pipe	4	1 <sup>st</sup> year - spring	Pre: WLD 115		
WLD 132 GTAW (TIG) Plate/Pipe	3	1 <sup>st</sup> year - summer	Pre: WLD 131		
WLD 151 Fabrication I	4	1 <sup>st</sup> year - summer	Pre: WLD 141		
DFT 151 CAD I	3	2 <sup>nd</sup> year - fall	Pre: DMA 010-030 or MAT 060, RED 080		
ENG 111 Writing and Inquiry	3	2 <sup>nd</sup> year - fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 115 or ACA 122		
MAT 143 Quantitative Literacy	3	2 <sup>nd</sup> year - fall	Pre: DMA 010-050, DRE 098 Co: ACA 115 or ACA 122		



**NOTES:** \* Core Courses: Must have 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: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_